



Regular Meeting of the Board of Directors

Tuesday, February 28, 2023

10:00 a.m.

Antelope Valley Transit Authority Community Room
42210 6th Street West, Lancaster, California
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. A three-minute time limit will be imposed on all speakers besides 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 Richard Loa, Director Eric Ohlsen, 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 LEGISLATIVE REPORT FROM CONGRESSMAN MIKE GARCIA'S OFFICE – JACQUELINE OWENS
- SRP 2 LEGISLATIVE REPORT FROM SENATOR SCOTT WILK'S OFFICE – SHAWN CANNON
- SRP 3 LEGISLATIVE REPORT FROM ASSEMBLYMAN TOM LACKEY'S OFFICE – PAM BALCH
- SRP 4 LEGISLATIVE REPORT FROM ASSEMBLYMAN JUAN CARRILLO'S OFFICE – JUAN BLANCO
- SRP 5 PRESENTATION TO PROCUREMENT AND CONTRACTS OFFICER LYLE BLOCK ACKNOWLEDGING HIS RETIREMENT – MARTIN TOMPKINS
- SRP 6 PRESENTATION TO MV TRANSPORTATION EMPLOYEE AND OPERATOR OF THE MONTH – MICHAEL SHERRILL
- SRP 7 PRESENTATION TO AV TRANSPORTATION SERVICES EMPLOYEE OF THE MONTH – ART MINASYAN
- SRP 8 MICROTRANSIT AND DIAL-A-RIDE KEY PERFORMANCE INDICATORS (KPI) REPORT – ART MINASYAN
- SRP 9 LEGISLATIVE REPORT FOR FEBRUARY 2023 – JUDY VACCARO-FRY
- SRP 10 MAINTENANCE KPI REPORT – JOSEPH SANCHEZ
- SRP 11 OPERATIONS KPI REPORT – MICHAEL SHERRILL

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 DECEMBER 20, 2022 AND JANUARY 24, 2023 – KAREN DARR

Recommendation: Approve the Board of Directors Special Meeting Minutes of December 20, 2022, and the Regular Meeting Minutes of January 24, 2023.

CC 2 FINANCIAL REPORT FOR JANUARY 2023 AND FISCAL YEAR 2022/2023 (FY 2023) SECOND QUARTER TREASURER’S REPORT – VIANNEY MCLAUGHLIN

Recommendation: Receive and file the Financial Report for January 2023 and the FY 2023 Second Quarter Treasurer’s report.

CC 3 AMENDMENT NO. 4 TO CONTRACT #2019-64 WITH BROWN ARMSTRONG ACCOUNTANCY CORPORATION FOR CPA FINANCIAL AUDITING SERVICES – CECIL FOUST

Recommendations:

(1) Authorize the Executive Director/CEO to execute Amendment No. 4 to Contract #2019-64 with Brown Armstrong Accountancy Corporation, Bakersfield, CA for CPA financial auditing services for a one-year period not to exceed \$53,000 with one (1) one-year optional renewal period remaining.

(2) Find that the California Environmental Quality Act does not apply to this item.

Interested Party: Brown Armstrong Accountancy Corporation

Sole Proprietor: n/a

CC 4 AMENDMENT NO. 3 TO CONTRACT #2019-06 WITH VEHICLE TECHNICAL CONSULTANTS, INC. FOR IN-PLANT BUS MANUFACTURING INSPECTION SERVICES – CECIL FOUST

Recommendations:

(1) Authorize the Executive Director/CEO to execute Amendment No. 3 to Contract #2019-06 with Vehicle Technical Consultants, Inc., Beaumont, CA, to purchase additional in-plant bus manufacturing inspection services for up to twenty-one (21) - BYD battery-electric buses for an amount not to exceed \$65,000 plus applicable sales tax.

(2) Find that the California Environmental Quality Act does not apply to this item.

Interested Party: Vehicle Technical Consultants, Inc.

Sole Proprietor: n/a

- CC 5 RESOLUTION NO. 2023-002, AUTHORIZING THE EXECUTIVE DIRECTOR/CEO AND/OR CHIEF FINANCIAL OFFICER TO EXECUTE ALL REQUIRED DOCUMENTS OF THE FEDERAL TRANSIT ADMINISTRATION (FTA) AS REQUIRED BY THE DEPARTMENT OF TRANSPORTATION (DOT) GRANT PROGRAM FOR FEDERAL FISCAL YEAR 2022/2023 (FFY23) – JUDY VACCARO-FRY

Recommendations:

- (1) *Adopt Resolution No. 2023-002, authorizing the Executive Director/CEO to execute all required documents of the FTA as required by the DOT Grant Program for FFY23.*
- (2) *Find that the California Environmental Quality Act does not apply to this item.*

Interested Party: Department of Transportation

- CC 6 DESTRUCTION OF RECORDS PER RECORDS RETENTION POLICY – PAULINA HURLEY

Recommendations:

- (1) *Authorize the destruction of the on-site records (paper, electronic, audio, photographic, etc.) per the Records Destruction list.*
- (2) *Find that the California Environmental Quality Act does not apply to this item.*

NEW BUSINESS (NB):

- NB 1 SECOND AMENDMENT TO EXECUTIVE DIRECTOR/CEO EMPLOYMENT AGREEMENT – ALLISON BURNS

Recommendations:

- (1) *Approve the Second Amendment to the Executive Director/CEO Employment Agreement.*
- (2) *Find that the California Environmental Quality Act does not apply to this item.*

Interested Party: Martin Tompkins

- NB 2 SOLE RESPONDENT CONTRACT #2023-26 TO MATRIX AUDIO VISUAL DESIGNS FOR COMMUNITY ROOM PRESENTATION UPGRADE – CECIL FOUST

Recommendations:

- (1) *Authorize the Executive Director/CEO to execute Sole Respondent Contract #2023-26 with Matrix Audio Visual Designs, Burbank, CA, to purchase equipment and installation of upgrades to the Community Room for an amount not to exceed \$324,004.08, including freight and applicable sales tax.*
- (2) *Find that the California Environmental Quality Act does not apply to this item.*

Interested Party: Matrix Audio Visual Designs

Sole Proprietor: n/a

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)
- CS 3 Public Employee Performance Evaluation – Pursuant to Government Code Sections 54954.5 (e) and 54957(b))
Title: Executive Director/CEO

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 March 28, 2023 at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, CA.

The agenda was posted by 6:00 p.m. on February 24, 2023 at the entrance to the Antelope Valley Transit Authority, 42210 6th 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 6th Street West, Lancaster or by contacting the Clerk of the Board at (661) 729-2206.

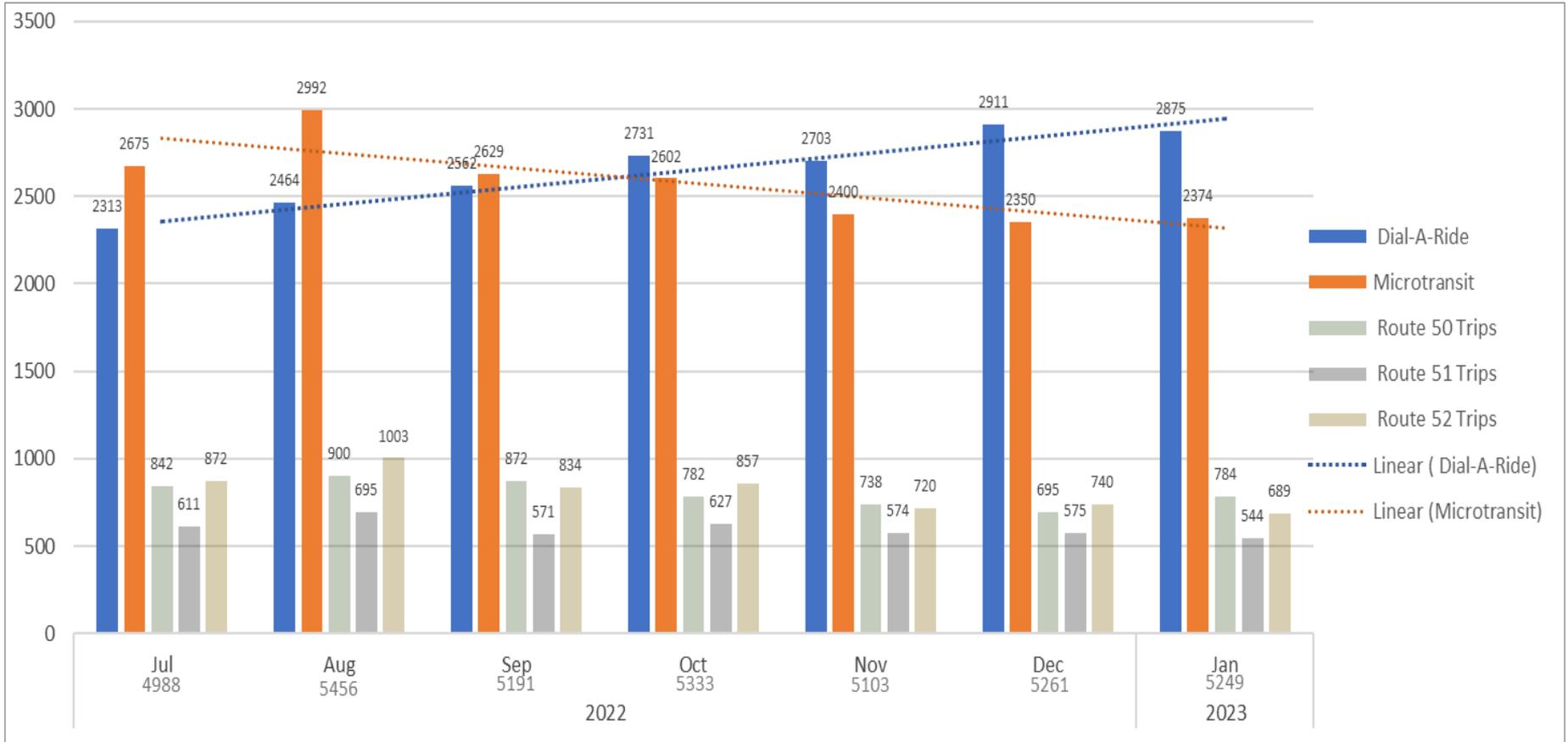
JANUARY

FY 2023 MONTHLY OPERATIONS KEY PERFORMANCE INDICATORS

Presentation to the
Board of Directors
February 28, 2023



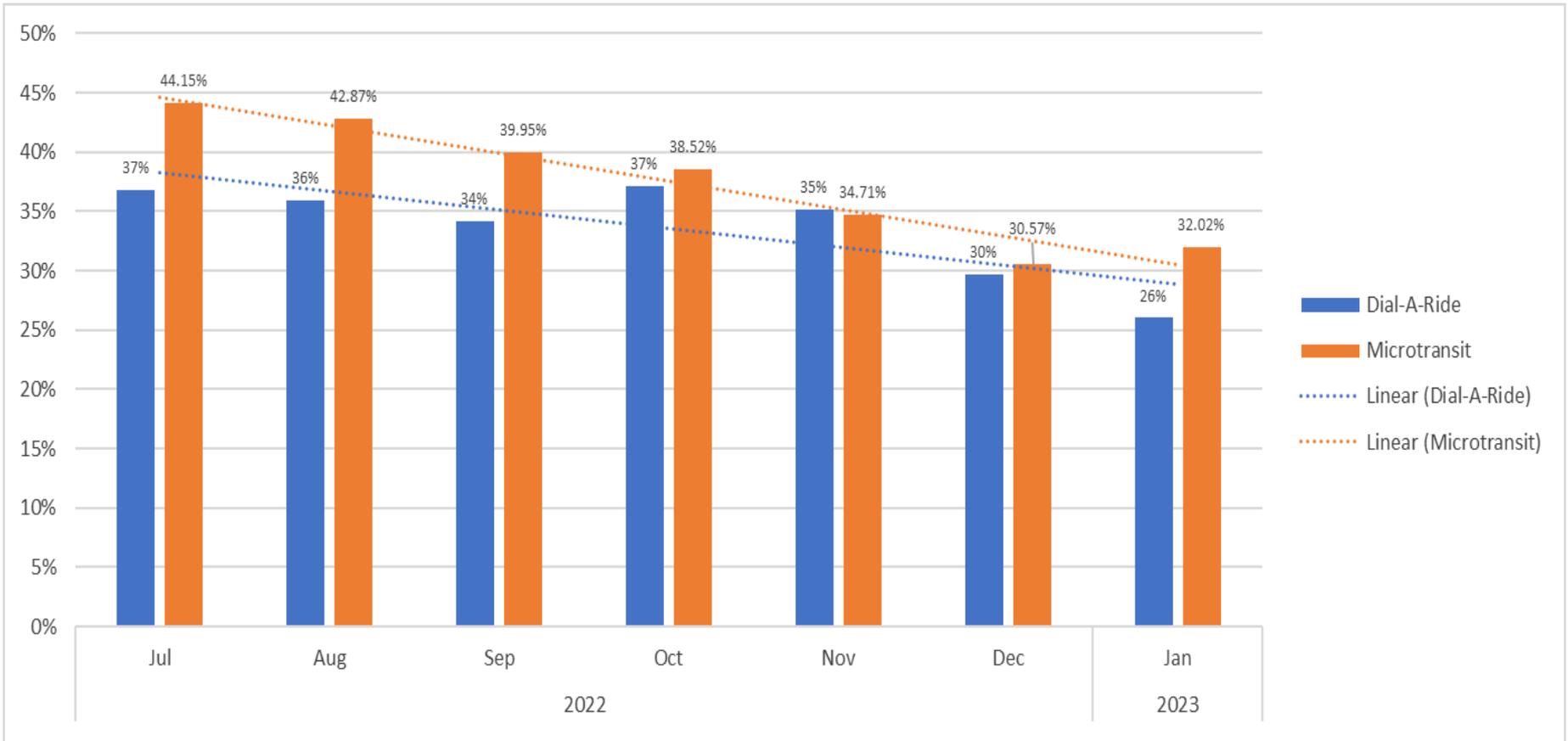
PASSENGER RIDERSHIP DATA



January Trip Accommodation
80.80 %

January Total Trips
4,691

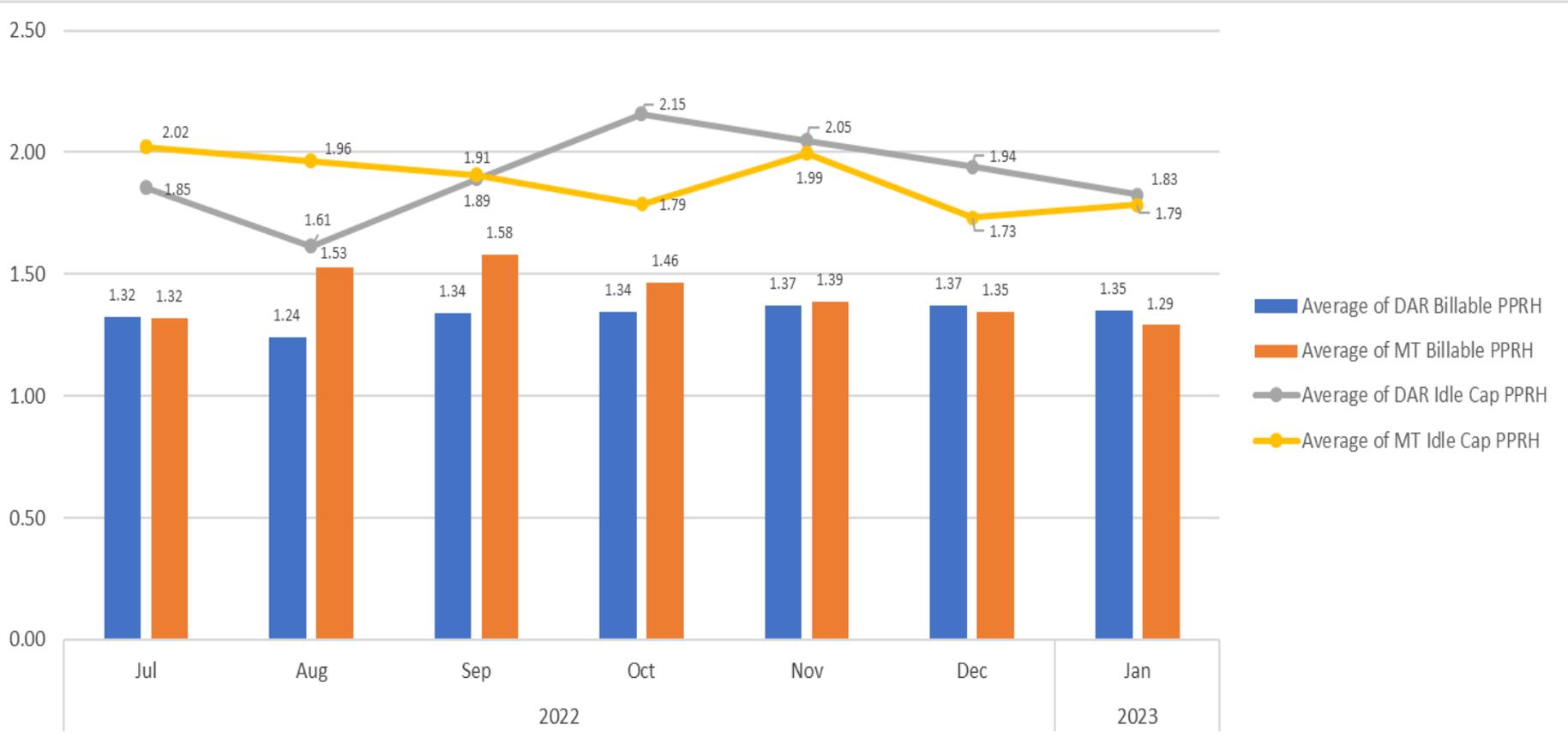
AVERAGE SHARED RIDE PERCENTAGE



January Daily Average Shared Rides
21.87

January Daily Average Rides
156.37

PASSENGERS PER REVENUE HOUR



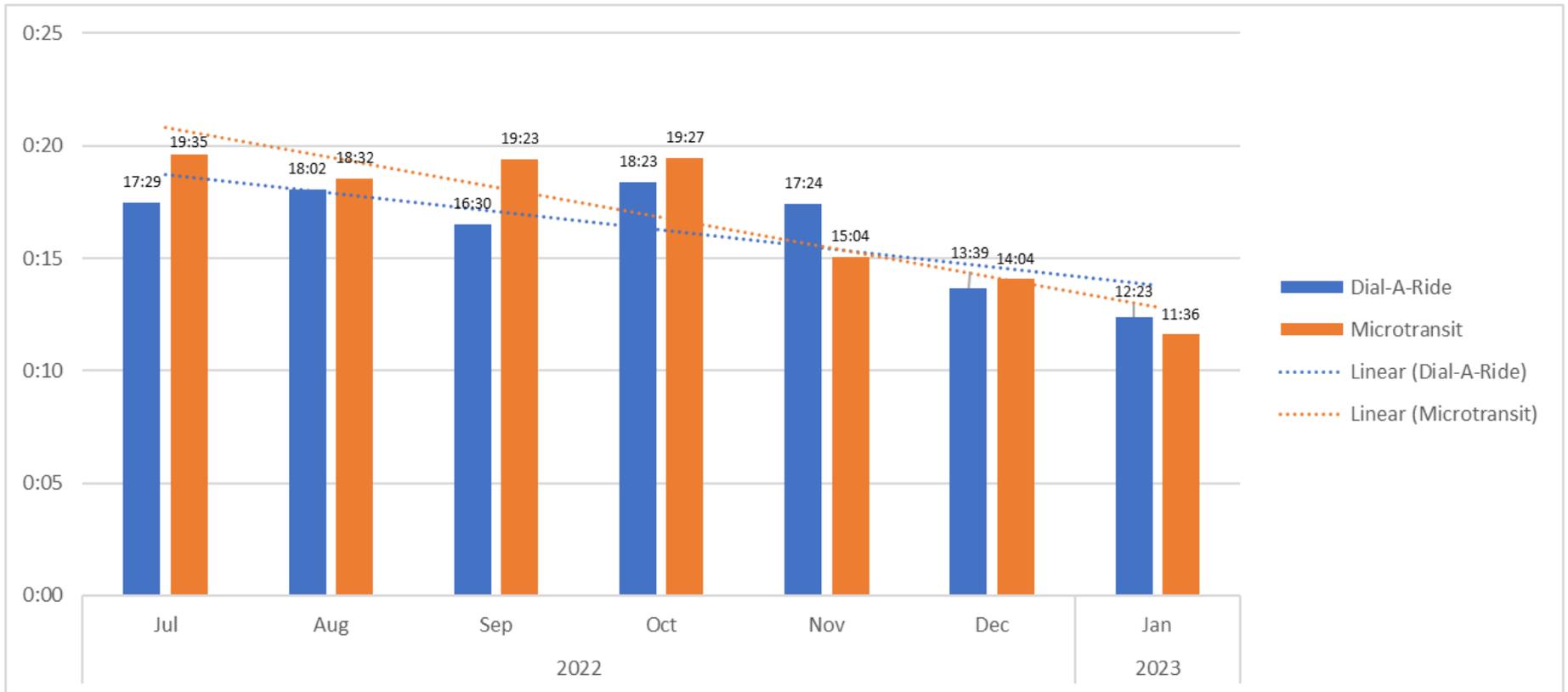
January Average PPRH (Billable)

1.81

January Average PPRH (NTD Hours)

1.32

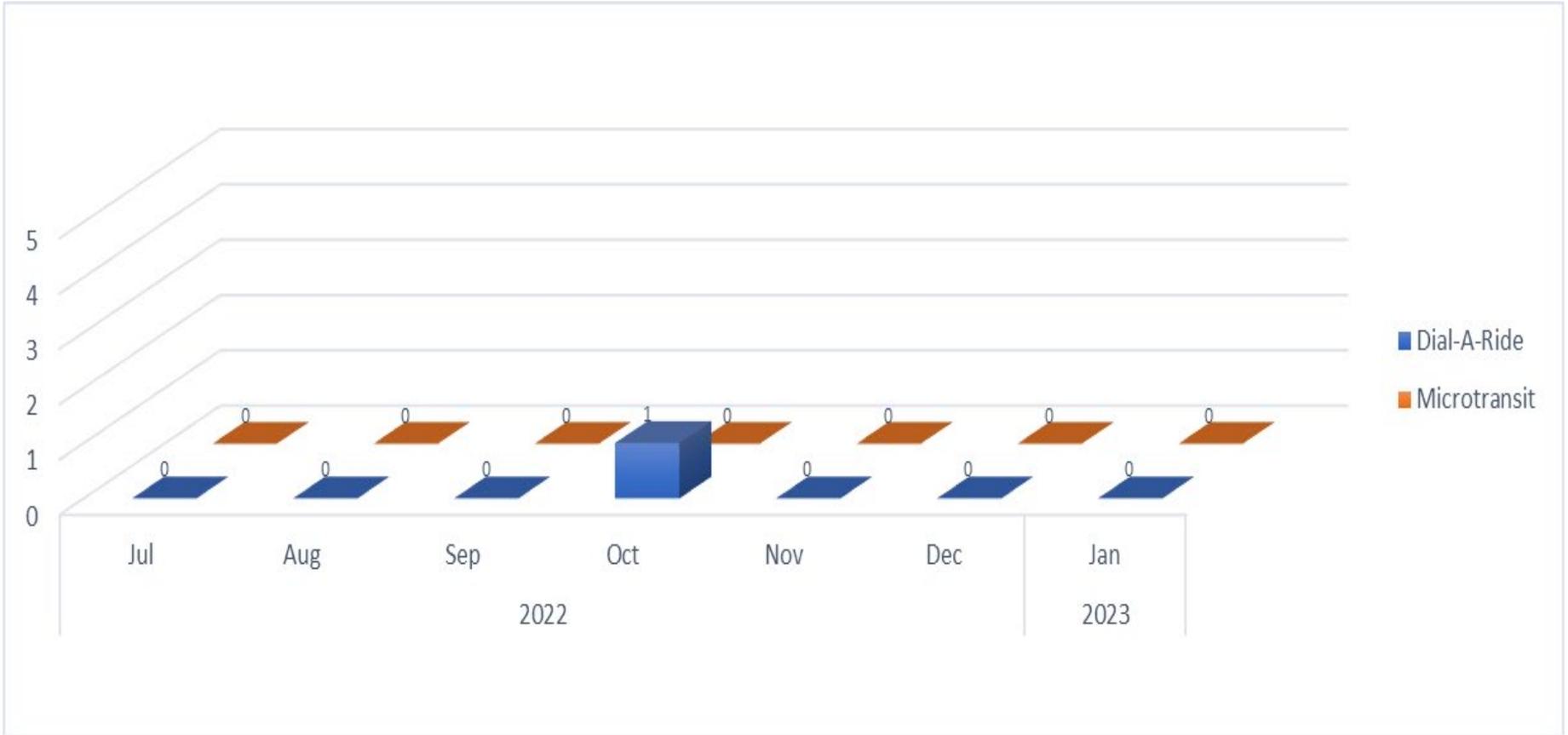
PASSENGER WAIT TIME



MONTHLY AVERAGE WAIT TIME

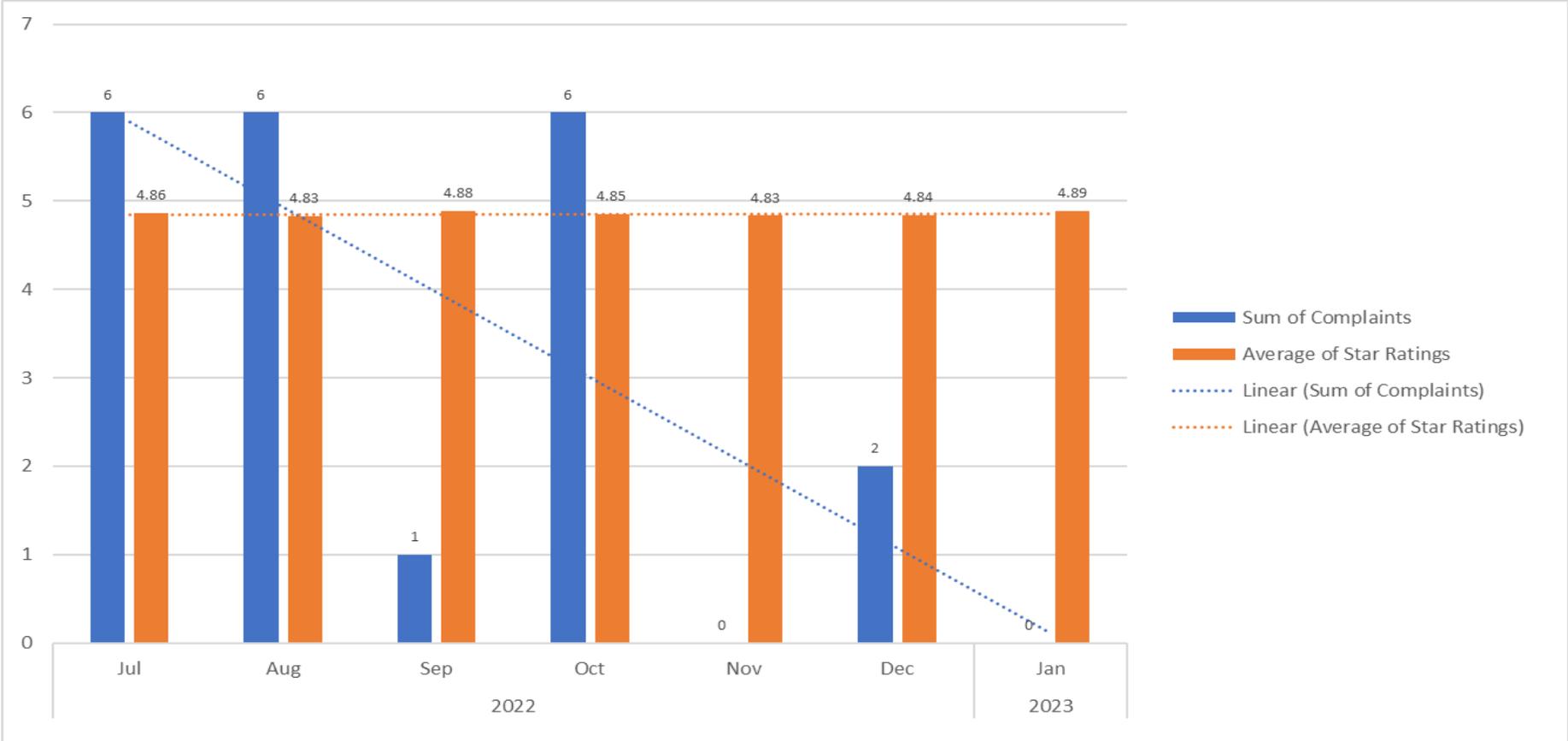


ACCIDENTS



January Accidents
0

PASSENGER FEEDBACK



January Complaints
0

January % Complaints
0.00%

January Average Ratings
4.89

LEGISLATIVE & FINANCE UPDATE

Presentation to the Board of Directors
February 28, 2023



FEDERAL



FTA GRANT OPPORTUNITIES

BOTH DUE APRIL 18, 2023

Buses and Bus Facilities Program

Approximately \$469 million available.

Supports transit agencies in buying and rehabilitating buses, vans, and related equipment and building bus facilities.

Low or No Emission (Low-No) Program

Approximately \$1.22 billion available.

Helps transit agencies buy or lease U.S.-built zero-emission and low-emission transit buses along with charging equipment and supporting facilities.



FEDERAL APPORTIONMENTS

	AVTA				TOTAL	
	5307	ok for OPS	OPS% OK	5337	5339	
2013	\$ 7,651,957			\$ -	\$ 479,681	\$ 8,131,638
2014	\$ 8,393,600	\$ 5,652,241	67.34%	\$ -	\$ 566,453	\$ 8,960,053
2015	\$ 9,066,819	\$ 6,044,475	66.67%	\$ 326,668	\$ 664,914	\$ 10,058,401
2016	\$ 9,632,276	\$ 6,454,896	67.01%	\$ 915,294	\$ 657,398	\$ 11,204,968
2017	\$ 9,865,893	\$ 6,675,189	67.66%	\$ 850,160	\$ 686,038	\$ 11,402,091
2018	\$ 9,805,424	\$ 6,607,962	67.39%	\$ 1,182,772	\$ 895,165	\$ 11,883,361
2019	\$ 8,448,075	\$ 5,658,339	66.98%	\$ 1,123,286	\$ 616,981	\$ 10,188,342
2020	\$ 8,710,893	\$ 5,881,668	67.52%	\$ 1,106,862	\$ 657,491	\$ 10,475,246
2021	\$ 8,710,893	\$ 5,921,777	67.98%	\$ 1,106,862	\$ 657,491	\$ 10,475,246
2022	\$ 11,183,531	\$ 8,333,035	74.51%	\$ 1,635,093	\$ 589,556	\$ 13,408,180
2023	\$ 11,392,791	\$ 8,489,340	74.52%	\$ 1,669,249	\$ 606,942	\$ 13,668,982

TOTAL FFY23 FTA APPORTIONMENTS - \$13,668,982

STATE





BUDGET

California Transit Association (CTA) submitted a letter to legislative leaders and the Governor in response to the proposed FY 2023-24 Budget.

- Calls for the Legislature to maintain the funding levels for the Transit and Intercity Rail Capital Program previously approved in the FY 2023-23 budget;
- Provide transit operations funding to address funding shortfalls and to support transit agencies in their ridership recovery; and
- Extend state statutory relief through FY 2024-25





Transit & Intercity Rail Capital Program

Awards of more than \$2.5 billion for transportation projects throughout California. Awarded approximately \$1.3 billion for seven projects in the six-county SCAG region.

\$600 million for LA Metro's East San Fernando Valley Transit Corridor project to complete the 6.7-mile initial segment between Van Nuys/Orange Line and Van Nuys/San Fernando stations, scheduled by 2030. The project previously received \$205 million in TIRCP funding.

Funding was specifically targeted to existing projects that previously received TIRCP grants and demonstrated that a supplemental state grant would leverage or maintain significant local or federal investment.

The awards are designed to protect important existing projects by returning them to full funding status and avoiding putting other committed funds at risk.

Transit & Intercity Rail Capital Program



4 Commuter Coaches

Project Total:
\$5,454,640

TIRCP6 Funds
Requested: \$3,902,460



Submitted February 10th

15 Support Letters Received:

- Assemblyman Carrillo
- Assemblyman Lackey
- Antelope Valley Economic Development Growth Enterprise (EDGE)
- Antelope Valley Air Quality Management District (AVAQMD)
- City of Lancaster
- City of Palmdale
- LA County Supervisor Kathryn Barger
- LA County Municipal Operators Association (LACMOA)
- Mojave Desert Air Quality Management District (MDAQMD)
- North County Transportation Coalition (NCTC)
- San Bernardino County Transportation Authority (SBCTA)
- Southern California Association of Governments (SCAG)
- Senator Wilk
- County of San Bernardino Supervisor Paul Cook
- Town of Apple Valley

PENDING: Congressmen's Garcia, McCarthy

HEAVY DUTY VEHICLE INCENTIVE PROGRAM



Public Work Group to Discuss the Implementation of the Clean Truck and Bus Voucher Incentive Project (HVIP) for Fiscal Year 2022-23



Flexibilities for Public Transit Agencies

- The Board approved a \$70 million set-aside for public transit agencies
- Given unique nature of public transit agencies, we are considering allowing additional flexibilities including:
 - Allow letters of intent in lieu of purchase orders
 - Promote use of HVIP as local match
 - In discussions with the Federal Transit Administration to determine necessary changes to allow for matching with the Low or No Vehicle Emission Vehicle Program
 - Allow 36 months for public transit bus voucher redemptions
 - For HVIP funding requirements, consider all transit agencies to be exceeding regulatory requirements and eligible for HVIP funding if the total number of ZE transit buses operating in the state exceeds Innovative Clean Transit requirements



REGIONAL





FTA GRANT OPPORTUNITY

Federal Section 5310 provides operating and capital assistance for public transportation projects, and addresses human services transportation needs in LA County.

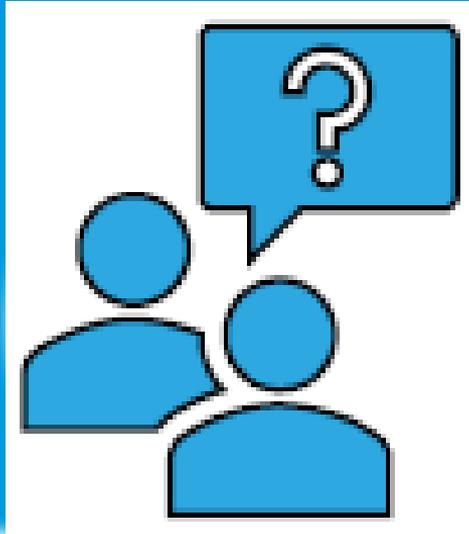
Program is to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding the transportation mobility options available when public transit is insufficient, inappropriate, or unavailable by a) exceeding the requirements of the Americans with Disabilities Act (ADA) of 1990; b) improving access to fixed route service and decreasing reliance on complementary paratransit; and c) providing alternatives to public transportation.

TRANSIT INDUSTRY *"OF INTEREST"*

San Diego County's Regional Transportation Agency's (SANDAG) latest transportation plan is designed to make driving so expensive that drivers succumb to public transportation.

In addition to the current gas tax and registration fees, SANDAG's plan adds three new half-cent sales tax increases, over 800 miles of San Diego County freeway lanes converted to toll lanes, and a mileage tax for every mile driven to pay for their \$165 billion public mass transit plan.

Questions?



Antelope Valley Transit Authority



FY 2023 Monthly Fleet Maintenance Key Performance Indicators

Presentation to the Board of Directors

February 28, 2023



ELECTRIC MILES TRAVELED

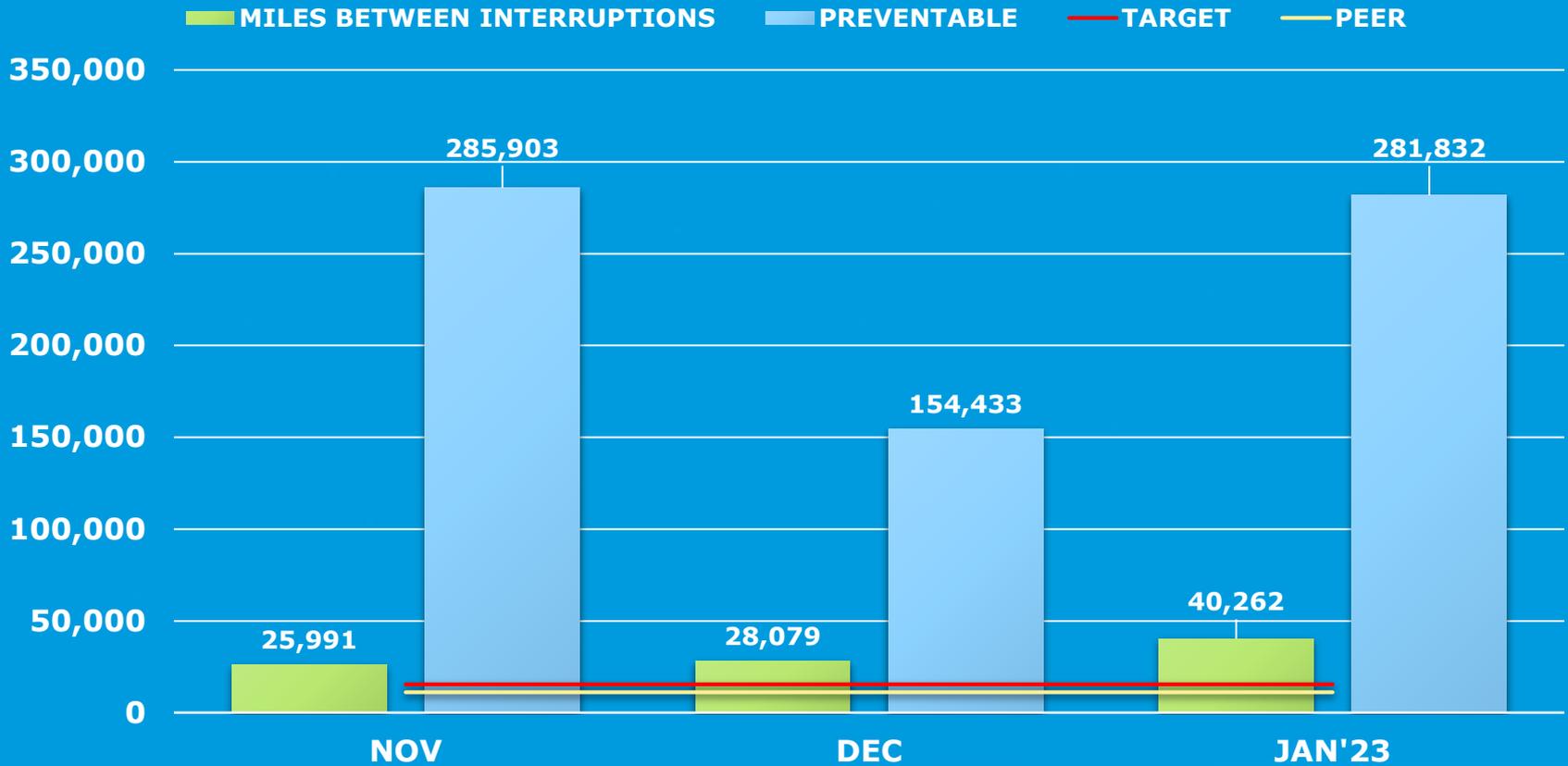
Commuter Fixed Route Lifetime Electric Miles



AVERAGE MILES BETWEEN SERVICE INTERRUPTIONS

Target: 15,500

Peer Average: 11,206



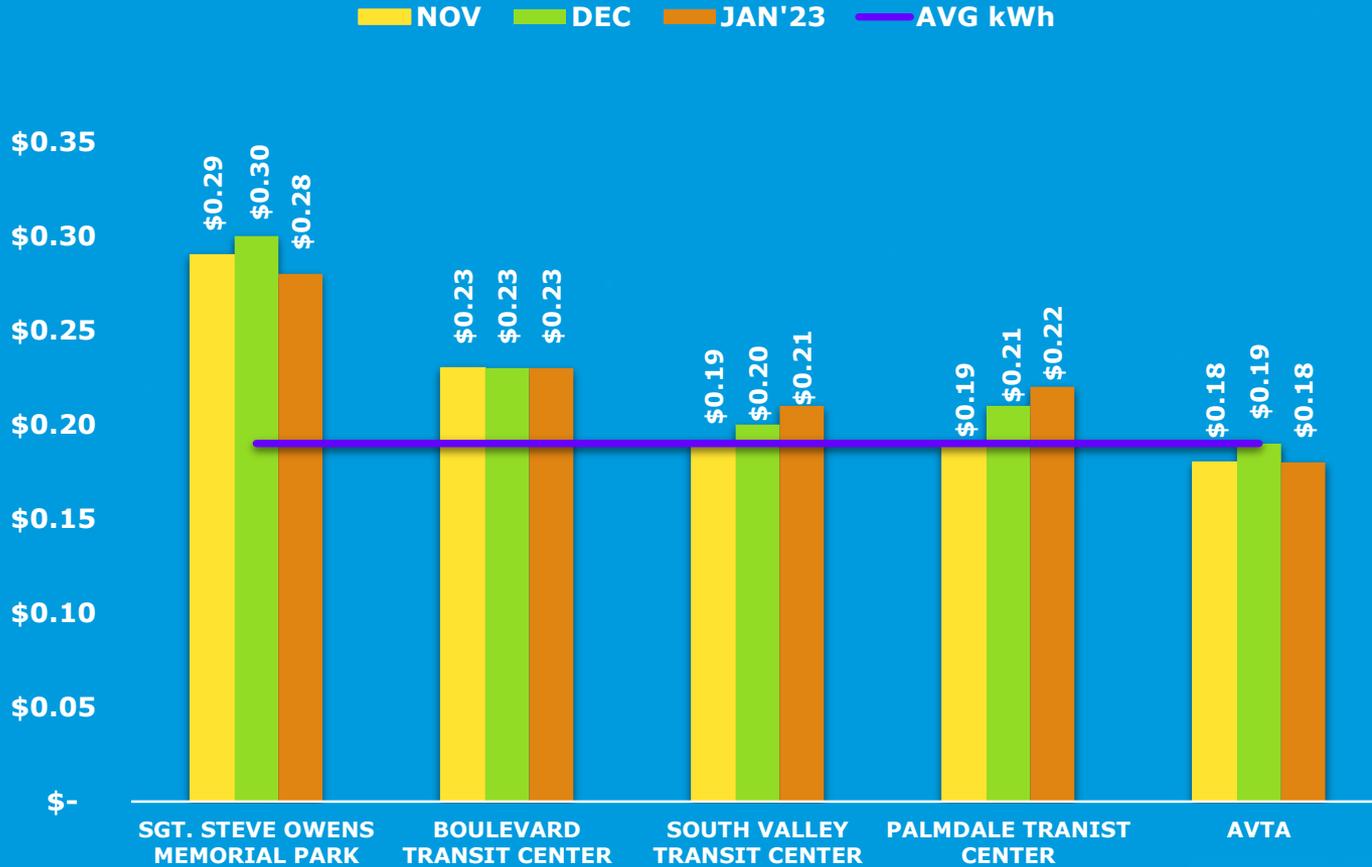
MAINTENANCE COST PER MILE BY FLEET

■ 40'BYD ■ 60'BYD ■ 45'MCI



ENERGY DEPOTS

COST PER KWH

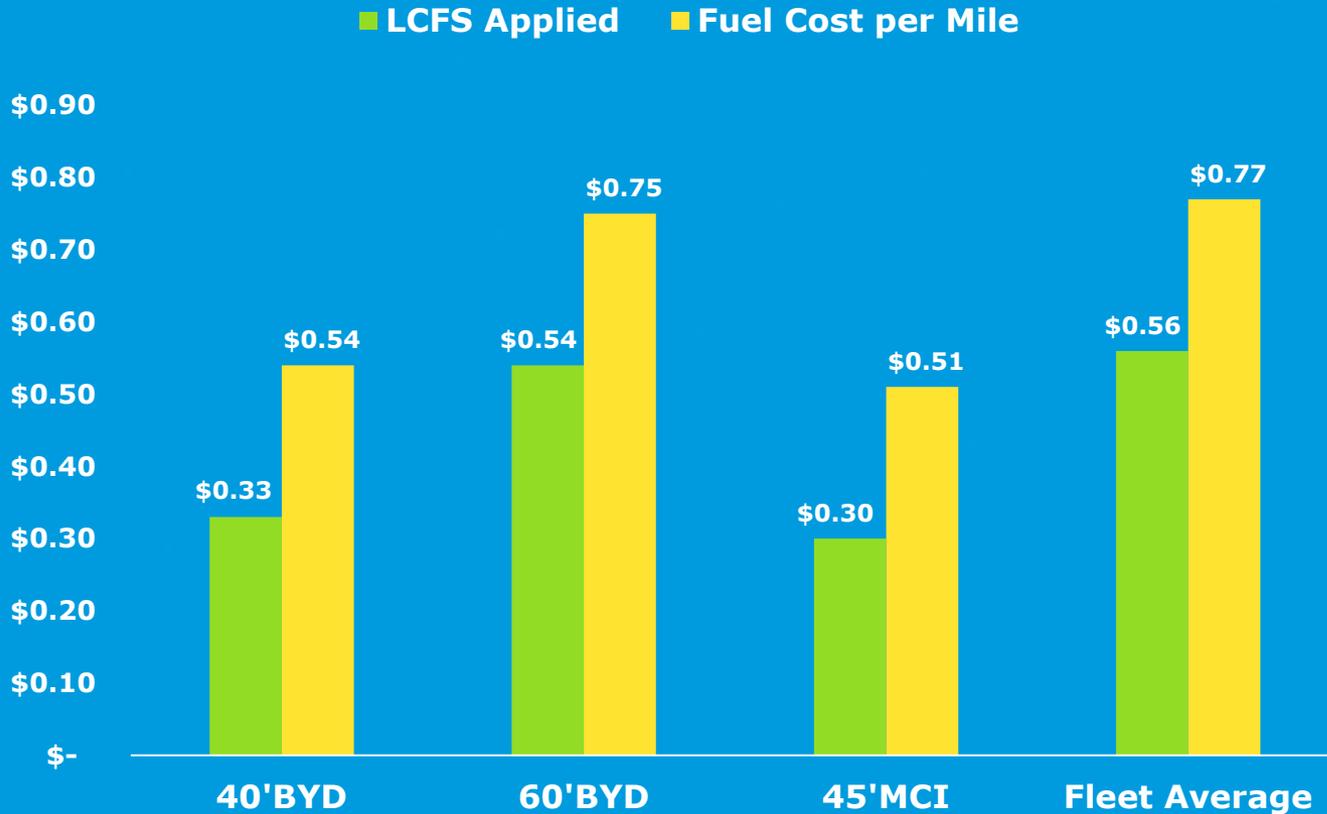


kWh ENERGY COST PER MILE

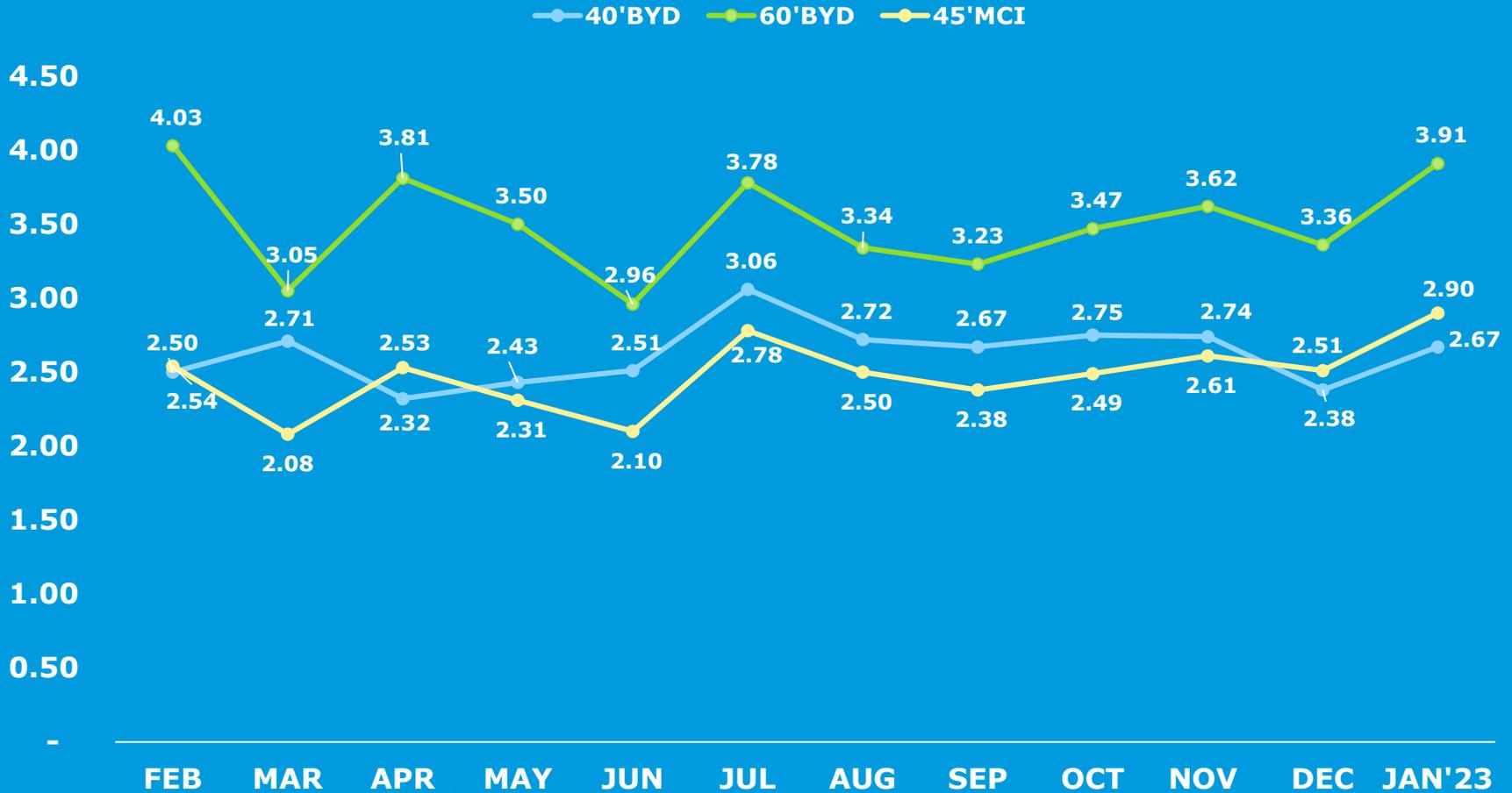
JANUARY

\$.21 Low Carbon Fuel Standard credits value per mile.

Fuel costs are paid directly by AVTA.

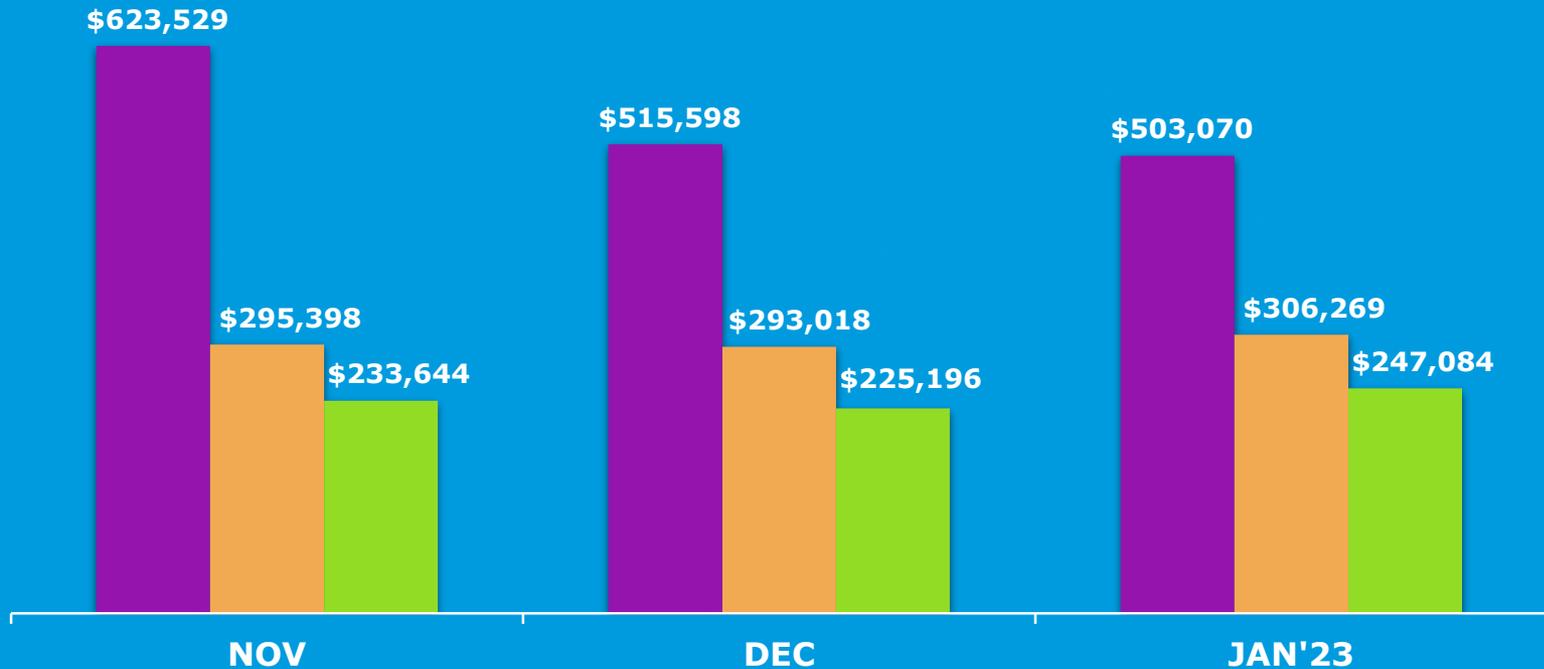


AVERAGE kWh CONSUMPTION PER MILE



COMBINED FLEET COSTS ENERGY AND MAINTENANCE

■ Diesel ■ Combined Costs ■ LCFS Applied



Discussion/Questions?



FY 2023 Monthly Operations Key Performance Indicators

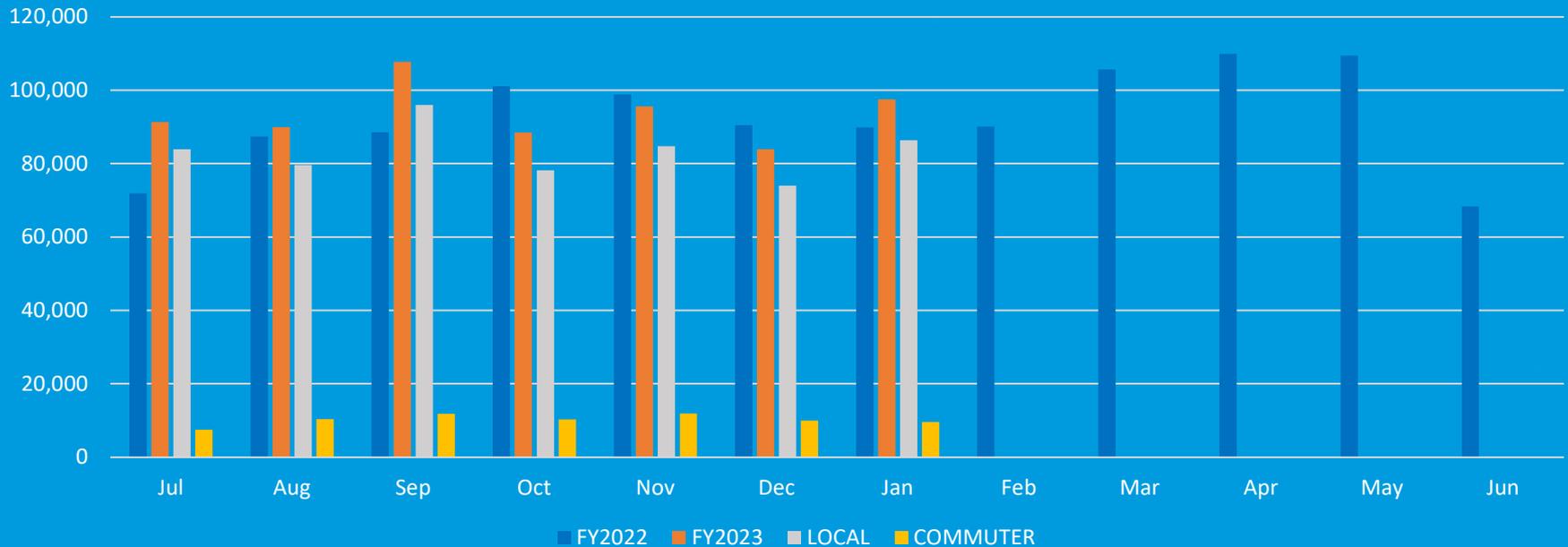
Presentation to the Board of Directors

February 28, 2023

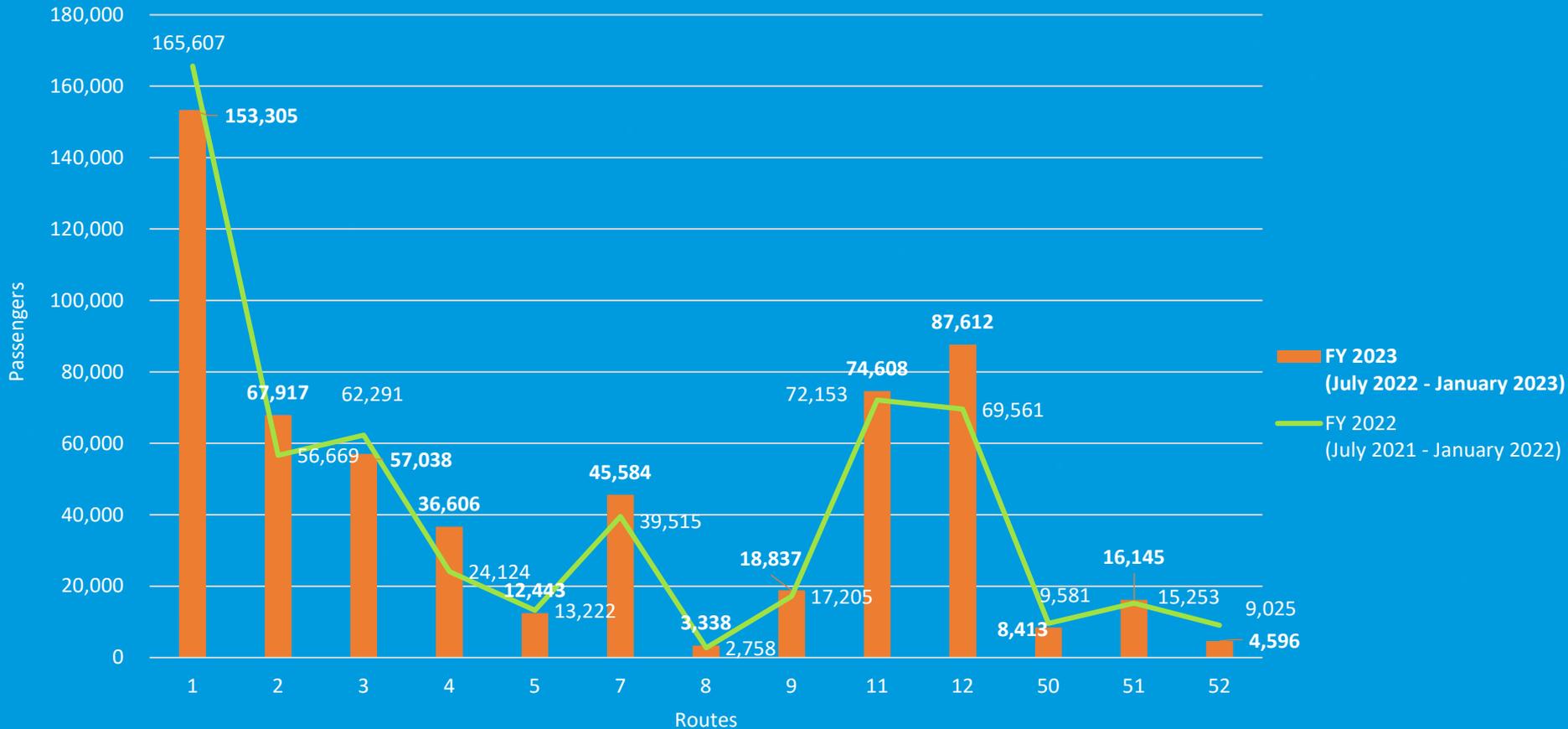


MONTHLY BOARDING ACTIVITY

	January 2023 FY 2023	December 2022 FY 2023
System	97,547	83,904
Local	86,372	73,982
Commuter	11,175	9,922



ANNUAL RIDERSHIP LOCAL ROUTES



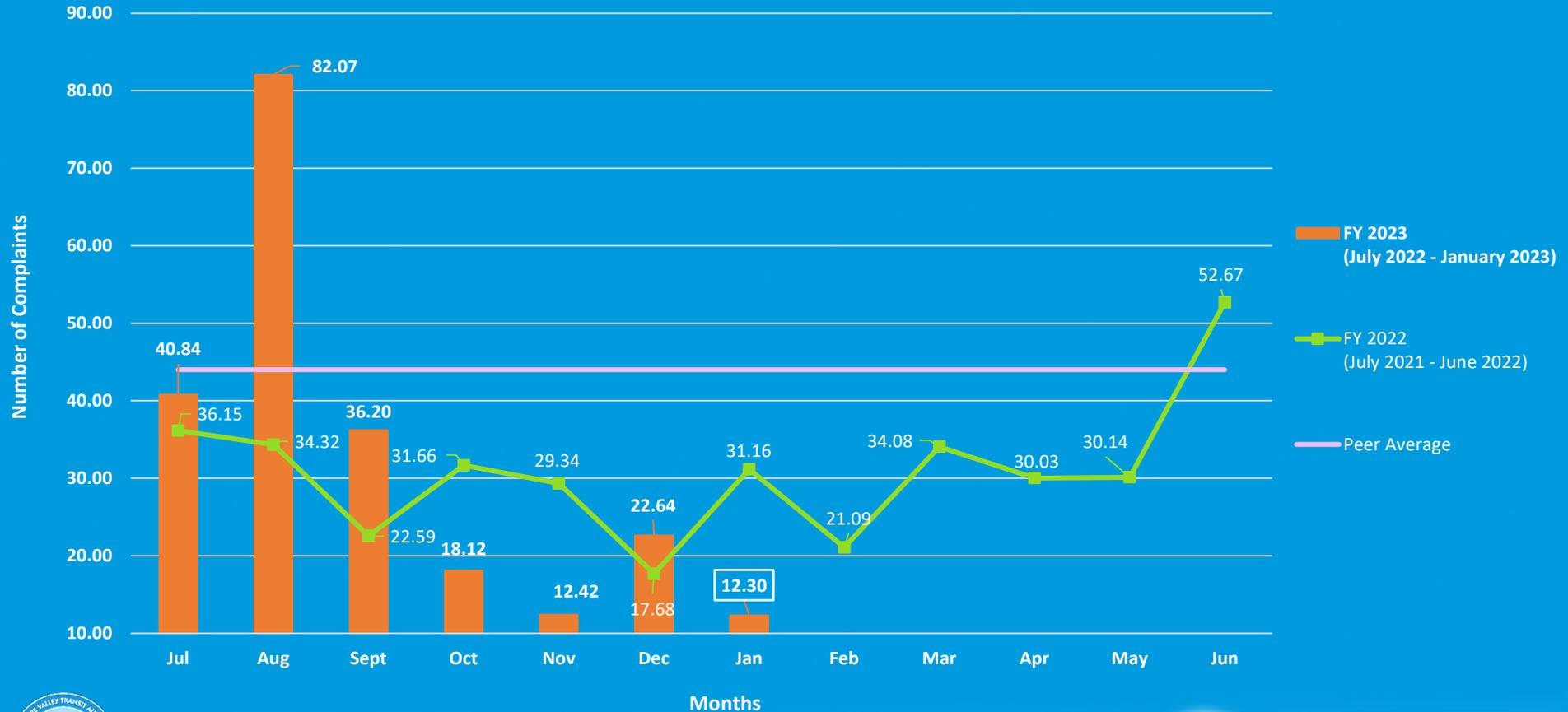
ANNUAL RIDERSHIP COMMUTER ROUTES



COMPLAINTS/100,000 BOARDINGS

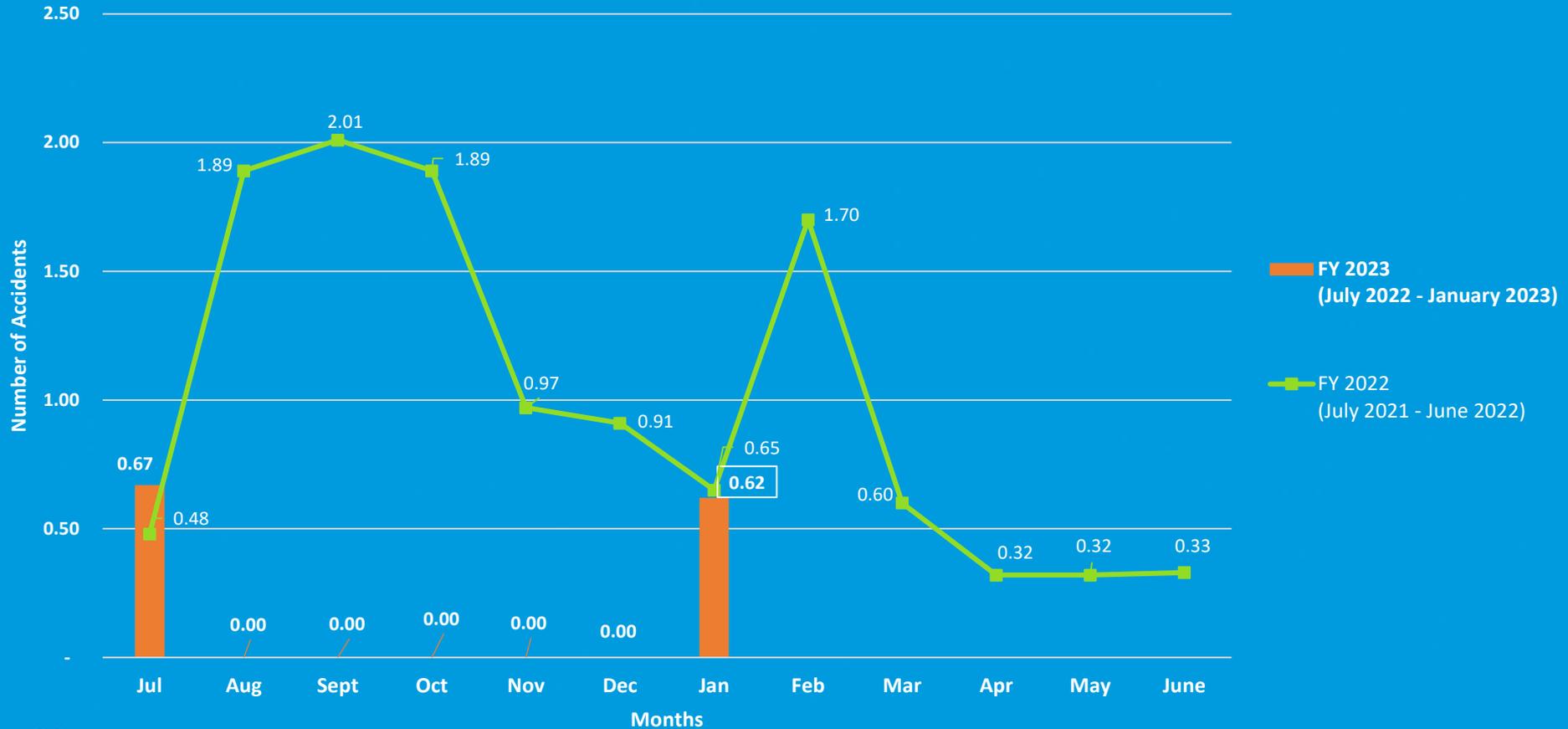
JANUARY - SYSTEM WIDE AVERAGE: 12.30

PEER AVERAGE: 44.00



PREVENTABLE ACCIDENTS/100,000 MILES

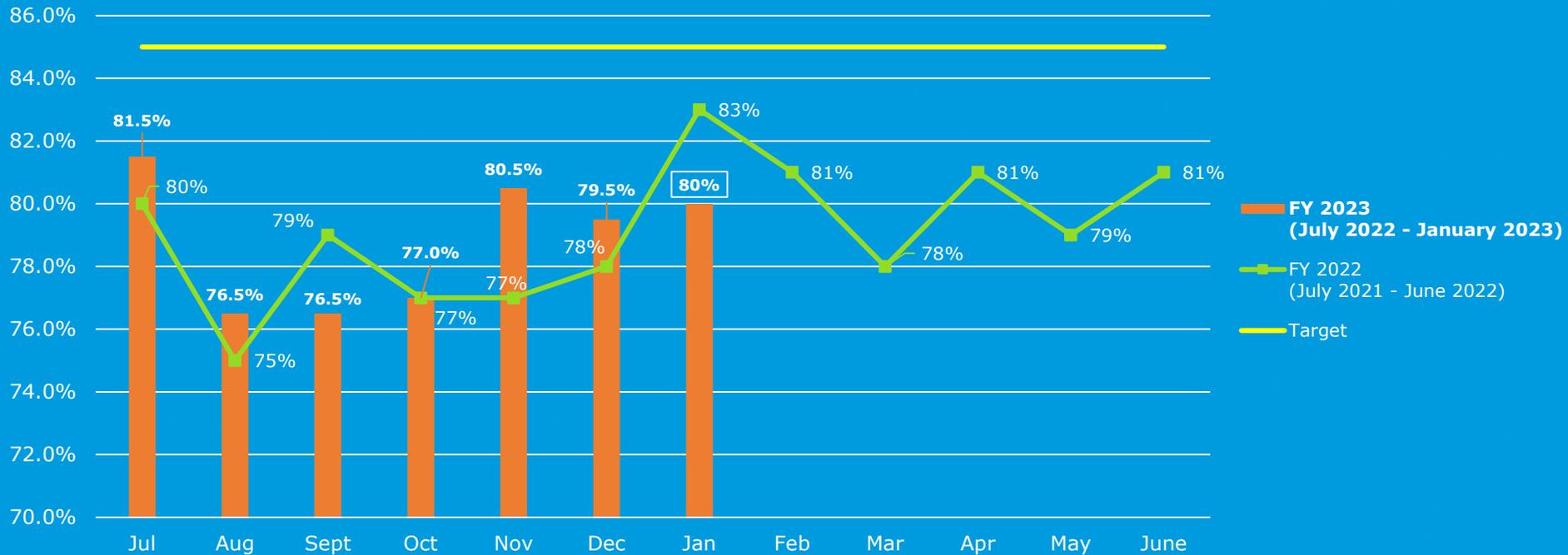
JANUARY – SYSTEM-WIDE AVERAGE: 0.62



ON TIME PERFORMANCE

JANUARY – SYSTEM WIDE AVERAGE: 80%

TARGET: 85%



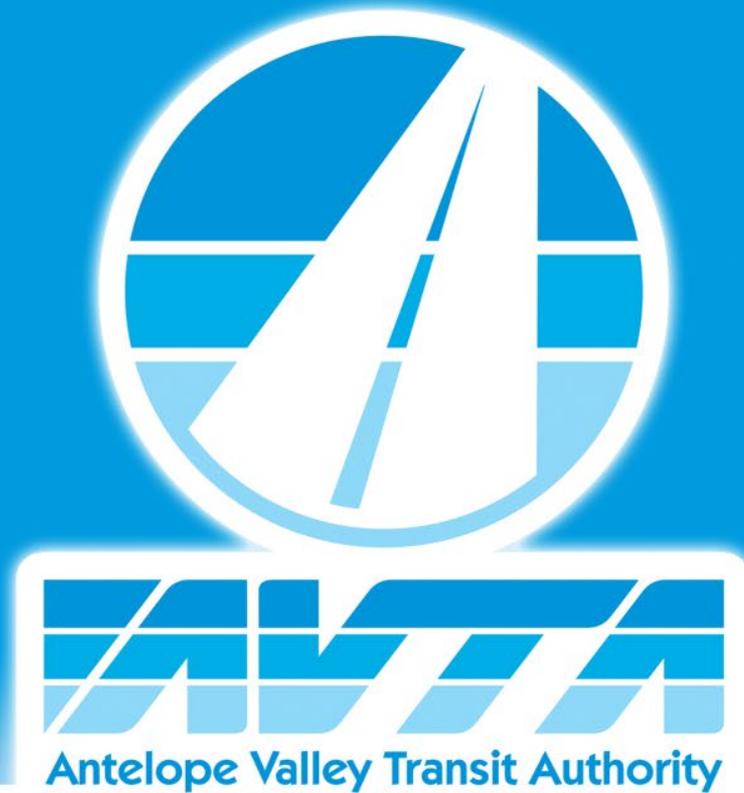
KEY PERFORMANCE INDICATORS

	January 2023 FY 2023	December 2022 FY 2023	January 2022 FY 2022
Boarding Activity	97,547	83,904	89,848
Complaints / 100,000 Boardings	12.30	22.64	31.16
Preventable Accidents / 100,000 Miles	0.62	0.0	0.65
On Time Performance	80%	79.5%	83%
Average Miles Between Service Interruptions	40,262	28,079	34,884



Thank you!

Questions?





Regular Meeting of the Board of Directors

Tuesday, January 24, 2023

10:00 a.m.

Antelope Valley Transit Authority Community Room

42210 6th 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 Ohlsen led the Pledge of Allegiance.

OATH OF OFFICE:

Councilmember Eric Ohlsen, District 4, representative for the City of Palmdale, was administered the Oath of Office before the meeting.

ROLL CALL:

Present

Chairman Marvin Crist, Vice Chair Dianne Knippel, Director Richard Loa, Director Eric Ohlsen, Director Raj Malhi, Director Michelle Flanagan

APPROVAL OF AGENDA

On a motion by Director Malhi and seconded by Vice Chair Knippel, the Board of Directors:

1. Approved the agenda as comprised.

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

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

Nays: None

Abstain: None

Absent: None

PUBLIC BUSINESS – AGENDIZED AND NON-AGENDIZED ITEMS:

Thomas Aguinaga – Expressed concerns regarding Routes 2 and 3.

Charlotte Baxter – Spoke about the Dial-A-Ride (DAR) service and stopping at every bus stop. She welcomed Councilmember Eric Ohlsen to the Board of Directors.

Fran Sereseres – Complimented the DAR staff and service and announced that she turns 80 on Friday, January 27, 2023.

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

SRP 1 LEGISLATIVE REPORT FROM CONGRESSMAN MIKE GARCIA'S OFFICE

Jacqueline Owens, Field Representative for Congressman Mike Garcia CA-27, stated that their office relocated from Avenue M-14 to Avenue M-4. She listed the committees upon which Congressman Garcia will serve and provided updates regarding the Military Spouse Licensing Relief Act, Inflation Prevention Act, State and Local Tax (SALT) Fairness Act, and Prioritizing Troops Over Tax Collectors Act, which are all supported by the Congressman.

SRP 2 LEGISLATIVE REPORT FROM SENATOR SCOTT WILK'S OFFICE

Shawn Cannon, Field Representative for Senator Scott Wilk, stated that the legislature reconvened on January 3, 2023, and named the committees upon which Senator Wilk will serve. He reiterated the Senator's opposition to Assembly Bill (AB) 2147, a Bill that prohibits police officers from citing pedestrians for jaywalking, unless there is an immediate danger of collision with a moving vehicle. The Bill would make it legal to cross a street when not at a crosswalk or against the crosswalk light when it is not an immediate hazard to do so.

The Board discussed the impact the state's budget deficit could have on local government, particularly transit.

SRP 3 LEGISLATIVE REPORT FROM ASSEMBLYMAN TOM LACKEY'S OFFICE

Pam Balch, District Director for Assemblyman Tom Lackey, named the committees upon which Assemblyman Lackey will serve and stated the Assemblyman will provide a support letter for the "TRANSPORTER" type service between the Antelope Valley and Victor Valley.

SRP 4 LEGISLATIVE REPORT FROM ASSEMBLYMAN JUAN CARRILLO'S OFFICE

Rese Barillas, Senior Field Representative for Assemblyman Juan Carrillo, stated that Juan Blanco will represent the Assemblyman. She provided information regarding AB 31, introduced by Assemblyman Juan Carrillo, which will develop a transit corridor connecting the Victor Valley and the Antelope Valley. She listed the committees upon which Assemblyman Juan Carrillo will serve.

SRP 5 PRESENTATION TO DEEANNA CASON, EXECUTIVE ASSISTANT, FOR 15 YEARS OF OUTSTANDING AND DEDICATED SERVICE

Executive Director Martin Tompkins presented the award to Executive Assistant DeeAnna Cason for 15 years of outstanding and dedicated service to the Authority.

SRP 6 PRESENTATION TO VIANNEY MCLAUGHLIN, SENIOR FINANCE MANAGER, FOR 10 YEARS OF OUTSTANDING AND DEDICATED SERVICE

Chief Financial Officer Judy Vaccaro-Fry presented the award to Senior Finance Manager Vianney Mclaughlin for ten years of outstanding and dedicated service to the Authority.

SRP 7 PRESENTATION TO AVTA EMPLOYEES OF THE SECOND QUARTER FISCAL YEAR 2022/2023

Executive Director Martin Tompkins presented Employee of the Quarter awards to Executive Assistant DeeAnna Cason and Director of Marketing James Royal.

SRP 8 PRESENTATION TO MV TRANSPORTATION EMPLOYEE AND OPERATOR OF THE MONTH

MV General Manager Michael Sherrill presented awards to Larry Olive, Operator of the Month for November; Jennifer Barr, Employee of the Month for November; Edgar Arrendondo, Operator of the Month for December; and Hugo Argueta, Employee of the Month for December.

SRP 9 PRESENTATION TO AV TRANSPORTATION SERVICES EMPLOYEE OF THE MONTH

AV Transportation Services President Art Minasyan presented awards to the Employee of the Month for November Florence Brewton, and the Employee of the Month for December Vanessa Soltero.

SRP 10 MICROTRANSIT AND DIAL-A-RIDE KEY PERFORMANCE INDICATORS (KPI) REPORT

Mr. Minasyan presented the report.

SRP 11 LEGISLATIVE REPORT FOR JANUARY 2023

Ms. Vaccaro-Fry presented information regarding federal appropriations, the House of Representative’s new chamber rules package, federal and state assembly committee appointments, the United States Department of Transportation Research and Development and Technology’s Strategic Plan, US Census information, Governor Newsom’s proposed budget for FFY 2023/2024, the Public Employee’s Pension Reform Act, Los Angeles County Metropolitan Transportation Authority’s (LACMTA) Fare Capping, the Free Fare Initiative, Access Services’ agreement with the City of Lancaster, and LACMTA Annual consolidated audit results. The Board discussed possible budget reductions.

SRP 12 MAINTENANCE KPI REPORT

Operations Analyst Joseph Sanchez presented the report. Mr. Tompkins provided an update regarding the solar project.

SRP 13 OPERATIONS KPI REPORT

Mr. Sherrill presented the report. The Board discussed the average miles between service interruptions.

CONSENT CALENDAR (CC):

CC 1 BOARD OF DIRECTORS MEETING MINUTES OF NOVEMBER 22, 2022

Approve the Board of Directors Regular Meeting Minutes of November 22, 2022 and find that this item is not a Project pursuant to the California Environmental Quality Act.

CC 2 FINANCIAL REPORT FOR NOVEMBER AND DECEMBER 2022

Receive and file the Financial Report for November and December 2022 and find that this item is not a Project pursuant to the California Environmental Quality Act.

CC 3 PROPOSED AVTA LEGISLATIVE PRINCIPLES FOR 2023

Approve the Proposed AVTA Legislative Principles for 2023 and find that this item is not a Project pursuant to the California Environmental Quality Act.

CC 4 FISCAL YEAR 2022/2023 (FY 2023) SECOND QUARTER LOS ANGELES COUNTY SHERIFF'S DEPARTMENT (LASD) REPORT (OCTOBER 1 – DECEMBER 31, 2022)

Receive and file the FY 2023 Second Quarter LASD report for the period October 1 through December 31, 2022, and find that this item is not a Project pursuant to the California Environmental Quality Act.

CC 5 ANNUAL REVIEW OF AVTA EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY STATEMENT, MV TRANSPORTATION EEO PLAN AND AV TRANSIT MANAGEMENT (AVTM) POLICY STATEMENT

Review, update, and reaffirm the AVTA EEO Policy Statement, MV Transportation EEO Plan, and AVTM EEO Policy Statement and find that this item is not a Project pursuant to the California Environmental Quality Act.

CC 6 RESOLUTION NO. 2023-001, AUTHORIZING THE EXECUTIVE DIRECTOR/CEO AND/OR THE CHIEF FINANCIAL OFFICER TO EXECUTE ALL REQUIRED DOCUMENTS OF THE LOS ANGELES METROPOLITAN TRANSPORTATION AUTHORITY (LACMTA) AS REQUIRED FOR ALL GRANT FUNDING PROGRAMS

Adopt Resolution No. 2023-001, a Resolution authorizing the Executive Director/CEO, and/or the Chief Financial Officer to execute all required documents of the Los Angeles Metropolitan Transportation Authority (LACMTA) as required for all grant funding programs and find that this item is not a Project pursuant to the California Environmental Quality Act.

On a motion by Vice Chair Knippel and seconded by Director Flanagan, the Board of Directors:

1. Approved the Consent Calendar.
2. Found these items are not Projects pursuant to the California Quality Act.

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

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

Nays: None

Abstain: None

Absent: None

NEW BUSINESS (NB):

NB 1 AWARD SOLE RESPONDENT CONTRACT #2023-14 TO UNIVERSAL ELECTRONIC ALARMS, INC. FOR FIRE ALARM SYSTEM UPGRADE PROJECT

Procurement and Contracts Officer Lyle Block presented the staff report.

On a motion by Vice Chair Knippel and seconded by Director Flanagan, the Board of Directors:

1. Authorized the Executive Director/CEO to execute Sole Respondent Contract #2023-14 with Universal Electronic Alarms, Inc., Lancaster, CA, for an alarm system upgrade project for \$212,632, plus applicable permit fees and sales tax.
2. Found that the California Environmental Quality Act does not apply to this item.

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

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

Nays: None

Abstain: None

Absent: None

NB 2 AWARD CONTRACT #2023-24 TO SHI INTERNATIONAL CORP. FOR NETWORK SWITCH AND WI-FI REFRESH

Maintenance Compliance Officer Cecil Foust presented the staff report.

On a motion by Vice Chair Knippel and seconded by Director Flanagan, the Board of Directors:

1. Authorized the Executive Director/CEO to award Contract #2023-24 with SHI International Corp., Somerset, NJ, to purchase network switch and Wi-Fi refresh components for an amount not to exceed \$194,698.52, including applicable sales tax.
2. Found that the California Environmental Quality Act does not apply to this item.

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

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

Nays: None

Abstain: None

Absent: None

NB 3 FISCAL YEAR 2022/2023 (FY 2023) MID-YEAR BUDGET REVIEW AND PROPOSED ADJUSTMENTS

Ms. Vaccaro-Fry presented the staff report.

On a motion by Vice Chair Knippel and seconded by Director Malhi, the Board of Directors:

1. Approved the proposed FY 2023 Mid-Year Budget adjustments.
2. Found that the California Environmental Quality Act does not apply to this item.

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

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

Nays: None

Abstain: None

Absent: None

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)
- CS 3 Public Employee Performance Evaluation – Pursuant to Government Code Sections 54954.5 (e) and 54957(b))
Title: Executive Director/CEO

RECESS TO CLOSED SESSION

The Board recessed to Closed Session at 11:23 a.m.

RECONVENE TO PUBLIC SESSION

The Board reconvened to Public Session at 11:35 a.m.

REPORT BY LEGAL COUNSEL OF ACTION TAKEN IN CLOSED SESSION

Legal Counsel Allison Burns stated that the Board discussed CS 3 and gave direction to legal counsel. There was no reportable action.

REPORTS AND ANNOUNCEMENTS (RA):

RA 1 REPORT BY THE EXECUTIVE DIRECTOR/CEO MARTIN TOMPKINS

- Confirmed the operators can use electric buses instead of diesel buses for their DMV driving test.

2022 Significant Accomplishments:

Mr. Tompkins stated that the accomplishments listed below could only have been accomplished with the full support of the Board and staff.

- Finalized the Board's vision to become the first zero-emission, fully electric transit agency in North America.
- Successfully transitioned to a new service contractor, MV Transportation, Inc.
- Retired all the Authority's diesel buses.
- Transferred 17 MCI diesel buses to Santa Barbara.
- Decommissioned the diesel parts inventory.
- Retired seven gasoline support vehicles and added eight new electric support vehicles for the contractor.
- Awarded a contract for 19 fully electric vans to support the DAR and Microtransit services.
- Celebrated AVTA's 30-year anniversary.
- Authority was awarded \$5 million through the Transit and Intercity Rail Capital Program (TIRCP) Cycle 5. Staff is in the process of applying for TIRCP Cycle 6 grant funds.
- Installed an inductive WAVE pad at the AVTA facility.
- Completed Phase 3 of the maintenance bays.
- Completed the Lake LA Transit Facility.
- Remodeled the contractor's dispatch office.
- Executed an agreement with BYD to purchase 26 additional buses.
- Revised and rightsized the solar project that will yield savings in the next 25 years.
- Had a perfect A133 Annual Audit, MTA Triennial Audit, and MTA Consolidated Audit.
- Traveled more than 3,000,000 electric miles reaching 10,000,000 miles at the end of 2022, which will be celebrated after the Board meeting.
- Organized a successful Stuff-A-Bus event, with record-breaking donations.
- Responded to the many transit agencies asking how AVTA accomplished the electric bus conversion 18 years ahead of everyone else.

- Over the past 18 months, provided tours to agencies in the United States and other countries including Brazil, Columbia, Chile, Mexico, South Africa, Canada, and Germany. The most recent tour was provided to Simi Valley.

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

There were no non-agenda Board of Directors items presented.

ADJOURNMENT:

Chairman Crist adjourned the meeting at 11:43 a.m. to the Regular Meeting of the Board of Directors on February 28, 2023, at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, CA.

PASSED, APPROVED, and ADOPTED this 28th day of FEBRUARY 2023.

Marvin Crist, Chairman of the Board

ATTEST:

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.



Special Meeting of the Board of Directors – Strategic Planning Workshop
Tuesday, December 20, 2022
12:00 p.m.

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

UNOFFICIAL MINUTES

CALL TO ORDER

Chairman Crist called the meeting to order at 12:05 p.m.

PLEDGE OF ALLEGIANCE

Jordan Catanese led the Pledge of Allegiance.

ROLL CALL:

Present

Chairman Marvin Crist, Vice Chair Dianne Knippel, 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 Malhi

Vote: Motion carried (5-0-0-0)
Yeas: Chairman Crist, Vice Chair Knippel, Directors Loa, Malhi, Flanagan
Nays: None
Abstain: None
Absent: None

PUBLIC BUSINESS – AGENDIZED AND NON-AGENDIZED ITEMS:

Fran Sereseres - Suggested that the Authority install a button at the bus stops to alert the operators when a rider is waiting.

AVTA Staff in Attendance:

Martin Tompkins, Executive Director/CEO; Judy Vaccaro-Fry, Chief Financial Officer; Esteban Rodriguez, Senior Director of Operations and Planning; James Royal, Director of Marketing; Carlos Lopez, Customer Service Manager; Geraldina Roma, Planning Manager; Karen Conrad, Field Services Supervisor; Tisha Lane, Operations Analyst

Other Attendees:

MV Transportation - Mike Sherrill, General Manager; Terrance Gore, Assistant General Manager

County of Los Angeles Public Works - Jordan Catanese, Vanessa Rachal

Public - Charlotte Baxter, Dial-A-Ride client, Fran Sereseres, Los Angeles Commissioner

DISCUSSION ITEMS:

DI 1 BUS OPERATIONS – STRATEGIC PLANNING

Passenger Pass-Ups

Executive Director/CEO Martin Tompkins stated that at the October 25, 2022 Board meeting, staff was directed to schedule a strategic planning workshop in December with AVTA and MV staff, and the Board members to discuss passenger pass-ups. AVTA and MV Transportation staff identified the bus stops with high passenger pass-ups and developed a plan to tackle the issue.

Ms. Lane presented information regarding the valid passenger pass-up complaints between November 21, 2021, and November 2022, adding that staff is developing a report comparing AVTA with peer transit agencies.

Mr. Sherrill stated the reasons for the passenger pass-ups include the operators not paying attention to an upcoming stop, traffic, passengers distracting the operator, weather, and time of day. He detailed the below “Pass-Up Awareness” campaign.

1. Table Talk: Each table in the drivers’ lounge will have updated safety, operations, and customer service announcements available.
2. Safety Monitor: Actual pass-up footage will be shown, prevention tips and fun facts will be provided, and commendations will be awarded.
3. Monthly Safety Blitz: December is Pass-Up Awareness Month. Management created games and activities geared toward passenger pass-up awareness. Each month, there will be a different safety topic, including passenger pass-up prevention tips and suggestions to reduce the number.

4. Rewards and Incentives: Prize drawings for operators with zero valid complaints or pass-ups.
5. "No Pass Up" Pledge: Each operator will sign and receive an "I Pledge to No Pass-Ups" button.
6. "State of Charge" (SOC) 650 Grand Prix" game:
 - a) All players will receive a bus with their name on it and begin the game with 100% SOC.
 - b) Each player who maintains a high SOC will be eligible for a gift at the end of each month.
 - c) A minimum of five gifts will be raffled each month.
 - d) Employees maintaining an SOC of 85% or above will be eligible for premium prizes at the end of each quarter.
 - e) Poor attendance, coachable drive cam events, and improper uniform or credential compliance will cause a 4% loss of SOC.
 - f) Employees who receive a commendation will receive a supercharge of 5%.
 - g) Employees with a major violation, i.e. valid pass-up complaint or preventable accident, will receive a 100% loss of SOC.
7. Provide the operators with bus stop lists and copies of rights and lefts for every new bid,
8. Create a Customer Service Committee that meets monthly to address current events, customer complaint prevention, and de-escalation techniques, and
9. Management will continue progressive discipline for each valid customer service complaint.

Mr. Royal presented AVTA's proposed communication plan to reach riders and the public. The message includes safely making the connection and ensuring the operator sees the rider on approach. To communicate the message, staff will install transit center signs and communication boards, signs at the bus stop amenities, car cards on the buses, and play pre-recorded announcements on the buses.

The attendees discussed the chart detailing valid passenger pass-ups, peer agencies' passenger pass-up data, the guidelines included in the "No Pass-Up" Pledge, managing the unhoused at the bus stops, bus stop amenities, the pros and cons of stopping at every stop, and jurisdictional shares.

Staff will monitor the pass-up issue for the next three to four months and present their findings and recommendations at the April Board meeting. MV staff will investigate the time of day pass-ups are occurring.

ADJOURNMENT:

Chairman Crist adjourned the meeting at 1:45 p.m. to the Regular Meeting of the Board of Directors on January 24, 2023, at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, CA.

PASSED, APPROVED, and ADOPTED this 28th day of FEBRUARY 2023.

Marvin Crist, Chairman of the Board

ATTEST:

Karen S. Darr, Clerk of the Board

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DATE: February 28, 2023

TO: BOARD OF DIRECTORS

SUBJECT: Financial Report for January 2023 and Fiscal Year 2022/2023
(FY 2023) Second Quarter Treasurer's Report

RECOMMENDATION:

Receive and file the Financial Report for January 2023 and FY 2023 Second Quarter Treasurer's report.

FISCAL IMPACT:

	January 2023
PAYROLL	\$347,120
CASH DISBURSEMENTS	\$2,909,735

FY 2023 Farebox Recovery Ratio

	Q1	Q1 + Q2
Directly Generated Revenue	\$910,757	\$1,858,698
Operating Expenses	\$8,652,317	\$15,893,562
Farebox Recovery Ratio	10.5%	11.6%

Notes: Revenue includes Farebox, Advertisements and Gain on Sale, LCFS Credits and Investment Income.

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:

Vianney Mclaughlin
Sr. Finance Manager

Martin J. Tompkins
Executive Director/CEO

Attachment: A – Second Quarter Treasurer's Report

ANTELOPE VALLEY TRANSIT AUTHORITY
Treasurer's Report
For the quarter ended 12/31/2022

Investment Type	Description	Beginning Balance 9/30/22	Deposits & Transfers	Disbursements & Transfers	Interest	Ending Balance 12/31/22
Cash and Investments Under the Direction of the Treasurer						
	Local Agency Investment Fund (LAIF) - Cap & Op Reserve	14,985,046			78,296	15,063,342
	Mission Bank- Reserve Investments	5,082,969		(1,000,000)	14,637	4,097,607
Total Capital & Op. Reserves and Restricted Funds		20,068,016	-	(1,000,000)	92,933	19,160,949
	General Account- Mission Bank	4,783,493	18,471,147	(19,288,520)	5,021	3,971,142
	Stuff-a-Bus *	10,100	21,664	(31,407)		357
	Petty Cash Balance	750				750
Operating Accounts Total		4,794,343	18,492,811	(19,319,926)	5,021	3,972,249
TOTAL CASH AND INVESTMENTS						
		\$ 24,862,359	\$ 18,492,811	\$ (20,319,926)	\$ 97,954	\$ 23,133,198

I hereby certify that the investment portfolio of AVTA complies with its investment policy and the California Government Code Sections pertaining to the investment of local agency funds, Mission Bank. Pending any future actions by the AVTA Board or any and unforeseen occurrences, AVTA has cash flow adequate to meet its expenditure requirements for the next three months.

Prepared by:

Submitted by:

Vianney McLaughlin
Sr. Finance Manager

Judy Vaccaro-Fry
Chief Finance Officer



DATE: February 28, 2023

TO: BOARD OF DIRECTORS

SUBJECT: Amendment No. 4 to Contract #2019-64 with Brown Armstrong Accountancy Corporation for CPA Financial Auditing Services

RECOMMENDATIONS:

1. Authorize the Executive Director/CEO to execute Amendment No. 4 to Contract #2019-64 with Brown Armstrong Accountancy Corporation, Bakersfield, CA for CPA financial auditing services for a one-year period not to exceed \$53,000 with no additional optional renewal periods remaining.
2. Find that the California Environmental Quality Act does not apply to this item.

FISCAL IMPACT:

Sufficient funds have been included in the FY 2023, and future budgets to cover the cost of this service.

BACKGROUND:

In May 2019, the Board of Directors awarded Contract #2019-64 for a one-year term with combined renewals limited to five-years, and then subsequently awarded Amendment No.1, Amendment No.2, and Amendment No.3 in each of the subsequent years. The Brown Armstrong Accountancy Corporation was chosen for this contract due primarily to their understanding of AVTA's established processes, procedures, and practices, which will be beneficial when the Federal Transit Administration conducts its next Triennial Review.

The Brown Armstrong Accountancy Corporation has performed their duties diligently and worked as a cohesive partner with Authority staff. Therefore, staff recommends renewal of this year's contract renewal option for FY 2023/24.

Prepared by:

Submitted by:

Cecil Foust
Interim Procurement and Contracts Officer

Martin J. Tompkins
Executive Director/CEO



DATE: February 28, 2023

TO: BOARD OF DIRECTORS

SUBJECT: Amendment No. 3 to Contract #2019-06 with Vehicle Technical Consultants, Inc. for In-Plant Bus Manufacturing Inspection Services

RECOMMENDATIONS:

1. Authorize the Executive Director/CEO to execute Amendment No. 3 to Contract #2019-06 with Vehicle Technical Consultants, Inc., Beaumont, CA, to purchase additional in-plant bus manufacturing inspection services for up to twenty-one (21) - BYD battery-electric buses for an amount not to exceed \$65,000 plus applicable sales tax (Attachment A).
2. Find that the California Environmental Quality Act does not apply to this item.

FISCAL IMPACT:

Sufficient grant funds will be included in the Fiscal Year 2023 Mid-Year Budget Adjustments to pay for this service.

BACKGROUND:

In March and April of 2021, the Board of Directors authorized two (2) purchases for ten (10) additional 60-foot articulated BYD buses. Amendment No. 2 will add inspection services required for the purchased buses. The Federal Transit Administration (FTA) requires a resident inspector during the manufacturing process. See FTA's regulation 49 CFR, Subtitle B, Part 663.37 – Post-delivery purchaser's requirements certification. The regulation reads in part, "(a)...a resident inspector (other than an agent or employee of the manufacturer) was at the manufacturing site throughout the period of manufacture of the rolling stock to be purchased and monitored and completed a report on the manufacture of such rolling stock..."

Staff has confirmed the pricing provided to be valid, fair and reasonable and is recommending the Board approve Amendment No.3 with Vehicle Technical Consultants, Inc.

Prepared by:

Submitted by:

Cecil Foust
Interim Procurement and Contracts Officer

Martin J. Tompkins
Executive Director/CEO

Attachment: A – Vehicle Technical Consultants Inc. letter dated January 12, 2023

Vehicle Technical



Consultants Inc.

January 12, 2023

Lyle A. Block, CPPB
Antelope Valley Transit Authority
Procurement and Contracts Officer
Executive Services Department
42210 6th Street West
Lancaster, CA 93534

RE: Contract # 2019-06 In-Plant Bus Manufacturing Inspection Services

We are pleased to perform Inspections of an Additional 21 BYD Buses. Following is a Cost Proposal for the Inspections:

21 – BYD Transit Buses

We are Estimating the All-Inclusive Inspection Hours at approximately 60 hours per bus based on past experiences at the BYD Factory – 60 hrs per bus x \$50.00 per hr = \$3,000.00 per bus

21 Buses x \$3,000.00 per bus = \$63,000.00

In the event additional inspection time is required and authorized by the AVTA, VTC will honor our \$50.00 hourly rate throughout the bus builds.

There will be NO Travel or Per Diem Charges as We have Local Inspectors to the BYD Facility.

VTC looks forward to working with AVTA and thank you for this opportunity to provide our services...

Thank You,



Ryan Farrar
Junior Partner
VTC, Inc.
Ryanf77@aol.com





DATE: February 28, 2023

TO: BOARD OF DIRECTORS

SUBJECT: Resolution No. 2023-002, Authorizing the Executive Director/CEO and/or Chief Financial Officer to Execute all Required Documents of the Federal Transit Administration (FTA) as Required by the Department of Transportation (DOT) Grant Program for Federal Fiscal Year 2022/2023 (FFY23)

RECOMMENDATIONS:

1. Adopt Resolution No. 2023-002, authorizing the Executive Director/CEO to execute all required documents of the FTA as required by the DOT Grant Program for FFY23.
2. Find that the California Environmental Quality Act does not apply to this item.

FISCAL IMPACT:

Adopting Resolution No. 2023-002 would authorize the Executive Director/CEO and/or Chief Financial Officer to sign on behalf of AVTA and the Board of Directors, the certification and assurances and any other required documents as it relates to the Department of Transportation's Federal Transit Administration.

BACKGROUND:

AVTA receives annual apportionments from the Federal Transit Administration Grant Program. The AVTA Board is required to adopt Resolution No. 2023-002 to receive their FFY23 formula allocations and future grant awards as applied for by the Authority. The resolution will certify that the Board authorizes the Executive Director/CEO and/or Chief Financial Officer to execute all necessary documents related to this funding source.

Prepared by:

Submitted by:

Judy Vaccaro-Fry
Chief Financial Officer

Martin J. Tompkins
Executive Director/CEO

Attachment: A – Resolution No. 2023-002

ANTELOPE VALLEY TRANSIT AUTHORITY

BOARD OF DIRECTORS

RESOLUTION NO. 2023-002

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY TRANSIT AUTHORITY AUTHORIZING THE EXECUTIVE DIRECTOR/CEO AND/OR CHIEF FINANCIAL OFFICER TO EXECUTE ALL REQUIRED DOCUMENTS OF THE FEDERAL TRANSIT ADMINISTRATION AS REQUIRED BY THE DEPARTMENT OF TRANSPORTATION'S PROGRAM FOR FISCAL YEAR 2022/2023

WHEREAS, the Secretary of Transportation is authorized to make grants for mass transportation projects; and

WHEREAS, all contracts for financial assistance will impose certain obligations upon the applicant, including the provision by the contract of the project(s)' local share costs.

NOW THEREFORE, BE IT RESOLVED BY THE ANTELOPE VALLEY TRANSIT AUTHORITY (AVTA):

1. That the Executive Director/CEO and/or Chief Financial Officer is authorized to execute and file all applications on behalf of the AVTA with the U.S. Department of Transportation, to aid in the financing of all planning, capital, training, demonstration, and/or operating assistance projects.
2. That the Executive Director/CEO and/or Chief Financial Officer is authorized to execute and file with such applications an assurance or any other document required by the U.S. Department of Transportation effectuating the purposes of the proposed projects.
3. That the Executive Director/CEO and/or Chief Financial Officer is designated to furnish such additional information as the U.S. Department of Transportation may require in connection with all applications.
4. That the Executive Director/CEO and/or Chief Financial Officer is authorized to set forth and execute minority business enterprise (disadvantaged business enterprise and women's business enterprise) policies and procedures in connection with the procurement needs of all projects.
5. That the Executive Director/CEO is authorized to execute all grant agreements on behalf of AVTA with the U.S. Department of Transportation to aid in the financing of all planning, capital, training, demonstration, and/or operating assistance projects.

6. Martin Tompkins, AVTA Executive Director/CEO, is hereby authorized to execute all grant applications on behalf of the Authority.

PASSED, APPROVED, AND ADOPTED this 28th day of February 2023, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

Marvin Crist, Chairman of the Board
Antelope Valley Transit Authority

ATTEST:

APPROVED AS TO FORM:

Karen S. Darr, Clerk of the Board

Allison E. Burns, General Counsel



DATE: February 28, 2023
TO: BOARD OF DIRECTORS
SUBJECT: Destruction of AVTA Records per Records Retention Policy

RECOMMENDATION

Recommendations:

1. In accordance with AVTA's Record Retention Policy, authorize the destruction of the on-site records (paper, electronic, audio, photographic, etc.) detailed on the Records Destruction list (Attachment A and B).
2. Find that the California Environmental Quality Act does not apply to this item.

FISCAL IMPACT

Costs associated with a secure destruction of documents are included in an annual monthly destruction contract.

BACKGROUND

AVTA's Records Management Department has the responsibility for the ongoing process of coordinating the identification of records within the various departments to determine which records have met the required retention for destruction.

After Board approval is obtained, the records department will supervise the destruction of the records on the attached list. Certification of destruction and a final list of documents that were destroyed will be maintained in a permanent file.

Prepared by:

Submitted by:

Paulina Hurley
Records Technician II

Martin J. Tompkins
Executive Director/CEO

Attachments: A – Records Destruction List
B – Q1 Records Destruction List

CC 6 - ATTACHMENT A

File Number	File Name (Line #1)	Description (Line #2)	Date (Line #3)	Retention Year	Triggering Event	QUARTER	Responsible Party	Approval Signature
0115-94	ACCIDENT ANALYSIS REPORTS		CY 2014	2022	8 years	Q1	Martin Tompkins	
0115-94	BUS OPERATOR EVALUATIONS		CY 2014	2022	8 years	Q1	Martin Tompkins	
0115-94	SAFETY MEETINGS	AGENDAS	CY 2014	2022	8 years	Q1	Martin Tompkins	
0160-10	NESHATI MACY		CY 2020	2022	3 years	Q1	Martin Tompkins	
0660-05	CLAIMS CLOSED 2015			2022	FR +10 years	Q1	Martin Tompkins	
0660-05	GONZALEZ ISABEL		11/30/2011 (CLOSED 02/23/2012)	2022	FR +10 years	Q1	Martin Tompkins	
0810-90	DIAL A RIDE	SUPERSEDED	02/26/2013	2022	Superseded +7	Q1	Martin Tompkins	
0620-20	AGENDAS & CERTIFICATION OF POSTINGS		CY 2012	2022	4 years	Q1	Karen Darr	
0630-10	FOX D CRAIG		FROM 01/24/2012 THRU 02/24/2015	2022	AC+7 Years	Q1	Karen Darr	
0630-10	FOX D CRAIG		FROM 01/24/2012 THRU 02/24/2015	2022	AC+7 Years	Q1	Karen Darr	
0630-10	HICKLING, NORMAN L.		FROM 10/27/2009 THRU 04/08/2015	2022	AC+7 Years	Q1	Karen Darr	
0630-10	HICKLING, NORMAN L.		FROM 10/27/2009 THRU 04/08/2015	2022	AC+7 Years	Q1	Karen Darr	
0650-60	PUBLIC RECORDS REQUESTS		CY 2020	2022	CL+2 years	Q1	Judy Fry	
0130-60	MARKETING - PROMOTIONAL		CY 2014	2022	AC+4 years	Q1	James Royal	
0130-60	NEWSPAPER ADVERTISING		CY 2014	2022	AC+4 years	Q1	James Royal	
0130-70	PRESS RELEASES		CY 2014	2022	AC+4 years	Q1	James Royal	
0210-93	PREVENTIVE MAINTENANCE REPORTS (PMI)		CY 2014	2022	8 years	Q1	Cecil Foust	
0610-10	PATIENT POINT	PALMDALE REGIONAL HOSPITAL ADVERTISING	FROM 03/01/2016 THRU 03/01/2017	2022	AC+5 years	Q1	Lyle Block	
0610-20	LOS ANGELES COUNTY AIR SHOW	ADVERTISING 2017 AIR SHOW	FROM 02/07/2017 THRU 03/20/2017	2022	AC+5 years	Q1	Lyle Block	

File Number	File Name (Line #1)	Description (Line #2)	Date (Line #3)	Retention Year	Triggering Event	QUARTER	Responsible Party	Approval Signature
0110-93	KEY PERFORMANCE INDICATORS		FY 2013/2014	2022	+8 years	Q2	Martin Tompkins	
0115-93	COACH OPERATOR AUDITS	MOORE & ASSOCIATES	FROM 07/18/2012 THRU 06/30/2017	2022	+8 years	Q2	Martin Tompkins	
0660-05	MILTON, JESSICA		12/17/2011 (CLOSED 04/26/2012)	2022	FR +10 years	Q2	Martin Tompkins	
0660-30	SCOTT BRENDA		03/03/2010 (CLOSED 04/23/2012)	2022	FR +10 years	Q2	Martin Tompkins	
0670-40	OPERATOR INCIDENT REPORTS		CY 2015	2022	FY +7 years	Q2	Martin Tompkins	
0670-40	VEHICLE ACCIDENTS		CY 2015	2022	FY +7 years	Q2	Martin Tompkins	
0740-40	QUARTERLY REPORTS	LOS ANGELES COUNTY SHERIFFS DEPARTMENT	FY 2018/2019	2022	3Years	Q2	Martin Tompkins	
0630-10	AUSTIN JULIE M		FROM 12/06/2010 THRU 04/03/2015	2022	AC+7 Years	Q2	Karen Darr	
0140-90	RECORDS & INFORMATION MANAGEMENT	SUPERSEDED	06/27/2012	2022	Superseded +7	Q2	Judy Fry	
0410-76	FINANCIAL REPORTS	TREASURER, PAYROLL HISTORY, EXPENDITURES	CY 2015	2022	FY+7 years	Q2	Judy Fry	
0410-78	CAPITAL RESERVES REPORTS		FY 2014/2015	2022	FY+7 years	Q2	Judy Fry	
0420-20	ADAMS METALLIZING & GRINDING		FY 2011/2012	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	AIR COLD SUPPLY		FY 2011/2012	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	AV PRESS		FY 2012/2013	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	AXES FIRE PROTECTION		FY 2011/2012	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	B EMBROIDERY		FY 2012/2013	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	BELL STEEL		FY 2011/2012	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	BEST SOURCE DISTRIBUTING		FY 2012/2013	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	BOB HOWLE AUTOMOTIVE		FY 2011/2012	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	BOOT BARN		FY 2011/2012	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	CALIFORNIA AIR SYSTEMS		FY 2011/2012	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	CHEM STATION		FY 2011/2012	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	CLEAN AIR TESTING		FY 2011/2012	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	COMPLETE COACH WORKS (CCW)		FY 2012/2013	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	CREATIVE BUS SALES		FY 2012/2013	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	FASTENAL		FY 2011/2012	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	FRANKLIN TRUCK PARTS		FY 2011/2012	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	HD INDUSTRIES		FY 2011/2012	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	HD INDUSTRIES		FY 2013/2014	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	INSIGHT PUBLIC SECTOR		FY 2013/2014	2022	GRANT+3 YRS	Q2	Judy Fry	

0420-20	JANEK		FY 2011/2012	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	KJI PLUMBING		FY 2011/2012	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	KWIK KEY		FY 2011/2012	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	LIFTU		FY 2011/2012	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	LPI LIFT SYSTEMS		FY 2011/2012	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	LPI LIFT SYSTEMS		FY 2012/2013	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	MYERS TIRE SUPPLY		FY 2011/2012	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	MYERS TIRE SUPPLY		FY 2012/2013	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	NATIONAL CONSTRUCTION RENTALS		FY 2011/2012	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	NETWORK HARDWARE RESALE		FY 2013/2014	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	NS CORPORATION		FY 2011/2012	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	OLS SERVICE		FY 2011/2012	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	PERFORMANCE ALLISON		FY 2012/2013	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	PETERSON HYDRAULICS		FY 2012/2013	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	PETRO LOCK		FY 2011/2012	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	PIERCE HEATING AND AIR CONDITIONING		FY 2011/2012	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	PIERCE HEATING AND AIR CONDITIONING		FY 2012/2013	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	PREFERRED WINDOW TINTING		FY 2011/2012	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	RED WING SHOE STORE		FY 2011/2012	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	RITeway ALTERNATOR		FY 2012/2013	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	TRANE US		FY 2011/2012	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	TRANSIT INFORMATION PRODUCTS		FY 2012/2013	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	TRUSCO MANUFACTURING		FY 2011/2012	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	UNISAFE		FY 2011/2012	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	V BELT		FY 2011/2012	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	VALLEY POWER SYSTEMS	VOL 3 OF 4	FY 2011/2012 (JAN-MARCH)	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	VEHICLE TECHNICAL CONSULTANTS		FY 2011/2012	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	VEOLIA TRANSPORTATION		FY 2011/2012	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	WESTERN EXTERMINATORS		FY 2011/2012	2022	GRANT+3 YRS	Q2	Judy Fry	
0420-20	ZONAR SYSTEMS		FY 2012/2013	2022	GRANT+3 YRS	Q2	Judy Fry	
0450-20	BANK OF AMERICA	APRIL 2015	FY 2014/2015	2022	Audit +7 years	Q2	Judy Fry	
0450-20	BANK OF AMERICA	AUGUST 2014	FY 2014/2015	2022	Audit +7 years	Q2	Judy Fry	
0450-20	BANK OF AMERICA	DECEMBER 2014	FY 2014/2015	2022	Audit +7 years	Q2	Judy Fry	
0450-20	BANK OF AMERICA	FEBRUARY 2015	FY 2014/2015	2022	Audit +7 years	Q2	Judy Fry	

0450-20	BANK OF AMERICA	JANUARY 2015	FY 2014/2015	2022	Audit +7 years	Q2	Judy Fry	
0450-20	BANK OF AMERICA	JULY 2014	FY 2014/2015	2022	Audit +7 years	Q2	Judy Fry	
0450-20	BANK OF AMERICA	JUNE 2015	FY 2014/2015	2022	Audit +7 years	Q2	Judy Fry	
0450-20	BANK OF AMERICA	MARCH 2015	FY 2014/2015	2022	Audit +7 years	Q2	Judy Fry	
0450-20	BANK OF AMERICA	MAY 2015	FY 2014/2015	2022	Audit +7 years	Q2	Judy Fry	
0450-20	BANK OF AMERICA	NOVEMBER 2014	FY 2014/2015	2022	Audit +7 years	Q2	Judy Fry	
0450-20	BANK OF AMERICA	OCTOBER 2014	FY 2014/2015	2022	Audit +7 years	Q2	Judy Fry	
0450-20	BANK OF AMERICA	SEPTEMBER 2014	FY 2014/2015	2022	Audit +7 years	Q2	Judy Fry	
0460-20	BUDGET PROCESSES STRATEGY	& WORKING CALENDAR	FY 2014/2015	2022	FY+7 YRS	Q2	Judy Fry	
0475-90	INVESTMENT POLICY / LAIF AUTHORIZATIONS	SUPERSEDED	FY 2014/2015	2022	Superseded +7	Q2	Judy Fry	
0480-30	W2 FORMS		CY 2015	2022	FY+7 years	Q2	Judy Fry	
0480-31	W3 FORMS		CY 2015	2022	FY+7 years	Q2	Judy Fry	
0480-40	QUARTERLY / YEAR-END TAX RECORDS	FORM 941	CY 2015	2022	FY+7 years	Q2	Judy Fry	
0480-40	QUARTERLY / YEAR-END TAX RECORDS	FORM DE9 & DE9C	CY 2015	2022	FY+7 years	Q2	Judy Fry	
0480-41	PAYROLL TAX REPORTS		CY 2015	2022	FY+7 years	Q2	Judy Fry	
0670-10	APPLICATIONS - INSURANCE		FROM 07/01/2015 THRU 06/30/2016	2022	S+6YRS	Q2	Judy Fry	
0670-10	INSURANCE POLICIES	VOL 1 OF 2	FROM 07/01/2015 THRU 06/30/2016	2022	S+6YRS	Q2	Judy Fry	
0670-10	INSURANCE POLICIES	VOL 2 OF 2	FROM 07/01/2015 THRU 06/30/2016	2022	S+6YRS	Q2	Judy Fry	
0670-40	VINSA	AUTO INSURANCE CLAIMS	CY 2015	2022	FY +7 years	Q2	Judy Fry	
0670-93	WORKERS COMP REPORTS		FY 2016	2022	6Y	Q2	Judy Fry	
0670-93	WORKERS COMP REPORTS		FY 2016	2022	6 years	Q2	Judy Fry	
0140-90	RECORDS RETENTION	SUPERSEDED	06/27/2012	2022	Superseded +7	Q2	Judy Fry	
0610-10	FACILITY USE AGREEMENTS		FY 2016/2017	2022	AC+5 Years	Q2	Lyle Block	
0610-10	INTERIOR PLANT DESIGN	IN HOUSE PLANT MAINTENANCE	FROM 07/01/2016 THRU 06/30/2017	2022	AC+5 Years	Q2	Lyle Block	

File Number	File Name (Line #1)	Description (Line #2)	Date (Line #3)	Retention Year	Triggering Event	Quarter	Responsible Party	Approval Signature
0470-10	CA-90-Y875		THRU 08/05/2019	2022	Grant+3 years	Q3	Judy Fry	
0610-10	AV FAIR ASSOCIATION	ADVERTISING	FROM 07/21/2017 THRU 09/29/2017	2022	AC+5Y	Q3	Lyle Block	
0610-10	HIGH DESERT BROADCASTING	SERVICE CHANGE	FROM 08/11/2017 THRU 08/24/2017	2022	AC+5Y	Q3	Lyle Block	
0610-10	HIGH DESERT BROADCASTING	AV FAIR 2017 PROMO	FROM 08/14/2017 THRU 08/25/2017	2022	AC+5Y	Q3	Lyle Block	
0610-10	LANCASTER JETHAWKS	ADVERTISING 2017	FROM 01/25/2017 THRU 09/04/2017	2022	AC+5Y	Q3	Lyle Block	
0610-10	MOORE & ASSOCIATES	COACH OPERATOR AUDITS	FROM 07/18/2012 THRU 07/18/2017	2022	AC+5Y	Q3	Lyle Block	

File Number	File Name (Line #1)	Description (Line #2)	Date (Line #3)	Retention Year	Triggering Event	QUARTER	Responsible Party	Approval Signature
0210-10	VEHICLE #109	PRESSURE WASH TRAILER	FROM 07/14/2010 THRU 11/13/2017	2022	GRANT+3	Q4	Cecil Foust	
0210-40	VEHICLE #109	PRESSURE WASH TRAILER	FROM 07/14/2010 THRU 11/13/2017	2022	DISPOSITION+4	Q4	Cecil Foust	
0610-10	CASINO ENTERTAINMENT	HOLIDAY PARTY 2017	FROM 10/24/2017 THRU 12/15/2017	2022	AC+5 years	Q4	Lyle Block	
0610-10	DJ ALVARO RIVAS	HOLIDAY PARTY 2017	FROM 12/07/2017 THRU 12/15/2017	2022	AC+5 years	Q4	Lyle Block	
0610-10	DREAM CAPTURE PHOTO BOOTH	HOLIDAY PARTY 2017	FROM 12/13/2017 THRU 12/15/2017	2022	AC+5 years	Q4	Lyle Block	
0610-10	HIGH DESERT BROADCASTING	2017 STUFF-A-BUS	FROM 11/24/2017 THRU 12/10/2017	2022	AC+5 years	Q4	Lyle Block	
0610-10	HOLIDAY INN - PALMDALE	HOLIDAY PARTY BANQUET HALL 2017	FROM 11/08/2017 THRU 12/15/2017	2022	AC+5 years	Q4	Lyle Block	
0610-10	LAMAR	STUFF-A-BUS BILLBOARD 2017	FROM 11/13/2017 THRU 12/10/2017	2022	AC+5 years	Q4	Lyle Block	
0610-10	PROACTIVE	MEDICAL SERVICES TESTING	FROM 01/01/2017 THRU 12/31/2017	2022	AC+5 years	Q4	Lyle Block	
0610-10	VEHICLE TECHNICAL CONSULTANTS	MECHANICAL ASSESSMENT OF VEHICLES	FROM 11/27/2011 THRU 12/31/2011	2022	AC+5 years	Q4	Lyle Block	
0610-15	PALMDALE CITY OF	2017 EVENTS SPONSOR - PARTNERSHIP	FROM 05/03/2017 THRU 12/31/2017	2022	AC+5 years	Q4	Lyle Block	

File Number	File Name (Line #1)	Description (Line #2)	Date (Line #3)	Retention Year	Triggering Event	Quarter	Responsible Party	Approval Signature
0115-94	ACCIDENT ANALYSIS REPORTS		CY 2015	2023	+8Years	Q1	Martin Tompkins	
0115-94	BUS OPERATOR EVALUATIONS		CY 2015	2023	+8Years	Q1	Martin Tompkins	
0130-20	COMPLAINTS		CY 2015	2023	AC+2Y	Q1	Martin Tompkins	
0130-80	COMMUTER SURVEY		CY 2013	2023	10Y	Q1	Martin Tompkins	
0130-80	DIAL A RIDE CUSTOMER SURVEY	MOORE & ASSOCS 2011-2013 COMPARISON		2023	10Y	Q1	Martin Tompkins	
0130-93	DIAL A RIDE CUSTOMER ANALYSIS	MOORE & ASSOCIATES	CY 2013	2023	10Y	Q1	Martin Tompkins	
0160-10	CRIST MARVIN	CY2020		2023	3 years	Q1	Martin Tompkins	
0160-10	INCOMING CORRESPONDENCE	CY2020		2023	3 years	Q1	Martin Tompkins	
0650-60	PUBLIC RECORDS REQUESTS		CY 2021	2023	CL+2Y	Q1	Martin Tompkins	
0670-40	OPERATOR INCIDENT REPORTS		CY 2015	2023	8Y	Q1	Martin Tompkins	
0670-40	VEHICLE ACCIDENTS		CY 2015	2023	8Y	Q1	Martin Tompkins	
0620-20	AGENDAS & CERTIFICATION OF POSTINGS		CY 2013	2023	4 Years	Q1	Karen Darr	
0410-76	FINANCIAL REPORTS	TREASURER, PAYROLL HISTORY, EXPENDITURES	CY 2016	2023	FY+7Y	Q1	Judy Fry	
0480-40	QUARTERLY / YEAR-END TAX RECORDS	FORM 941	CY 2016	2023	FY+7Y	Q1	Judy Fry	
0480-40	QUARTERLY / YEAR-END TAX RECORDS	FORM DE9 & DE9C	CY 2016	2023	FY+7Y	Q1	Judy Fry	
0610-30	FEDERAL TRANSIT ADMINISTRATION (FTA)	GRANT AGREEMENT CA-90-Z059	FROM THRU 02/18/2020	2023	GRANT +3 YEARS	Q1	Judy Fry	
0210-10	VEHICLE #3821		FROM 12/22/2010 THRU 03/08/2012	2023	DISPOSITION+4 GRANT+3	Q1	Joseph Sanchez	
0130-60	NEWSPAPER ADVERTISING		CY 2015	2023	AC+4 years	Q1	James Royal	



DATE: February 28, 2023

TO: BOARD OF DIRECTORS

SUBJECT: Second Amendment to Executive Director/CEO Employment Agreement

RECOMMENDATIONS

1. Approve the Second Amendment to the Executive Director/CEO Employment Agreement.
2. Find that the California Environmental Quality Act does not apply to this item.

FISCAL IMPACT

Funding for this item will be included in future Budgets.

BACKGROUND

The Executive Director/CEO's employment agreement was originally executed effective January 1, 2022 through December 31, 2022, which term was extended to June 30, 2026 by the First Amendment to Employment Agreement dated July 1, 2022. The Board has conducted the annual review of the Executive Director/CEO and directed preparation of an amendment with (i) a salary increase of 5% and one-time incentive payment of \$9,975; (ii) extension of the term of the agreement to June 30, 2027; and (iii) a monthly electric fuel allowance of \$400. The remaining terms and conditions of the employment agreement will remain the same. A copy of the Second Amendment to the Executive Director/CEO Employment Agreement is available upon request to the board clerk.

Prepared and Submitted by:

Allison E. Burns
General Counsel, AVTA



DATE: February 28, 2023

TO: BOARD OF DIRECTORS

SUBJECT: Sole Respondent Contract #2023-26 to Matrix Audio Visual Designs for Community Room Presentation Upgrade

RECOMMENDATIONS:

1. Authorize the Executive Director/CEO to execute Sole Respondent Contract #2023-26 with Matrix Audio Visual Designs, Burbank, CA, to purchase equipment and installation of upgrades to the Community Room for an amount not to exceed \$324,004.08, including freight and applicable sales tax.
2. Find that the California Environmental Quality Act does not apply to this item.

FISCAL IMPACT:

Sufficient grant funds are included in the Fiscal Year 2023 Budget and future budgets to pay for this purchase.

BACKGROUND:

Amid continuing operations during the pandemic, the Board members and staff discovered a technology gap in the audio equipment in the Community Room. Although this posed many challenges, the staff adapted and found solutions to continue holding public meetings and maintaining pathways for the public to participate remotely until a permanent solution could be executed. Staff subsequently researched various audio/visual solutions to meet the Authority's technological needs. As a result, staff drafted a Request for Proposals (RFP) for equipment upgrades to include larger public monitors, microphones with enhanced sound quality, web-ready HD camera systems, a voting system, an ADA-compliant adjustable height lectern, and side monitors and digital nameplates for the seats at the dais. A summary of the upgrades are included in Attachment A.

AVTA released the RFP on November 29, 2022. The solicitation documents were posted to AVTA's website and advertisements were placed in the *Antelope Valley Press* and *Our Weekly Lancaster* newsletter. The local Chambers of Commerce were

also notified via their respective newsletters and email lists, and 43 firms were notified via email and our online bidding system with RFP instructions for downloading. Nine firms registered and downloaded the RFP. On December 14, 2022, a mandatory pre-proposal meeting were held with six firms attending. Three addenda were issued with the first one moving the closing date to January 26, 2023 to address what was considered too short of a timeline at the pre-bid conference.

One (1) proposal was submitted on January 24, 2023, in response to the RFP. Five staff members evaluated and ranked the submitted proposal on the following two part criteria: PART 1 – Technical Response: proposed solution (20%), similar projects (15%), proposer’s information (15%), project schedule/benchmarks (20%) and warranty (20%); and PART 2 – Pricing Response: project budget (20%). There were 500 total possible points available.

Submitted proposal were received from the following firm:

PART 1 – Technical Response		
Firm	Location	Score (400 Max)
Matrix Audio Visual Designs	Burbank, CA	341
PART 2 – Pricing Response		
Firm	Location	Score (100Max)
Matrix Audio Visual Designs	Burbank, CA	89
(500 Total Points Available) Combined Total Score		430

Matrix Audio Visual Designs, of Burbank, CA, sole respondent proposal, earned a high score from the evaluation committee. In addition to their fair and reasonable pricing, they provided the best solution for AVTA. It was obvious that their past in depth experience gave them a clear insight into our requirements. Staff is confident Matrix Audio Visual Designs, of Burbank, CA, will provide professional and expert service while completing this long-needed upgrade.

Prepared by:

Submitted by:

 Cecil Foust
 Interim Procurement and Contracts Officer

 Martin J. Tompkins
 Executive Director/CEO

PRICING



Community Room

1000	Liberty Wire and Cable 24-4P-P-L6SH-BLU Category 6 F/UTP EN series 23 AWG 4 pair shielded cable - Blue	\$0.74	\$744.10
4000	Liberty Wire and Cable 24-4P-P-L6SH-WHT-500 White Category 6 F/UTP EN series 23 AWG 4 pair shielded cable - Video wall	\$0.72	\$2,889.60
3	MAVD MAT-RENTAL Scaffold rental for the display installation.	\$412.49	\$1,237.47
Community Room Total			\$4,871.17 *

Community Room: Equipment Room

1	Barco Commercial R9861513US Wireless content sharing and collaboration gateway set	\$2,220.00	\$2,220.00
1	Biamp Systems EX-IO 2 Channel Mic/Line Input And Output Expander PoE+	\$1,023.64	\$1,023.64
1	Biamp Systems RMK-1 Single Unit Rack Mount Kit For Tesira Amplifier		\$46.20
1	Biamp Systems EX-OUT 4 Channel Mic/Line Output Expander Poe+	\$1,023.64	\$1,023.64
4	Biamp Systems RMK-2 Two Unit Rack Mount Kit (1RU) For Tesira Amplifier	\$90.00	\$360.00
1	Biamp Systems X 1600 Meeting Room DSP With 4 Integrated Poe+ Ports. AVB & Dante, 2X2 Analog I/O, Stereo USB And 16 Channels Of AEC. Includes Biamp Launch Automatic Discovery And Tuning	\$4,291.37	\$4,291.37
1	Crestron Electronics CP4N 4-Series Control System	\$2,002.08	\$2,002.08

1	Crestron Electronics HD-DA4-4KZ-E 1:4 HDMI Distribution Amplifier w/4K60 4:4:4 & HDR Support	\$363.61	\$363.61
	Covid HDPR-03		
1	HDMI 2.0 Cable, 18G, Premium Certified, 3ft		\$8.05
	Covid HDPR-06		
2	HDMI 2.0 Cable, 18G, Premium Certified, 6ft		\$19.66
	Covid HDPR-10		
1	HDMI 2.0 Cable, 18G, Premium Certified, 10ft		\$11.69
1	Extron 60-1305-01 H.264 Streaming Media Decoder, Supports live IP video stream decoding, Supports streaming resolutions from 480x320 up to 1080p/60, Player unit to play the recordings.	\$1,324.85	\$1,324.85
	Extron 60-604-11		
1	RSB 126 - 1U 6" Deep Basic Rack Shelf		\$51.60
1	Extron 60-1324-11 H.264 Streaming Media Processor - Standard Version 400 GB SSD Recorder and streaming device for AVTA YouTube channel.	\$5,983.44	\$5,983.44
1	Inogeni HD2USB3 HD HDMI to USB 3.0	\$355.51	\$355.51
	C2G 56782		
1	3ft High Speed HDMI Cable with Ethernet for TVs, Laptops, and Chromebooks.		\$6.05
1	Listen Technologies LA-401 Universal ear speaker	\$15.67	\$15.67
3	Listen Technologies LR-4200-072 Intelligent DSP (Digital Signal Processing) RF receiver (72 MHz)	\$150.47	\$451.41
1	Listen Technologies LS-55-072 Listen IDSP prime LEVEL III stationary RF system	\$1,899.75	\$1,899.75
1	Listen Technologies LW-100P-02-01 2 Channel Server	\$861.28	\$861.28
1	Middle Atlantic WRK-44-27LRD 44 RU WRK Series 24-1/4 Inch Wide Rack, 27 Inches Deep without Rear Door	\$1,131.65	\$1,131.65
1	Netgear GSM4248PX-100NA M4250-40G8XF-PoE+ AV Line Managed Switch	\$2,726.85	\$2,726.85
	Netgear AVB4248PX-10000S		
1	AVB License - M4250-40G8XF-POE+		\$817.68
	Netgear PMB0313-10000S		
1	ProSUPPORT OnCall 24x7 Tech Support - 1 Year - Service		\$208.30
1	Shure ULXD1=-H50 Digital Wireless Bodypack Transmitter with Miniature 4-Pin Connector	\$407.42	\$407.42
1	Shure ULXD2/SM58=-H50 Handheld Transmitter with SM58 Microphone	\$458.63	\$458.63

1	Shure ULXD4D=-H50 Dual Digital Wireless Receiver with internal power supply, 1/2 Wave Antenna and Rack Mounting Hardware	\$2,434.02	\$2,434.02
1	Shure WL185 Lavalier microphone, black, cardioid, TQG connector	\$108.00	\$108.00
1	SurgeX 3000L-01 Optional SNMP Card for UPS units	\$446.40	\$446.40
1	SurgeX UPS-2000-OL 3Ru, 2000 Va Online UPS, 4 Outlet, 20A; On-Line Double-Conversion UPS Technology	\$2,320.80	\$2,320.80
1	SurgeX 3000L-01 Optional SNMP Card for UPS units		\$446.40
1	TP-LINK ER7206 Multi-WAN Professional Wired Gigabit VPN Router	\$166.10	\$166.10
3	Vaddio 998-6000-006 Dual 1/2 rack mounting kit	\$109.90	\$329.70
1	Vaddio 999-5660-500 AV Bridge MatrixMIX Production System with controller	\$10,221.12	\$10,221.12
4	Covid HDPR-03 HDMI 2.0 Cable, 18G, Premium Certified, 3ft		\$32.20
1	Vaddio 999-80000-027 TeleTouch 27 Inch USB Touch-Screen Multiviewer	\$2,192.25	\$2,192.25
1	Visionary Solutions D4200 A/V Decoder, 4K UHD over IP cinema quality ultra-low latency visually lossless switch matrix routable, with built-in video wall functionality; Expansion Ethernet Port; POE+; Upgradeable to AES67/Dante Decoder to add presentation content to cameras for PIP.	\$954.04	\$954.04
2	Visionary Solutions DuetE-2 A/V Encoder, 4K UHD over IP cinema quality ultra-low latency visually lossless switch matrix routable, with built-in video wall functionality, Expansion Ethernet Port; POE+; Single Port AES67/Dante For wireless presentation ClickShare	\$1,074.04	\$2,148.08
1	Visionary Solutions E4100 A/V Encoder, 4K UHD over IP cinema quality ultra-low latency visually lossless switch matrix routable, with built-in video wall functionality; POE	\$714.00	\$714.00
1	Visionary Solutions E4200 A/V Encoder, 4K UHD over IP cinema quality ultra-low latency visually lossless switch matrix routable, with built-in video wall functionality, Expansion Ethernet Port; POE+; Upgradeable to AES67/Dante Encoder for the streaming player. In case the playback of content needs to be on the network.	\$954.04	\$954.04

Community Room: Equipment Room Total

\$51,537.18 *

Community Room: Dais and Staff Tables

13	Acer V227Q 1.5" Full HD LED LCD Monitor - 16:9 - Black In-plane Switching (IPS) Technology - 1920 x 1080 - 16.7 Million Colors - Adaptive Sync - 250 Nit - 4 ms - 75 Hz Refresh Rate - HDMI - VGA - DisplayPort	\$125.63	\$1,633.19
13	Audio Technica ES925C21/DS5 Cardioid Condenser Gooseneck Microphone with 5-Pin Desk Stand Power Module - Cardioid 18.08"	\$387.00	\$5,031.00
4	Biamp Systems EX-AEC 4 Channel Input And Output Expander	\$1,200.00	\$4,800.00
2	Biamp Systems EX-LOGIC Tesira Poe Logic Expander With 16 Logic GPIO (4 GPIO Are Configurable For Potentiometer Interface)	\$420.02	\$840.04
4	Biamp Systems EX-OUT 4 Channel Mic/Line Output Expander Poe+	\$1,023.64	\$4,094.56
1	Biamp Systems TC-5D 5-Port Expansion Device With AVB To Dante Bridging	\$1,189.25	\$1,189.25
4	Biamp Systems UTMK-1 Under Table Mount Kit For Tesira Amplifier	\$46.20	\$184.80
8	Bluefin 20-3008-1132 24.0" LCD Display, 1920x360 Resolution, BrightSign Built-In, Finished Housing, PoE	\$672.00	\$5,376.00
13	Cambridge Audio USA MINX MIN 12 Bookshelf mini speakers	\$55.20	\$717.60
13	Cambridge Audio USA TABLE STAND Desktop/Table Stand		\$156.00
4	Crestron Electronics HD-DA4-4KZ-E 1:4 HDMI Distribution Amplifier w/4K60 4:4:4 & HDR Support	\$363.61	\$1,454.44
4	Covid HDPR-03 HDMI 2.0 Cable, 18G, Premium Certified, 3ft		\$32.20
8	Covid HDPR-06 HDMI 2.0 Cable, 18G, Premium Certified, 6ft		\$78.64
4	Covid HDPR-10 HDMI 2.0 Cable, 18G, Premium Certified, 10ft		\$46.76
8	Crestron Electronics TSW-570P-B-S 5 in. Wall Mount Touch Screen, Portrait, Black Smooth	\$816.75	\$6,534.00
4	Fibercablesdirect.com FCDUS353v10229 OM4 LC LC Fiber Patch Cable Armored 100G Duplex 50/125 LSZH Multimode - 30 M	\$114.51	\$458.04
1	Netgear GSM4248PX-100NA M4250-40G8XF-PoE+ AV Line Managed Switch	\$2,726.85	\$2,726.85
8	FS.COM 12345 10GBASE-SR SFP+ 850nm Duplex LC MMF Transceiver		\$192.00
1	Netgear AVB4248PX-10000S AVB License - M4250-40G8XF-POE+		\$817.68
1	Netgear PMB0313-10000S ProSUPPORT OnCall 24x7 Tech Support - 1 Year - Service		\$208.30

8	RCI Custom 55211 Custom 1 Piece Sloped Enclosure, 3.00" Wide by 5.25" High (2.25" Deep), Welded construction, 0.093 Aluminum 5052H32, Black Textured Powdercoat finish, Cutout for mounting a Crestron TSW-570P-B-S (touch panel device not included), Cable pass on rear, Four rubber feet	\$170.15	\$1,361.20
8	VideoSecu VS100-75 VideoSecu LCD LED Monitor TV Wall Mount for 19" 20" 22" 23" 24" 26" 27" 30" 31" Flat Panel Screen Maximum Loading 66lbs VESA 75/100 - Ultra Thin	\$17.99	\$143.92
1	Visionary Solutions D4100 A/V Decoder, 4K UHD over IP cinema quality ultra-low latency visually lossless switch matrix routable, with built-in video wall functionality; POE Decoder to grab content for distribution on the network.	\$714.00	\$714.00
1	Visionary Solutions D4200 A/V Decoder, 4K UHD over IP cinema quality ultra-low latency visually lossless switch matrix routable, with built-in video wall functionality; Expansion Ethernet Port; POE+; Upgradeable to AES67/Dante	\$954.04	\$954.04
2	Visionary Solutions DuetE-2 A/V Encoder, 4K UHD over IP cinema quality ultra-low latency visually lossless switch matrix routable, with built-in video wall functionality, Expansion Ethernet Port; POE+; Single Port AES67/Dante For wireless presentation ClickShare	\$1,074.04	\$2,148.08

Community Room: Dais and Staff Tables Total **\$41,892.59 ***

Community Room: Dais and Staff Tables: Clerk

1	Crestron Electronics DGE-100 Digital Graphics Engine 100	\$1,320.05	\$1,320.05
	Covid HDPR-03		
1	HDMI 2.0 Cable, 18G, Premium Certified, 3ft		\$8.05
1	Planar PCT2235 Helium 22in wide black HID compliant projected capacitive multi-touch FHD IPS edge-lit LED LCD, USB controller, VGA, HDMI, DP, speakers, Helium stand supporting 15 to 70 tilt range and flat orientation.	\$304.81	\$304.81
	Karbon K6201		
1	HDMI 4K Goldplated Ethernet cable 3FT		\$3.42
1	Visionary Solutions DuetE-2 A/V Encoder, 4K UHD over IP cinema quality ultra-low latency visually lossless switch matrix routable, with built-in video wall functionality, Expansion Ethernet Port; POE+; Single Port AES67/Dante Dual input encoder for Clerk's PC.	\$1,074.04	\$1,074.04

Community Room: Dais and Staff Tables: Clerk Total **\$2,710.37 ***

Community Room: Lectern and ADA Table

1	Audio Technica ES925C21/FM5 Modular microphone system includes a cardioid condenser microphone element, 18.08" gooseneck and 5-pin flush-mount power module	\$338.41	\$338.41
1	Crestron Electronics DGE-100 Digital Graphics Engine 100	\$1,320.05	\$1,320.05
	Covid HDPR-03		
1	HDMI 2.0 Cable, 18G, Premium Certified, 3ft		\$8.05
1	Crestron Electronics HD-MD4X1-4KZ-E 4X1 4K60 4:4:4 HDR AV Switcher	\$528.02	\$528.02
1	MAT-A.MID.L7 L7 Series Lectern Pakckage	\$8,661.83	\$8,661.83
1	Planar PCT2235 Helium 22in wide black HID compliant projected capacitive multi-touch FHD IPS edge-lit LED LCD, USB controller, VGA, HDMI, DP, speakers, Helium stand supporting 15 to 70 tilt range and flat orientation.	\$304.81	\$304.81
	Karbon K6201		
1	HDMI 4K Goldplated Ethernet cable 3FT		\$3.42
1	Visionary Solutions D4200 A/V Decoder, 4K UHD over IP cinema quality ultra-low latency visually lossless switch matrix routable, with built-in video wall functionality; Expansion Ethernet Port; POE+; Upgradeable to AES67/Dante	\$954.04	\$954.04
1	Visionary Solutions DuetE-2 A/V Encoder, 4K UHD over IP cinema quality ultra-low latency visually lossless switch matrix routable, with built-in video wall functionality, Expansion Ethernet Port; POE+; Single Port AES67/Dante Dual input encoder for the lectern and ADA table. One for PC and one for laptop connection.	\$1,074.04	\$1,074.04
Community Room: Lectern and ADA Table Total			\$13,192.67 *

Community Room: Monitor Wall (South)

2	Christie Digital 135-048103-01 98" LCD Panel. UHD, OPS slot, landscape and portrait, 24/7, 350 nits	\$8,518.23	\$17,036.46
	Chief XTM1U		
2	X-Large fusion micro-adjustable tilt wall mount		\$622.46
2	Visionary Solutions D4100 A/V Decoder, 4K UHD over IP cinema quality ultra-low latency visually lossless switch matrix routable, with built-in video wall functionality; POE Decoder for displays.	\$714.00	\$1,428.00

Community Room: Monitor Wall (South) Total **\$19,086.92 ***

Community Room: Dais Wall (South Wall)

Vaddio 999-99630-100W			
2	RoboSHOT 30E HDBT OneLINK HDMI System White	\$5,043.71	\$10,087.42
	Karbon K6201		
2	HDMI 4K Goldplated Ethernet cable 3FT		\$6.84

Community Room: Dais Wall (South Wall) Total **\$10,094.26 ***

Community Room: North Wall (Entrance)

Vaddio 999-99630-100W			
2	RoboSHOT 30E HDBT OneLINK HDMI System White	\$5,043.71	\$10,087.42
	Karbon K6201		
2	HDMI 4K Goldplated Ethernet cable 3FT		\$6.84

Community Room: North Wall (Entrance) Total **\$10,094.26 ***

Community Room: East and West Walls

Christie Digital 135-048103-01			
2	98" LCD Panel. UHD, OPS slot, landscape and portrait, 24/7, 350 nits	\$8,518.23	\$17,036.46
	Chief XTM1U		
2	X-Large fusion micro-adjustable tilt wall mount		\$622.46
Vaddio 999-99630-100W			
2	RoboSHOT 30E HDBT OneLINK HDMI System White	\$5,043.71	\$10,087.42
	Karbon K6201		
2	HDMI 4K Goldplated Ethernet cable 3FT		\$6.84
Visionary Solutions D4100			
2	A/V Decoder, 4K UHD over IP cinema quality ultra-low latency visually lossless switch matrix routable, with built-in video wall functionality; POE Decoder for displays.	\$714.00	\$1,428.00

Community Room: East and West Walls Total **\$29,181.18 ***

Community Room: Lobby

Chief MTM1U			
1	Medium fusion micro-adjustable tilt wall display mount	\$167.59	\$167.59
Christie Digital 135-037101-01			
1	55" 4K UHD 500 nit LCD panel	\$1,060.80	\$1,060.80
Crestron Electronics DGE-100			
1	Digital Graphics Engine 100	\$1,320.05	\$1,320.05

	Covid HDPR-03		
1	HDMI 2.0 Cable, 18G, Premium Certified, 3ft		\$8.05
	Visionary Solutions D4200		
1	A/V Decoder, 4K UHD over IP cinema quality ultra-low latency visually lossless switch matrix routable, with built-in video wall functionality; Expansion Ethernet Port; POE+; Upgradeable to AES67/Dante	\$954.04	\$954.04
	Community Room: Lobby Total		\$3,510.53 *

* Subtotals do not include Tax, Shipping and Misc. charges. Refer to project summary

Project Summary

Equipment:	\$186,171.13
Miscellaneous:	\$7,446.95
Sales Tax:	\$19,845.85
Electronic Waste Fee:	\$93.00
Shipping:	\$3,723.00
Labor:	\$113,858.75
Bond:	\$6,865.40
Discount for Matrix AV Payment Terms:	-\$14,000.00

Grand Total: **\$324,004.08**

Sales tax is calculated based on the current sales tax and it is subject to change.
Due to supply chain issues and market conditions, discount is not applicable if customer does not adhere to below payment schedule (Total project cost excluding discount: \$338,004.08)

Payment Schedule	Amount
Initial Deposit	\$145,801.84
Progress Payment - 50% progress	\$81,001.02
Progress Payment - 80% progress	\$81,001.02
Final Payment	\$16,200.20

Client: **Antelope Valley Transit Authority**

Date

Contractor: **Matrix Audio Visual Designs, Inc.**
CSLB #: 765990

Date