



Antelope Valley Transit Authority

Regular Meeting of the Board of Directors

Tuesday, June 27, 2023

10:00 a.m.

Antelope Valley Transit Authority Community Room

42210 6th Street West, Lancaster, California

www.avta.com

OFFICIAL MINUTES

CALL TO ORDER

Chairman Crist called the meeting to order at 10:00 a.m.

PLEDGE OF ALLEGIANCE

Director Flanagan led the Pledge of Allegiance.

ROLL CALL:

Present

Chairman Marvin Crist, Vice Chair Dianne Knippel, Director Richard Loa, Director Raj Malhi, Director Michelle Flanagan, Alternate Director Kathryn Mac Laren

APPROVAL OF AGENDA

On a motion by Vice Chair Knippel and seconded by Director Malhi, the Board of Directors approved the agenda as comprised.

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Loa, Malhi, Flanagan, Alternate Director Mac Laren

Nays: None

Abstain: None

Absent: None

PUBLIC BUSINESS– AGENDIZED AND NON-AGENDIZED ITEMS:

Charlotte Baxter – spoke about issues with exiting the Dial-A-Ride (DAR) vehicles, canceled trips, and the app for the DAR service.

Fran Sereseres – Announced she is a Commissioner for Los Angeles County and wished everyone a Happy 4th of July.

Catherine Parish – spoke about someone bothering her on a Saturday morning while she waited for the bus at Sgt. Steve Owen Memorial Park, and the lack of security and the uncleanliness of the park.

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, was unable to attend the meeting.

SRP 2 LEGISLATIVE REPORT FROM SENATOR SCOTT WILK'S OFFICE

Jack Danielson, Field Representative for Senator Scott Wilk, provided information regarding the State's Fiscal Year (FY) 2023/2024 Budget and Senate Bill (SB)-868 Pupil safety: trauma kits. He noted that their summer interns had started and added fall applications would be available in July. He requested this information be shared with young people interested in government or politics. Vice Chair Knippel requested that Mr. Danielson email the information for her to share with students enrolled in Antelope Valley College's pre-law program.

SRP 3 LEGISLATIVE REPORT FROM ASSEMBLYMAN TOM LACKEY'S OFFICE

Pamela Balch, District Director for Assemblyman Lackey, reported on the State's FY 2024 Budget, gas tax increase, and Assembly Bill (AB)-1435 Department of the California Highway Patrol: officers: age limit.

SRP 4 LEGISLATIVE REPORT FROM ASSEMBLYMAN JUAN CARRILLO'S OFFICE

Juan Blanco, Field Representative for Assemblyman Juan Carrillo, reported on AB-744 California Transportation Commission: data, modeling, and analytic software tools procurement, a Bill authored by Assemblyman Carrillo. He also invited people to attend the July 4th breakfast event.

SRP 5 PRESENTATION TO MAYRA DE LOS SANTOS, ACCOUNTANT I, FOR 15 YEARS OF OUTSTANDING AND DEDICATED SERVICE

Chief Financial Officer Judy Vaccaro-Fry presented Mayra De Los Santos, Accountant I, an award for 15 years of service to the Antelope Valley Transit Authority.

SRP 6 PRESENTATION TO MV TRANSPORTATION EMPLOYEE AND OPERATOR OF THE MONTH

MV General Manager Mike Sherrill presented awards to the Employee of the Month, Miguel Moctezuma, and the Operator of the Month, Thelma Varnado.

SRP 7 PRESENTATION TO AV TRANSPORTATION SERVICES EMPLOYEE OF THE MONTH

AV Transportation Services President Art Minasyan presented the Employee of the Month award to Ushawn Harrington.

SRP 8 MICROTRANSIT AND DIAL-A-RIDE KEY PERFORMANCE INDICATORS (KPI) REPORT

Mr. Minasyan presented the report and stated the staff is addressing the DAR app issues.

SRP 9 LEGISLATIVE REPORT AND FINANCE UPDATE FOR JUNE 2023

Ms. Vaccaro-Fry reported on the State's FY 2024 Budget, various Assembly and Senate Bills, FFY 2024 appropriations, HR 3317, the Rolling Stock Protection Act, and Los Angeles County Metropolitan Transportation Authority's Fare Capping program.

SRP 10 MAINTENANCE KPI REPORT

Operations Analyst Joseph Sanchez presented the report. Executive Director/CEO Martin Tompkins added Mr. Sanchez will be attending a conference in Boston, where he will continue to share information regarding AVTA's all-electric zero-emission transit fleet with various transit agencies.

SRP 11 OPERATIONS KPI REPORT

Mr. Sherrill presented the report. The Board discussed road calls and complaints. He introduced Ator Urionabarrenechea, promoted to Assistant General Manager, and Jeremy Bretschneider, promoted to Maintenance Manager.

CONSENT CALENDAR (CC):

CC 1 BOARD OF DIRECTORS MEETING MINUTES OF MAY 23, 2023

Approve the Board of Directors Regular Meeting Minutes of May 23, 2023.

CC 2 FINANCIAL REPORT FOR MAY 2023

Receive and file the Financial Report for May 2023.

CC 3 ANNUAL REVIEW AND UPDATE OF THE PUBLIC TRANSPORTATION AGENCY SAFETY PLAN

1. Readopt the updated Public Transportation Agency Safety Plan (PTASP) to comply with the Federal Transit Administration (FTA) bus transit safety plan requirements for Fiscal Year 2023/2024 (FY 2024).
2. Adopt Resolution No. 2023-008, adopting the updated PTASP for FY 2024.

CC 4 DESTRUCTION OF AVTA RECORDS

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.

CC 5 APPROVE MASTER CONTRACT #2024-02 AND FUNDING AUTHORIZATION LETTER WITH LOS ANGELES COUNTY SHERIFF'S DEPARTMENT (LASD) FOR TRANSIT LAW ENFORCEMENT SERVICES

Authorize the Executive Director/CEO to execute two documents for LASD for Transit Law Enforcement Services:

1. Master Contract No. 2024-02, for five terms starting July 1, 2023, through June 30, 2028; and
2. Funding Authorization Letter in the amount of \$160,000 for Fiscal Year 2023/2024.

CC 6 AMEND AUTHORITY'S CLASSIFICATION AND SALARY SCHEDULE

Approve amending the Authority's Classification and Salary Schedule to reclassify the two current Operations Analyst positions to a Maintenance Compliance Analyst and an Operations and Contract Compliance Manager.

On a motion by Director Loa and seconded by Director Flanagan, the Board of Directors approved the Consent Calendar.

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Loa, Malhi, Flanagan, Alternate Director Mac Laren

Nays: None

Abstain: None

Absent: None

NEW BUSINESS (NB):

NB 1 FY 2023/2024 PROPOSED BUDGET

Ms. Vaccaro- Fry presented the staff report. The Board discussed insurance coverage and jurisdictional contributions.

On a motion by Vice Chair Knippel and seconded by Alternate Director Mac Laren, the Board of Directors approved the FY 2024 Proposed Budget.

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Loa, Malhi, Flanagan, Alternate Director Mac Laren

Nays: None

Abstain: None

Absent: None

NB 2 ADOPTION OF RESOLUTIONS AND ORDINANCE FOR NEW PROCUREMENT POLICY

General Counsel Allison Burns asked to add "Waive the reading of the Ordinance" to the requested actions. She clarified Item No. 1 is introducing the Ordinance and will return for adoption at the next meeting.

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

- 1) Introduced a purchasing Ordinance in accordance with the Uniform Public Construction Cost Accounting Act (Section 22000, et seq. of the Public Contract Code) (Ordinance No. 001).
- 2) Adopted Resolution No. 2023-005, that the Antelope Valley Transit Authority hereby elects under California Public Contract Code Section 22030 to become subject to the uniform public construction cost accounting procedures set forth in the Uniform Public Construction Cost Accounting Act and to the California Uniform Public Construction Cost Accounting Commission's policies and procedures manual and cost accounting review procedures, as they may each from time to time be amended.
- 3) Adopted Resolution No. 2023-006, adopting the Procurement Policy.
- 4) Adopted Resolution No. 2023-007, amending the Bylaws to accommodate the limits allowed by the Executive Director as stated in the Procurement Policy.
- 5) Waived the reading of the Ordinance.

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

Yeas: Chairman Crist, Vice Chair Knippel, Directors Loa, Malhi, Flanagan, Alternate Director Mac Laren

Nays: None

Abstain: None

Absent: None

REPORTS AND ANNOUNCEMENTS (RA):

RA 1 REPORT BY THE EXECUTIVE DIRECTOR/CEO

Executive Director/CEO Martin Tompkins had no reports or announcements.

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

There were no Miscellaneous Business – Non-Agenda Items presented.

ADJOURNMENT:

Chairman Crist adjourned the meeting at 11:16 a.m. to the Regular Meeting of the Board of Directors on July 25, 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 25th day of JULY 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 Karen Darr, Clerk of the Board, at (661) 729-2206 to arrange to review a recording.