



**Regular Meeting of the Board of Directors**

**Tuesday, September 26, 2023**

**10:00 a.m.**

Antelope Valley Transit Authority Community Room  
42210 6<sup>th</sup> Street West, Lancaster, California  
[www.avta.com](http://www.avta.com)

**AGENDA**

For record-keeping purposes, and if staff may need to contact you, we request that a speaker card located at the Community Room entrance be completed and deposited with the AVTA Clerk of the Board. This will then become public information. Please note that you do not have to complete this form or state your name. 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 ASSEMBLYMAN TOM LACKEY'S OFFICE – PAMELA BALCH
- SRP 2 LEGISLATIVE REPORT FROM ASSEMBLYMAN JUAN CARRILLO'S OFFICE – JUAN BLANCO
- SRP 3 PRESENTATION TO AVTA EMPLOYEE OF THE MONTH FOR AUGUST 2023 – ARIC COLVIN
- SRP 4 PRESENTATION TO MV TRANSPORTATION COACH OPERATOR DAMIEN KING FOR GOING ABOVE AND BEYOND – MARTIN TOMPKINS
- SRP 5 PRESENTATION TO MV TRANSPORTATION EMPLOYEE AND OPERATOR OF THE MONTH FOR AUGUST 2023 – MIKE SHERRILL
- SRP 6 PRESENTATION TO AV TRANSPORTATION SERVICES (AVTS) EMPLOYEE OF THE MONTH FOR AUGUST 2023 – ART MINASYAN
- SRP 7 AVTS MICROTRANSIT AND DIAL-A-RIDE KEY PERFORMANCE INDICATORS (KPI) REPORT FOR AUGUST 2023 – ART MINASYAN
- SRP 8 LEGISLATIVE REPORT AND FINANCE UPDATE FOR SEPTEMBER 2023 – JUDY VACCARO-FRY
- SRP 9 MAINTENANCE KPI REPORT FOR AUGUST 2023 – JOSEPH SANCHEZ
- SRP 10 OPERATIONS KPI REPORT FOR AUGUST 2023 – MIKE 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 AUGUST 22, 2023 – KAREN DARR

*Recommendation: Approve the Board of Directors Regular Meeting Minutes of August 22, 2023.*

CC 2 FINANCIAL REPORT FOR AUGUST 2023 – VIANNEY MCLAUGHLIN

*Recommendation: Receive and file the Financial Report for August 2023.*

CC 3 RESOLUTION NO. 2023-010, AUTHORIZING THE EXECUTIVE DIRECTOR/CEO AND/OR CHIEF FINANCIAL OFFICER TO EXECUTE AGREEMENTS NECESSARY FOR THE BUS REPLACEMENT PROJECT WITH FUNDS FROM THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM FOR FISCAL YEAR 2023/2024 (FY 2024) – VANESSA GOMEZ

*Recommendation: Adopt Resolution No. 2023-010, authorizing the Executive Director/CEO and/or Chief Financial Officer to execute agreements necessary for the Bus Replacement project with funds from the California State of Good Repair Program for FY 2024.*

CC 4 RESOLUTION NO. 2023-011, AUTHORIZING THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES FOR THE BUS REPLACEMENT PROJECT WITH FUNDS FROM THE CALIFORNIA STATE TRANSIT ASSISTANCE PROGRAM FOR FISCAL YEAR 2023/2024 (FY 2024) – VANESSA GOMEZ

*Recommendation: Adopt Resolution No. 2023-011, authorizing the execution of the certifications and assurances for the Bus Replacement Project with funds from the California State Transit Assistance Program for FY 2024.*

CC 5 DESTRUCTION OF RECORDS – PAULINA HURLEY

*Recommendation: 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 6 AUTHORIZE THE EXECUTION OF CONTRACT #2024-11 FOR COMMUTER BUS RE-POWER – CECIL FOUST

*Recommendation: Authorize the Executive Director/CEO to execute Contract #2024-11 to repower one MCI D4500 commuter coach with Complete Coach Works not to exceed \$400,000.*

**CLOSED SESSION (CS):**

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

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

**RECESS TO CLOSED SESSION**

**RECONVENE TO PUBLIC SESSION**

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

**REPORTS AND ANNOUNCEMENTS (RA):**

- RA 1 REPORT BY THE EXECUTIVE DIRECTOR/CEO

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

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

**ADJOURNMENT:**

Adjourn to the Regular Meeting of the Board of Directors on October 24, 2023, at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6<sup>th</sup> Street West, Lancaster, CA.

**The agenda was posted by 6:00 p.m. on September 22, 2023, at the entrance to the Antelope Valley Transit Authority, 42210 6<sup>th</sup> Street West, Lancaster, CA 93534.**

Copies of the staff reports and attachments or other written documentation relating to each proposed item of business on the agenda presented for discussion by the Board of Directors are on file in the Office of the Executive Director/CEO. Any disclosable public records related to an open session item on a regular meeting

agenda and distributed by the AVTA to the Board of Directors less than 72 hours prior to that meeting are on file in the Office of the Executive Director/CEO. These documents are available for public inspection during regular business hours at the Customer Service window of the AVTA at 42210 6<sup>th</sup> Street West, Lancaster or by contacting the Clerk of the Board at (661) 729-2206.

# August

## FY 2023 MONTHLY OPERATIONS KEY PERFORMANCE INDICATORS

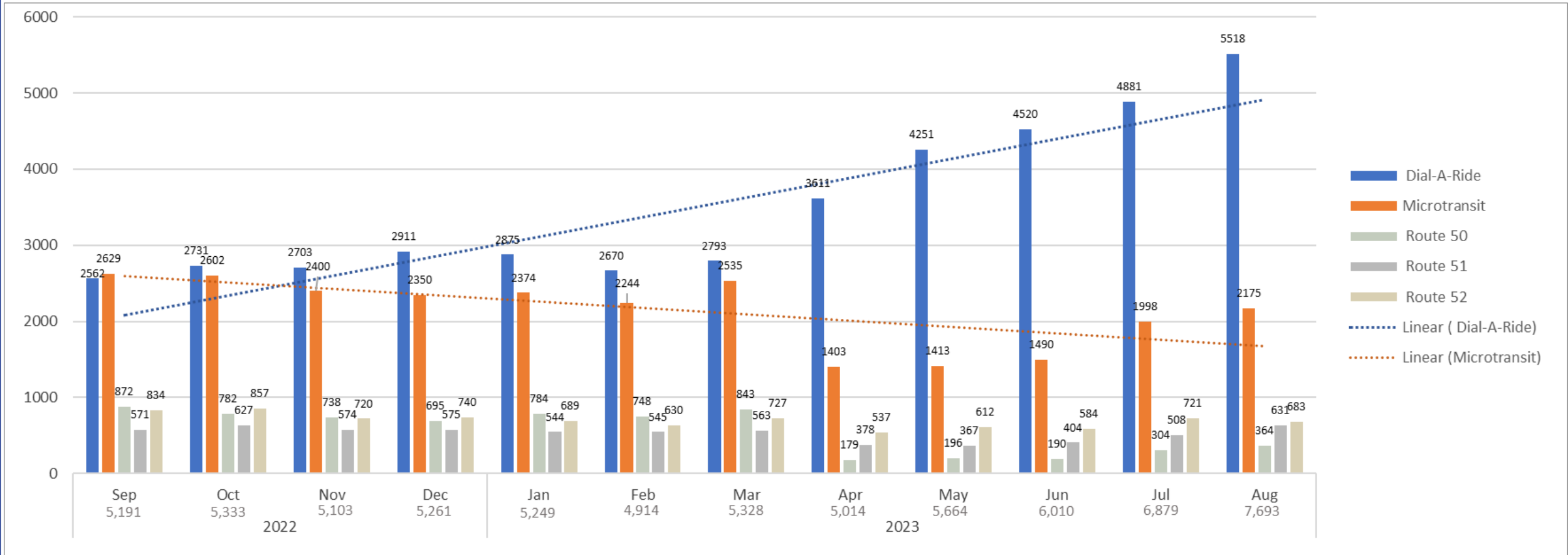
---

Presentation to the  
Board of Directors  
September 26, 2023

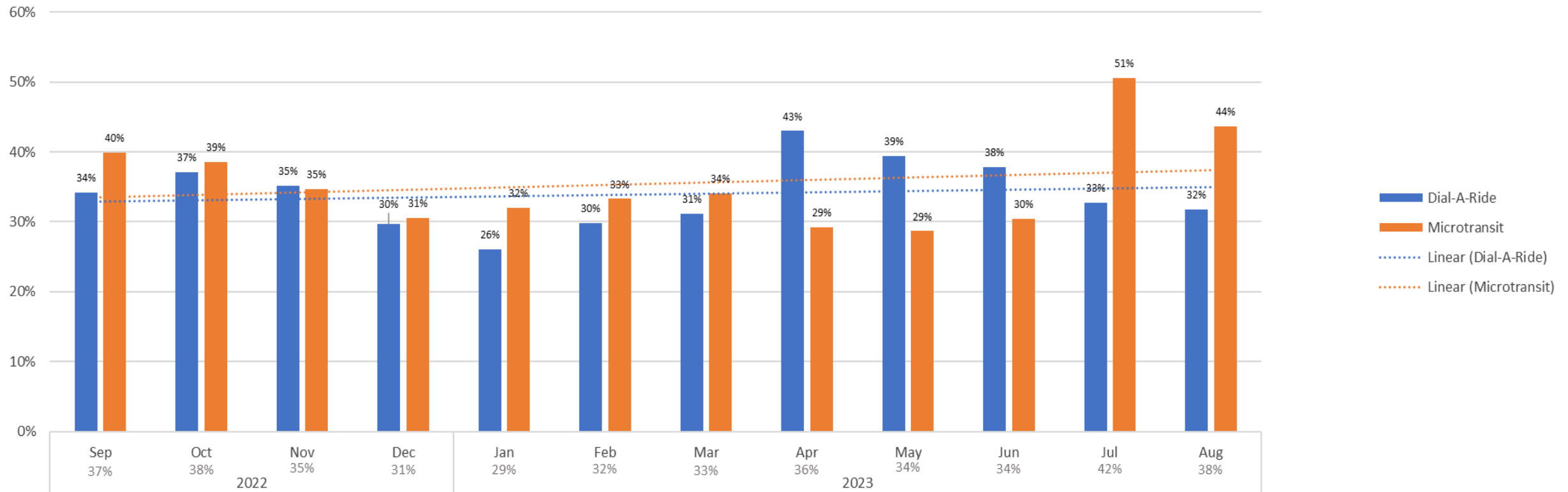
---



# PASSENGER RIDERSHIP DATA

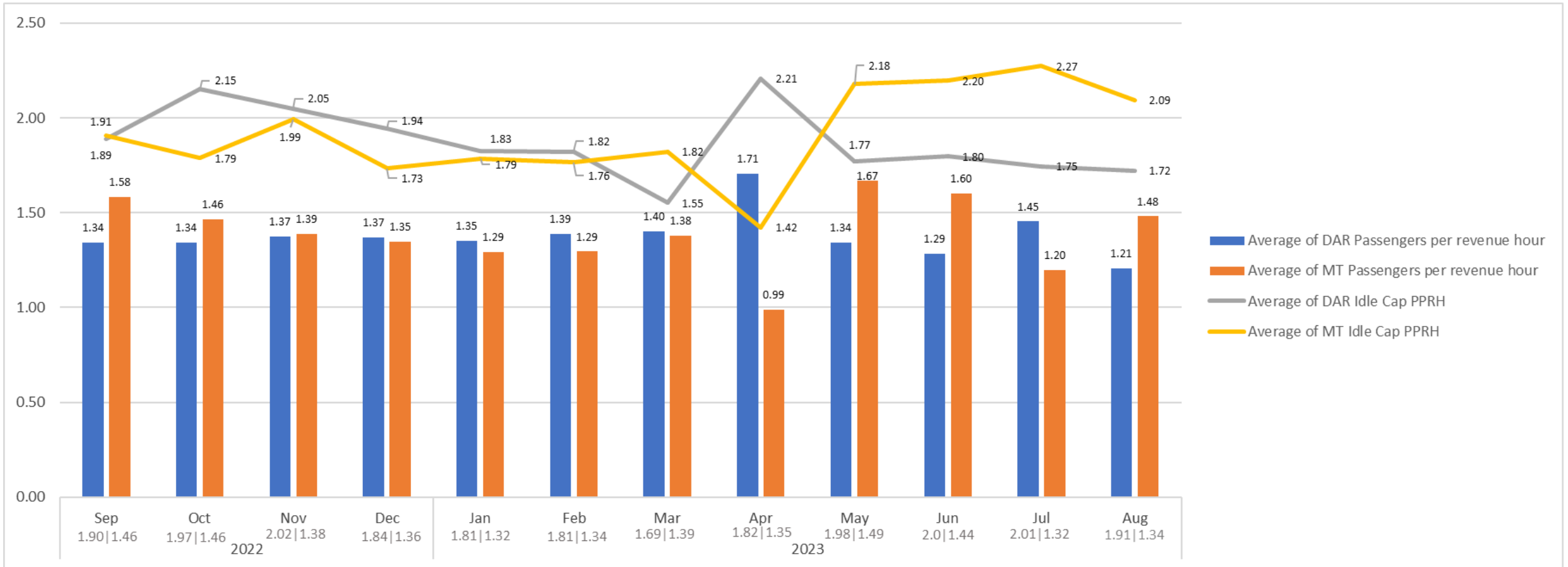


# AVERAGE SHARED RIDE PERCENTAGE

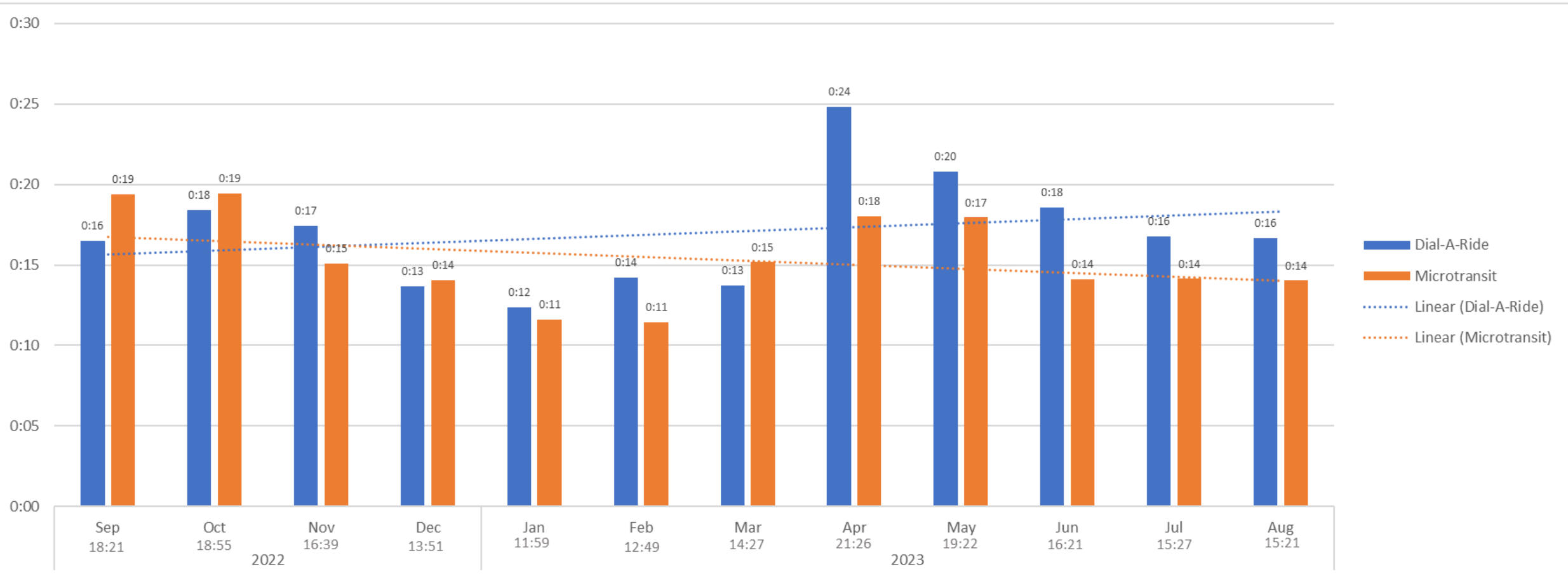




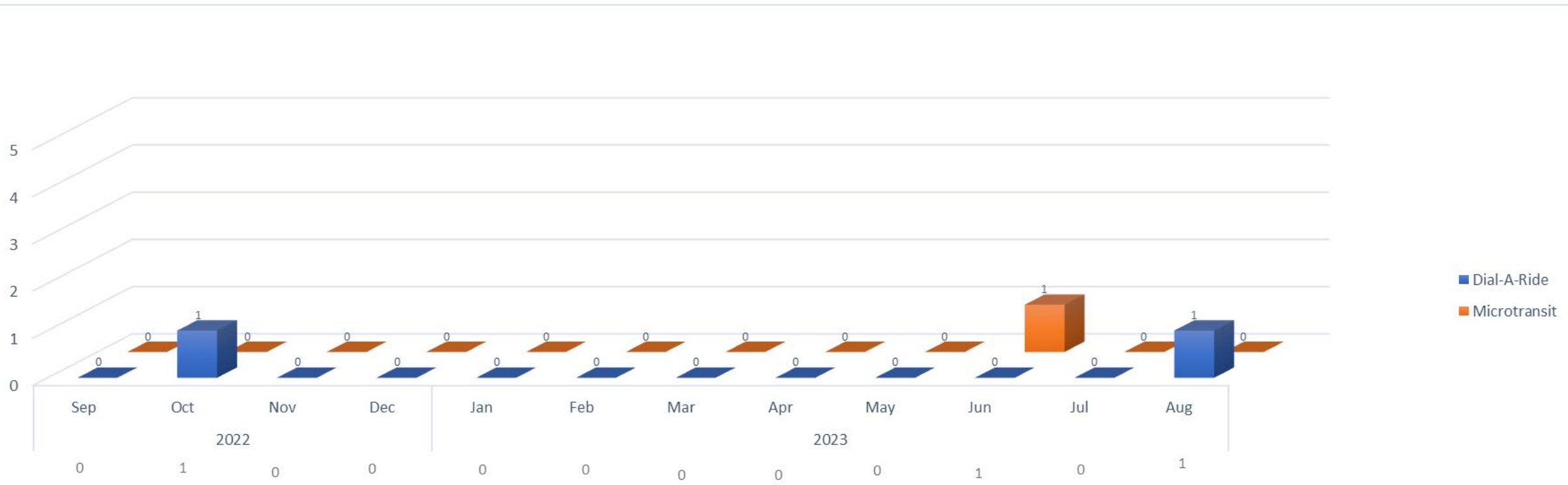
# PASSENGERS PER REVENUE HOUR



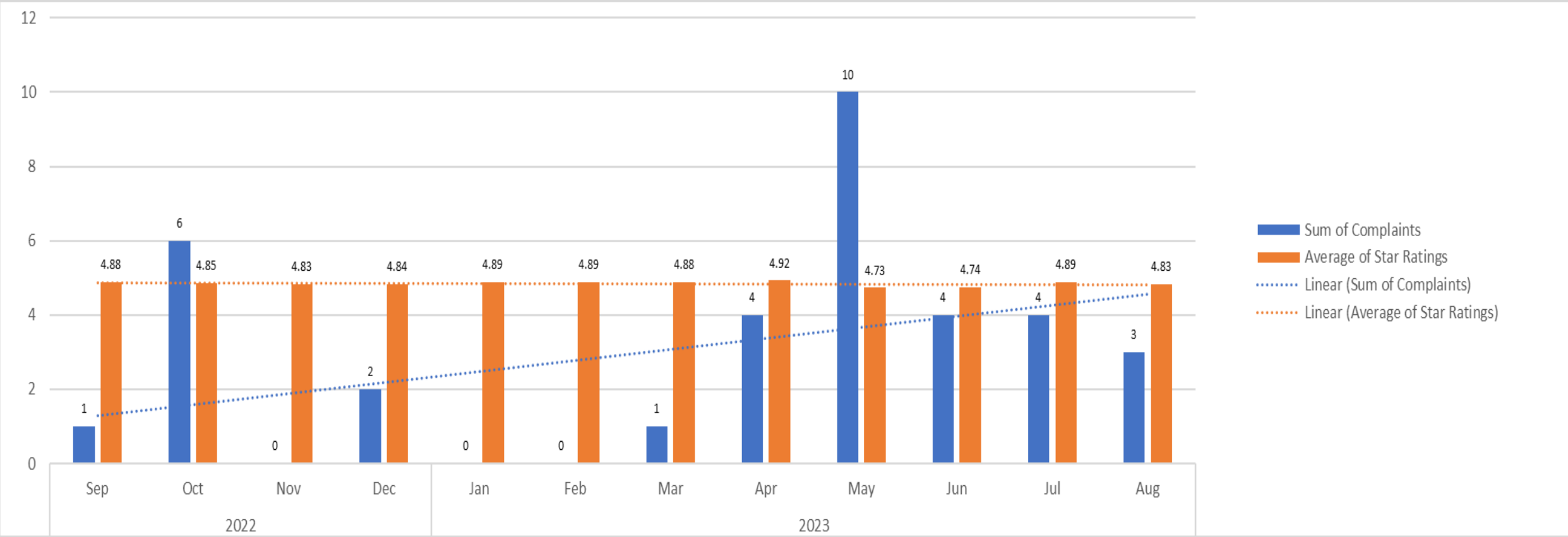
# PASSENGER WAIT TIME



# ACCIDENTS



# PASSENGER FEEDBACK



# August

## FY 2023 MONTHLY OPERATIONS KEY PERFORMANCE INDICATORS

---

Thank You!

Questions?

---



# LEGISLATIVE UPDATE

Presentation to the Board of Directors  
September 26, 2023



# STATE



# INFRASTRUCTURE



For the first time in 16 years, the state's highways, freeways and transit systems are off the "high-risk list."

On August 24<sup>th</sup>, the California State Auditor removed the designation, attributing the passing grade to progress in repaving freeways, adding on-ramp and off-ramp meters, fixing bridges and unclogging culverts.

Caltrans has repaved 15,000 lane miles on the state highway system resulting in 99% of pavement in good or fair condition.



# LEGISLATIVE SESSION



The legislative session that started January 3, has ended September 14, 2023.

October 14, 2023 is the last day for the Governor to sign or veto bills submitted by deadline.

A noteworthy development:

- Hydrogen fueling stations: Lawmakers approved a bill that would set aside 15% of funds (about \$106 million) from a billion-dollar climate program to help companies build hydrogen car fueling stations through 2030.

# TIRCP



New guidelines for the Transit and Intercity Rail Capital Program and new Zero-Emission Transit Capital Program are expected to be adopted by CalSTA by September 30.

These guidelines will govern access to this funding, which may be used to address operations funding challenges and capital improvement needs.

The guidelines will also advance key accountability requirements furthered by the Governor and Legislature in the transportation budget trailer bill SB 125.

# TAX REVENUES



Last year the Governor repeatedly cited the need for fiscal discipline with lower-than-expected state revenues.

On September 18, the Department of Finance reported revenues came in more than \$1.3 billion, or 11%, above projections in August.

While the state budget accounts for an October tax filing deadline, revenues could possibly surge again.

# FEDERAL



# FTA CIRCULAR - GRANT PROGRAMS



## FEDERAL REGISTER

The Daily Journal of the United States Government



 Notice

### Grant Programs for Urbanized Areas: Program Guidance and Application Instructions, Proposed Circular

A Notice by the Federal Transit Administration on 07/12/2023



You have successfully submitted an official comment to Regulations.gov.

regulations.gov

Thank you! Your comment has been submitted to [Regulations.gov](https://www.regulations.gov) for review by the the Federal Transit Administration.

Comment Tracking Number: `1mf-dsmz-973g`

# CTA Federal Legislative Fly-In

## Southern California Delegation

### Senate Appropriations Committee

- ❖ Sen. Dianne Feinstein\*

### House Appropriations Committee

- ❖ Rep. Pete Aguilar
- ❖ Rep. Mike Garcia
- ❖ Rep. Ken Calvert
- ❖ Rep. Norma Torres

### Budget Committee

- ❖ Rep. Scott Peters

### APTA Executive Leadership

### Transportation & Infrastructure Committee

- ❖ Rep. Mike Quigley – Ranking Member
- ❖ Rep. Salud Carbajal
- ❖ Rep. Grace Napolitano
- ❖ Rep. Julia Brownly\*

### House Ways & Means Committee

- ❖ Rep. Linda Sanchez

### Senate Banking, Housing, and Urban Development Committee

- ❖ Homer Carlisle – Professional Staff



# CTA Federal Legislative Fly-In

## Northern California Delegation

### Budget and EPW Committees

- ❖ Sen. Alex Padilla

### Transportation & Infrastructure Committee

- ❖ Rep. John Garamendi
- ❖ Rep. David Valadeo
- ❖ Rep. Jimmy Panetta
- ❖ Rep. Mark DeSaulnier

### Budget & Appropriations Committee

- ❖ Rep. Barbara Lee
- ❖ Rep. Josh Harder

### House Ways & Means Committee

- ❖ Rep. Mike Thompson
- ❖ Rep. Doug LaMalfa

### ❖ Senate Environment & Public Works Committee

### ❖ House Transportation & Infrastructure Committee

### ❖ Senate Appropriations Committee



# FEDERAL BUDGET



## Federal Government is funded through September 30.

Bills have been proposed ... Votes have been held ...

Amendments have been proposed ...

12 separate appropriations? ... an Omnibus bill? ...

A continuing resolution?

A government shutdown?

The most up to date information to be discussed





# REGIONAL



# LACMTA SECURITY



LAPD to deploy BolaWrap devices to officers patrolling L.A. Metro buses, trains.

BolaWrap is a handheld device that fires a lasso-like cord designed to wrap around a person's legs.

The Police Commission approved a year long pilot program for officers patrolling the transit system to be equipped with the lasso-like devices.



# Questions?



SRP 9

# FY 2024 Monthly Fleet Maintenance Key Performance Indicators

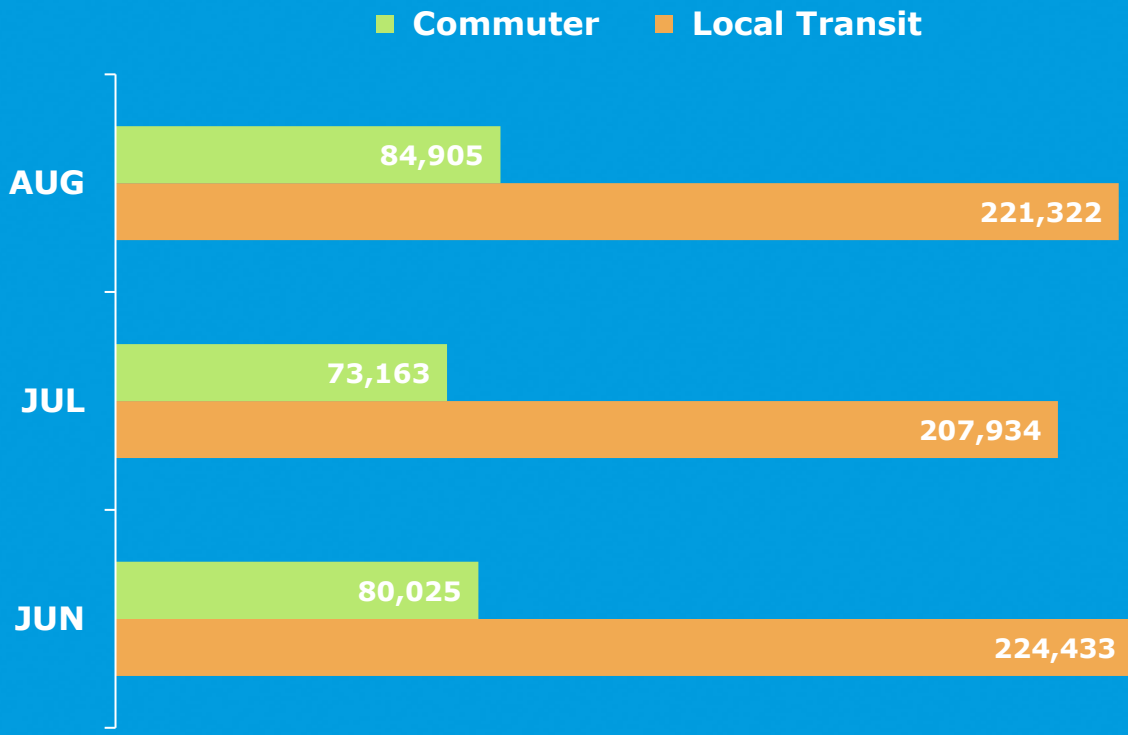
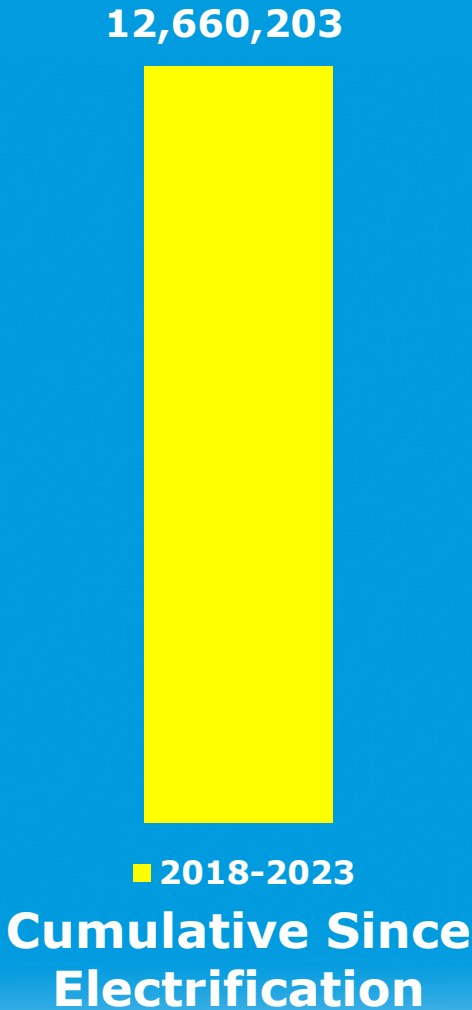
---

Presentation to the Board of Directors

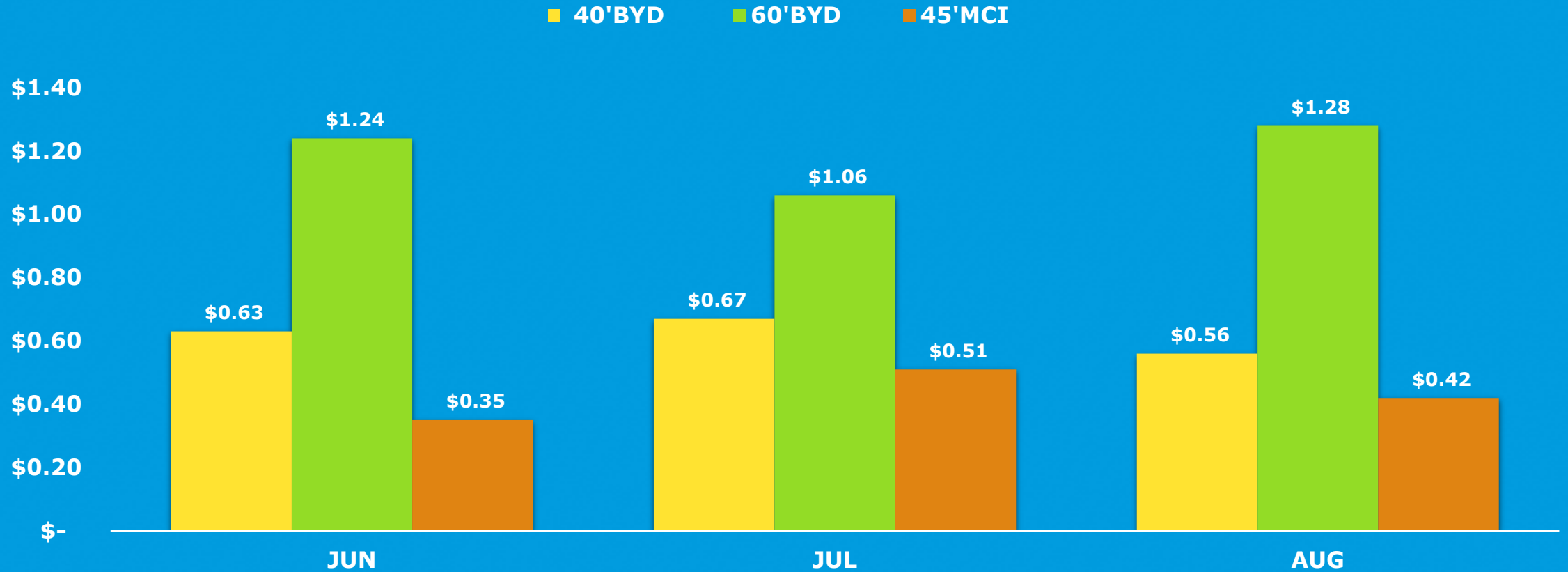
September 26, 2023



# ELECTRIC MILESTONES

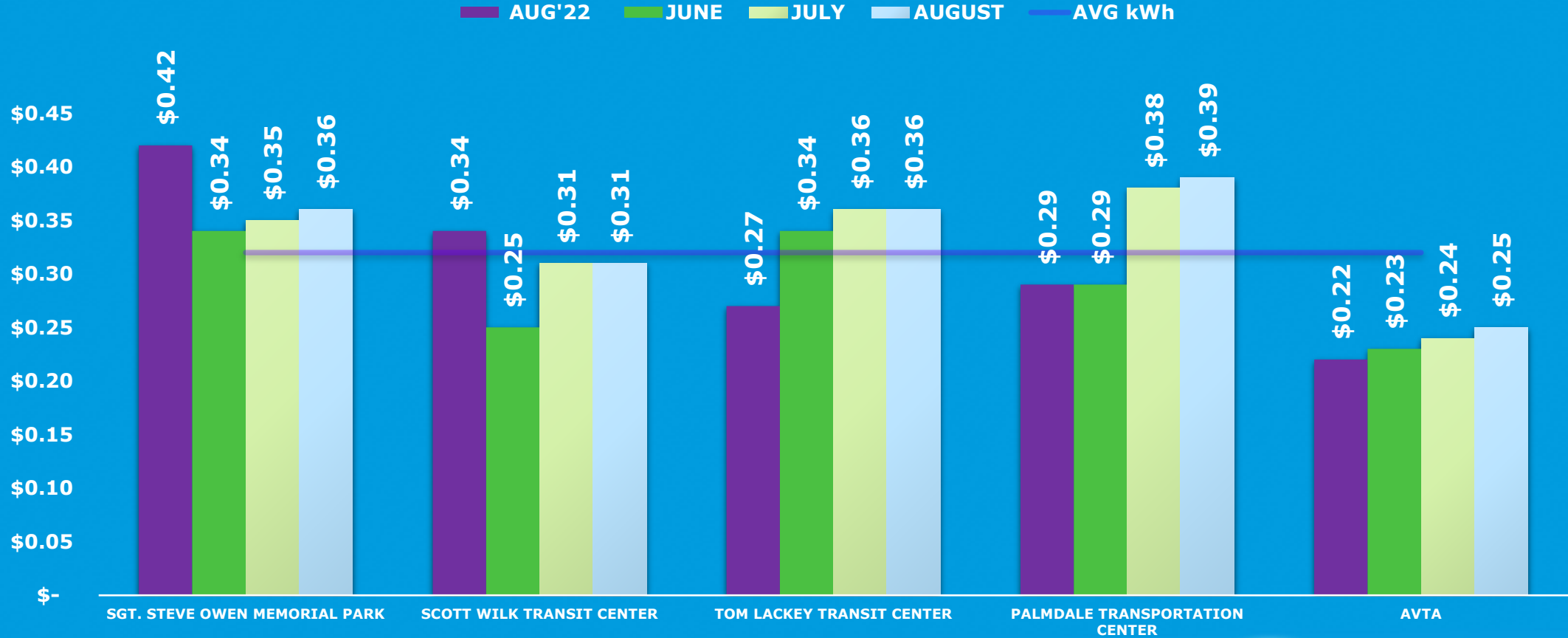


# MAINTENANCE COST PER MILE BY FLEET

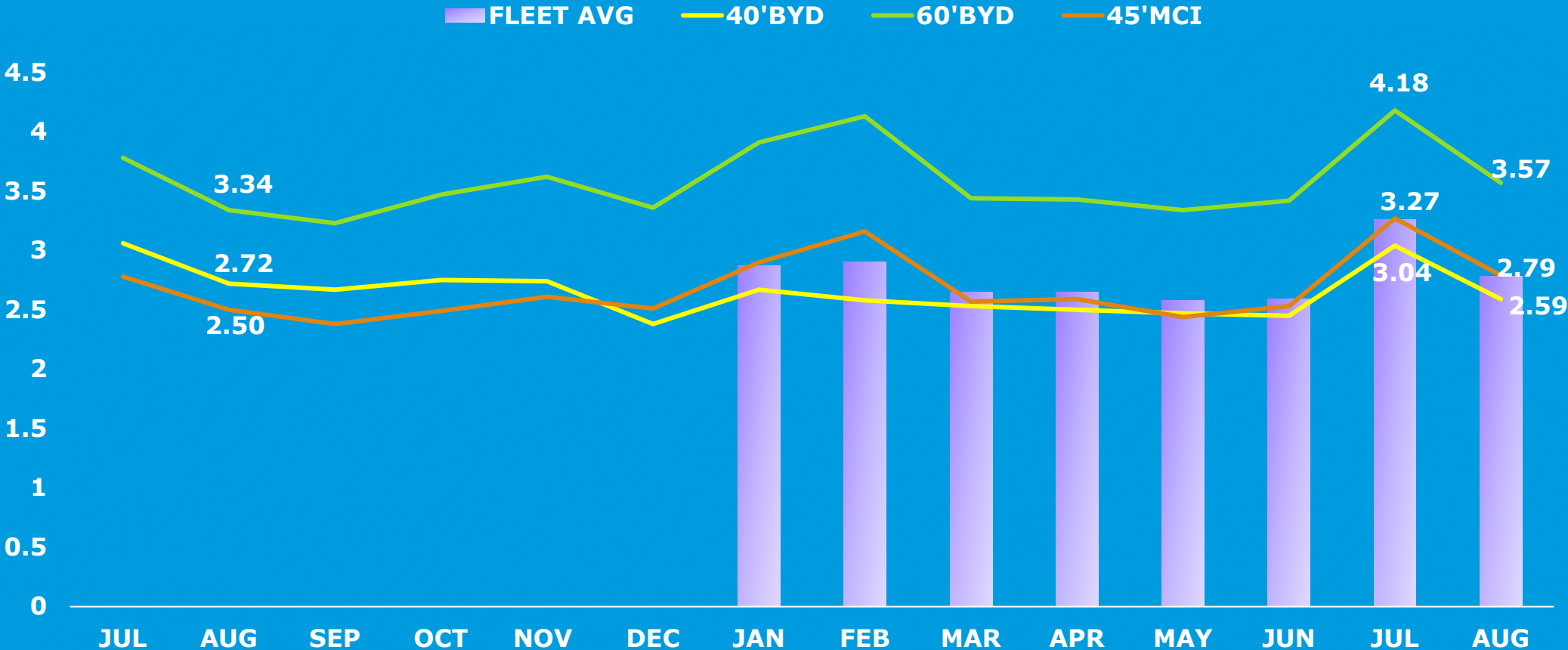


# ENERGY DEPOTS

## COST PER KWH



# AVERAGE kWh CONSUMPTION PER MILE

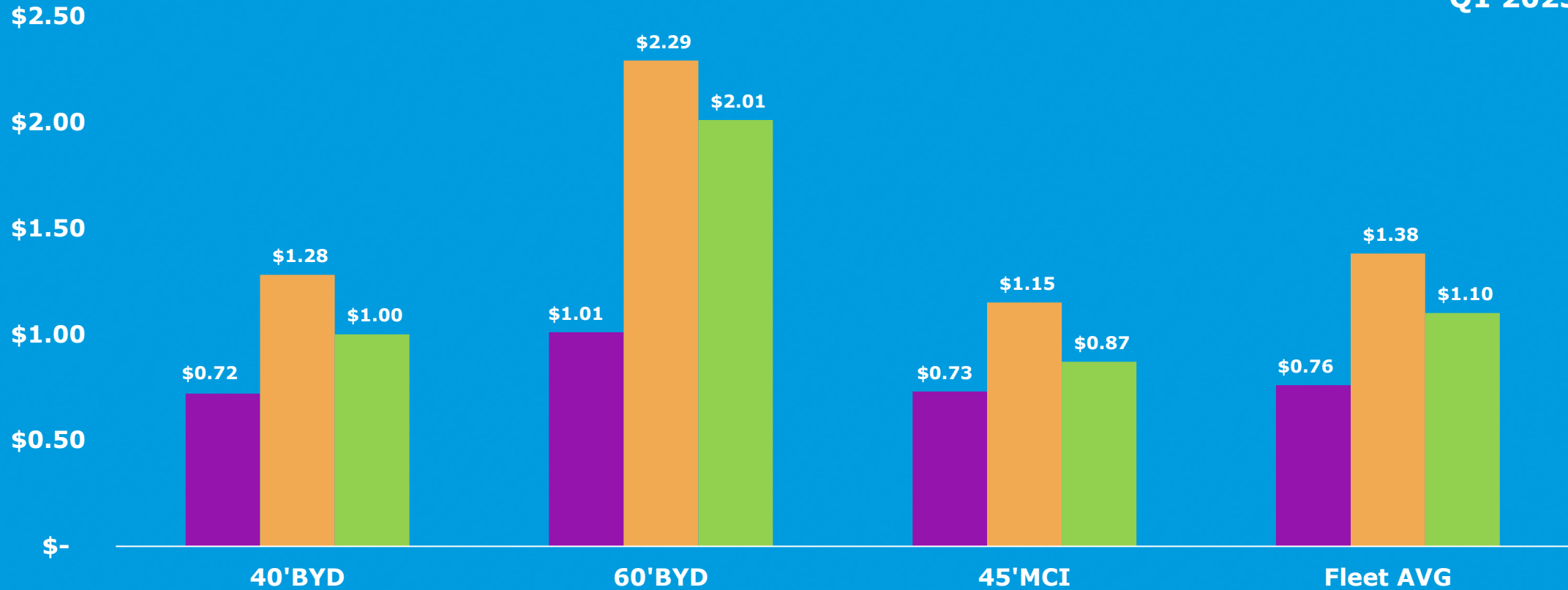




# FLEET COSTS PER MILE

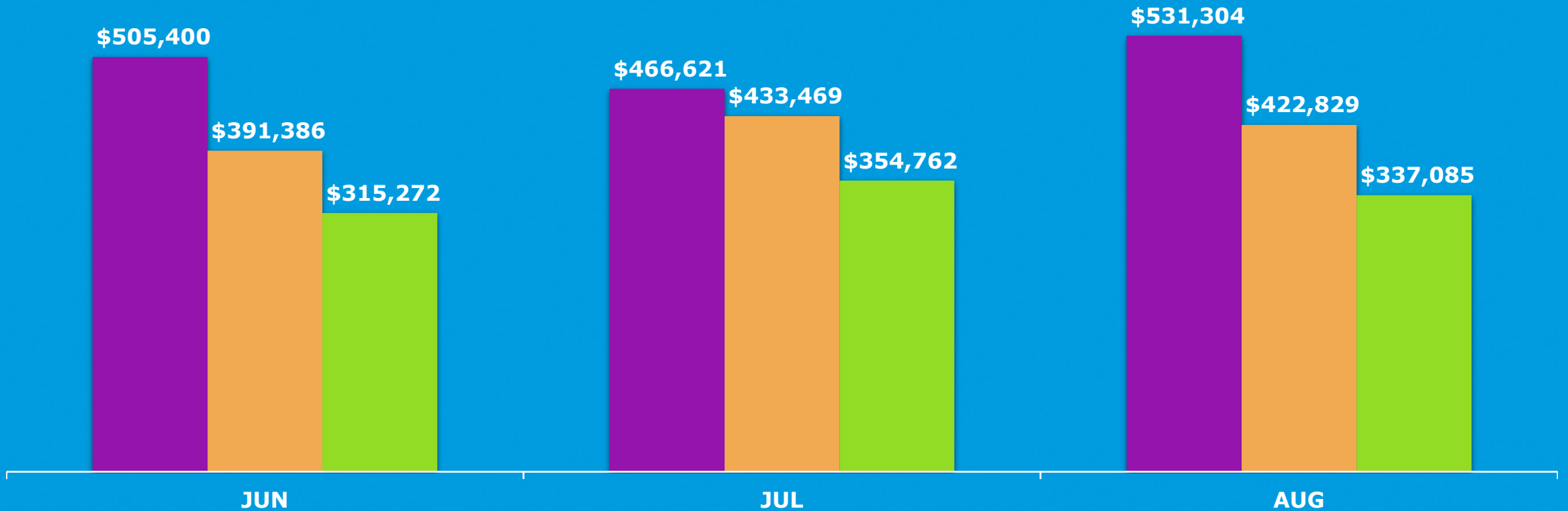
■ ENERGY ■ MAINTENANCE AND ENERGY ■ SAVINGS APPLIED

LCFS EARNINGS  
Q1 2023: \$.28



# COMBINED FLEET OPERATING COSTS ENERGY AND MAINTENANCE

■ Diesel ■ Combined Costs ■ Savings Applied



**Thank you!**

**Questions?**





# FY 2023 Monthly Operations Key Performance Indicators

Presentation to the Board of Directors

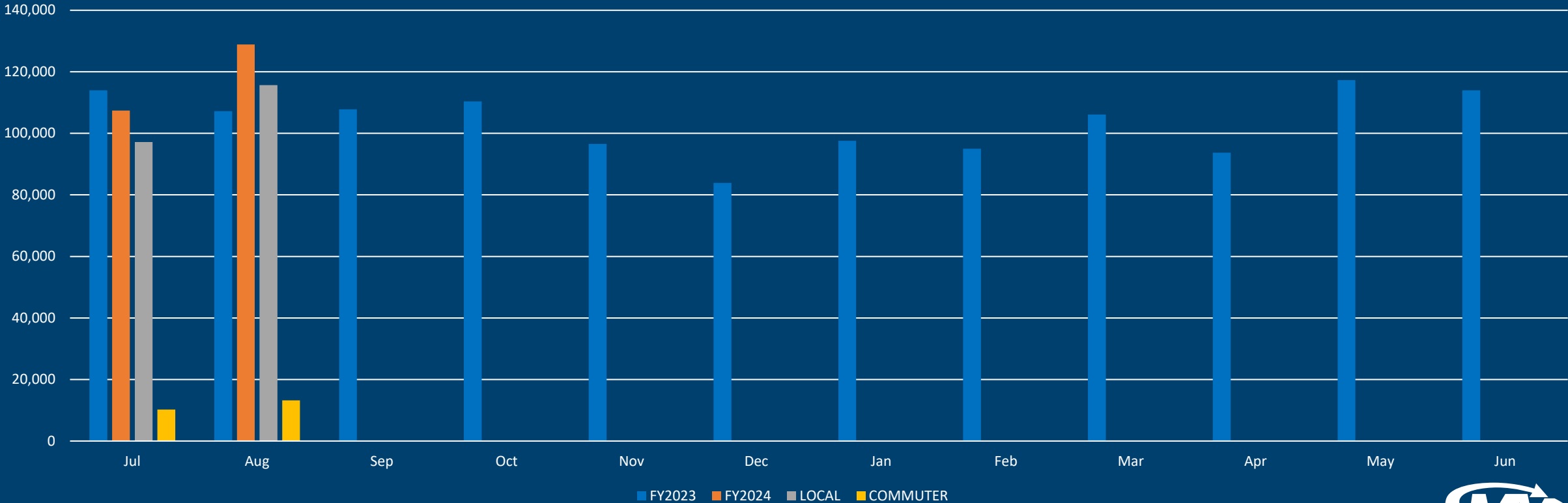
August 2023

Michael Sherrill

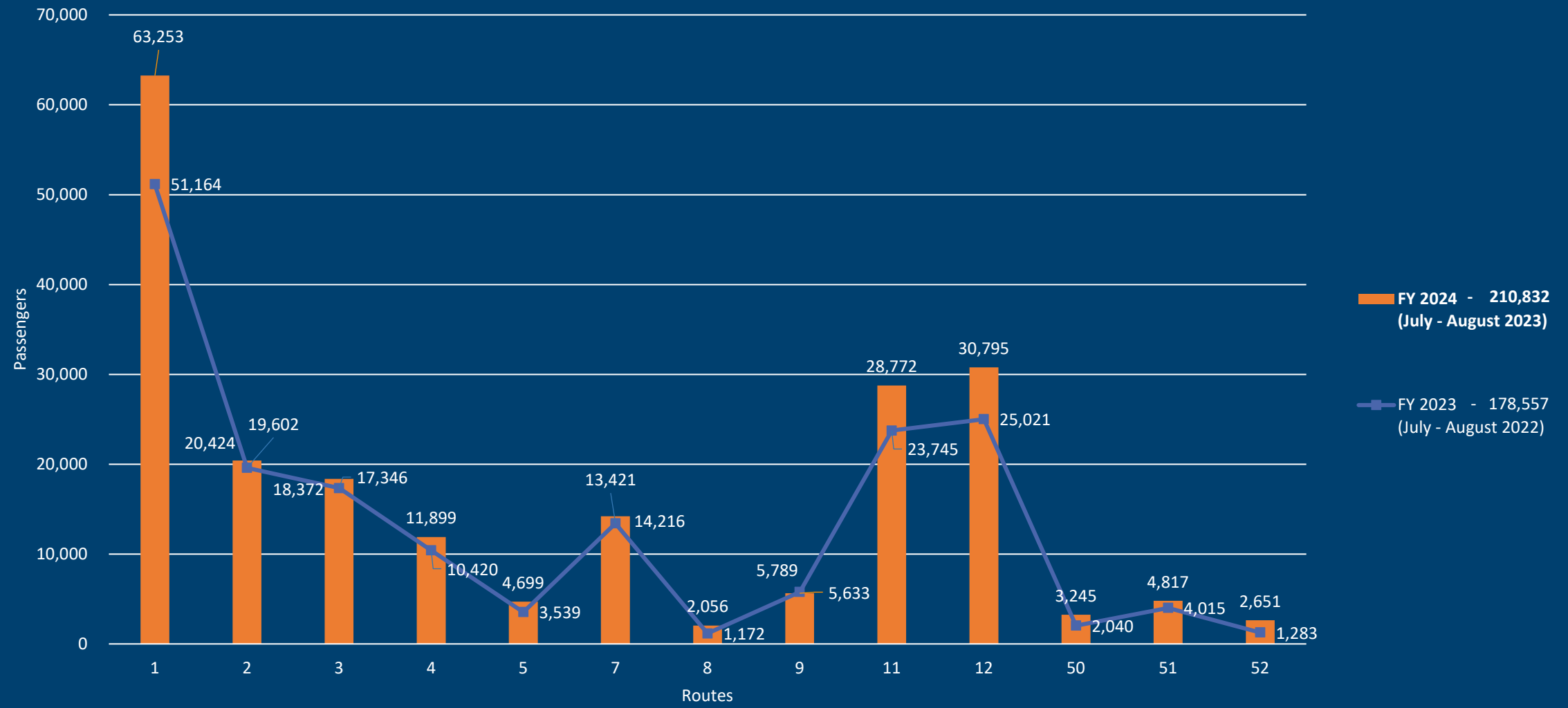
# MONTHLY BOARDING ACTIVITY

	August 2023 FY 2024	July 2023 FY 2024
System	128,888	107,423
Local	115,692	97,183
Commuter	13,196	10,240

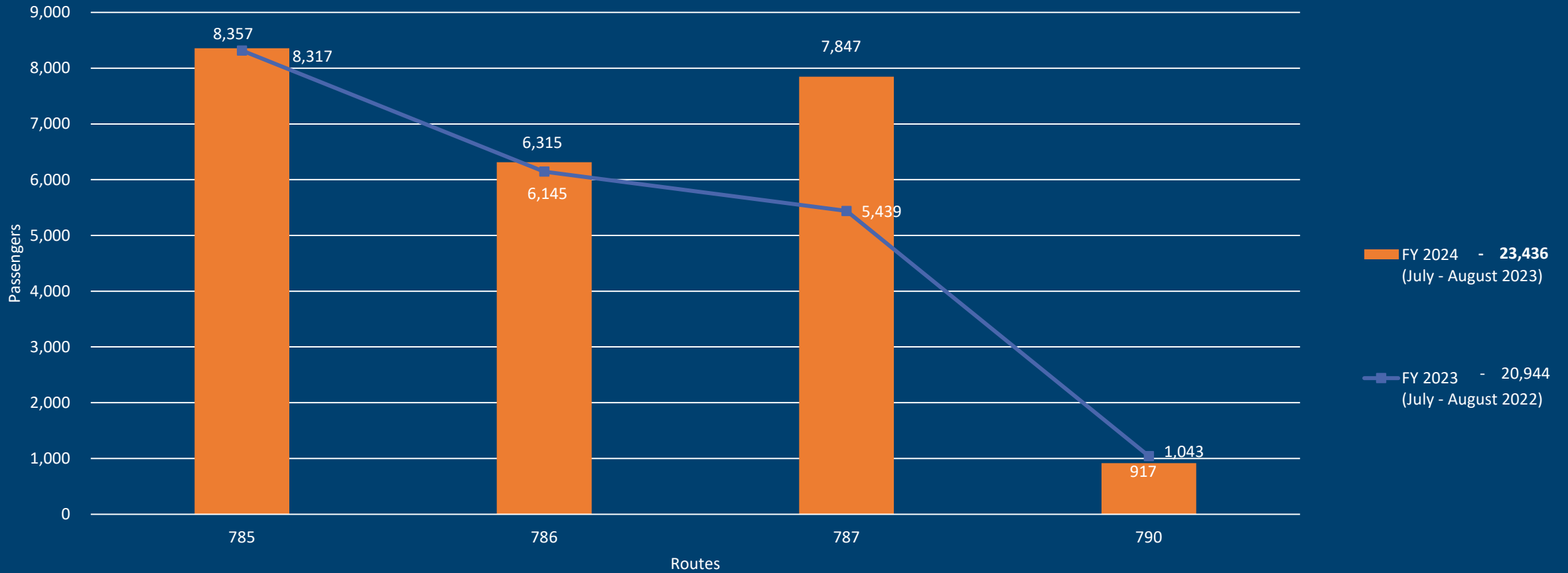
MONTHLY BOARDING ACTIVITY



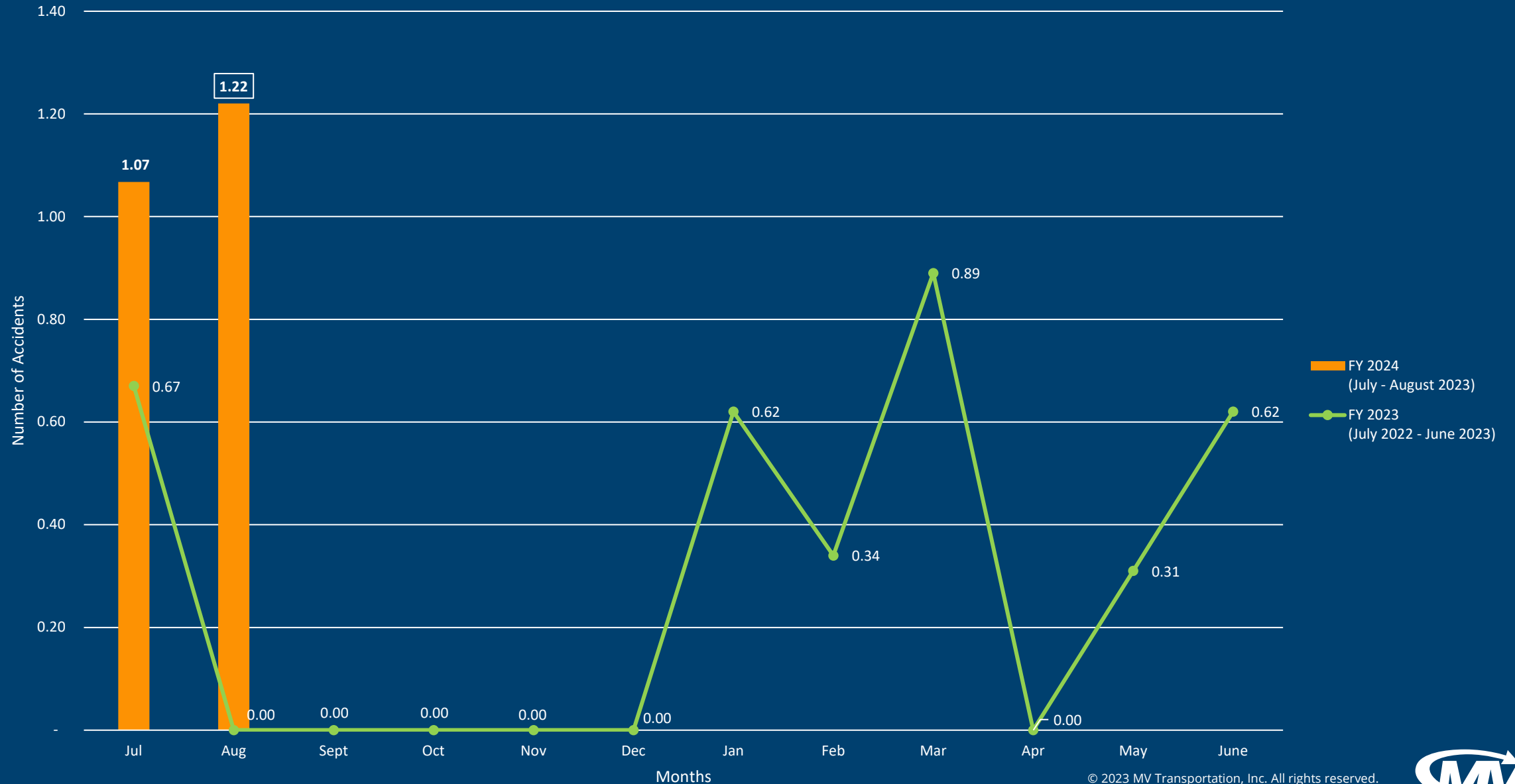
# ANNUAL RIDERSHIP – LOCAL ROUTES



# ANNUAL RIDERSHIP - COMMUTER ROUTES



# PREVENTABLE ACCIDENTS /100,000 MILES AUGUST – SYSTEM-WIDE AVERAGE: 1.22

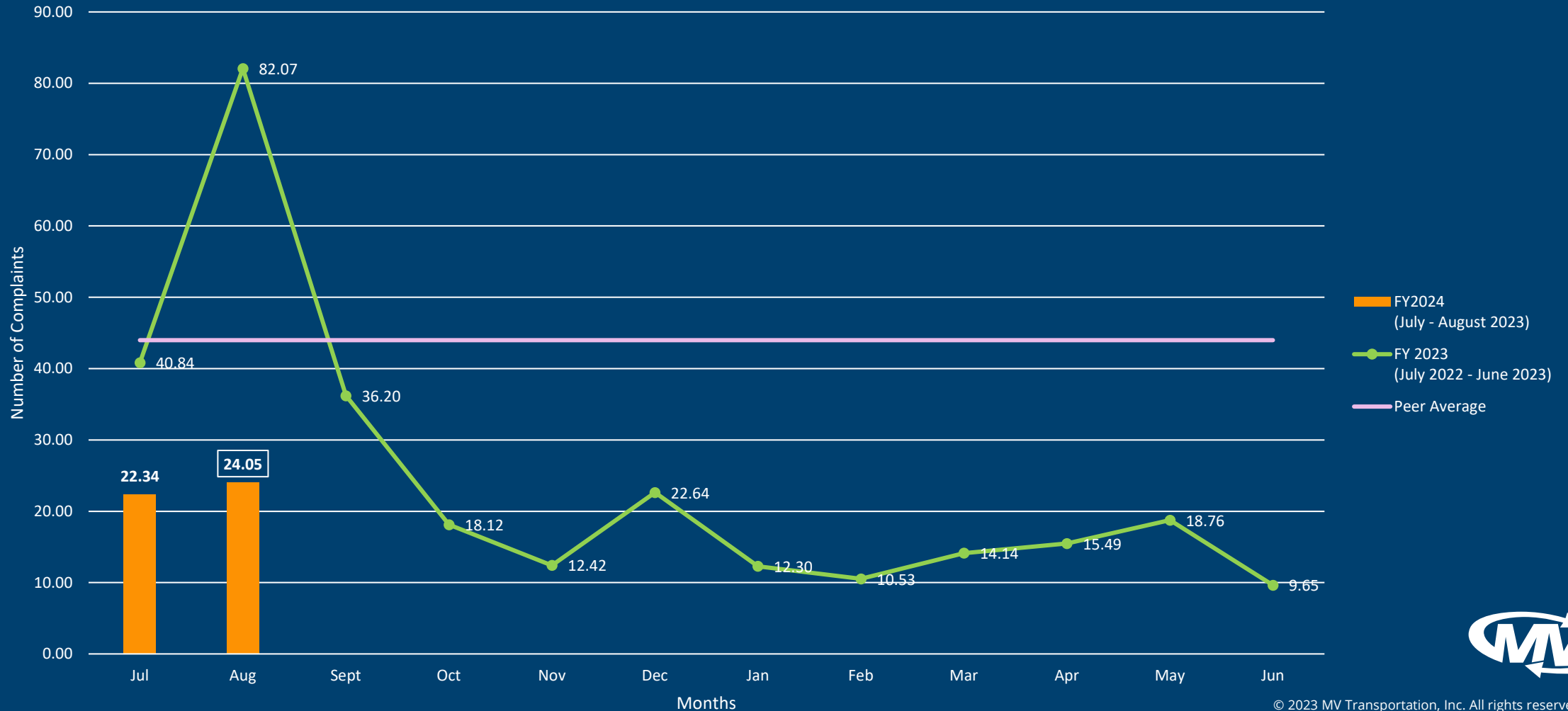




# COMPLAINTS / 100,000 BOARDINGS

## AUGUST –SYSTEM WIDE AVERAGE: 24.05

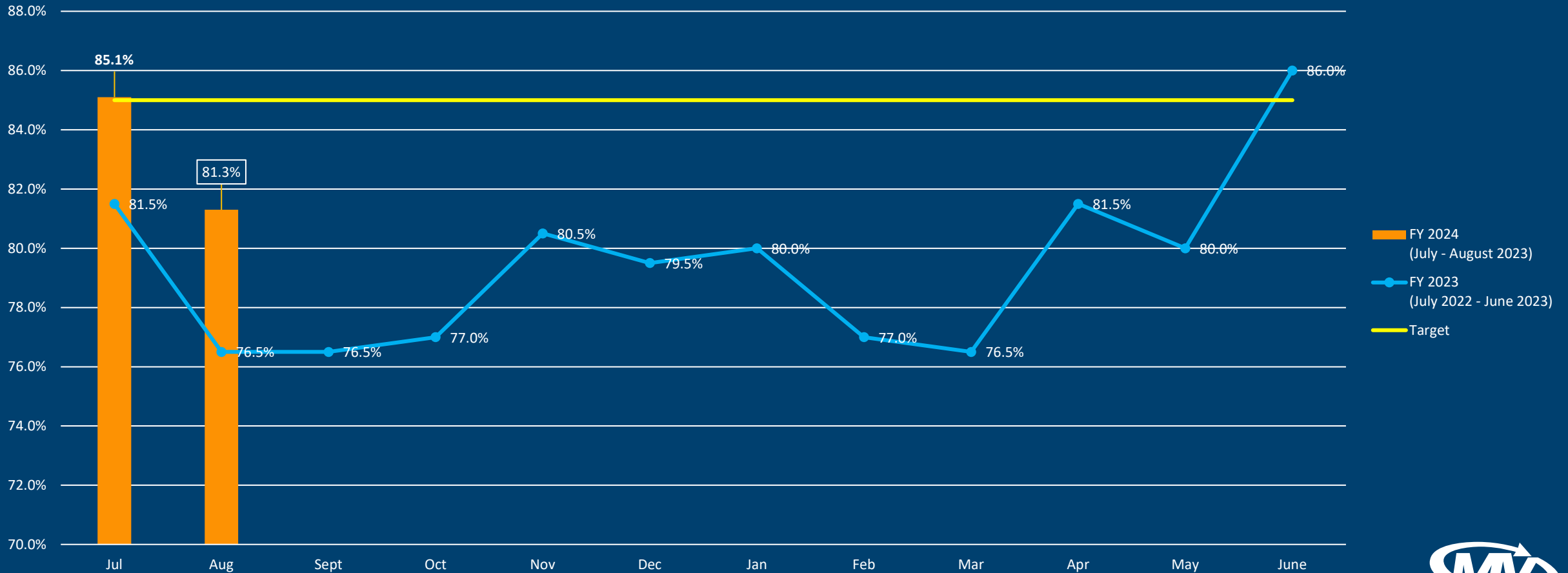
### PEER AVERAGE: 44.00



# ON-TIME PERFORMANCE

## AUGUST – SYSTEM WIDE AVERAGE: 81.3%

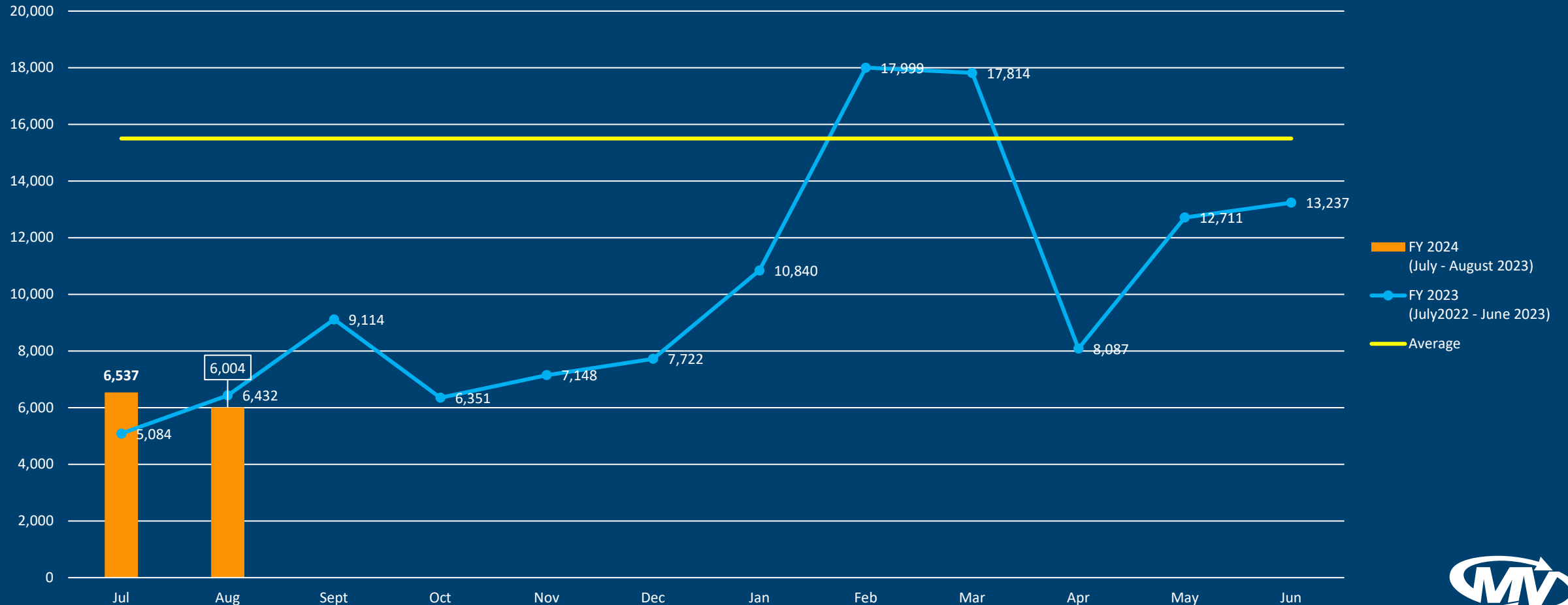
### TARGET: 85%



# AVERAGE MILES BETWEEN ROADCALLS

## AUGUST – SYSTEM WIDE AVERAGE: 6,004

### TARGET: 15,500



# KEY PERFORMANCE INDICATORS

	August 2023 FY 2024	July 2023 FY 2024	August 2022 FY 2023
Boarding Activity	128,888	107,423	107,228
Complaints / 100,000 Boardings	24.05	22.34	82.07
Preventable Accidents / 100,000 Miles	1.22	1.07	-
On Time Performance	81.3%	85.1%	76.5%
Average Miles Between Roadcalls	6,004	6,537	12,327





**WE ARE MVMNT**

**THANK  
YOU**

Questions?



---

**Regular Meeting of the Board of Directors  
Tuesday, August 22, 2023**

**10:00 a.m.**

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

**UNOFFICIAL MINUTES**

**CALL TO ORDER:**

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

**PLEDGE OF ALLEGIANCE:**

Director Ohlsen led the Pledge of Allegiance.

**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 Vice Chair Knippel and seconded by Director Ohlsen, the Board of Directors approved the agenda as comprised.

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

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

Nays: None

Abstain: None

Absent: None

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

There were no public business items presented.

**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, was unable to attend the meeting.

**SRP 3 LEGISLATIVE REPORT FROM ASSEMBLYMAN TOM LACKEY'S OFFICE**

Pamela Balch, District Director for Assemblyman Lackey, provided an update regarding SB 14 Serious felonies: human trafficking and stated that a new office opened in the town of Apple Valley.

**SRP 4 LEGISLATIVE REPORT FROM ASSEMBLYMAN JUAN CARRILLO'S OFFICE**

Juan Blanco, Field Representative for Assemblyman Juan Carrillo, reported that an office opened in the city of Adelanto and added that the city manager would like a tour of the BYD facility in Lancaster. Mr. Blanco will visit Juniper Hills and surrounding areas to assess any storm damage.

**SRP 5 PRESENTATION TO SEAN WALLACE, FACILITIES MAINTENANCE WORKER, FOR 10 YEARS OF OUTSTANDING AND DEDICATED SERVICE**

Facilities Superintendent Aric Colvin presented Sean Wallace, Facilities Maintenance Worker, with an award for 10 years of service to the Antelope Valley Transit Authority.

**SRP 6 PRESENTATIONS TO AVTA EMPLOYEES OF THE MONTH**

Senior Director of Operations and Planning Esteban Rodriguez presented the Employee of the Month award for June 2023 to Ernest Myles, Security Officer, and Senior Finance Director Vianney Mclaughlin presented the Employee of the Month award for July 2023 to Mayra De Los Santos, Accountant I.

**SRP 7 PRESENTATION TO MV TRANSPORTATION EMPLOYEE AND OPERATOR OF THE MONTH FOR JULY 2023**

MV Transportation General Manager Mike Sherrill presented an award to the Operator of the Month, Anselmo Molina.

**SRP 8 PRESENTATION TO AV TRANSPORTATION SERVICES (AVTS) EMPLOYEE OF THE MONTH FOR JULY 2023**

AV Transportation Services President Art Minasyan presented Employee of the Month awards to Abel Hernandez, Brian Brill, Nancy Marquez, and Juan Cantillo.

**SRP 9 AVTS MICROTRANSIT AND DIAL-A-RIDE KEY PERFORMANCE INDICATORS (KPI) REPORT FOR JULY 2023**

Mr. Minasyan presented the report.

**SRP 10 LEGISLATIVE REPORT AND FINANCE UPDATE FOR AUGUST 2023**

Chief Financial Officer Judy Vaccaro-Fry provided an update regarding Proterra's bankruptcy protection filing, FTA's funding circulars, the Strengthening Mobility and Revolutionizing Transportation (SMART) and Reconnecting Communities and Neighborhoods (RCN) grant opportunities, Assembly Bill (AB)-819 Crimes: public transportation: fare evasion, California's Hydrogen Market Development Strategy, zero-emission vehicles agreement, Senate Bill (SB)-233 Electric vehicles and electric vehicle supply equipment: bidirectional capability, Senate Bills related to California Environmental Quality Act changes, Assemblymen Tom Lackey and Juan Carrillo's voting record for various transportation-related legislation, LA Metro's 6-month pilot program called "Headway Based Operations" that uses technology to track distances and spacing between buses along the same route to avoid bunching, SB-125 Transportation budget trailer bill, and Federal Appropriation Bills for FFY 2024.

**SRP 11 MAINTENANCE KPI REPORT FOR JULY 2023**

Maintenance Compliance Analyst Joseph Sanchez presented the report. The Board discussed energy depot costs per KWH at Sgt. Steve Owen Memorial Park and the Palmdale Transportation Center. Chairman Crist directed Mr. Sanchez to contact staff at the cities of Lancaster and Palmdale to discuss eliminating premium electricity charges at the transit centers.



## **SRP 12 OPERATIONS KPI REPORT FOR JULY 2023**

Mr. Sherrill presented the report. The Board and Executive Director/CEO Martin Tompkins discussed MV Transportation’s dispatch staff, operator training classes, the inadequate number of operator trainees in the classes, operator shortage, and the significant number of missed trips, bus switchouts, complaints, and state of charge issues.

Chairman Crist offered assistance from the cities of Lancaster and Palmdale and the County of Los Angeles. Mr. Sherrill stated the MV Transportation recruiter contacted the local employment agencies. Director Flanagan suggested using certified operators from a temporary staffing agency to cover the staffing shortage.

Mr. Tompkins introduced Terence Thompson, Regional Vice President of Customer Service for MV Transportation. Mr. Thompson accepted ownership of the project and committed to the Board and Mr. Tompkins that he will be on-site to remedy the issues. Chairman Crist reiterated to take advantage of the resources available from all three jurisdictions.

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

### **CC 1 BOARD OF DIRECTORS MEETING MINUTES OF JULY 25, 2023**

Approve the Board of Directors Regular Meeting Minutes of July 25, 2023.

### **CC 2 FINANCIAL REPORT FOR JULY 2023 AND FISCAL YEAR 2022/2023 (FY 2023) FOURTH-QUARTER TREASURER’S REPORT**

Receive and file the Financial Report for July 2023 and FY 2023 Fourth-Quarter Treasurer’s report, including Capital Reserve and Farebox Recovery information.

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, Ohlsen, Malhi, Flanagan

Nays: None

Abstain: None

Absent: None

**REPORTS AND ANNOUNCEMENTS (RA):**

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

- Met with the city of Lancaster’s Director of Public Safety Rod Armalin to discuss operator assaults.
- Stated that AVTA will be hosting the Assembly Select Committee on Regional Transportation Solutions on Friday, August 25, 2023.

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

No miscellaneous business-non-agenda items were presented.

**ADJOURNMENT:**

Chairman Crist adjourned the meeting at 11:10 a.m. to the Regular Meeting of the Board of Directors on September 26, 2023, at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6<sup>th</sup> Street West, Lancaster, CA.

PASSED, APPROVED, and ADOPTED this 26<sup>th</sup> day of September 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.



**DATE: September 26, 2023**

**TO: BOARD OF DIRECTORS**

**SUBJECT: Financial Report for August 2023**

---

### **RECOMMENDATION**

Receive and file the Financial Report for August 2023.

### **FISCAL IMPACT**

	<b>August 2023</b>
PAYROLL	\$509,005.85
CASH DISBURSEMENTS	\$2,920,577.96

### **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 Senior Finance Manager, provides a monthly payroll total and cash disbursements. The Executive Director/CEO appointed as the Authority's Treasurer certifies 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  
Senior Finance Manager

---

Martin J. Tompkins  
Executive Director/CEO



**DATE:** September 26, 2023

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Resolution No. 2023-010, Authorizing the Executive Director/CEO and/or Chief Financial Officer to Execute Agreements Necessary for the Bus Replacement Project with Funds from the California State of Good Repair Program for Fiscal Year 2023/2024 (FY 2024)

---

**RECOMMENDATION**

Adopt Resolution No. 2023-010, authorizing the Executive Director/CEO and/or Chief Financial Officer to execute agreements necessary for the Bus Replacement Project with funds from the California State of Good Repair Program for FY 2024.

**FISCAL IMPACT**

Adopting Resolution No. 2023-010 would authorize the Executive Director/CEO and/or Chief Financial Officer to enter contractual agreements and authorize any other required documents, on behalf of AVTA and the Board of Directors, to expand AVTA's bus fleet.

**BACKGROUND**

AVTA receives annual apportionments from the California Department of Transportation. The AVTA Board is required to adopt Resolution No. 2023-010 in order to approve the Bus Replacement project and receive the FY 2024 allocation of \$208,307.

Prepared by:

Submitted by:

---

Vanessa Gomez  
Accountant I

---

Martin J. Tompkins  
Executive Director/CEO

Attachment: A – Resolution No. 2023-010

**RESOLUTION #2023-010**

**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 AGREEMENTS NECESSARY FOR THE BUS REPLACEMENT PROJECT WITH FUNDS FROM THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM FOR FISCAL YEAR 2023/2024**

**WHEREAS**, the **ANTELOPE VALLEY TRANSIT AUTHORITY** is an eligible project sponsor and may receive State Transit Assistance funding from the State of Good Repair Account (SGR) now or sometime in the future for transit projects; and

**WHEREAS**, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

**WHEREAS**, Senate Bill 1 (2018) named the Department of Transportation (Department) as the administrative agency for the SGR; and

**WHEREAS**, the Department has developed guidelines for the purpose of administering and distributing SGR funds to eligible project sponsors (local agencies); and

**WHEREAS**, the **ANTELOPE VALLEY TRANSIT AUTHORITY** wishes to delegate authorization to execute these documents and any amendments thereto to the Executive Director/Chief Executive Officer and/or the Chief Financial Officer.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Antelope Valley Transit Authority that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all SGR funded transit projects.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that the Executive Director/Chief Executive Officer and/or the Chief Financial Officer be authorized to execute agreements necessary for Bus Replacement with funds from the California State of Good Repair Program for Fiscal Year 2023/2024 in the amount of \$208,307.

PASSED, APPROVED AND ADOPTED this 26<sup>th</sup> day of September 2023.

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_ ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Marvin Crist, Chairman of the Board

ATTEST:

APPROVED AS TO FORM:

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

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



**DATE:** September 26, 2023

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Resolution No. 2023-011, Authorizing the Execution of the Certifications and Assurances for the Bus Replacement Project with funds from the California State Transit Assistance Program for Fiscal Year 2023/2024 (FY 2024)

---

**RECOMMENDATION**

Adopt Resolution No. 2023-011, authorizing the execution of the certifications and assurances for the Bus Replacement Project with funds from the California State Transit Assistance Program for FY 2024.

**FISCAL IMPACT**

Adopting Resolution No. 2023-011 would authorize the Executive Director/CEO or Chief Financial Officer to sign, on behalf of AVTA and the Board of Directors, the certification and assurances and any other required documents related to the California Department of Transportation Programs.

**BACKGROUND**

AVTA receives annual apportionments from the California Department of Transportation. The AVTA Board is required to adopt Resolution No. 2023-011 to receive the Authority's allocation toward the replacement of buses. The Resolution will certify that the Board authorizes the Executive Director/CEO or Chief Financial Officer to execute all necessary documents related to this funding source.

Prepared by:

Submitted by:

---

Vanessa Gomez  
Accountant I

---

Martin Tompkins  
Executive Director/CEO

Attachment: A – Resolution No. 2023-011

**RESOLUTION #2023-011**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY TRANSIT AUTHORITY AUTHORIZING FUNDS FROM THE CALIFORNIA STATE TRANSIT ASSISTANCE PROGRAM TOWARD THE BUS REPLACEMENT PROJECT FOR FISCAL YEAR 2023/2024 (FY 2024)**

**WHEREAS**, the **ANTELOPE VALLEY TRANSIT AUTHORITY** is an eligible project sponsor and will receive State Transit Assistance (STA) funding from the State of California;

**WHEREAS**, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

**WHEREAS**, Senate Bill 1 (2018) named the Department of Transportation (Department) as the administrative agency for the STA; and

**WHEREAS**, the Department has developed guidelines for the purpose of administering and distributing STA funds to eligible project sponsors (local agencies);

**WHEREAS**, the **ANTELOPE VALLEY TRANSIT AUTHORITY** wishes to delegate authorization to execute these documents and any amendments thereto to the Executive Director/Chief Executive Officer, or Chief Financial Officer.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Antelope Valley Transit Authority that the fund recipient agrees to comply with all conditions and requirements set forth in applicable statutes, regulations and guidelines for all STA funded transit projects.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that the Executive Director/Chief Executive Officer or Chief Financial Officer be authorized to execute all required documents of the STA program and any Amendments thereto with the California Department of Transportation for FY 2024.

PASSED, APPROVED AND ADOPTED this 26<sup>th</sup> day of September 2023.

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_ ABSENT: \_\_\_\_\_

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

ATTEST:

APPROVED AS TO FORM:

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

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



**DATE:** September 26, 2023  
**TO:** BOARD OF DIRECTORS  
**SUBJECT:** Destruction of AVTA Records

---

**RECOMMENDATION:**

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).

**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

Attachment: A – Q4 Records Destruction List





**DATE:** September 26, 2023

**TO:** BOARD OF DIRECTORS

**SUBJECT:** Authorize the Execution of Contract #2024-11 for Commuter Bus Re-Power

---

**RECOMMENDATION:**

Authorize the Executive Director/CEO to execute Contract #2024-11 to repower one MCI D4500 commuter coach with Complete Coach Works not to exceed \$400,000.

**FISCAL IMPACT:**

Costs associated with this project will be entirely funded by a grant from the Antelope Valley Air Quality Management District designated specifically for this purpose.

**BACKGROUND:**

AVTA has been disposing of decommissioned diesel coaches since it went all electric. The primary method of disposal has been through the VW Mitigation Program. This has allowed us to dispose of these vehicles and receive financial benefits far above what would be obtained through an auction. Destruction of the powertrain is required under this program and assures these units cannot be returned to service. AVTA has reached the maximum number of units we may dispose of in this manner.

This proposed project will upgrade this otherwise fully serviceable unit from its current 2004 configuration to the latest model powertrain available. The new powertrain will meet 2023 emission standards with an additional requirement to destroy the old 2004 engine. The bus will then be used in partnership with one of our stakeholders with the intent of eventual donation.

Prepared by:

Submitted by:

---

Cecil Foust  
Procurement and Contracts Officer

---

Martin J. Tompkins  
Executive Director/CEO