



Regular Meeting of the Board of Directors

Tuesday, November 26, 2024

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 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 Royal

APPROVAL OF AGENDA:

On a motion by Vice Chair Knippel and seconded by Director Ohlsen, the agenda was approved as comprised.

Vote: Motion carried (6-0-0-0)
Yeas: Chairman Crist, Vice Chair Knippel, Directors Loa, Ohlsen, Malhi, Royal
Nays: None
Abstain: None
Absent: None

PUBLIC BUSINESS– AGENDIZED AND NON-AGENDIZED ITEMS:

Timothy McLaughlin spoke about the Dial-A-Ride (DAR) vehicles and being late to his appointments.

Dwight Schneider spoke about making improvements to the Microtransit app to provide notifications when there is a delay and a button added for two-way communications. Chairman Crist directed Executive Director Martin Tompkins to explore these options.

Milcah White voiced her concerns about the DAR service and the lack of communication between AVTA and Metrolink staff.

Ronald Scott voiced his concerns about the DAR service and app.

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

SRP 1 LEGISLATIVE REPORT FROM SENATOR SCOTT WILK'S OFFICE

The representative was unable to attend.

SRP 2 LEGISLATIVE REPORT FROM ASSEMBLYMEMBER TOM LACKEY'S OFFICE

Carli Sullivan, the representative for Assemblymember Lackey's office, stated that the Assemblymember would be sworn in on December 2. She noted that during the California Air Resources Board (CARB) meeting, the Assemblyman urged the Board not to pass amendments to the state's Low Carbon Fuel Standard, or LCFS, which aims to shift California's fuel dependence away from gasoline and toward lower-carbon fuels such as biodiesel, hydrogen, and electricity.

SRP 3 PRESENTATION TO AVTA EMPLOYEE OF THE MONTH FOR OCTOBER 2024

Chief Financial Officer Judy Vaccaro-Fry presented Human Resources and Benefits Coordinator Amber Johnson with the Employee of the Month award.

SRP 4 PRESENTATIONS TO MV TRANSPORTATION OPERATOR JUAN GUZMAN FOR GOING ABOVE AND BEYOND

Executive Director Martin Tompkins and MV General Manager Tom Conlon presented Operator Juan Guzman with the Above and Beyond award.

SPR 5 PRESENTATION TO MV TRANSPORTATION EMPLOYEE AND OPERATOR OF THE MONTH FOR OCTOBER 2024

MV Transportation General Manager Tom Conlon presented Aduino Sanchez with the Operator of the Month award and Kelila Timmons with the Employee of the Month award.

SRP 6 PRESENTATION TO AV TRANSPORTATION SERVICES (AVTS) EMPLOYEE OF THE MONTH FOR OCTOBER 2024

AV Transportation Services President Art Minasyan presented Pedro Meza with the Employee of the Month award.

SRP 7 AVTS MICROTRANSIT AND DIAL-A-RIDE KEY PERFORMANCE INDICATORS (KPI) REPORT FOR OCTOBER 2024

Mr. Minasyan presented the report, adding that he would address the concerns expressed during the Public Business portion of the agenda regarding late trips, customer service wait times, and improvements to the DAR app.

SRP 8 LEGISLATIVE REPORT UPDATE FOR NOVEMBER 2024

Chief Financial Officer Judy Vaccaro-Fry provided information regarding the PEPRA 13(c) case, the Low-Carbon Fuel Standard (LCFS) Program, the Federal government's continuing resolution, Federal Fiscal Year 2025 appropriations, the Buy America Waiver for vans and minivans, FTA's updates to its program guidance and award management requirements for several circulars, and former Wisconsin Representative Sean Duffy being nominated for Secretary of Transportation.

SRP 9 MAINTENANCE KPI REPORT FOR OCTOBER 2024

Maintenance Compliance Analyst Joseph Sanchez presented the report.

SRP 10 OPERATIONS KPI REPORT FOR OCTOBER 2024 –GENIE MAXIE

MV Transportation Assistant General Manager Gennie Maxie presented the report. She detailed the various programs the safety and customer service teams have implemented to improve customer service and address safety issues. The Board briefly discussed the reported passenger injury.

SRP 11 STUFF-A-BUS UPDATE

Chairman Crist added SRP 11. Director of Marketing James Royal gave an update on the Stuff-A-Bus Program, which has been in operation for 30 years. Additionally, because the charities were shut down during COVID, the Chairman and staff instituted the Drive-Thru Food and Toy Giveaway Program, which has grown every year.

This year, AVTA's toy sponsorships raised a record-breaking \$43,750. The AVTA Stuff-A-Bus will be collecting toys and gifts at the YMCA's Annual

Gobble Wobble, the Palmdale and Lancaster Walmarts, the Holly Jolly Christmas in Palmdale, and the Magical Blvd. Christmas in Lancaster. He mentioned a few of the sponsors who help make this event a success: the city of Lancaster, the city of Palmdale, IBEW, Iron Workers Union, LA Food Bank, and the Salvation Army.

CONSENT CALENDAR (CC):

- CC 1 **BOARD OF DIRECTORS MEETING MINUTES OF OCTOBER 22, 2024****
Approve the Board of Directors Regular Meeting Minutes of October 22, 2024

- CC 2 **FINANCIAL REPORT FOR OCTOBER 2024 AND FISCAL YEAR 2024/2025 (FY 2025) FIRST QUARTER TREASURER'S REPORT****
Receive and file the Financial Report for October 2024 and FY 2025 First-Quarter Treasurer’s Report, including Capital Reserve and Farebox Recovery information.

- CC 3 **BOARD OF DIRECTORS MEETING CALENDAR FOR 2025****
Approve the Board of Directors meeting calendar for 2025.

- 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 **RESOLUTION NO. 2024-008, AUTHORIZING THE EXECUTIVE DIRECTOR/CEO TO EXECUTE ALL REQUIRED DOCUMENTS OF THE FEDERAL TRANSIT ADMINISTRATION AS REQUIRED BY THE DEPARTMENT OF TRANSPORTATION GRANT PROGRAM****

On a motion by Vice Chair Knippel and seconded by Director Ohlsen, 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, Royal
Nays: None
Abstain: None
Absent: None

NEW BUSINESS (NB):

NB 1 DRAFT AUDITED FINANCIAL STATEMENTS AND SINGLE AUDIT REPORT OF FEDERAL AWARDS FOR THE YEAR ENDED JUNE 30, 2024

The Board waived the presentation of the staff report.

On a motion by Vice Chair Knippel and seconded by Director Ohlsen, the Board of Directors approved the Draft Audited Financial Statements and Single Audit Report of Federal Awards for the Year Ended June 30, 2024.

Vote: Motion carried (6-0-0-0)
Yeas: Chairman Crist, Vice Chair Knippel, Directors Loa, Ohlsen, Malhi
Royal
Nays: None
Abstain: None
Absent: None

NB 2 DRAFT AUDITOR'S REPORT FOR PROPOSITION A DISCRETIONARY INCENTIVE GRANT FUNDS FOR THE YEAR ENDED JUNE 30, 2024

The Board waived the presentation of the staff report.

On a motion by Vice Chair Knippel and seconded by Director Ohlsen, the Board of Directors approved the Draft Independent Auditor's Report for Proposition A Discretionary Incentive Grant Funds for the Year Ended June 30, 2024

Vote: Motion carried (6-0-0-0)
Yeas: Chairman Crist, Vice Chair Knippel, Directors Loa, Ohlsen, Malhi,
Royal
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 of Directors recessed to Closed Session at 10:59 a.m.

RECONVENE TO PUBLIC SESSION:

The Board of Directors reconvened for Public Session at 11:15 a.m.

REPORT BY LEGAL COUNSEL OF ACTION TAKEN IN CLOSED SESSION

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

REPORTS AND ANNOUNCEMENTS (RA):

RA 1 REPORT BY THE EXECUTIVE DIRECTOR/CEO MARTIN TOMPKINS

- The Drive-Thru Food and Toy Giveaway Program will be held on Saturday, December 21.
- Thanked the Sheriff Boosters for donating over 300 bikes to the Stuff-A-Bus-Program.
- Thanked the staff for 13 years of perfect single audits.
- Thanked the Board for their leadership.
- He wished everyone happy holidays.

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

Mr. Ohlsen mentioned AVTA's fare evasion issue during the Palmdale City Council meeting on November 20, 2024. Fare evasion is rampant and needs to be controlled. He requested an analysis of the need, how it should be implemented, and having the cities and possibly the County of Los Angeles fund the security and law enforcement services.

Chairman Christ added that it protects our operators and the public against harassment and assault. The cities of Lancaster and Palmdale have a sales tax increase and want to be first in line to provide more security.

ADJOURNMENT:

The Board expressed their heartfelt condolences to Kathryn MacLaren. Chairman Crist adjourned the meeting at 11:25 a.m. in memory of Dave Gomez, Alternate Director MacLaren's husband.

The next Regular Meeting of the Board of Directors will be held on January 28, 2025, at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, CA

PASSED, APPROVED, and ADOPTED this January 28, 2025.



Marvin Crist, Chairman of the Board

ATTEST:



DeeAnna Cason, Executive Assistant

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.