



Regular Meeting of the Board of Directors

Tuesday, January 28, 2025

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 Loa led the Pledge of Allegiance.

ROLL CALL:

Present

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

Absent

Director Michelle Royal

APPROVAL OF AGENDA:

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

Vote: Motion carried (5-0-0-1)

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

Nays: None

Abstain: None

Absent: Director Royal

PUBLIC BUSINESS– AGENDIZED AND NON-AGENDIZED ITEMS:

Charlotte Baxter inquired about the EV vehicle regulations with the new White House Administration. Executive Director/CEO Martin Tompkins replied that the Authority will continue using EV vehicles for its fixed routes and the Dial-A-Ride (DAR) services. She also mentioned the DAR app needs to be more effective.

Milcah White stated that the DAR app is unreliable.

Fran Sereseres wished everyone a Happy New Year.

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

SRP 1 LEGISLATIVE REPORT FROM SENATOR SUZETTE VALLADARES' OFFICE

Jack Danielson, State Senator Valladares' field representative, listed the Senator's committee assignments.

SRP 2 LEGISLATIVE REPORT FROM ASSEMBLYMEMBER TOM LACKEY'S OFFICE

Anna Zarley, Assemblymember Lackey's district field representative, listed the Assemblymember's committee assignments. She noted that Assemblymember Lackey and representatives from the cities of Lancaster and Palmdale, stakeholders, and Julie Drake from the AV Press will meet with Caltrans officials to discuss questions and concerns regarding the construction and freeway closures on the Antelope Valley Freeway SR-14. Chairman Crist stated the discussion would include Caltran's agreement to adopt a segmented approach to the construction project to minimize disruption and improve traffic flow. The Chairman noted the upgrades only included new concrete and did not fix the bottlenecks from the Interstate I-5 Freeway to the Antelope Valley Freeway SR-14 and Route 138-Pearblossom Highway, which the North County Transportation Coalition has been asking to have fixed for years.

SRP 3 PRESENTATION TO KAREN DARR, CLERK OF THE BOARD, FOR 15 YEARS OF SERVICE

Executive Director/CEO Martin Tompkins presented the award to Clerk of the Board Karen Darr for 15 years of outstanding and dedicated service to the Authority.

SRP 4 PRESENTATION TO TISHA LANE, OPERATIONS AND CONTRACT COMPLIANCE MANAGER, FOR 10 YEARS OF SERVICE – MARTIN TOMPKINS

Executive Director/CEO Martin Tompkins presented Operations and Contract Compliance Manager Tisha Lane for 10 years of outstanding and dedicated service to the Authority.

SRP 5 PRESENTATION TO AVTA EMPLOYEE OF THE MONTH FOR NOVEMBER AND DECEMBER 2024

Planning Manager Geraldina Romo presented Field Services Supervisor Karen Conrad with the Employee of the Month award for November 2024.

Customer Service Satisfaction Manager Carlos Lopez presented Customer Service Representative II Emma Campos with the Employee of the Month award for December 2024.

SRP 6 PRESENTATION TO MV TRANSPORTATION EMPLOYEE AND OPERATOR OF THE MONTH FOR NOVEMBER AND DECEMBER 2024

MV Transportation General Manager Tom Conlon announced that James Istilart, who was unable to attend the meeting, was the Operator of the Month for November 2024. Mr. Conlon presented awards to Destiny McClain, the Employee of the Month for December 2024, and Melvin Washington, the Operator of the Month for December 2024.

SRP 7 PRESENTATION TO AV TRANSPORTATION SERVICES (AVTS) EMPLOYEE OF THE MONTH FOR NOVEMBER AND DECEMBER 2024

AV Transportation Services President Art Minasyan presented awards to Fontrella Jones, the Employee of the Month for November 2024, and Nancy Marquez, the Employee of the Month for December 2024. Mr. Minasyan presented a special award to AVTS Quality Assurance Manager Amalia Rodriguez for 15 years of service.

SRP 8 AVTS MICROTRANSIT AND DIAL-A-RIDE KEY PERFORMANCE INDICATORS (KPI) REPORT FOR NOVEMBER AND DECEMBER 2024

Mr. Minasyan presented the report. The Board discussed the traffic collisions listed on agenda item CC 3, the Los Angeles County Sheriff incident report, and the increase of passengers transported in 2024 compared to 2023. Executive Director Martin Tompkins clarified that the Sheriff's Incident report does not reflect the number of collisions for DAR. Mr. Minasyan will provide the growth percentage numbers between 2023 and 2024 at a future Board meeting.

SRP 9 LEGISLATIVE REPORT FOR JANUARY 2025

Chief Financial Officer Judy Vaccaro-Fry presented information regarding the Los Angeles County Metropolitan Transportation Authority Regional Coordinated Plan, 2028 Olympics, Assembly committee assignments for Assemblymembers Carrillo and Lackey, State Senate Committee assignments for Senator Valladares, the California Air Resources Board's withdrawal of their EPA waiver, the state's proposed FY 2025/2026 Budget, Senate Bill 71: California Environmental Quality Act: exemptions: transit projects, the continuing resolution and FTA partial apportionments for FFY 2024/2025, Senate confirmation hearing for Transportation Secretary nominee Sean Duffy, the designation of Patrick Fuchs as the Chairman of the Surface Transportation Board, and the Social Security Fairness Act.

SRP 10 MAINTENANCE KPI REPORT FOR NOVEMBER AND DECEMBER 2024

Maintenance Compliance Analyst Joseph Sanchez presented the report. Next month, Mr. Sanchez will present an overview comparing the 2023 and 2024 summary of the key performance indicators.

SRP 11 OPERATIONS KPI REPORT FOR NOVEMBER AND DECEMBER 2024

MV Transportation Assistant General Manager Genie Maxie presented the report. The Board discussed the collisions reported in the Los Angeles County Sheriff's report. Mr. Tompkins stated that Deputy Maselli reports collisions involving private vehicles and buses. The accidents in MV's report involved contact with fixed objects and not other vehicles.

CONSENT CALENDAR (CC):

CC 1 BOARD OF DIRECTORS MEETING MINUTES OF NOVEMBER 26, 2024

Approve the Board of Directors Regular Meeting Minutes of November 26, 2024.

CC 2 FINANCIAL REPORT FOR NOVEMBER AND DECEMBER 2024

Receive and file the Financial Report for November and December 2024.

CC 3 FISCAL YEAR 2024/2025 (FY 2025) SECOND QUARTER LOS ANGELES COUNTY SHERIFF'S DEPARTMENT (LASD) REPORT (OCTOBER 1 – DECEMBER 31, 2024)

Receive and file the FY 2025 Second Quarter Los Angeles County Sheriff's Department (LASD) Report for October 1 through December 31, 2024.

CC 4 2025 ANNUAL REVIEW OF AVTA'S EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY STATEMENT, MV TRANSPORTATION'S EEO PROGRAM, AND AV TRANSPORTATION SERVICES' (AVTS) EEO POLICY STATEMENT

Review, update, and reaffirm AVTA's EEO Policy Statement, MV Transportation's EEO Program, and AVTS' EEO Policy Statement.

CC 5 PROPOSED AVTA LEGISLATIVE PRINCIPLES FOR 2025

Approve the Proposed AVTA Legislative Principles for 2025.

The Board further discussed the incidents listed in the agenda item CC 3. Mr. Tompkins explained that Deputy Maselli reports on incidents involving AVTA buses, transit centers, and when the Sheriff's Department requests additional assistance. Mr. Tompkins will have Deputy Maselli clarify the incidents listed in future reports.

On a motion by Director Loa and seconded by Vice Chair Knippel, the Board of Directors approved the Consent Calendar as presented.

Vote: Motion carried (5-0-0-1)

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

Nays: None

Abstain: None

Absent: Director Royal

NEW BUSINESS (NB):

NB 1 FOURTH AMENDMENT TO EXECUTIVE DIRECTOR/CEO MARTIN TOMPKINS' EMPLOYMENT AGREEMENT

General Counsel Allison Burns presented the staff report.

On a motion by Vice Chair Knippel and seconded by Director Loa, the Board of Directors approved the Fourth Amendment to Executive Director/CEO Martin Tompkins' Employment Agreement.

Vote: Motion carried (5-0-0-1)

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

Nays: None

Abstain: None

Absent: Director Royal

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 11:20 a.m.

RECONVENE TO PUBLIC SESSION:

The Board of Directors reconvened to Public Session at 11:25 a.m.

REPORT BY LEGAL COUNSEL OF ACTION TAKEN IN THE CLOSED SESSION:

General Counsel Allison Burns stated that the Board had discussed CS 1, CS 2, and CS 3 and gave directions to staff and legal counsel. There was no reportable action.

REPORTS AND ANNOUNCEMENTS (RA):

RA 1 REPORT BY THE EXECUTIVE DIRECTOR/CEO MARTIN TOMPKINS

2024 Accomplishments

Mr. Tompkins stated that the accomplishments listed below could not have been achieved without the Board's full support. He thanked AVTA, MV Transportation, and AV Transportation Services' staff for all that has been achieved. Great job everyone.

Customer Service Department:

- Handled over 102,739 calls.
- Assisted over 100 people by signing up for our DAR services and providing them with a Senior Annual Pass through AVTA's Travel Training program.
- Processed over 1,500 new applications, adding new passengers to our service.

Executive Services

- Organized and managed the honor snack bar for staff in the new breakroom.
- Organized the 10th Anniversary of Operating Electric Vehicles in Service event.
- Management staff attended the City of Palmdale's Annual Emergency Operations Center (EOC) Exercise, which included staff from the cities of Palmdale and Lancaster, Plant 42, LA County, LA County Fire Departments, LA/Kern County Search and Rescue, FEMA, and many more. The exercise tested our coordination and communication skills, which will help to increase our resiliency during an emergency.
- Conducted monthly radio checks in preparation for an emergency to resolve any issues that may occur.
- Organized and led the Annual California Great Shakeout Earthquake Drill
- Managed refreshments for the Holiday Drive-Thru Grocery and Toy Giveaway.

Finance

- Hired a new Grants Accountant, Cecilyn Zoubek.
- Received a two-year Spare Ratio Waiver from the FTA. We were at 20%, and now we are at 30%.
- Successful Single and MTA Prop A EZ-Pass audits.
- Perfect FTA Triennial Review (two in a row).
- Processed four new FTA grants.
- Closed four FTA grants and two Transit and Intercity Rail Capital Programs grants.
- Processed 47 public records requests.
- Processed 16 interagency sheriff's requests.

HR/Payroll

- In 2024, the agency began utilizing an electronic time management system in Tyler Time & Attendance. This change helped us eliminate paper timesheets and accurately track time entries, time off requests, and attendance.
- At the end of the year, the agency implemented changes in benefits coverage and payroll processing through ADP Total Source. The changes resulted in better coverage for employees at a lower cost and savings for the agency.

IT Department

- Upgraded all the facility network switches and internal Wi-Fi points.
- Installed Wi-Fi access points to the employee parking.
- Twenty-three new surveillance cameras (interior and exterior) were added throughout the AVTA facility.
- Upgraded all surveillance camera network switches.
- Added additional internet circuit for redundancy.
- Installed new flooring in the IT communication room.

Operations

- Ridership increased by 3%.
- Complaints per 100,000 boardings decreased by 10% compared to 2023.
- On-time performance (OTP) increased by 6% compared to 2023.
- Miles between service interruptions improved by 33% when compared to 2023.
- Conducted over 1,400 transfer center checks for cleanliness.
- Over 1,400 in-person passenger comments/suggestions were reported by the transit ambassadors.
- Conducted over 1,500 bus/van route trails.
- Two collection site audits were completed.
- Completed seven drug, alcohol, and training audits.
- Completed two bi-annual a.m. rollout inspection audits.

Marketing – 2024 Community Outreach/Partnership & Sponsorship

- Participated in more than 90 community outreach and partnership events throughout the year with the cities of Lancaster and Palmdale, local community groups, and rural LA County areas.
- Attended multiple veterans and senior outreach events.
- Held travel training programs at the local senior centers and the AV Union High School District, which has joined the LA METRO GOPass program.
- AVTA and Antelope Valley Air Quality Management District (AVAQMD) delivered a retired, diesel, re-powered bus to Antelope Valley College.
- The Holiday Drive-Thru Grocery & Toy Giveaway was a huge success.
 - Collected a record-breaking \$46,621 in toy sponsorships and cash donations.
 - AVTA staff, participating charities, and volunteers handed out over 2,200 food boxes sponsored by LA Regional Food Bank and Teamsters Local 848.
 - Distributed over 3,000 turkeys, sponsored by the cities of Lancaster and Palmdale.
 - More than 300 children's coats were distributed.
 - Over 330 bicycles donated by the AV Sheriff's Boosters were distributed.

Planning – Bus Stop Improvements

- Five bus stops were improved, three in the city of Palmdale and two in the city of Lancaster.
- A new bus shelter was added to Route 5 East on 15th Street West and Avenue L, Lancaster.
- Time adjustments were made to Route 8 to meet bell times and support heavy ridership on specific trips for SOAR High School.
- Route 50 was modified mid-last year to serve the neighborhood on Avenue K & 30th Street East Lancaster in both directions.

Procurement and Facilities

- 2024 ended with a cumulative total of over 16 million electric miles traveled.
- Replaced two new shop trucks, including one flatbed, two EV staff vehicles, five EV support vehicles, and three new ADA road supervisor vehicles.
- Reconfigured the bus yard and charging space.
- Replaced the bus wash.
- Six new AC units were installed.
- Installed bird abatement netting in the maintenance shop.
- Built four new workstations in the maintenance area.
- Converted the old breakroom into three offices.
- Added new ABB charges at the Palmdale Transit Center.
- Installed 16 new chargers at AVTA for EV vans.

Training and Education

- Maintenance Compliance Analyst Joseph Sanchez attended the Transit Asset Management Conference in Chicago.
- Operations and Contract Compliance Manager Tisha Lane attended the Public Transportation Safety Certification Training Program (PTSCTP), Safety Management System Safety Assurance, Fundamentals of Bus Collision Investigation, Substance Abuse Management and Program Compliance, Assault Awareness and Prevention for Transit Operators.
- Executive Assistant DeeAnna Cason attended the Transportation Safety Institute Substance Abuse Management and Program Compliance Training.

Mr. Tompkins showed a 3-minute video highlighting the Holiday Drive-Thru Grocery and Toy Giveaway. He added that state treasurer Fiona Ma will visit on January 29, 2025, to tour the AVTA facility.

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

No miscellaneous business items were presented.

ADJOURNMENT:

Chairman Crist adjourned the meeting at 11:40 a.m. to the Regular Meeting of the Board of Directors on February 25, 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 25th day of FEBRUARY 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.