

**MEMORANDUM
CITY OF LANCASTER, CA**

TO: City Council Members

FROM: Council Member Marvin Crist
Council Member Ken Mann

DATE: August 28, 2012

SUBJECT: **Report on the Activities of the Board of Directors for the Antelope Valley Transit Authority**

Recommendation:

Receive a report of the proceedings and issues discussed at the July 2012 regular Board of Directors meetings of the Antelope Valley Transit Authority (AVTA).

Background:

The Antelope Valley Transit Authority is a distinct government entity created under a joint powers authority agreement between the City of Lancaster, the City of Palmdale, and Los Angeles County that provides public transit services. Council members Marvin Crist and Ken Mann serve on the AVTA Board for the City of Lancaster.

The following significant events took place at the July Board meeting:

- **Staff.** Colby Konisek was introduced as AVTA's new Director of Finance.
- **Special Report and Public Hearing.** Staff presented the new North County Transporter (NTC) service. Public comments overwhelmingly were opposed to any changes to the current Route 786 Commuter service. The change was proposed due to the construction on the 405 Freeway. However, it is the consensus of the passengers that travel on the 405 Freeway has not been adversely impacted; therefore, they do not want service to be rerouted to another freeway. Staff noted the 405 construction is slated for completion in 2014. They also noted UCLA is on summer break, so staff will continue to monitor the service to determine if route changes will be necessary at a later date. The Board approved the NTC agreement and made no changes to the existing Route 786 Commuter service.
- **Fixed Route Services.** Mr. Fuentes stated that Veolia's on-time performance, based on random sampling, was 95% for local transit and 98% for commuter for June 2012. He added that the drivers' bids for service changes are being finalized and Veolia will be ready for the implementation of the NCT service on August 6, 2012. The Board briefly discussed this item.
- **Paratransit Services.** American Logistics Company Project Manager reported that on-time performance for June 2012 was 97.7%; total calls received were 4,570; average talk time was 70 seconds with the average wait time being just over 24 seconds.

- **Contracts.** The Board approved Additional Design Services Request #11 for \$4,208 to the Phase II Facility Design Contract with Carpenter Sellers Del Gatto Architects for revising construction documents and to develop a scope of work to improve security and technology. The full contract amount is now \$833,782.53. Sufficient budget is available in grant CA-90-Y634.
- **Internal Procedures.**
 - Staff received a letter from LAIF that requires changes to Investment Policy Resolution 2012-16. Staff will bring request to modify the Investment Policy back to the Board for approval.
 - The Board discussed the emergency transaction limits, reciprocal agreements with the jurisdictions and public service agencies (i.e. Fire and Sheriff's Departments), and ensuring there is a check and balance system in place to monitor purchases. General Counsel clarified the procedures that should be followed when an emergency and/or natural disaster is declared. The Board requested that staff incorporate additional procedures regarding notifying the Chair and Vice Chair in the event of an emergency, and calling an emergency meeting of the Board, Executive Committee, or the ad hoc committee, respectively. Staff was directed to report to the Board what other agencies are doing or how they are working together for coordinating emergency preparedness in the region. Staff was also requested to research whether the emergency mobile command center could be used by the Community Emergency Response Team. The Board approved staff to proceed with the CalCard application and requested staff to bring back the policy to the next Board meeting with the following changes:
 - The Chair/Vice Chair shall call for an emergency meeting of the Board to be held in 24 hours to be in compliance with the Brown Act;
 - If the Board cannot meet, have a meeting of the Executive Committee (one member from each jurisdiction); or
 - If that cannot happen, the Chair or Vice Chair can approve the purchases on an emergency basis.
- **Audit Issues.** There are only three items remaining from the Windes and McClaughry audit. The interim audit will begin August 13th with the final audit on September 15th.
- **Disadvantaged Business Enterprise.** The Board adopted the Disadvantaged Business Enterprise (DBE) Goal of 11.95% for Federal Fiscal Years 2013 through 2015 (October 1, 2012 through September 30, 2015). Staff indicated there was no public comment at the hearing and the DBE Program, approved by the Board on July 24, 2012, incorporates the small business enterprise element as requested by the Federal Transit Administration. Additionally, the Memorandum of Understanding for the Small Business Certification Services was approved on July 15, 2012 by the State of California's Office of Small Business and Disabled Veteran Business Enterprise Certification. The Board discussed the recommended goal and assurances that AVTA is meeting its DBE goal.
- **Closed Session.** There were no reportable actions taken during Closed Session, just consultation with Legal Counsel regarding existing litigation (California Government Code Section 54956.9(a)). Case: Holland, Roemer v. AVTA (Case No. BC470695).