



Regular Meeting of the Board of Directors**Tuesday, January 27, 2026****10:00 a.m.**

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

AGENDA

For record-keeping purposes and in case staff need to contact you, we request that the 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 apply to all speakers except 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 Eric Ohlsen, Director Richard Loa, Director Raj Malhi, Director Michelle Royal

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 now. 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 acting 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 apply to 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 generally covered under regular meeting items. This information may include, but is not limited to, budget presentations, staff conference presentations, or information from outside sources related to the transit industry. **Staff will seek directions as is necessary from the Board with regard to the following item(s).**

- SRP 1 LEGISLATIVE REPORT FROM SENATOR SUZETTE VALLADARES' OFFICE – JACK DANIELSON
- SRP 2 LEGISLATIVE REPORT FROM ASSEMBLYMEMBER TOM LACKEY'S OFFICE – ANNA ZARLEY
- SRP 3 PRESENTATION TO MV TRANSPORTATION OPERATOR OF THE MONTH FOR NOVEMBER AND DECEMBER 2025 – GENIE MAXIE
- SRP 4 PRESENTATION TO AV TRANSPORTATION SERVICES (AVTS) OPERATOR OF THE MONTH FOR NOVEMBER AND DECEMBER 2025 – ART MINASYAN
- SRP 5 AVTS MICROTRANSIT AND DIAL-A-RIDE KEY PERFORMANCE INDICATORS (KPI) REPORT FOR NOVEMBER AND DECEMBER 2025 – ART MINASYAN
- SRP 6 LEGISLATIVE REPORT UPDATE FOR DECEMBER 2025 AND JANUARY 2026 – JUDY VACCARO-FRY
- SRP 7 MAINTENANCE KPI REPORT FOR NOVEMBER AND DECEMBER 2025 – JOSEPH SANCHEZ
- SRP 8 OPERATIONS KPI REPORT FOR NOVEMBER AND DECEMBER 2025 – JOSEPH MORIARTY

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 NOVEMBER 25, 2025– DEEANNA CASON

Recommendation: Approve the Board of Directors Regular Meeting Minutes of November 25, 2025.

CC 2 FINANCIAL REPORT FOR NOVEMBER AND DECEMBER 2025– VIANNEY MCLAUGHLIN

Recommendation: Receive and file the Financial Report for November and December 2025.

CC 3 FISCAL YEAR 2025/2026 (FY 2026) LOS ANGELES COUNTY SHERIFF'S DEPARTMENT MONTHLY REPORT(S) FOR NOVEMBER AND DECEMBER 2025– DEEANNA CASON

Recommendation: Receive and file the FY 2025/2026 (FY 2026) Los Angeles County Sheriff's Department Monthly Report(s) for November and December 2025.

CC 4 2026 ANNUAL REVIEW OF AVTA'S EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY STATEMENT, MV TRANSPORTATION'S EEO PROGRAM, AND AV TRANSPORTATION SERVICES' (AVTS) EEO POLICY STATEMENT – AMBER JOHNSON

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

CC 5 PROPOSED AVTA LEGISLATIVE PRINCIPLES FOR 2026 – JUDY VACCARO-FRY

Recommendation: Approve the Proposed AVTA Legislative Principles for 2026 as outlined in Attachment A.

CC 6 MARKETING AND COMMUNICATIONS LOG – JAMES ROYAL

Recommendation: Receive and file the Marketing and Communications Log for (November 13, 2025, through January 7, 2026).

CC 7 FINAL SINGLE AUDIT REPORT FOR THE YEAR ENDED JUNE 30, 2025 – JUDY VACCARO-FRY

Recommendation: Receive and File the FINAL Single Audit Report for the Year Ended June 30, 2025.

CC 8 DRAFT AUDITOR'S REPORT FOR PROPOSITION A DISCRETIONARY INCENTIVE GRANT FUNDS FOR THE YEAR ENDED JUNE 30, 2025 -JUDY VACCARO-FRY

Recommendation: Approve the Draft Independent Auditor's Report (Attachment A) for Proposition A Discretionary Incentive Grant funds for the Year Ended June 30, 2025.

NEW BUSINESS (NB):

NB 1 FISCAL YEAR 2025/2026 (FY 2026) MID-YEAR BUDGET REVIEW AND PROPOSED ADJUSTMENTS - JUDY VACCARO-FRY

Recommendation: Approve the proposed FY 2026 Mid-Year Budget adjustments.

NB 2 CONTRACT #2026-07 TO TONEMAN DEVELOPMENT CORPORATION FOR THE ADMINISTRATIVE RESTROOM RENOVATION PROJECT – CECIL FOUST

Recommendation: Authorize the Executive Director/CEO to execute Contract #2026-07 with Toneman Development Corporation for the renovation of the administrative restroom for an amount not to exceed \$234,630.66, including applicable sales tax.

NB 3 PROPOSED SERVICE CHANGES – MARTIN TOMPKINS

Recommendation: Board of Directors receive and file the Proposed Service Changes and Improvements and direct staff to seek public input on proposed adjustments as outlined.

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

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 or questions posed by the public, asking a question for clarification, making a brief announcement, or making a brief report on their 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 the Regular Meeting of the Board of Directors on February 24, 2026, at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, CA.

The agenda was posted by 6:00 p.m. on January 23, 2026, at the Antelope Valley Transit Authority entrance, 42210 6th 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 AVTA, 42210 6th Street West, Lancaster, or by contacting the Clerk of the Board at (661) 729-2206.



SRP 5

FY 2026 MONTHLY OPERATIONS
KEY PERFORMANCE INDICATORS

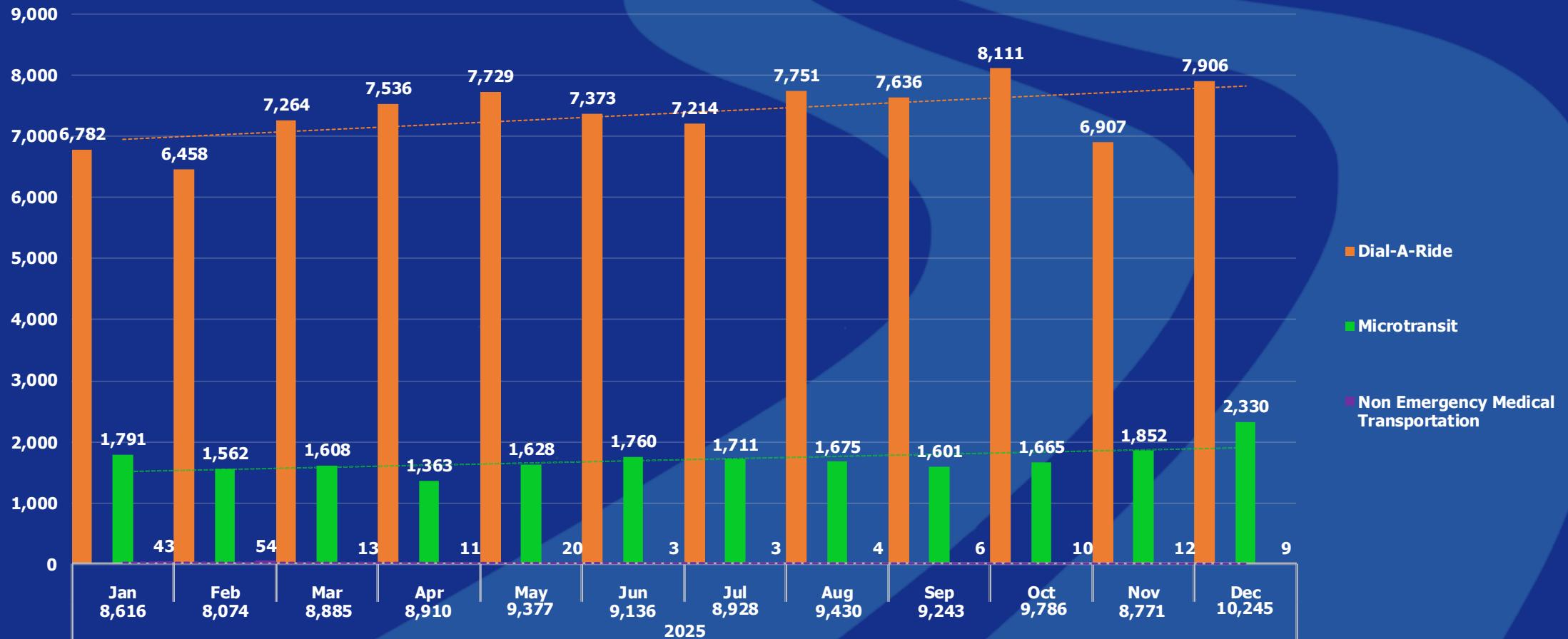
November and December

PRESENTATION BY ARTZRUN MINASYAN
TO THE AVTA BOARD OF DIRECTORS

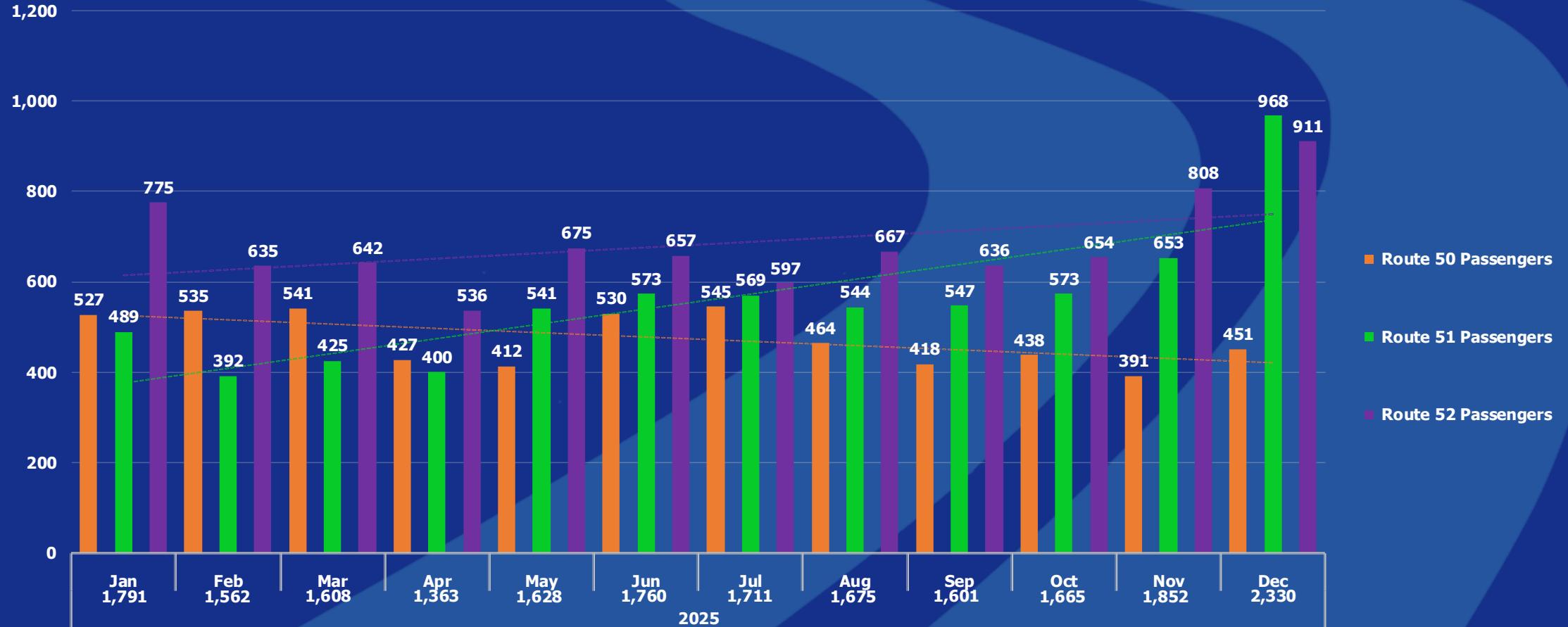


January 27, 2026

PASSENGER RIDERSHIP



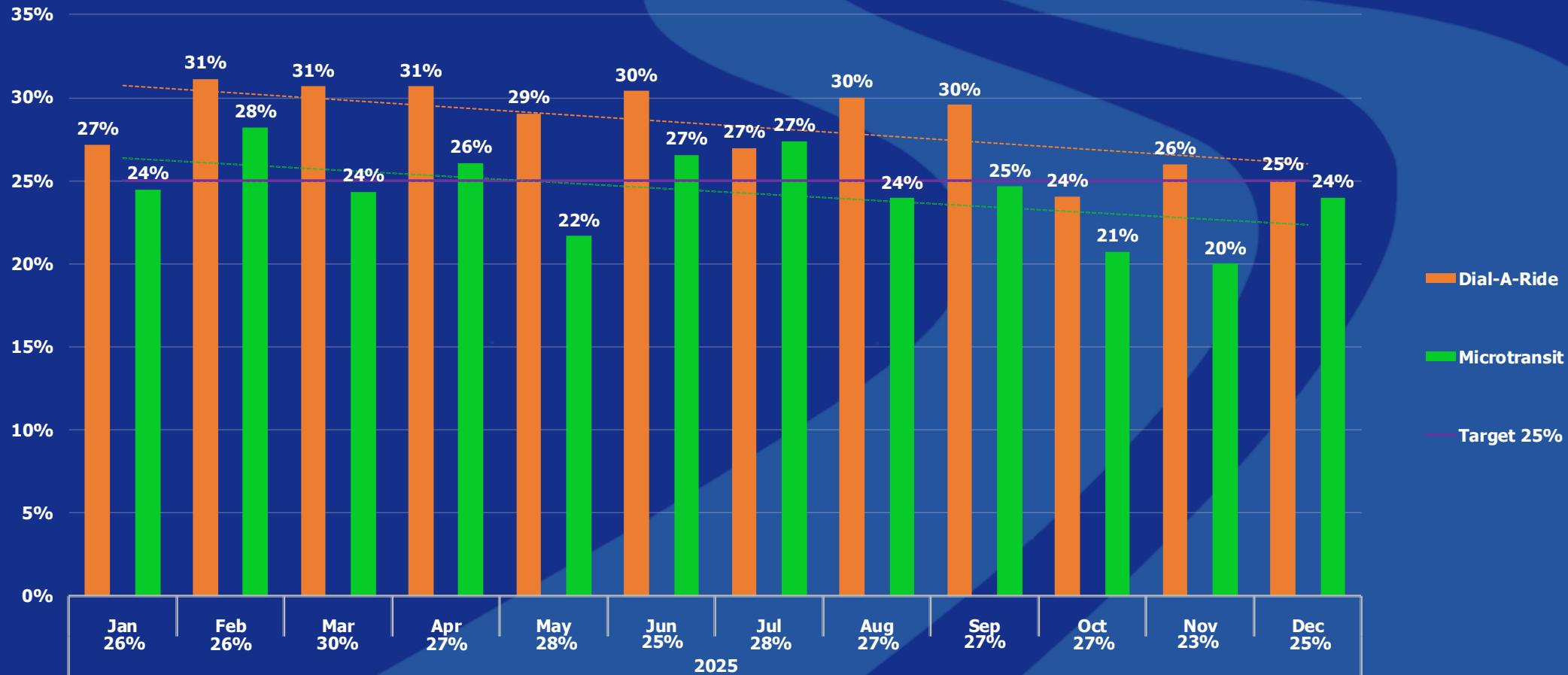
MICROTRANSIT PASSENGERS ROUTES 50, 51, 52



RIDES COMPLETED



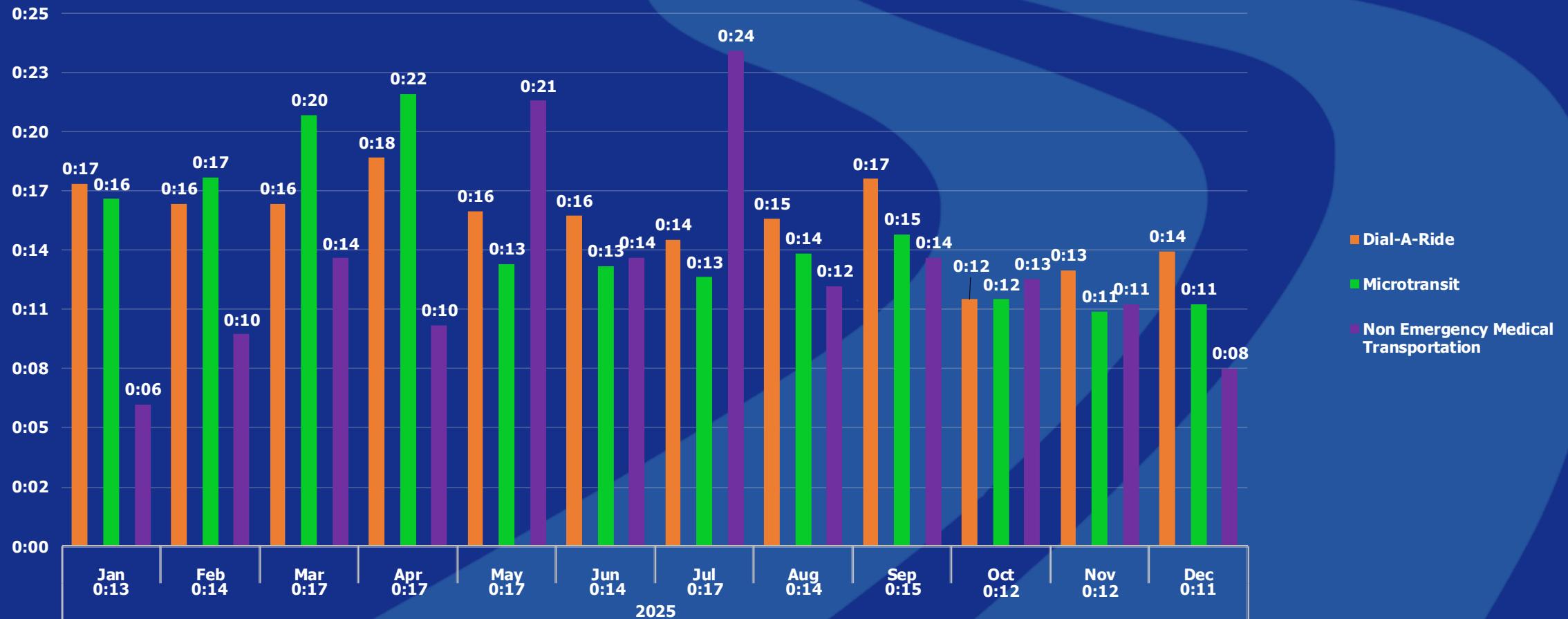
AVERAGE SHARED RIDE PERCENTAGE



PASSENGERS PER REVENUE HOUR



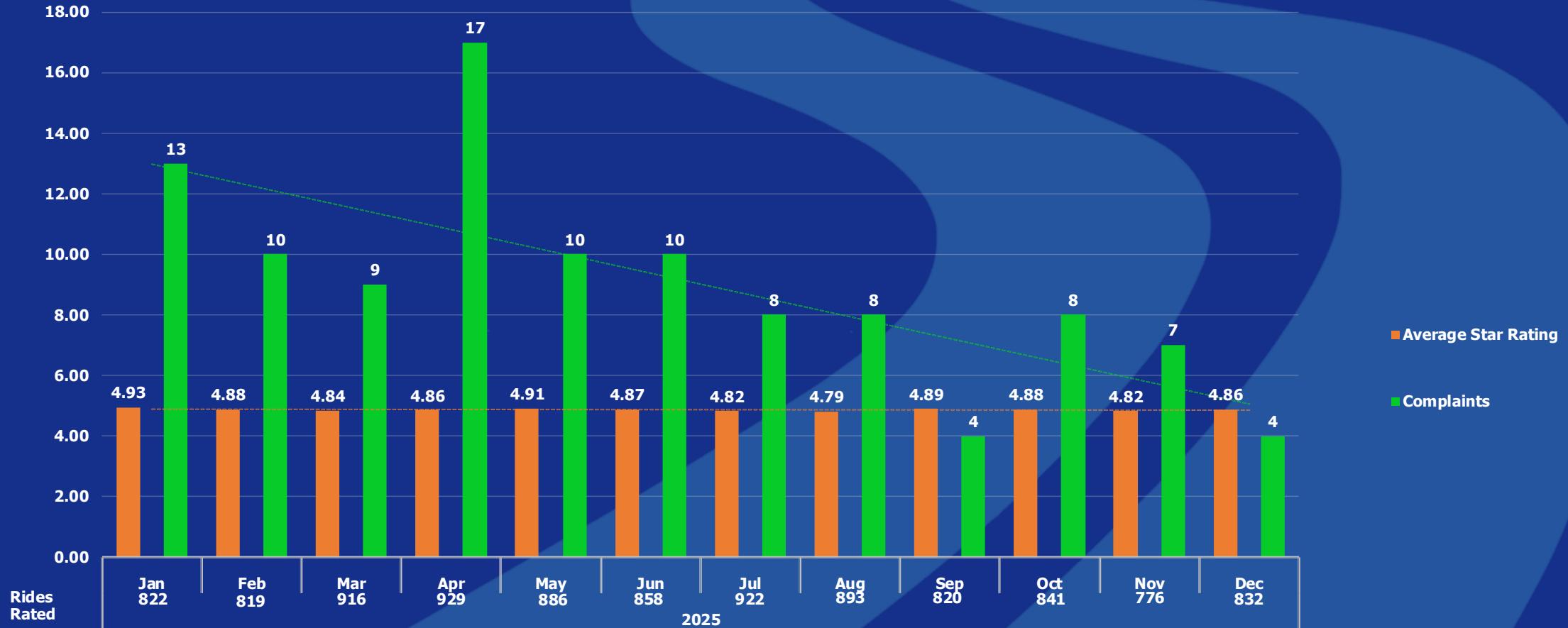
PASSENGER WAIT TIME AVERAGE FROM START OF 30 - MINUTE WINDOW



ACCIDENTS



PASSENGER FEEDBACK



ACCIDENTS AND COMPLAINTS SUMMARY

November Accidents

Non-Preventable – 0

Preventable - 0

December Accidents

Non-Preventable – 1

1 - Driver was stopped at a light when another vehicle hit their side mirror

Preventable - 1

1- Driver was attempting to merge into right lane and struck another vehicle

November Complaints

Preventable – 6

2 – Driver Courtesy

1 – Late

1 – Excessively Late

1 – Operator Did Not Show

1 – Safety Related

Non-Preventable

1 – Customer Service Agent Related

December Complaints

Preventable – 4

1 – Customer Service Agent Related

1 – Driver Error

1 – Late

1 – Safety Related

Accomplishments

3 Successful AVTA Quarterly Vehicle Audits

3 Successful AVTA Quarterly Drug and Alcohol Program Audits

109,401 Passengers Transported

91,116 Rides Completed

108 complaints / 99.88% AVTS Internal Satisfaction Rating

4.86 Average Star Rating

84% Trip Accommodation All Modes (DAR,MT,NEMT)

12 Accidents / 99.99% AVTS Internal Safety Rating



Thank you!



January 27, 2026

Legislative Report

Presentation to the Board of Directors
January 27, 2026



FEDERAL



CONTINUING RESOLUTION

Federal Government funded through January 30, 2026

November 2025: Congress has passed H.R. 5371, providing full-year funding for three bills, leaving nine funded through January 30.



On January 22, the House of Representatives passed H.R. 7148, the *Consolidated Appropriations Act of 2026*, and has now completed its constitutional duty and passed all appropriations for FFY 2026.

FFY 2026 APPROPRIATIONS STATUS

The Transportation, Housing and Urban Development, and Related Agencies Appropriations Act provides a total discretionary allocation of \$102.883 billion.

DOT SPECIFIC

Provides a discretionary total of \$28.5 billion to the Department of Transportation, an increase of \$1.9 billion above the FY25 enacted level.

FTA SPECIFIC

\$16.523 billion in total budgetary resources for the Federal Transit Administration, which is \$165 million below the FY25 enacted level.

WORLD EVENTS SPECIFIC

- \$100 million – 2026 FIFA World Cup
- \$46 million – 2028 Olympic Games

SECURITY (DHS) WORLD EVENTS

- \$625 million for World Cup and
- \$1 billion for Olympics

SAFE AND AFFORDABLE TRANSIT ACT of 2025

The Bipartisan
SAFE AND AFFORDABLE TRANSIT ACT of 2025
Rep. Laura Friedman (CA-30) and Rep. Nicole Malliotakis (NY-11)

TOPLINE:
American families should have access to travel options that are safe, affordable, and welcoming. The Bipartisan [Safe and Affordable Transit Act](#) will improve safety on America's public transit while reducing costs for local taxpayers by creating a new federal grant program to hire additional police officers and fund physical infrastructure improvements.

BILL SUMMARY:
The Safe and Affordable Transit Act:

- Establishes a new grant program for transit security, with funds available for the following activities:
 - Hiring additional officers to police public transportation and transit stations
 - Contracting with local police departments to increase officer presence on public transportation and transit stations
 - Physical infrastructure upgrades that promote passenger and operator safety (including monitoring devices, operator shields, and other infrastructure changes)
- Directs the Secretary of Transportation to conduct a study with the Transportation Research Board, with input from transit employees, on crime prevention that includes:
 - What agencies are currently doing to prevent crime
 - What tactics have been successful in deterring crime
 - Best practices for transit agencies to reduce crime within public transportation systems

BACKGROUND:
At the Washington Metropolitan Area Transit Authority (WMATA), serious crime fell by [43 percent](#) between June 2024 and June 2025, and riders reported feeling noticeably safer after the deployment of officers riding trains and increasing visible presence.

KEY SUPPORTERS:
This bill is endorsed by the Amalgamated Transit Union (ATU).

The Safe and Affordable Transit Act
H.R. 6298 was introduced in November 2025.

Would provide \$50,000,000 for each fiscal year 2026-2030

Aims to create federal grants for transit agencies to fund **OPERATING** for:

- Police officers, and
- Safety infrastructure (like barriers and detectors), and
- Crime prevention research, and
- Law Enforcement presence / physical upgrades like operator shields



STATE



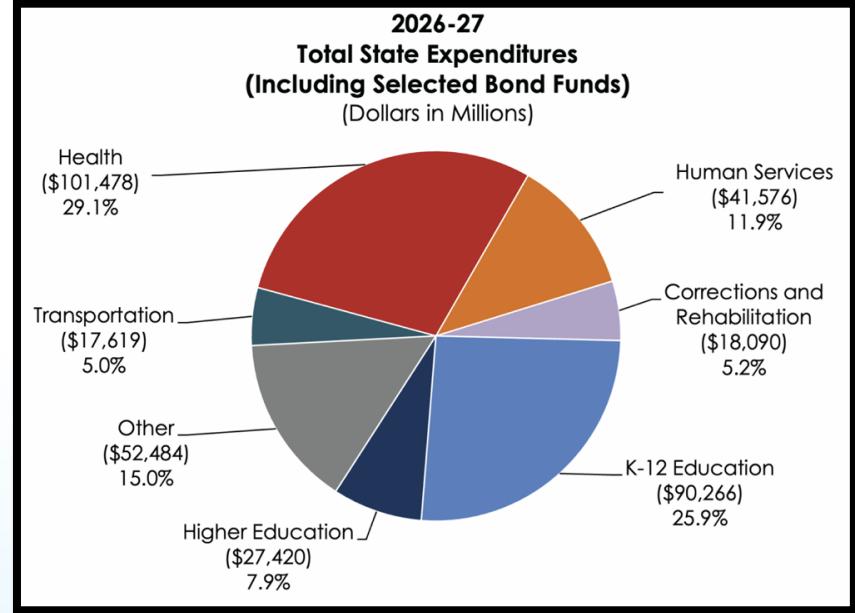
STATE BUDGET

The Governor and Department of Finance project that the State faces a \$2.9 billion deficit in FY 2026-27.

The Governor has proposed a \$348.9 billion balanced budget with \$23 billion in total reserves.

This is up from \$321.1 billion in total spending, with \$15.7 billion in reserves, from the Fiscal Year 2025-26 final budget, respectively.

A \$200 million rebate program is expected to be available for Californians buying electric vehicles.



STATE BUDGET - GGRF

Transfers from the Greenhouse Gas Reduction Fund (GGRF) and Air Pollution Control Fund (APCF).

The 2025 Budget Act authorized a total transfer of \$166 million (\$81 million from the GGRF and \$85 million from the APCF) to offset expenditures of CARB and support the Motor Vehicle Account's (MVA) solvency.

The Governor's Budget projects the MVA will be solvent in 2025-26 and 2026-27 and proposes canceling this transfer.



STATE BUDGET – CAP & INVEST

CARB's 2026 rulemaking outlined in SB 840 established new "tiers" of GGRF expenditures, guaranteeing offsets for various state tax credits, fees, and minor climate expenditures.

- "Tier 1"; guaranteeing \$1 billion for the California high-speed rail project, and
- "Tier 2"; \$1 billion for discretionary expenditures, and
- "Tier 3." maintains continuous appropriations for TIRCP & LCTOP

Funding was converted from percentage to a dollar amount: \$400 million annually for TIRCP and \$200 million for LCTOP. To receive funding, GGRF must have sufficient revenue to meet all Tier 1 through Tier 3 obligations.

If, after meeting all Tier 1 and Tier 2 obligations, there is insufficient funding in the GGRF to meet Tier 3 obligations at their full funding levels, all Tier 3 funding levels are decreased proportionally across the programs.

The proposed FY 2026-27 budget projects \$283 million for TIRCP and \$141 million for LCTOP.

CAP & INVEST



Proposed amendments to the Cap-and-Invest program focus on aligning the program with long-term climate goals through 2045. The public comment phase is open through March 2026, with potential CARB Board consideration in May 2026 and effects starting January 1, 2027. Key elements include:

- **Tighter limits on pollution allowances:** Establishes a significantly tightened allowance supply through 2045; removal of approximately 118 million allowances from 2027–2030 budgets.
- **Offsets handled more carefully to avoid extra pollution:** Companies use "offsets" to directly reduce the available credits in the system the next year, preventing the total pollution cap from being exceeded.
- **Updates to cost-containments and allocation features:** Includes changes to reserve credits for emergencies, price adjustments to avoid sharp spikes, and changes to how free credits are given to industries and utilities.



HIGH SPEED RAIL

The Budget incorporates the new statutory allocations of Cap-and-Invest auction proceeds, with \$1 billion annually through 2045 allocated to the Authority, which provides more certainty for planning and scheduling.

Of the \$13 billion invested, 97 percent has gone directly to California firms and workers.

The project continues to advance statewide, and the budget includes support for completing the more than 50 miles of electrification on Caltrain's corridor between San Jose and San Francisco.



CALIFORNIA
High-Speed Rail Authority



HIGH SPEED RAIL

The Authority has released the draft environmental document for a 30-mile segment in Southern California that clears the way to build from San Francisco to Anaheim.

This initiates the final step toward full environmental clearance for Phase 1 of the full 494-mile statewide system.

The draft environmental document is available for public review and comment through February 3, 2026.



STATE v. FEDERAL

On December 23, 2025, the state of California officially dropped its lawsuit against the federal government.

The California High-Speed Rail Authority (CHSRA) filed for a voluntary dismissal of the case in the U.S. District Court.

Absent federal funds, the Authority is now focused on a strategic shift to private investment.

This decision effectively ends the legal battle over the federal revocation of approximately \$4 billion in federal grants for the high-speed rail project.

Project leaders aim to begin laying track for the first operational segment in the Central Valley by the end of 2026.



CALIFORNIA
High-Speed Rail Authority



TRANSIT & INTERCITY RAIL CAPITAL PROGRAM



On January 12th, the California State Transportation Agency (CalSTA) announced the release of draft guidelines for the 2026 Transit and Intercity Rail Capital Program (TIRCP) Cycle 8 for review and comment.

- CYCLE 8 RELEASED FEBRUARY 20
- APPLICATIONS DUE MAY 14
- AWARDS ANNOUNCED SEPTEMBER 18

TIRCP provides grants to fund transformative capital improvements that will modernize California's intercity, commuter, and urban rail systems, and bus and ferry transit systems, to significantly reduce greenhouse gas emissions, vehicle miles traveled and congestion.



PEPRA

The State of California's motion to intervene in the litigation—filed on December 5, 2025—remains pending before the U.S. District Court for the District of Columbia.

The motion is unopposed by both the United States Department of Labor and Amalgamated Transit Union, which significantly increases the chances that the motion will be granted.

In the meantime, the Court has issued an extension to the deadline for USDOL to respond to ATU's motion to consolidate the California and Florida 13(c) cases.

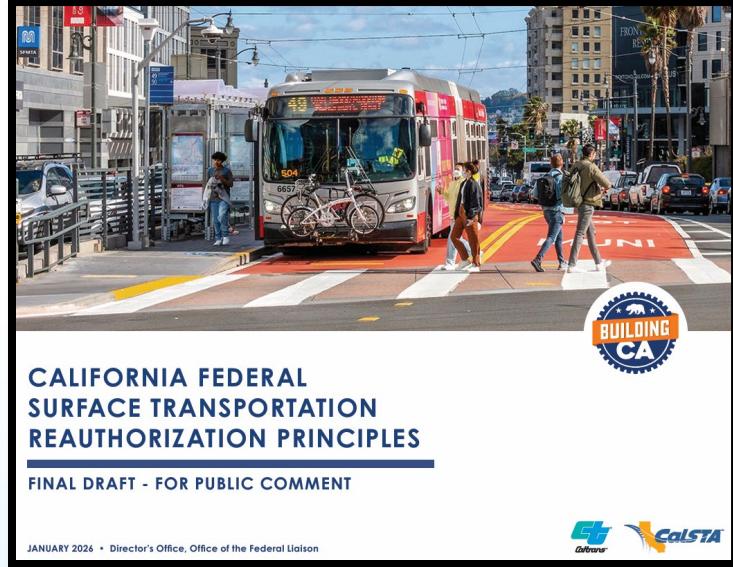
The deadline was January 23.

FEDERAL SURFACE TRANSPORTATION PRINCIPLES

On January 20, Caltrans and CalSTA together announced consensus principles entitled the *"California Federal Surface Transportation Reauthorization Principles"*.

These principles based on ongoing federal advocacy, feedback from department surveys, discussions held in working groups, and the results of numerous Congressional and stakeholder meetings.

The Final Draft document is available for public comment until February 27. The document will serve as a foundation for a coordinated federal advocacy strategy.



Questions?

Thank You



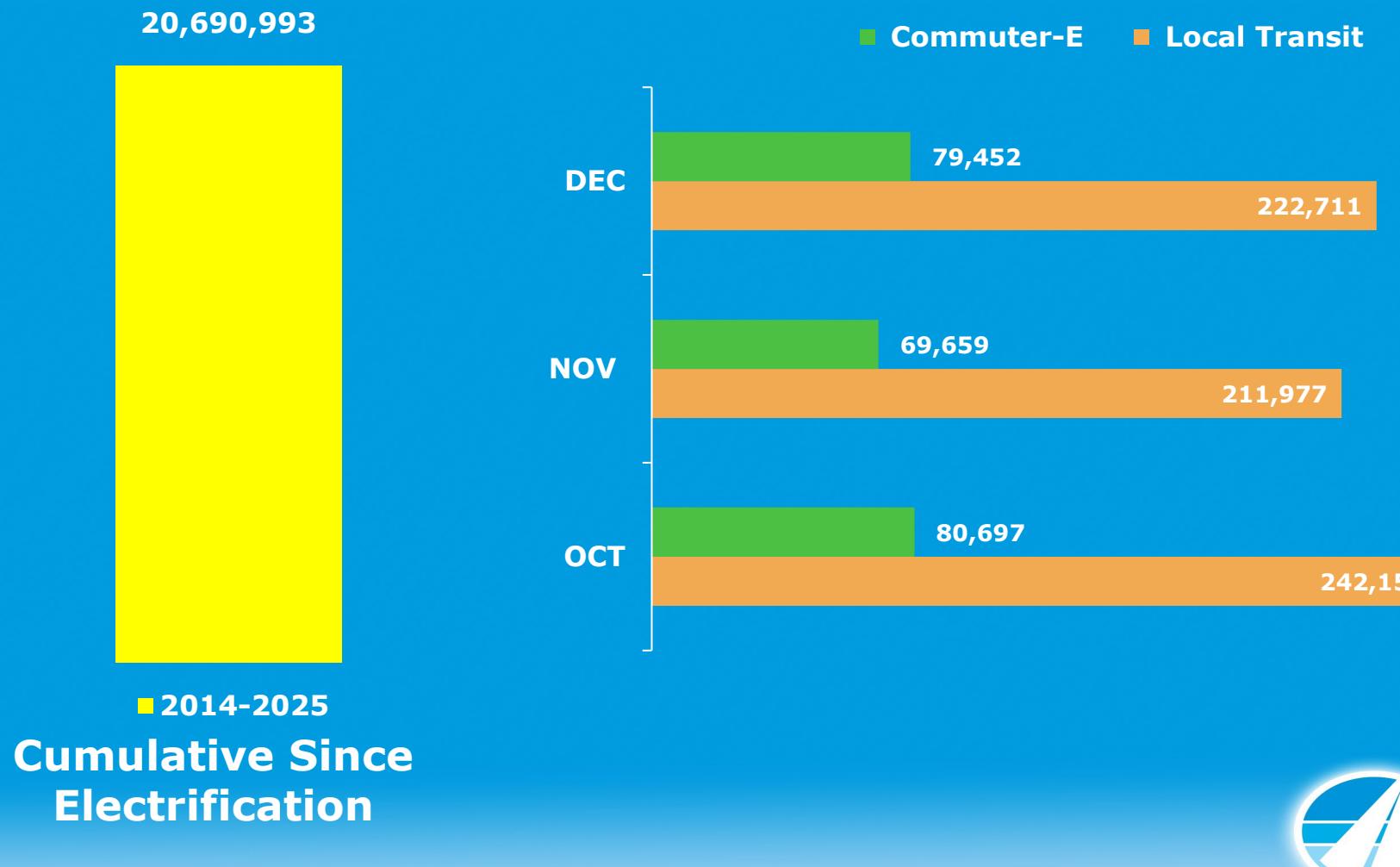
FY 26 Monthly Fleet Maintenance Key Performance Indicators

Presentation to the Board of Directors

January 27, 2026



MILESTONES



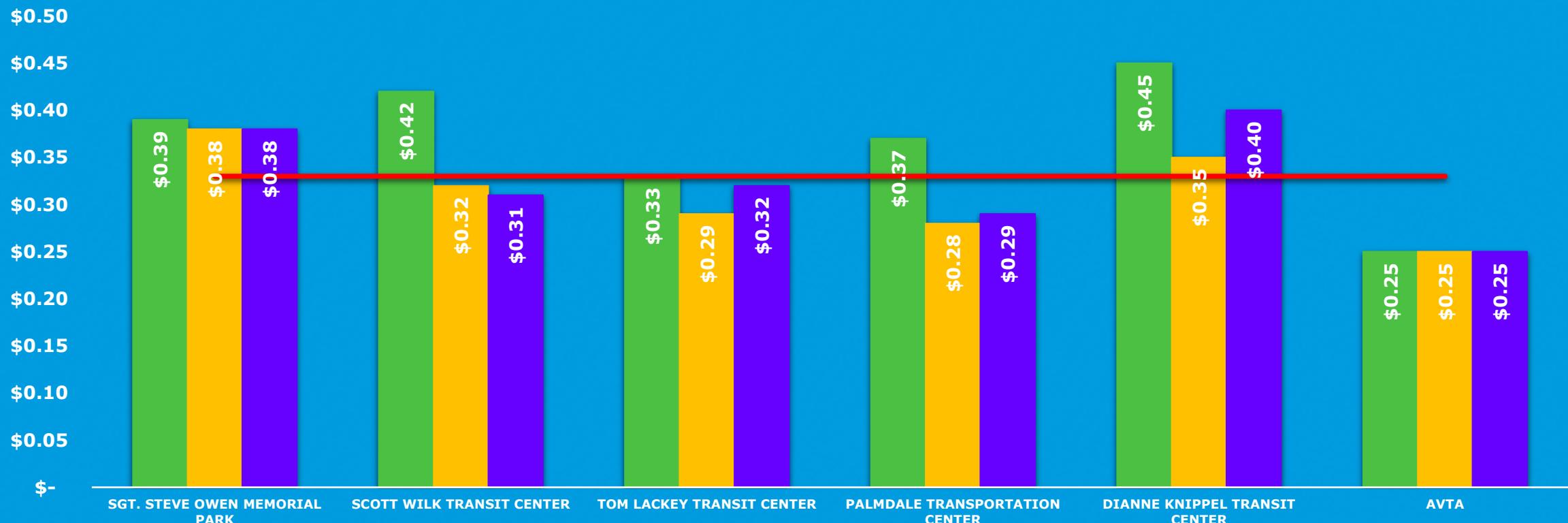
MAINTENANCE COST PER MILE BY FLEET



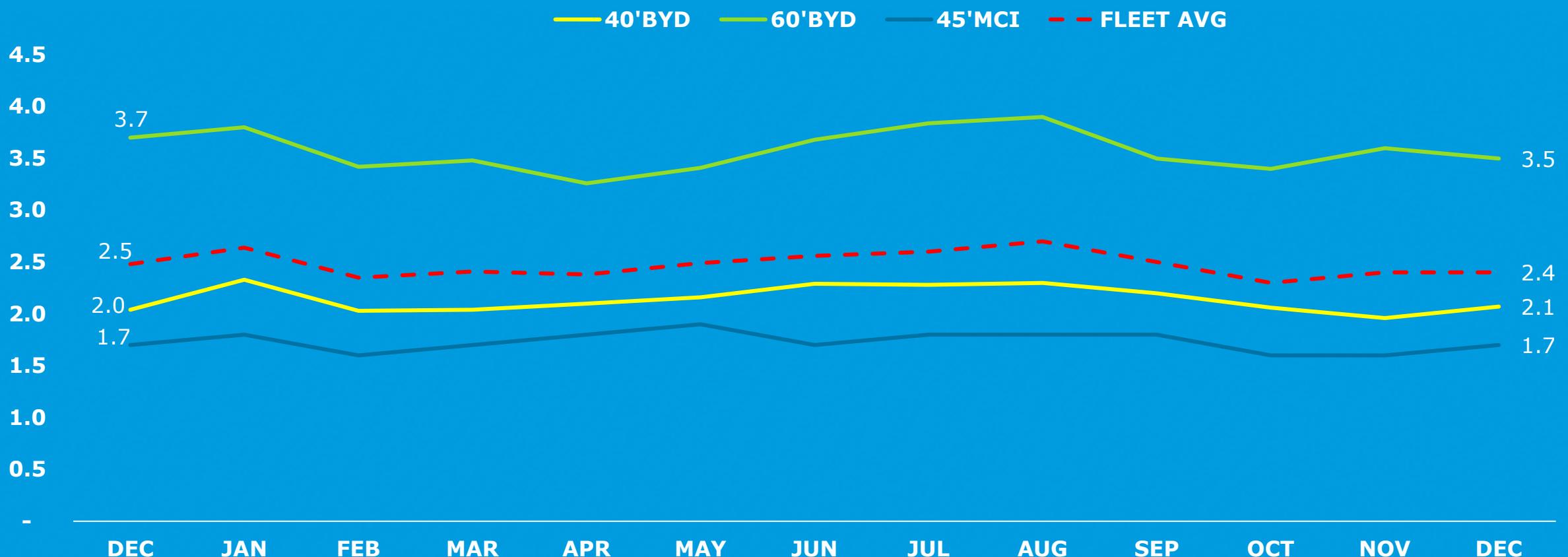
ENERGY DEPOTS

COST PER KWH

OCT NOV DEC AVG kWh

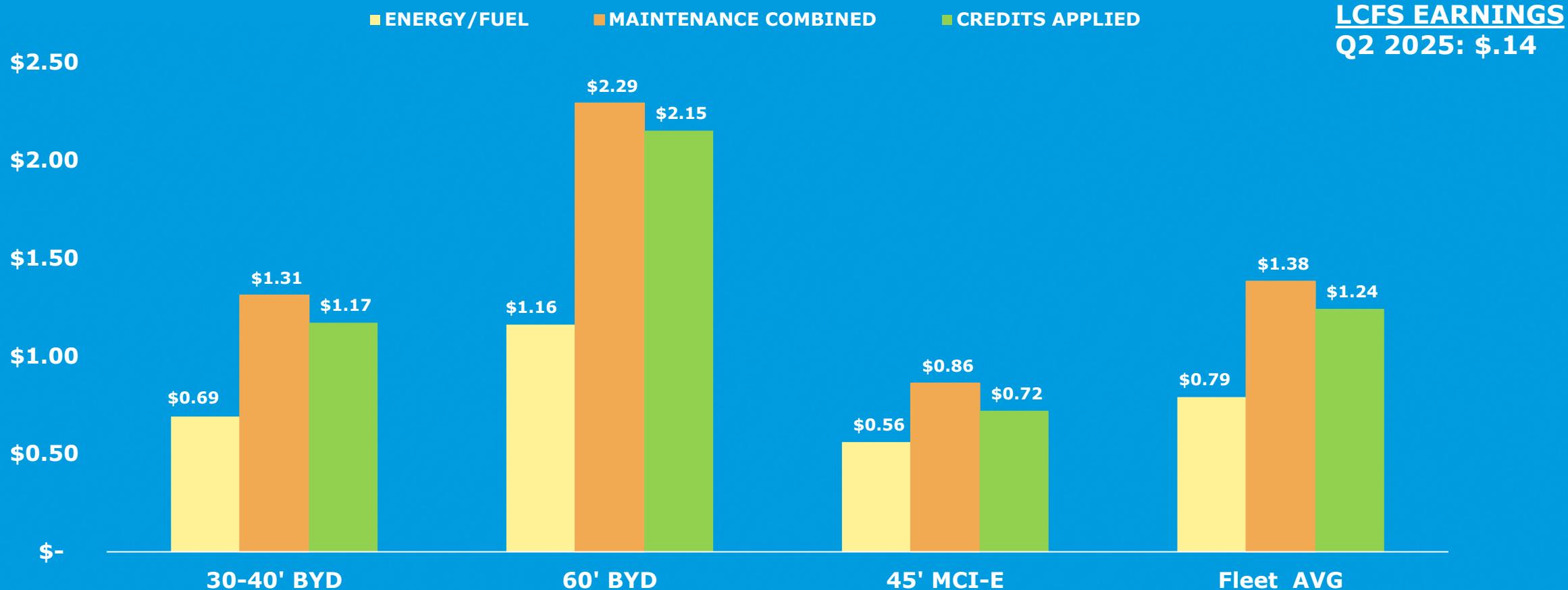


kWh EFFICIENCY PER MILE



FLEET COSTS PER MILE

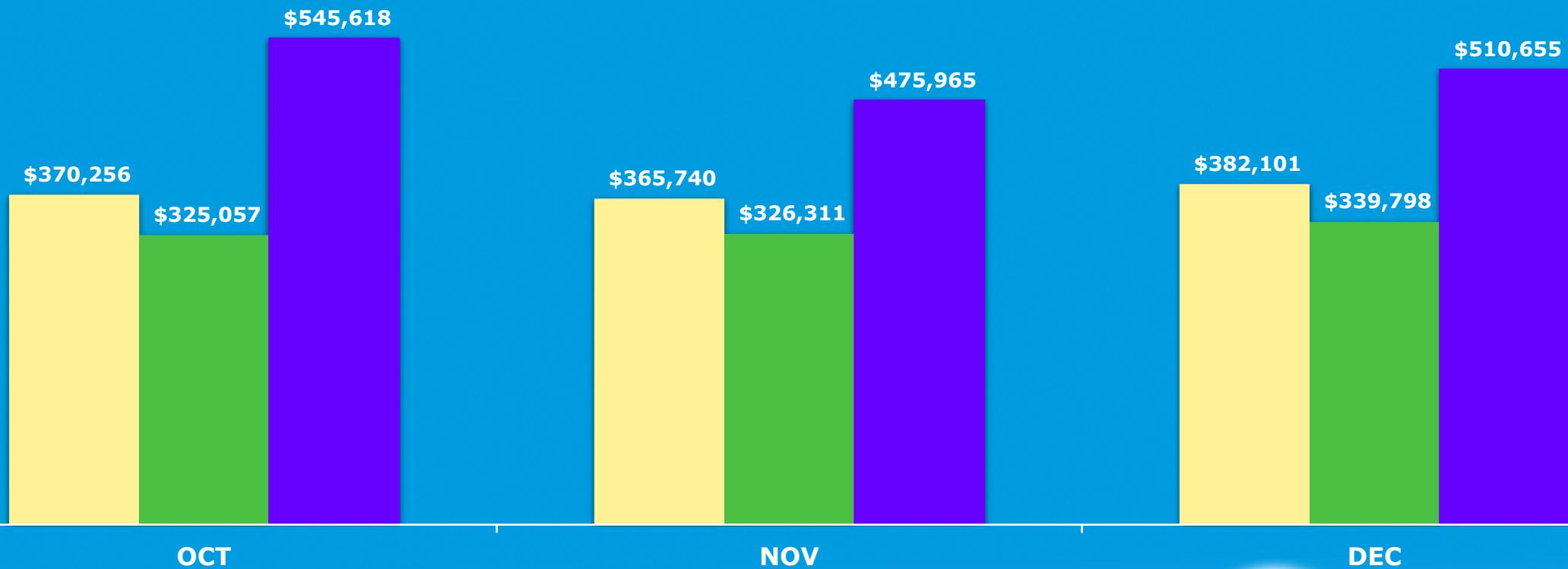
DECEMBER



FLEET OPERATING COSTS

ENERGY/FUEL AND MAINTENANCE

■ COMBINED COSTS ■ CREDITS APPLIED ■ DIESEL



2025 OVERVIEW

- **3.7 million electric miles traveled (approx.)**
- **Maintenance: \$.55 cost per mile, fleet avg. (.04< '24)**
- **Energy: \$.26 cost per kWh, depot avg. (.01>'24)**
- **Efficiency: 2.5 kWh/mile, fleet avg. (.2< '24)**
- **Energy/Fuel: \$.73 per mile, fleet avg. (no change)**
- **LCFS revenue: \$500,000 in savings.**

Thank you!





FY 2026 Monthly Operations Key Performance Indicators

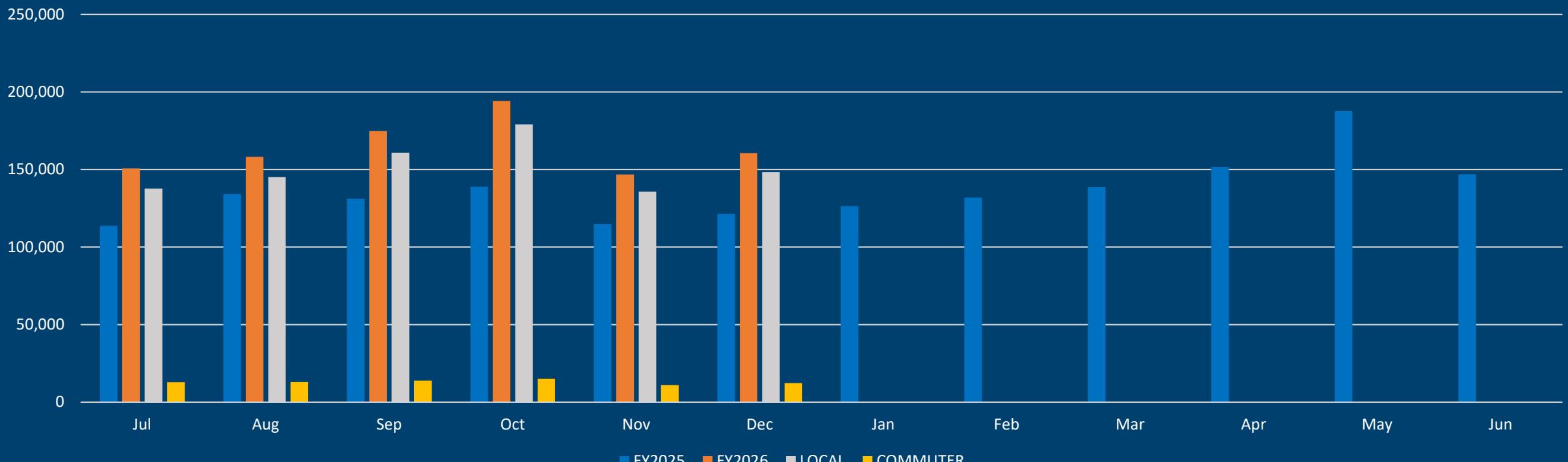
Presentation to the Board of Directors
January 27, 2026

November and
December 2025
Joseph Moriarty

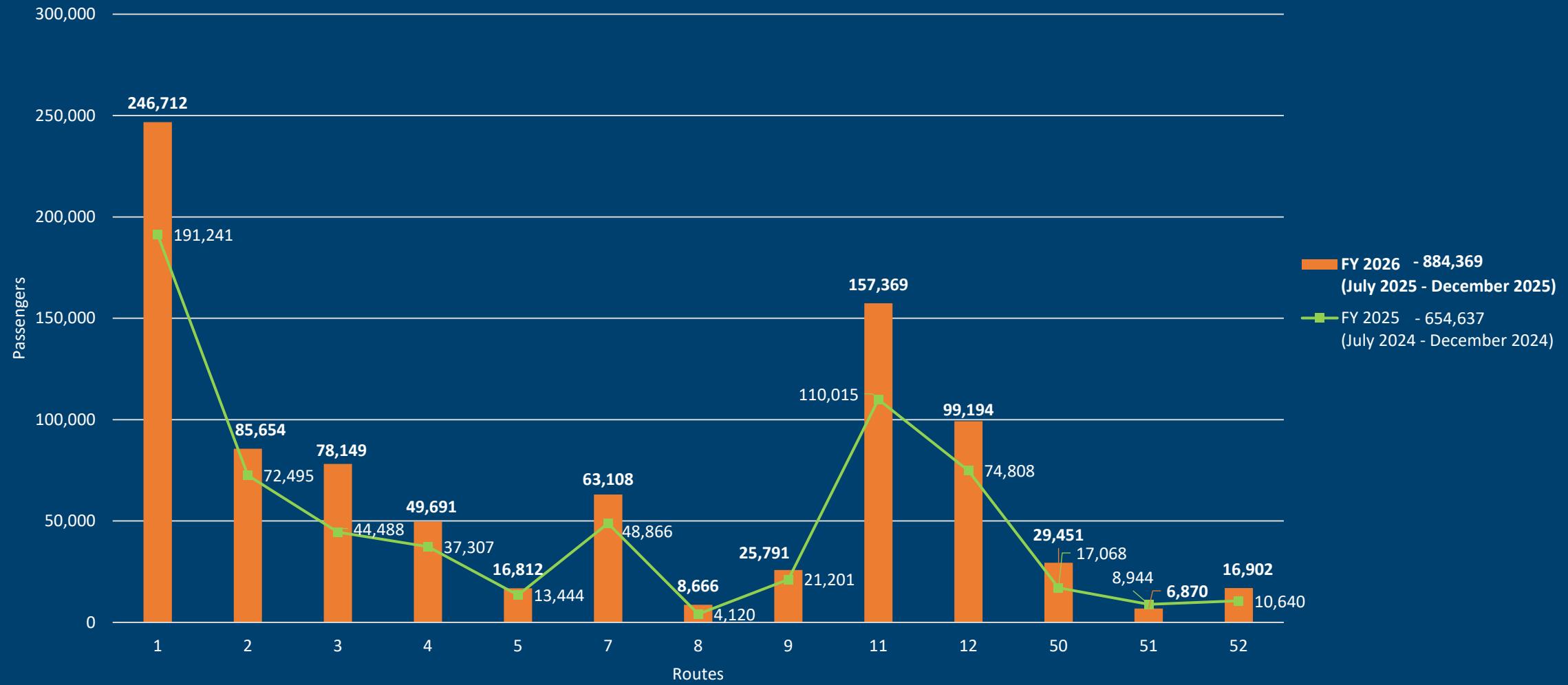
MONTHLY BOARDING ACTIVITY

System	December 2025	November 2025
	FY 2026	FY 2026
	160,547	146,715
Local	148,216	135,724
Commuter	12,331	10,991

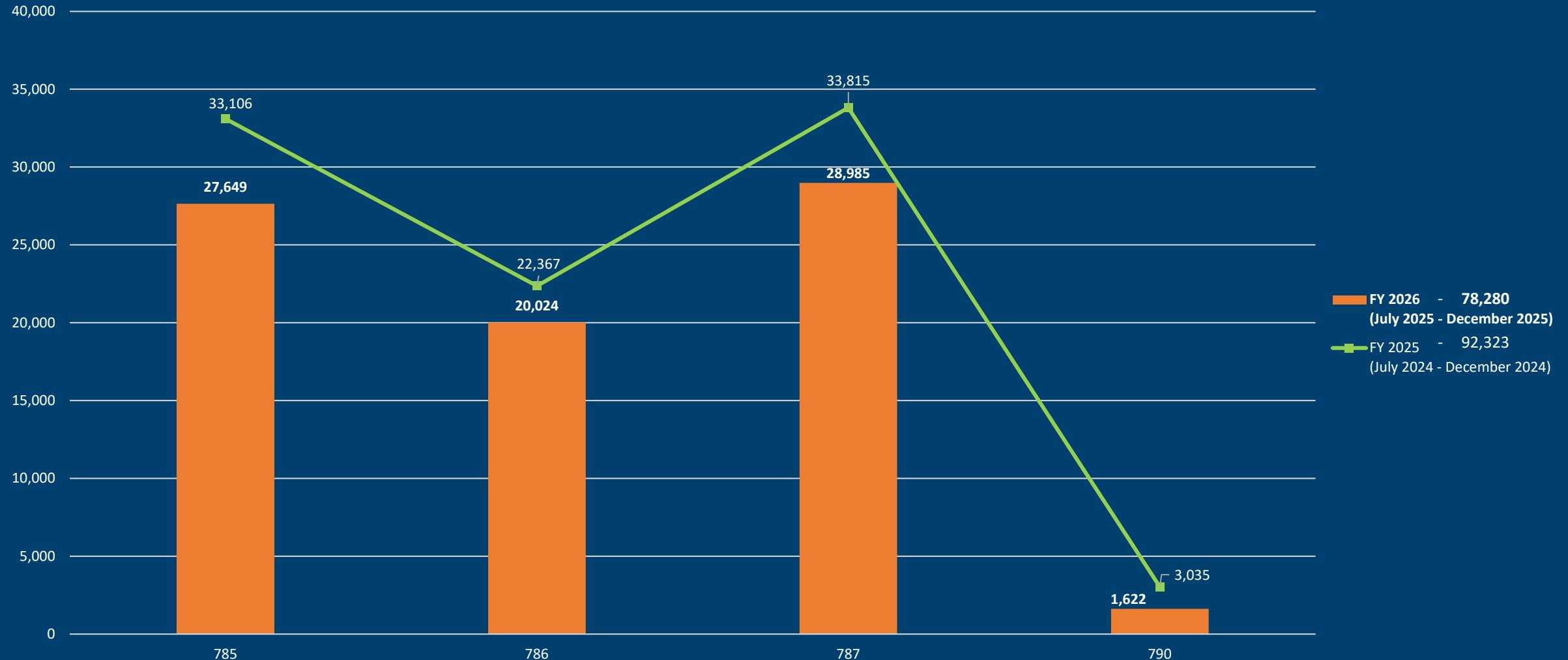
MONTHLY BOARDING ACTIVITY



ANNUAL RIDERSHIP – LOCAL ROUTES



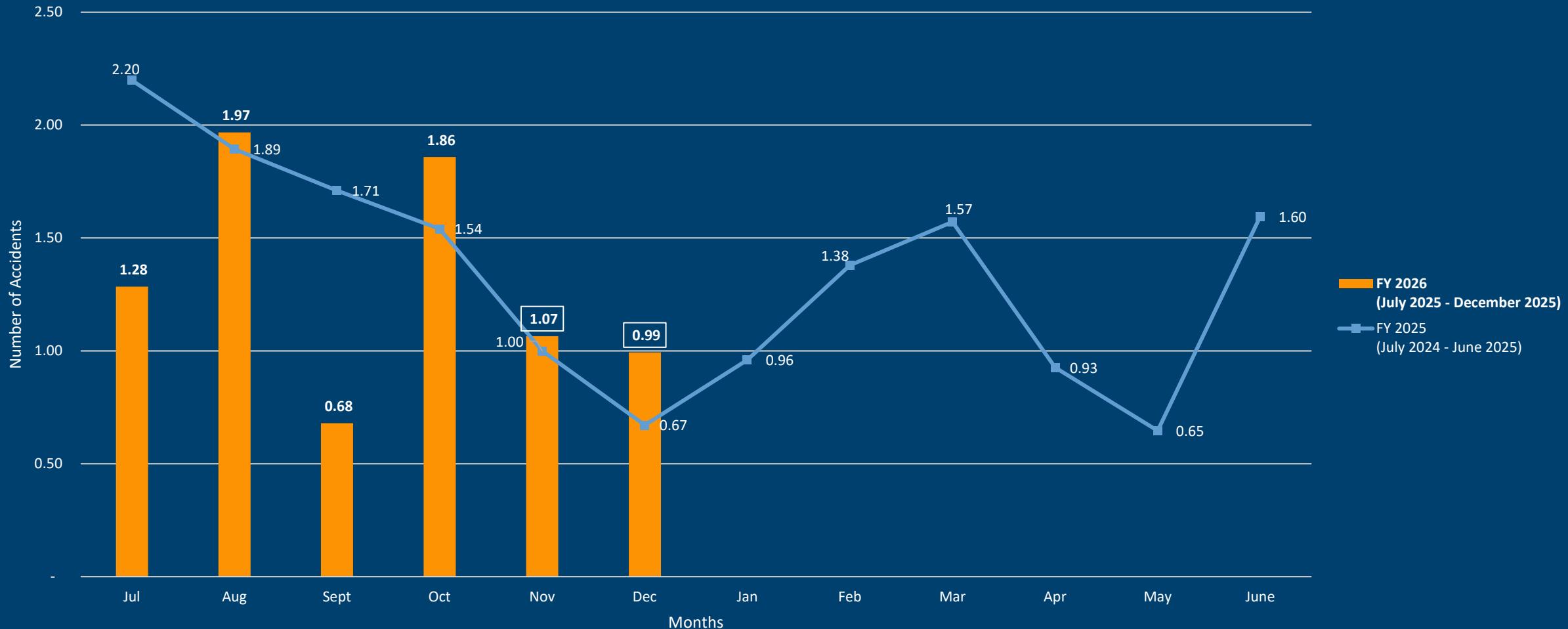
ANNUAL RIDERSHIP - COMMUTER ROUTES



PREVENTABLE ACCIDENTS /100,000 MILES SYSTEMWIDE AVERAGE:

NOVEMBER: 1.07

DECEMBER: 0.99

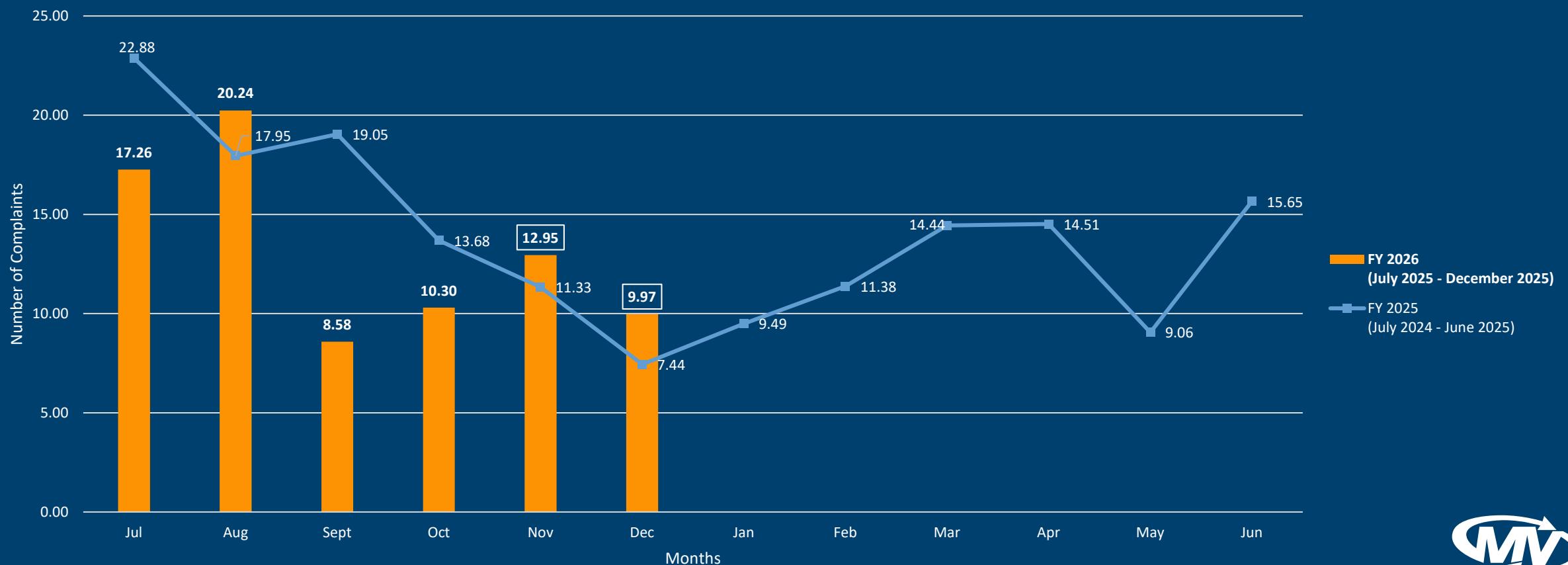


COMPLAINTS / 100,000 BOARDINGS

SYSTEM WIDE AVERAGE:

NOVEMBER: 12.95 DECEMBER: 9.97

PEER AVERAGE: 44.00



Accidents and Complaints Summary

ACCIDENTS:

- November (3 Preventable)
 - Collision With Another Vehicle While Turning (1)
 - Collision With Fixed Object (1)
 - Accident Unreported Damage (1)
- December (3 Preventable)
 - Collision Between Company Passenger Vehicle (1)
 - Collision With Fixed Object (2)

*There were 0 injuries related to the above accidents

COMPLAINTS:

- November: (19 valid)
 - Bus Did Not Show (1)
 - Bus Off Route (1)
 - Bus Running Early (1)
 - Bus Running Late (5)
 - Carried Beyond Requested Stop (1)
 - Mechanical Related (3)
 - Discourteous Operator (4)
 - Missed Trip (1)
 - No Attempt Made To Accommodate W/C Seating Area (1)
 - Passenger Disturbance (1)
- December: (16 valid)
 - Bus Cleanliness (1)
 - Bus Did Not Show (1)
 - Bus Running Late (7)
 - Carried Beyond Requested Stop (1)
 - Discourteous Operator (1)
 - Missed Trip (1)
 - Passenger Passed Up At Stop (3)
 - Unsafe Driving (1)

COMMENDATIONS:

November: 8

December: 3



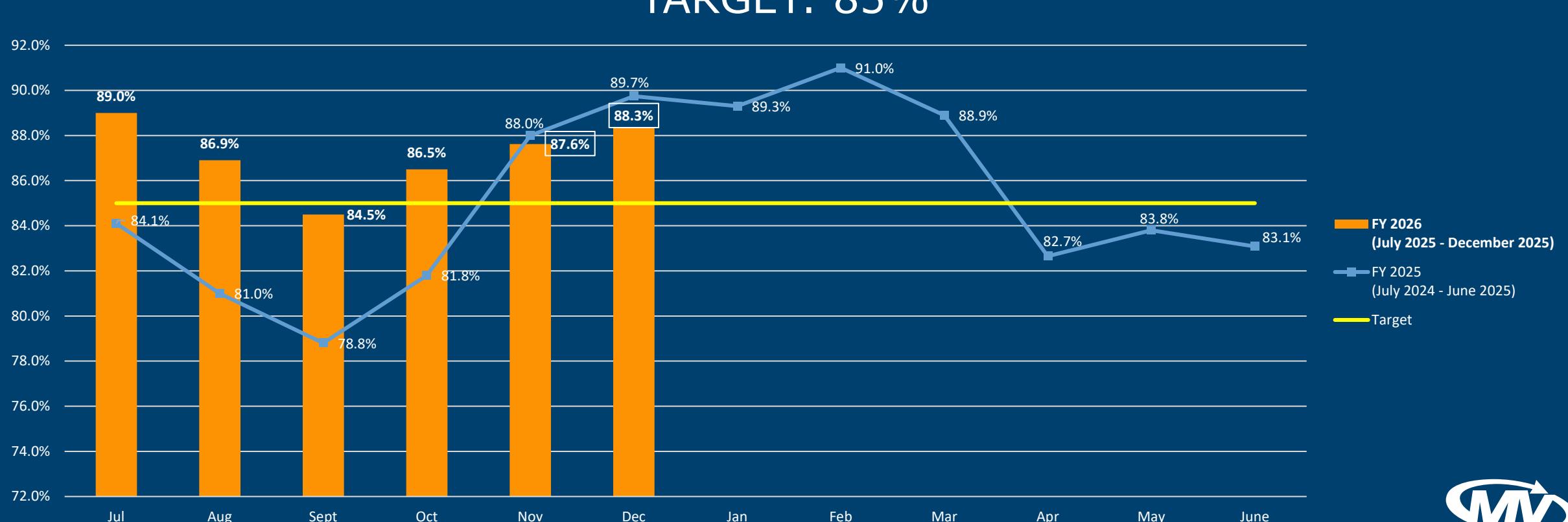
ON-TIME PERFORMANCE

SYSTEMWIDE AVERAGE – NOV: 87.6% DEC: 88.4%

LOCAL – NOVEMBER: 82.8% DECEMBER: 83.1%

COMMUTER – NOVEMBER: 92.4% DECEMBER: 93.6%

TARGET: 85%



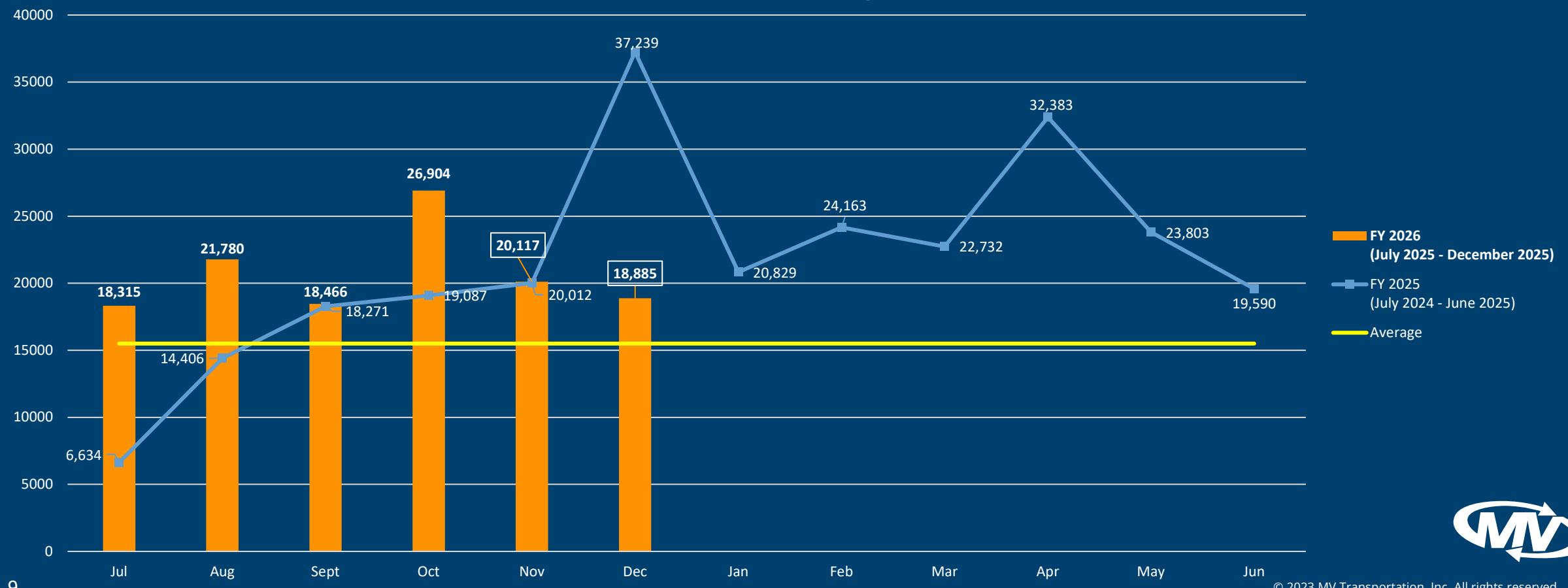
AVERAGE MILES BETWEEN ROADCALS

SYSTEM WIDE AVERAGE:

NOVEMBER: 20,117

DECEMBER: 18,885

TARGET: 15,500



KEY PERFORMANCE INDICATORS

	AVTA Targets	December 2025 FY 2026	November 2025 FY 2026	December 2024 FY 2025
Boarding Activity		160,547	146,715	121,400
Complaints / 100,000 Boardings	≤ 44	9.97	12.95	7.44
Preventable Accidents / 100,000 Miles	≤ 1	.99	1.07	.67
On Time Performance	≥ 85%	88.4%	87.6 %	89.7%
Average Miles Between Roadcalls	≥ 15,500	18,885	20,117	37,239

2025 YEAR ACCOMPLISHMENTS

- Operator Recognition. Melissa Gonzalez Found A Missing Teen.
- Winners For Regional Large Division “Own The Moment” Safety Competition.
 - Winners For Quarter 1 And Quarter 2.
- On Time Performance Average Was Above The 85% Standard.
- 2025 Systemwide Ridership Increased By 31% When Comparing To 2024 For The Period Of July To December.
- Exceeded The Target of Average Miles Between Roadcalls For Every Month.



WE ARE MVMT

THANK
YOU |

Questions?



Regular Meeting of the Board of Directors

Tuesday, November 25, 2025

10:00 a.m.

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

UNOFFICIAL MINUTES

CALL TO ORDER

Chairman Crist called the meeting to order at 10:02 a.m.

PLEDGE OF ALLEGIANCE

Director Ohlsen led the Pledge of Allegiance.

ROLL CALL:

Present

Chairman Marvin Crist
Vice Chair Dianne Knippel
Director Raj Malhi
Director Michelle Royal
Director Eric Ohlsen
Alternate Director Laura Bettencourt

APPROVAL OF AGENDA

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

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

Yea: Chairman Crist, Vice Chair Knippel, Directors Ohlsen, Malhi, Royal,
Alternate Director Bettencourt

Nays: None

Abstain: None

Absent: None

PUBLIC BUSINESS – AGENDIZED AND NON-AGENDIZED ITEMS:

Christopher Nordahl, an AV Transportation Services (AVTS) driver, reported to the Board that drivers are missing their 10-minute breaks and unpaid 30-minute meal periods due to issues with charging electric vans. He also mentioned that the air conditioning in the Lake Los Angeles break room has been broken for weeks, causing a heat stroke incident. These problems have been reported to AVTS Human Resources, the California Labor Commissioner, and Cal/OSHA. Mr. Nordahl urged the AVTA Board to direct AVTS to resolve these issues. Chairman Crist asked Executive Director/CEO Martin Tompkins to address AVTA's expectations with AVTS.

Eugene Hernandez called attention to the lack of bus benches and shelters in the Antelope Valley, exposing riders to extreme weather. He also questioned the impact of fare evasion, suggesting it wouldn't bankrupt the transit authority, and advocated free public transportation for all residents.

Timothy McLaughlin thanked the AV Transportation Services staff and addressed bus benches, noting they aren't needed everywhere. He advised wearing appropriate clothing for the weather conditions.

Fran Sereseres stated that she loves her job working with the city, and says payment comes in the form of smiles, and wishes everyone a Happy Thanksgiving.

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

SRP 1 Jack Danielson, a field representative for State Senator Valladares, announced that the legislature will reconvene on January 5, 2026. He also mentioned that the deadline to introduce new legislation is February 20. Legislative updates, including the latest legislative package for the year, will be shared in January and February, and we look forward to working with Chief Financial Officer Judy Vaccaro-Fry.

SRP 2 LEGISLATIVE REPORT FROM ASSEMBLYMEMBER TOM LACKEY'S OFFICE

The representative was unable to attend.

SRP 3 PRESENTATION TO MV TRANSPORTATION OPERATOR MELISSA GONZALEZ FOR GOING ABOVE AND BEYOND

Executive Director/CEO Martin Tompkins and MV Transportation General Manager Joseph Moriarty presented the Above and Beyond award to Operator Melissa Gonzalez.

SRP 4 PRESENTATION TO MV TRANSPORTATION OPERATOR OF THE MONTH FOR OCTOBER 2025

MV Transportation Assistant General Manager Genie Maxie presented Ana Galeno with the Operator of the Month award.

SRP 5 PRESENTATION TO AV TRANSPORTATION SERVICES (AVTS) OPERATOR OF THE MONTH FOR OCTOBER 2025

AV Transportation Services President Art Minasyan presented Fernando Maldonado Diaz with the Operator of the Month award.

SRP 6 AVTS MICROTRANSIT AND DIAL-A-RIDE KEY PERFORMANCE INDICATORS (KPI) REPORT FOR OCTOBER 2025

AV Transportation Services President Art Minasyan presented the report. The Board inquired about the definition of the CSA acronym; Mr. Minasyan explained that it refers to a Call Service Agent. Mr. Minasyan offered a Happy Thanksgiving greeting.

SRP 7 LEGISLATIVE REPORT UPDATE FOR NOVEMBER 2025

Chief Financial Officer Judy Vaccaro-Fry provided an update on both state and federal matters. The key topics included the California Air Resources Board's (CARB) Low Carbon Fuel Standard (LCFS) program and the Public Employees' Pension Reform Act (PEPRA). Additionally, Ms. Vaccaro-Fry shared insights from the California Transit Association Conference (CTA), with key takeaways including a federal focus on fare evasion and discussions of the forthcoming surface transportation bill. Finally, updates were provided on the Federal Fiscal Year 2026 budget, the National Defense Authorization Act, and the preparations for the 2026 FIFA World Cup Games in Los Angeles. There were no further questions.

SRP 8 MAINTENANCE KPI REPORT FOR OCTOBER 2025

Operations and Contracts Compliance Manager Joseph Sanchez presented the report. There were no further questions.

SRP 9 OPERATIONS KPI REPORT FOR OCTOBER 2025

MV Transportation General Manager Joseph Moriarty summarizes the October report on ridership, safety, complaints, and on-time performance. The Board is concerned about unsafe driving, discourteous operators, and unprofessional conduct. Mr. Moriarty explained that the unprofessional conduct was more than merely discourteous; an investigation revealed that the Operator was dealing with personal issues and did not follow training

protocols. Historically, discourteous operators have been a problem. After a service development academy for operators was conducted in October, there have been no recent valid complaints, indicating progress, and all previously reported incidents occurred before the training. The unsafe driving incidents included an operator cutting off another vehicle and an operator making an unsafe left turn. Mr. Moriarty's goal is to bring the numbers down. The Board inquired whether any commendations had been received and asked that it be reported next time.

SRP 10 2026 CALIFORNIA OPEN GOVERNMENT LAW UPDATES

General Counsel Allison Burns presented updates on the 2026 California Open Government Laws, including the Brown Act, the Public Records Act, and the Political Reform Act, which affect the Antelope Valley Transit Authority. Most provisions will take effect on January 1, 2026. The Chairman had questions about telecommunications and the "Just Cause" exceptions regarding privacy. Ms. Burns stated that we will use Zoom or Teams for telecommunications. To use the Just Cause exception (private remote attendance), a physical quorum (four members) must be present in the main room.

CONSENT CALENDAR (CC):

CC 1 BOARD OF DIRECTORS MEETING MINUTES OF OCTOBER 28, 2025

Approve the Board of Directors Regular Meeting Minutes of October 28, 2025.

Director Ohslen and Alternate Director Bettencourt stated that they were not present at the last board meeting and could not vote on item CC 1. Alternate Director Bettencourt stepped out of the room for the vote on Item CC 1 and for the recusal on Item CC 4.

On a motion by Director Royal and seconded by Director Malhi, the Board of Directors approved Item number CC 1 as presented by the following vote:

Vote: Motion carried (4-0-2-0)

Yea: Chairman Crist, Vice Chair Knipper, Directors Malhi, Royal

Nays: None

Abstain: Director Ohlsen, Alternate Director Bettencourt

Absent: None

CC 2 FINANCIAL REPORT FOR OCTOBER 2025 AND FISCAL YEAR 2025/2026 (FY 2026) FIRST QUARTER TREASURER'S REPORT

Receive and file the Financial Report for October 2025 and Fiscal Year 2026 First-Quarter Treasurer's report, including Capital Reserve and Farebox Recovery information.

Item CC 2 was pulled for discussion by Eugene Hernandez.

Alternate Director Bettencourt returned to the room after the motion on item CC 4.

Mr. Hernandez had a brief discussion about the bus benches.

On a motion by Vice Chair Knippel and seconded by Director Royal, the Board of Directors approved Item number CC 2 as presented by the following vote:

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

Yea: Chairman Crist, Vice Chair Knippel, Directors Ohslen, Malhi, Royal, Alternate Director Bettencourt

Nay: None

Abstain: None

Absent: None

CC 3 BOARD OF DIRECTORS MEETING CALENDAR FOR 2026

Approve the Board of Directors meeting calendar for 2026.

CC 4 FISCAL YEAR 2025/2026 (FY 2026) LOS ANGELES COUNTY SHERIFF'S DEPARTMENT MONTHLY REPORT (OCTOBER 1 THROUGH OCTOBER 31, 2025)

Receive and file the FY 2025/2026 (FY 2026) Los Angeles County Sheriff's Department Monthly Report for (October 1 through October 31, 2025).

Alternate Director Bettencourt recused herself from the vote.

On a motion by Vice Chair Knippel and seconded by Director Royal, the Board of Directors approved Item number CC 4 as presented by the following vote:

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

Yea: Chairman Crist, Vice Chair Knippel, Directors Ohlsen, Malhi, Royal

Nay: None

Abstain: Alternate Director Bettencourt

Absent: None

CC 5 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 6 MARKETING AND COMMUNICATIONS LOG

Receive and file the Marketing and Communications Log for (October 16 through November 12, 2025).

On a motion by Vice Chair Knippel, seconded by Director Royal, the Board of Directors approves the consent calendar, pulling the item numbers. CC 1, CC 2, and CC 4.

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

Yea: Chairman Crist, Vice Chair Knippel, Directors Ohlsen, Malhi, Royal, Alternate Director Bettencourt

Nays: None

Abstain: None

Absent: None

NEW BUSINESS (NB):

NB 1 Draft Audited Financial Statements and Statement on Auditing Standards No. 114 for the Year Ended June 30, 2025

Chief Financial Officer Judy Vaccaro-Fry introduced Ryan Nielsen, Auditor at Brown Armstrong Accountancy Corporation, who outlined the FY 2025 audit process. Mr. Nielsen anticipates AVTA's financial statements will receive an unmodified (clean) opinion, the highest assurance level. Due to the federal government shutdown, the final federal grants report is delayed pending approval of the compliance supplement. Once received, the final report will be issued. Mr. Nielsen confirmed they would notify the Board upon receipt of the letter. The Board inquired about similar audits, and Mr. Nielsen confirmed auditing many agencies, praising the AVTA team's competence and responsiveness. The Board thanked staff for their excellent performance since 2008.

On a motion by Director Royal and seconded by Alternate Director Bettencourt, the Board of Directors approves the Draft Audited Financial Statements (Attachment A) and the Statement on Auditing Standards No. 114 (Attachment B) for the Year Ended June 30, 2025, as presented.

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

Yea: Chairman Crist, Vice Chair Knippel, Directors Ohlsen, Malhi, Royal, Alternate Director Bettencourt

Abstain: None

Absent: None

NB 2 CONTRACT #2026-06 TO STERTIL-KONI USA, INC. FOR TWO INGROUND LIFTS

Director of Contracts and Procurement Cecil Foust presented the report.

On a motion by Vice Chair and seconded by Director Malhi, the Board of Directors approve to Authorize the Executive Director/CEO to execute Contract #2026-06 with Stertil-Koni USA, Inc. through the Sourcewell Contract #121223-SKI for the removal of three lifts, purchase and installation of two inground lifts, and ground repair, for an amount not to exceed \$1,396,660.53, including applicable sales tax, as presented.

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

Yea: Chairman Crist, Vice Chair Knippel, Directors Ohlsen, Malhi, Royal, Alternate Bettencourt

Abstain: None

Absent: None

REPORTS AND ANNOUNCEMENTS (RA):

RA 1 REPORT BY THE EXECUTIVE DIRECTOR/CEO MARTIN TOMPKINS

Chairman Crist asked Mr. Tompkins who is responsible for installing new bus stops. Mr. Tompkins replied that it is the agency's responsibility, based on ridership demand and local jurisdiction advice. Contrary to previous comments, stops and benches have been installed recently in Palmdale and Lancaster; there has not been a four-year gap. Installations are funded through TDA Article 8 and other resources.

Mr. Tompkins reported that the FTA conducted an intensive Drug and Alcohol Audit covering internal processes at AVTA and the contractors MV Transportation and AV Transportation Services. Preliminary feedback was positive, with the report expected in six weeks, and we will bring it to the Board. He mentioned the upcoming Strategic Planning Workshop in January, focusing on service changes and potential reductions. The FTA solar package has been submitted for final approval for the solar farm. A reminder: the AVTA Drive-Thru Food and Toy Giveaway event is scheduled for Saturday, December 20, 2025. Additionally, AVTA received the AIRE Award from AVAQMD and thanked the Board and staff for their vision years ago. Mr. Tompkins wished everyone a Happy Thanksgiving.

MISCELLANEOUS BUSINESS – NON-AGENDA BOARD OF DIRECTORS ITEMS:

The board members wished everyone a Happy Thanksgiving holiday.

ADJOURNMENT:

Chairman Crist adjourned the meeting at 11:14 a.m. to the regular meeting of the Board of Directors on January 27, 2026, at 10:00 a.m. in the Antelope Valley Transit Authority Community Room, 42210 6th Street West, Lancaster, CA.

PASSED, APPROVED, and ADOPTED this 27th day of JANUARY 2026.

Marvin Crist, Chairman of the Board

ATTEST:

DeeAnna Cason, 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 DeeAnna Cason, Board Clerk, at (661) 729-2232 to arrange a review of the recording.



DATE: **January 27, 2026**

TO: **BOARD OF DIRECTORS**

SUBJECT: **Financial Report for November and December 2025**

RECOMMENDATION

Receive and file the Financial Report for November and December 2025.

FISCAL IMPACT

	Nov + Dec 2025
PAYROLL	\$1,049,274.14
CASH DISBURSEMENTS	\$4,862,068.18

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:

Vianney McLaughlin
Senior Finance Manager

Submitted by:

Martin J. Tompkins
Executive Director/CEO



DATE: **January 27, 2026**

TO: **BOARD OF DIRECTORS**

SUBJECT: **Fiscal Year 2025/2026 (FY 2026) Los Angeles County Sheriff's Department Monthly Report(s) for November and December 2025**

RECOMMENDATION:

Receive and file the FY 2025/2026 (FY 2026) Los Angeles County Sheriff's Department Monthly Report(s) for November and December 2025.

FISCAL IMPACT:

There is no fiscal impact currently.

DISCUSSION:

Deputy Maselli and his K-9 partner "Doc Holliday" worked 190 hours during November and worked 230 hours during December.

At the beginning of each shift, Deputy Maselli contacted bus operators to ascertain any concerns or problems they needed to report, as well as any issues reported the previous day. On average, Deputy Maselli contacted an estimated 25 to 30 buses or bus operators daily.

Deputy Maselli consistently monitored high-priority locations where previous incidents had been reported, including Sgt. Steven Owen Memorial Park (OMP), the Lancaster Senior Center, 10th Street East & Palmdale Boulevard, the Palmdale Transportation Center (PTC), and the Lancaster Metrolink Station.

Deputy Maselli and K-9 "Doc Holliday" conducted visible K-9 sweeps focused on terrorism and the deterrence of explosives. These operations took place at key locations, including the Antelope Valley Transit Authority (AVTA) building and bus yard, AVTA transfer centers, AVTA buses, and various random bus stops throughout the Antelope Valley. Their high-visibility presence served as a critical element of public safety throughout the region.

Deputy Maselli warned and advised regarding "Drinking an Alcoholic Beverage in Public", "Failure to Obey Posted Sign", and "No Smoking".

Deputy Maselli checked, monitored, and cleared an estimated seventy-five (75) AVTA bus stops throughout the city of Palmdale and Lancaster daily. He conducted high-visibility crime deterrence patrols with his K-9, DOC Holliday, at various bus stops and transportation centers.

The following Incident Report(s) are from November and December 2025

Incident Report(s), Transit Safety, Service Delay(s)/ Interruption(s)	AVTA Bus Involved	AVTA Bus Not Involved	NOV	DEC
Assault with a Deadly Weapon	X		0	1
Assault with a Deadly Weapon - Gun/Knife		X	0	1
Battery	X		1	0
Crime Deterrence	X		1	0
Bomb Threat		X	0	1
Disturbance – Business, Person Insane, Irate passenger, Fight, Verbal	X	X	9	7
K-9 Article Search (Gun)		X	0	1
Person with a Gun		X	0	1
Person with a Knife		X	0	1
Petty Theft/Grand Theft	X		0	1
Public Intoxication	X		0	1
Rescue Responding		X	0	1
Terrorist Threat	X		1	0
Traffic Collision	X	X	41	45
Traffic Hazard/Disabled Vehicle	X	X	1	2
Vandalism	X		0	1

Prepared by:

DeeAnna Cason
Clerk of the Board

Submitted by:

Martin J. Tompkins
Executive Director/CEO

Attachment: A - County of Los Angeles Sheriff's Monthly Summary – November 2025
B - County of Los Angeles Sheriff's Monthly Summary - December 2025

County of Los Angeles Sheriff's Department**Antelope Valley Transit Authority****Monthly Summary****November 2025**

Deputy Maselli consistently monitored high-priority locations where previous incidents had been reported, including Sgt. Steven Owen Memorial Park (OMP), Boulevard Transit Center (BTC), the Lancaster Senior Center, 10th Street East & Palmdale Boulevard, the Palmdale Transportation Center (PTC), South Valley Transit (SVT) and the Lancaster Metrolink Station.

Additionally, Deputy Maselli and K-9 "Doc Holliday" conducted visible K-9 sweeps focused on terrorism and explosives deterrence. These operations took place at key locations such as the AVTA building and bus yard, AVTA transfer centers, AVTA buses, and various random bus stops across the Antelope Valley. Their high-visibility presence served as a critical element of public safety throughout the region.

NOVEMBER 1 (SAT)**Follow-Up: Tag LAN25305-0213**

1701 Hours "Disturbance - Fight"

Sierra Highway and Lancaster Boulevard in Lancaster
(AVTA bus 40866, Route 11 Southbound)
Gone Prior Arrival/Unable to Locate (GPA/UTL)

NOVEMBER 3 (MON)

Deputy Maselli responded maintained oversight of AVTA commuter routes 785, 786, 787 and 790 during their morning operations. His patrol duties also extended to AVTA bus routes 1, 3, 7, and 51/Lake LA at the Palmdale Transportation Center (PTC), as well as routes 1, 2, 3, 1, 4, 5, 9, 11, 12, and 50/Lake LA at Sgt. Steven Owen Memorial Park (OMP). Deputy Maselli also conducted regular checks at the AVTA building and bus yard, and monitored routes 1, 4, 7, and 11 at the Lancaster Senior Center, as well as the Lancaster Metrolink Station. He further oversaw routes 11, 12, and 1, 5, 7, 9, in addition to participating in K9 training in Palmdale.

NOVEMBER 4 (TUE)

Deputy Maselli coordinated with AVTA dispatch regarding "Traffic Collision" on 10th Street West and Avenue M in Lancaster to prevent service disruptions (LAN25308-0116). He coordinated with AVTA dispatch regarding "Traffic Collision" on Division Street and Avenue J in Lancaster to prevent service delays (LAN25308-0233). He further advised AVTA dispatch regarding "Traffic Collision" on 47th Street East and Palmdale Boulevard in Palmdale to prevent service interruptions (LAN25308-0240). He monitored AVTA commuter routes 785, 786, 787 and 790 during their

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November 2025

morning runs, as well as bus routes 1, 3, 7, and 51/Lake LA at the Palmdale Transportation Center (PTC). He also oversaw routes 1, 2, 3, 1, 4, 5, 9, 11, 12, and 50/Lake LA at the Sgt. Steven Owen Memorial Park (OMP), along with the AVTA building and bus yard. Further patrol included routes 1, 4, 7, and 11 at the Lancaster Senior Center, Lancaster Metrolink Station, and additional monitoring of AVTA routes 11, 12, 1, 5, 7, and 9. He also participated in K9 training in Palmdale.

NOVEMBER 5 (WED)

Follow-Up: Tag LAN25309-0286

1719 Hours "Terrorist Threats" - "Person Insane"

Challenger Way and Avenue I in Lancaster

(AVTA bus 40867, Route 11 Westbound)

Bus operator advised the disruptive individual not to board the bus unless she folded her stroller. The informant stated FW/30 was going to kill the bus operator.

Deputy Maselli coordinated with AVTA dispatch regarding "Traffic Collision" on 10th Street west and Avenue O-8 in Palmdale to prevent service disruptions (PLM25309-0137). He further advised AVTA dispatch regarding "Traffic Collision" on Division Street and Palmdale Boulevard in Palmdale to prevent service delays (PLM25309-0138). He monitored over several key AVTA routes, including commuter route 785, 786, 787 and 790 during their morning operations. He also monitored bus routes 1, 3, 7, and 51/Lake LA at the Palmdale Transportation Center (PTC), and routes 1, 2, 3, as well as 1, 4, 5, 9, 11, 12, and 50/Lake LA at the Sgt. Steven Owen Memorial Park (OMP). His patrol also included the AVTA building and bus yard, as well as routes 1, 4, 7, and 11 at the Lancaster Senior Center and Lancaster Metrolink Station. Additional oversight was conducted for routes 11, 12, and routes 1, 5, 7, 9, alongside participating in K9 training in Palmdale.

NOVEMBER 6 (THU)

Deputy Maselli coordinated with AVTA dispatch regarding "Traffic Collision" on 60th Street west and Avenue M in Lancaster to prevent service disruptions (PLM25310-0090). He further advised AVTA dispatch regarding "Traffic Collision" on 15th Street west and Avenue K-8 in Lancaster to prevent service delays (LAN25310-0134). He, furthermore, responded to 30th Street East and Avenue J-8 in Lancaster (Eastside High School) and monitored AVTA bus 60701, route 94 special. Forty-seven (47) students/passengers boarded the bus without incident. He maintained oversight of AVTA commuter routes 785, 786, 787 and 790 during their morning operations. His patrol duties also extended to AVTA bus routes 1, 3, 7, and 51/Lake

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Antelope Valley Transit Authority

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LA at the Palmdale Transportation Center (PTC), as well as routes 1, 2, 3, 1, 4, 5, 9, 11, 12, and 50/Lake LA at Sgt. Steven Owen Memorial Park (OMP). Deputy Maselli also conducted regular checks at the AVTA building and bus yard, and monitored routes 1, 4, 7, and 11 at the Lancaster Senior Center, as well as the Lancaster Metrolink Station. He further oversaw routes 11, 12, and 1, 5, 7, 9, in addition to participating in K9 training in Palmdale.

NOVEMBER 7 (FRI)

Follow-Up: Tag LAN25311-0222

1530 Hours "Disturbance - Fight"

10th Street West and Avenue I in Lancaster
(AVTA bus 60906, Route 9 Westbound)

The informant reported the issue has been resolved.

Deputy Maselli advised AVTA dispatch regarding "Traffic Collision" on Lancaster Boulevard and 30th Street West in Lancaster to prevent service delays (LAN25311-0072). He further coordinated with AVTA dispatch regarding "Traffic Collision" on 35th Street West and Avenue K-12 in Lancaster to prevent service disruptions (LAN25311-0079). Furthermore, he advised AVTA dispatch regarding "Traffic Collision" on Avenue L and 10th Street West in Lancaster to prevent service delays (LAN25311-0086). He also coordinated with AVTA dispatch regarding "Traffic Collision" on Avenue K and 10th Street West in Lancaster to prevent service disruptions (LAN25311-0122). He monitored AVTA commuter routes 785, 786, 787 and 790 during their morning runs, along with monitoring AVTA bus routes 1, 3, 7, and 51/Lake LA at the Palmdale Transportation Center (PTC). He also kept an eye on routes 1, 2, 3, and routes 1, 4, 5, 9, 11, 12, and 50/Lake LA at Sgt. Steven Owen Memorial Park (OMP). Additionally, he conducted checks at the AVTA building and bus yard, and monitored routes 1, 4, 7, and 11 at the Lancaster Senior Center and Lancaster Metrolink Station. His duties further included monitoring routes 11, 12, 1, 5, 7, and 9, as well as participating in K9 training in Palmdale.

NOVEMBER 10 (MON)

Deputy Maselli responded to 39000 clock tower plaza drive in Palmdale (Palmdale Transportation Center) regarding "Robbery" on AVTA commuter 45110, route 785-Run 7 (Downtown Los Angeles). Male/Black Adult was acting suspiciously; however, no robbery occurred. He was detained in connection with a robbery investigation and a possible burglary warrant. He was released after confirmation no warrant. He advised AVTA dispatch regarding "Traffic Collision" on 10th Street

County of Los Angeles Sheriff's Department

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West and Ave K in Lancaster involving AVTA bus 60913, route 1 Northbound. No injuries (LAN25314-0143). He further coordinated with AVTA dispatch regarding "Traffic Collision" on 40th Street West and Avenue J-8 in Lancaster to prevent service disruptions (LAN25314-0147). Deputy Maselli monitor AVTA commuter routes 785, 786, 787 and 790 during their morning runs, as well as bus routes 1, 3, 7, and 51/Lake LA at the Palmdale Transportation Center (PTC). He also oversaw routes 1, 2, 3, 1, 4, 5, 9, 11, 12, and 50/Lake LA at the Sgt. Steven Owen Memorial Park (OMP), along with the AVTA building and bus yard. Further patrol included routes 1, 4, 7, and 11 at the Lancaster Senior Center, Lancaster Metrolink Station, and additional monitoring of AVTA routes 11, 12, 1, 5, 7, and 9. He also participated in K9 training in Palmdale.

NOVEMBER 11 (TUE)

Deputy Maselli to monitored AVTA commuter routes 785, 786, 787 and 790 during their morning runs, as well as bus routes 1, 3, 7, and 51/Lake LA at the Palmdale Transportation Center (PTC). He also oversaw routes 1, 2, 3, 1, 4, 5, 9, 11, 12, and 50/Lake LA at the Sgt. Steven Owen Memorial Park (OMP), along with the AVTA building and bus yard. Further patrol included routes 1, 4, 7, and 11 at the Lancaster Senior Center, Lancaster Metrolink Station, and additional monitoring of AVTA routes 11, 12, 1, 5, 7, and 9. He also participated in K9 training in Palmdale.

NOVEMBER 12 (WED)

Follow-Up: Tag PLM25316-0297

1746 Hours "Hit and Run"

Sierra Highway and Avenue Q in Palmdale

(AVTA bus 40978, Route 3 Eastbound)

See Report, URN 925-15980-2611-472

Deputy Maselli coordinated with AVTA dispatch regarding "Traffic Collision" at 334 West Avenue K-4 (5th Street East/Avenue K) in Lancaster to prevent service disruptions (LAN25316-0118). He advised AVTA dispatch regarding "Traffic Collision" on 50th Street West and Avenue I in Lancaster to prevent service delay (LAN25316-0120). He advised AVTA dispatch regarding "Traffic Collision" on 10th Street West and Avenue L-12 in Lancaster to prevent service delay (LAN25316-0146). He monitored AVTA commuter routes 785, 786, 787 and 790 during their morning runs, as well as bus routes 1, 3, 7, and 51/Lake LA at the Palmdale Transportation Center (PTC). He also oversaw routes 1, 2, 3, 1, 4, 5, 9, 11, 12, and 50/Lake LA at the Sgt. Steven Owen Memorial Park (OMP), along with the AVTA building and bus yard. Further patrol included routes 1, 4, 7, and 11 at the

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Lancaster Senior Center, Lancaster Metrolink Station, and additional monitoring of AVTA routes 11, 12, 1, 5, 7, and 9. He also participated in K9 training in Palmdale.

NOVEMBER 13 (THU)

Deputy Maselli coordinated with AVTA dispatch regarding "Traffic Collision" on 17th Street East and Palmdale Boulevard in Palmdale to prevent service disruptions (LAN25317-0091). He advised AVTA dispatch regarding "Traffic Collision" on Sierra Highway and Avenue K in Lancaster to prevent service delays (LAN25317-0189). Furthermore, he advised AVTA dispatch regarding "Traffic Collision" on 30th Street East and Pearblossom Highway in Palmdale to prevent service disruptions (PLM25317-0125). He coordinated with AVTA dispatch regarding "Traffic Collision" on 10th Street West and Avenue L in Lancaster to prevent service delays (LAN25317-0196). He maintained oversight of AVTA commuter routes 785, 786, 787 and 790 during their morning operations. His patrol duties also extended to AVTA bus routes 1, 3, 7, and 51/Lake LA at the Palmdale Transportation Center (PTC), as well as routes 1, 2, 3, 1, 4, 5, 9, 11, 12, and 50/Lake LA at Sgt. Steven Owen Memorial Park (OMP). Deputy Maselli also conducted regular checks at the AVTA building and bus yard, and monitored routes 1, 4, 7, and 11 at the Lancaster Senior Center, as well as the Lancaster Metrolink Station. He further oversaw routes 11, 12, and 1, 5, 7, 9, in addition to participating in K9 training in Palmdale.

NOVEMBER 14 (FRI)

Deputy Maselli responded to 3rd Street East and Rancho Vista Boulevard in Palmdale regarding "Traffic Collision". He coordinated with AVTA dispatch and assisted bus operators with traffic control to prevent service disruptions (PLM25318-0059). Further he coordinated with AVTA dispatch regarding "Traffic Collision" on 20th Street East and Avenue R-4 in Palmdale to prevent service delays (PLM25318-0072). Furthermore, he advised the AVTA dispatch regarding "Traffic Collision" on 15th Street West and Avenue K-8 in Lancaster to prevent service disruptions (LAN25318-0158). He monitored several AVTA routes throughout the day, including commuter routes 785, 786, 787 and 790 during their morning runs, and bus routes 1, 3, 7, and 51/Lake LA at the Palmdale Transportation Center (PTC). His duties also covered monitoring routes 1, 2, 3, and routes 1, 4, 5, 9, 11, 12, and 50/Lake LA at Sgt. Steven Owen Memorial Park (OMP), as well as conducting checks at the AVTA building and bus yard. He further monitored routes 1, 4, 7, and 11 at the Lancaster Senior Center and Lancaster Metrolink Station, along with routes 11, 12, 1, 5, 7, and 9, and participated in K9 training in Palmdale.

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NOVEMBER 15 (SAT)

Follow-Up: Tag LAN25319-0246

1938 Hours "Disturbance - Business"
50th Street West and Avenue L-8 in Lancaster
(AVTA Bus 40875, Route 9 Westbound)
FW/20 who had been refusing to get off the bus has now deboarded.

NOVEMBER 16 (SUN)

Follow-Up: Tag LAN25320-0120

1249 Hours "Illegal Shooting"
20th Street West and Avenue J in Lancaster
(AVTA Bus 40978, Route 7 Westbound)
The AVTA bus operator heard gunshots in the area. No evidence of Illegal shooting.

NOVEMBER 17 (MON)

Follow-Up: Tag LAN25321-0247

1540 Hours "Disturbance - Business"
30th Street West and Avenue I in Lancaster
(AVTA Bus 60704, Route 9 Westbound)
The passenger who had been refusing to exit the bus has now deboarded.

Deputy Maselli monitored AVTA commuter routes 785, 786, 787 and 790 during their morning runs, as well as bus routes 1, 3, 7, and 51/Lake LA at the Palmdale Transportation Center (PTC). He also oversaw routes 1, 2, 3, 1, 4, 5, 9, 11, 12, and 50/Lake LA at the Sgt. Steven Owen Memorial Park (OMP), along with the AVTA building and bus yard. Further patrol included routes 1, 4, 7, and 11 at the Lancaster Senior Center, Lancaster Metrolink Station, and additional monitoring of AVTA routes 11, 12, 1, 5, 7, and 9. He also participated in K9 training in Palmdale.

NOVEMBER 18 (TUE)

Deputy Maselli coordinated with AVTA dispatch regarding "Traffic Collision" on 15th Street West and Avenue K in Lancaster to prevent service disruptions (LAN25322-0163). He advised AVTA dispatch regarding "Traffic Collision" on 10th Street West and Avenue K in Lancaster involving AVTA bus 60709, route 1 Southbound and Antelope Valley school bus (LAN25322-0167). He monitored AVTA commuter routes 785, 786, 787 and 790 during their morning runs, as well as bus routes 1, 3,

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7, and 51/Lake LA at the Palmdale Transportation Center (PTC). He also oversaw routes 1, 2, 3, 1, 4, 5, 9, 11, 12, and 50/Lake LA at the Sgt. Steven Owen Memorial Park (OMP), along with the AVTA building and bus yard. Further patrol included routes 1, 4, 7, and 11 at the Lancaster Senior Center, Lancaster Metrolink Station, and additional monitoring of AVTA routes 11, 12, 1, 5, 7, and 9. He also participated in K9 training in Palmdale.

NOVEMBER 19 (WED)

Deputy Maselli assisted with "Traffic Collision" on 90th Street West and Elizabeth Lake Road in Palmdale (PLM25323-0042). He coordinated with AVTA dispatch regarding "Traffic Collision" on 40th Street West and Avenue L-8 in Lancaster to prevent service disruptions (LAN25323-0083). He also advised AVTA dispatch regarding "Traffic Collision" on 40th Street East and Avenue I in Lancaster to prevent service delays (LAN25323-0089). Furthermore, He advised AVTA dispatch regarding "Traffic Collision" on 25th Street East and Avenue R in Palmdale to prevent service delays (PLM25323-0056). He also coordinated with AVTA dispatch regarding "Traffic Collision" on Challenger Way and Lancaster Boulevard in Lancaster to prevent service disruptions (LAN25323-0128). He also responded to 10th Street West and Avenue K-8 in Lancaster (SGT. Owen Park) regarding "Disturbance – Fight". No evidence of crime. Gone Prior Arrival, Unable to Locate (GPA/UTL) (LAN25323-0154). He further responded to 47th Street East and Avenue S in Palmdale regarding "Disturbance – Business" on AVTA bus 35301, route 52 Eastbound. AVTA bus operator advised MB/A with a gas can who had been refusing to exit the bus has now deboarded the bus (PLM25323-0144). He monitored AVTA commuter routes 785, 786, 787 and 790 during their morning runs, along with monitoring AVTA bus routes 1, 3, 7, and 51/Lake LA at the Palmdale Transportation Center (PTC). He also kept an eye on routes 1, 2, 3, and routes 1, 4, 5, 9, 11, 12, and 50/Lake LA at Sgt. Steven Owen Memorial Park (OMP). Additionally, he conducted checks at the AVTA building and bus yard, and monitored routes 1, 4, 7, and 11 at the Lancaster Senior Center and Lancaster Metrolink Station. His duties further included monitoring routes 11, 12, 1, 5, 7, and 9, as well as participating in K9 training in Palmdale.

NOVEMBER 20 (THU)

Follow-Up: Tag PLM25324-0210

1619 Hours "Disturbance - Irate Passenger"
Avenue Q and 40th Street East in Palmdale
(AVTA Bus 60906, Route 98 School Special)
Called cancelled per informant (INF)

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Deputy Maselli monitored AVTA commuter routes 785, 786, 787 and 790 during their morning runs, as well as bus routes 1, 3, 7, and 51/Lake LA at the Palmdale Transportation Center (PTC). He also oversaw routes 1, 2, 3, 1, 4, 5, 9, 11, 12, and 50/Lake LA at the Sgt. Steven Owen Memorial Park (OMP), along with the AVTA building and bus yard. Further patrol included routes 1, 4, 7, and 11 at the Lancaster Senior Center, Lancaster Metrolink Station, and additional monitoring of AVTA routes 11, 12, 1, 5, 7, and 9. He also participated in K9 training in Palmdale.

NOVEMBER 21 (FRI)

Deputy Maselli coordinated with AVTA dispatch regarding "Traffic Collision" on 20th Street East and Avenue Q in Palmdale to prevent service disruptions (PLM25325-0052). Furthermore, he advised AVTA dispatch regarding "Traffic Collision" on 26th Street East and Avenue R in Palmdale to prevent service delays (PLM25325-0076). He also advised AVTA dispatch regarding "Traffic Collision" on Sierra Highway and Avenue Q in Palmdale to prevent service disruptions (LAN25325-0080). He monitored of AVTA commuter routes 785, 786, 787 and 790 during their morning operations. His patrol duties also extended to AVTA bus routes 1, 3, 7, and 51/Lake LA at the Palmdale Transportation Center (PTC), as well as routes 1, 2, 3, 1, 4, 5, 9, 11, 12, and 50/Lake LA at Sgt. Steven Owen Memorial Park (OMP). Deputy Maselli also conducted regular checks at the AVTA building and bus yard, and monitored routes 1, 4, 7, and 11 at the Lancaster Senior Center, as well as the Lancaster Metrolink Station. He further oversaw routes 11, 12, and 1, 5, 7, 9, in addition to participating in K9 training in Palmdale.

NOVEMBER 24 (MON)

Deputy Maselli responded to 10th Street West and Avenue J-12 in Lancaster regarding "Traffic Collision". He coordinated with AVTA dispatch and assisted bus operators with traffic control to prevent service disruptions (LAN25328-0112). Further he coordinated with AVTA dispatch regarding "Traffic Collision" on 15th Street West and Avenue I in Lancaster to prevent service delays (LAN25328-0128). Furthermore, He advised AVTA dispatch regarding "Traffic Collision" on Valley Central Way and Avenue J in Lancaster to prevent service delays (LAN25328-0133). He monitored of AVTA commuter routes 785, 786, 787 and 790 during their morning operations. His patrol duties also extended to AVTA bus routes 1, 3, 7, and 51/Lake LA at the Palmdale Transportation Center (PTC), as well as routes 1, 2, 3, 1, 4, 5, 9, 11, 12, and 50/Lake LA at Sgt. Steven Owen Memorial Park (OMP). Deputy Maselli also conducted regular checks at the AVTA building and bus yard, and monitored routes 1, 4, 7, and 11 at the Lancaster Senior

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Center, as well as the Lancaster Metrolink Station. He further oversaw routes 11, 12, and 1, 5, 7, 9, in addition to participating in K9 training in Palmdale.

NOVEMBER 25 (TUE)

Follow-Up: Tag PLM25329-0114

1232 Hours "Battery"

10th Street West and Avenue O in Palmdale
(AVTA Bus 40873, Route 1 Southbound)

Disturbing Party (D/P) and Informant (INF) were Gone Prior Arrival/Unable to Locate (GPA/UTL). No acknowledge at call back. Unable to contact the caller.

Deputy Maselli coordinated with AVTA dispatch regarding "Traffic Collision" on 15th Street West and Avenue J in Lancaster to prevent service disruptions (LAN25329-0132). He further advised AVTA dispatch regarding "Traffic Collision" on 20th Street West and Avenue K-8 in Lancaster to prevent service delays (LAN25329-0157). Furthermore, he assisted AVTA dispatch regarding "Traffic Collision" on 47th Street East and Barrel Springs Road in Palmdale to prevent service disruptions (PLM25329-0134). He conducted surveillance of AVTA commuter routes 785, 786, 787 and 790 during their morning runs. He also monitored AVTA bus routes 1, 3, 7, and 51/Lake LA at the Palmdale Transportation Center (PTC), as well as routes 1, 2, 3, and routes 1, 4, 5, 9, 11, 12, and 50/Lake LA at Sgt. Steven Owen Memorial Park (OMP). His patrol further included the AVTA building and bus yard, routes 1, 4, 7, and 11 at the Lancaster Senior Center, and Lancaster Metrolink Station. Additionally, he oversaw routes 11, 12, 1, 5, 7, and 9, and participated in K9 training in Palmdale.

NOVEMBER 26 (WED)

Deputy Maselli responded to 10th Street West and Avenue K-8 in Lancaster (SGT. Owen Park) regarding "Indecent Exposure" and "Traffic Hazard". He assisted AVTA dispatch Regarding transit safety and procedures (LAN25330-0086). He also responded to 20th Street West and Rancho Vista Boulevard in Palmdale regarding "Traffic Collision". He coordinated with AVTA dispatch and assisted bus operators with traffic control to prevent service disruptions (PLM25330-0116). AVTA dispatch reported "Disturbance-Business" regarding Male, Black, Adult, spitting on people on 10th Street West and Avenue K-8 in Lancaster (AVTA bus turnaround). MB/A who had been spitting on people, has now left the location. The informant stated, disturbing party was gone prior arrival (LAN25330-0221). He monitored several AVTA routes throughout the day, including commuter routes 785, 786, 787 and 790 during their morning runs, and bus routes 1, 3, 7, and

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51/Lake LA at the Palmdale Transportation Center (PTC). His duties also covered monitoring routes 1, 2, 3, and routes 1, 4, 5, 9, 11, 12, and 50/Lake LA at Sgt. Steven Owen Memorial Park (OMP), as well as conducting checks at the AVTA building and bus yard. He further monitored routes 1, 4, 7, and 11 at the Lancaster Senior Center and Lancaster Metrolink Station, along with routes 11, 12, 1, 5, 7, and 9, and participated in K9 training in Palmdale.

NOVEMBER 27 (THU)

OFF (Thanksgiving – No Service)

NOVEMBER 28 (FRI)

Follow-Up: Los Angeles Police Department

1535 Hours "Disturbance - Business"

1 Gateway Plaza, Los Angeles (Union Station)
(AVTA Commuter 45109, Route 785-Run 1)

Contacted the Los Angeles Police Department and requested that the transient (MW/20) who had been refusing to get off the commuter to be escorted out.

Deputy Maselli monitored several AVTA routes throughout the day, including commuter routes 785, 786, 787 and 790 during their morning runs, and bus routes 1, 3, 7, and 51/Lake LA at the Palmdale Transportation Center (PTC). His duties also covered monitoring routes 1, 2, 3, and routes 1, 4, 5, 9, 11, 12, and 50/Lake LA at Sgt. Steven Owen Memorial Park (OMP), as well as conducting checks at the AVTA building and bus yard. He further monitored routes 1, 4, 7, and 11 at the Lancaster Senior Center and Lancaster Metrolink Station, along with routes 11, 12, 1, 5, 7, and 9, and participated in K9 training in Palmdale.

CRIME – TRANSIT SAFETY

- DISTURBANCE - FIGHT

Sierra Highway and Lancaster Boulevard in Lancaster
(AVTA bus 40866, Route 11 Southbound)
Gone Prior Arrival/Unable to Locate (GPA/UTL)

10th Street West and Avenue I in Lancaster
(AVTA bus 60906, Route 9 Westbound)
The informant reported the issue has been resolved.

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- **DISTURBANCE - VERBAL**

50th Street West and Avenue L-8 in Lancaster
(AVTA Bus 40875, Route 9 Westbound)
FW/20 who had been refusing to get off the bus has now deboarded.

30th Street West and Avenue I in Lancaster
(AVTA Bus 60704, Route 9 Westbound)
The passenger who had been refusing to exit the bus has now deboarded.

10th Street West and Avenue K-8 in Lancaster (SGT. Owen Park)
Gone Prior Arrival, Unable to Locate (GPA/UTL)

47th Street East and Avenue S in Palmdale
(AVTA bus 35301, Route 52 Eastbound)
AVTA bus operator advised MB/A with a gas can who had been refusing to exit the bus has now deboarded.

1 Gateway Plaza, Los Angeles (Union Station)
(AVTA Commuter 45109, Route 785-Run 1)
Contacted Los Angeles Police Department and requested that the transient (MW/20) who had been refusing to get off the commuter to be escorted out.

- **DISTURBANCE - BUSINESS** Male, Black, Adult, spitting on people

10th Street West and Avenue K-8 in Lancaster (AVTA bus turnaround)
MB/A who had been spitting on people, has now left the location.

- **TERRORIST THREATS – PERSON INSANE**

Challenger Way and Avenue I in Lancaster
(AVTA bus 40867, Route 11 Westbound)
Bus operator advised the disruptive individual not to board the bus unless she folded her stroller. The informant stated she was going to kill the bus operator.

- **HIGH VISIBILITY CRIME DETERRENCE**

30th Street East and Avenue J-8 in Lancaster
Eastside High School Bus Stop
(AVTA bus 60701, route 94 special)
Forty-seven (47) students boarded the bus without incident.

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- ROBBERY – NO CRIME

39000 clock tower plaza drive in Palmdale (PTC)
(AVTA commuter 45110, route 785-Run 7 - Downtown Los Angeles).
Male/Black Adult was acting suspiciously; however, no robbery occurred.
He was detained in connection with a robbery investigation and a possible
burglary warrant. He was released after confirmation no warrant.

- ILLEGAL SHOOTING

20th Street West and Avenue J in Lancaster
(AVTA Bus 40978, Route 7 Westbound)
Bus operator heard gunshots in the area. No evidence of illegal shooting.

- DISTURBANCE – IRATE PASSENGER

Avenue Q and 40th Street East in Palmdale
(AVTA Bus 60906, Route 98 School Special)
Called cancelled per informant (INF)

- BATTERY

10th Street West and Avenue O in Palmdale
(AVTA Bus 40873, Route 1 Southbound)
Disturbing Party (D/P) and Informant (INF) were Gone Prior Arrival/Unable
to Locate (GPA/UTL). No acknowledge at call back. Unable to contact the
caller.

- INDECENT EXPOSURE – TRAFFIC HAZARD

10th Street West and Avenue K-8 in Lancaster (SGT. Owen Park)
Assisted AVTA dispatch Regarding transit safety and procedures

TRANSIT SAFETY, SERVICE DISRUPTIONS & TRAFFIC DELAYS

Traffic Collision(s) & Rescue Responding(s)

- 10th Street West and Avenue M in Lancaster
- Division Street and Avenue J in Lancaster
- 47th Street East and Palmdale Boulevard in Palmdale
- 10th Street west and Avenue O-8 in Palmdale
- Division Street and Palmdale Boulevard in Palmdale
- 60th Street west and Avenue M in Lancaster
- 15th Street west and Avenue K-8 in Lancaster
- Lancaster Boulevard and 30th Street West in Lancaster

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- 35th Street West and Avenue K-12 in Lancaster
- Avenue L and 10th Street West in Lancaster
- Avenue K and 10th Street West in Lancaster
- **10th Street West and Ave K in Lancaster
(AVTA Bus 60913, Route 1 Northbound)**
 - 40th Street West and Avenue J-8 in Lancaster
 - 334 West Avenue K-4 (5th Street East/Avenue K) in Lancaster
 - 50th Street West and Avenue I in Lancaster
 - 10th Street West and Avenue L-12 in Lancaster
- **Sierra Highway and Avenue Q in Palmdale
(AVTA bus 40978, Route 3 Eastbound)**
See Report, URN 925-15980-2611-472
 - 17th Street East and Palmdale Boulevard in Palmdale
 - Sierra Highway and Avenue K in Lancaster
 - 30th Street East and Pearblossom Highway in Palmdale
 - 10th Street West and Avenue L in Lancaster
 - 3rd Street East and Rancho Vista Boulevard in Palmdale
 - 20th Street East and Avenue R-4 in Palmdale
 - 15th Street West and Avenue K-8 in Lancaster
 - 15th Street West and Avenue K in Lancaster
- **10th Street West and Avenue K in Lancaster
(ATVA bus 60709, route 1 Southbound)**
 - 90th Street West and Elizabeth Lake Road in Palmdale
 - 40th Street West and Avenue L-8 in Lancaster
 - 40th Street East and Avenue I in Lancaster
 - 25th Street East and Avenue R in Palmdale
 - Challenger Way and Lancaster Boulevard in Lancaster
 - 20th Street East and Avenue Q in Palmdale
 - 26th Street East and Avenue R in Palmdale
 - Sierra Highway and Avenue Q in Palmdale
 - 10th Street West and Avenue J-12 in Lancaster
 - 15th Street West and Avenue I in Lancaster
 - Valley Central Way and Avenue J in Lancaster
 - 15th Street West and Avenue J in Lancaster
 - 20th Street West and Avenue K-8 in Lancaster
 - 47th Street East and Barrel Springs Road in Palmdale
 - 20th Street West and Rancho Vista Boulevard in Palmdale

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WARNINGS

Deputy Maselli warned and advised regarding "Drinking an Alcoholic Beverage in Public", "Failure to Obey Posted Sign", and "No Smoking" at the transit centers.

AVTA BUS STOPS & BUS BAYS

Deputy Maselli checked, monitored, and cleared an estimated seventy-five (75) AVTA bus stops throughout the city of Palmdale and Lancaster daily. He conducted high visibility crime deterrence patrol with his K-9 DOC Holliday at various bus stops and transportation centers.

During the month of November, Deputy Maselli and his K-9 partner "Doc Holliday" logged a total of 190 work hours. At the start of each shift, Deputy Maselli proactively engaged with bus operators, addressing any concerns or issues from the day before and discussing any ongoing challenges. On average, he contacted 25-30 bus operators daily throughout the month.

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Deputy Maselli consistently monitored high-priority locations where previous incidents had been reported, including Sgt. Steven Owen Memorial Park (OMP), Boulevard Transit Center (BTC), the Lancaster Senior Center, 10th Street East & Palmdale Boulevard, the Palmdale Transportation Center (PTC), South Valley Transit (SVT) and the Lancaster Metrolink Station.

Additionally, Deputy Maselli and K-9 "Doc Holliday" conducted visible K-9 sweeps focused on terrorism and explosives deterrence. These operations took place at key locations such as the AVTA building and bus yard, AVTA transfer centers, AVTA buses, and various random bus stops across the Antelope Valley. Their high-visibility presence served as a critical element of public safety throughout the region.

DECEMBER 1 (MON)

Deputy Maselli coordinated with AVTA dispatch regarding "Traffic Collision" on 25th Street West and Lancaster Boulevard in Lancaster to prevent service disruptions (LAN25335-0058). He further advised AVTA dispatch regarding "Traffic Collision" on 70th Street West and Avenue J in Lancaster to prevent service delays (LAN25335-0067). He further advised AVTA dispatch regarding "Traffic Collision" on Division Street and Avenue K in Lancaster to prevent service delays (LAN25335-0077). Furthermore, he advised AVTA dispatch regarding "Traffic Collision" on 32nd Street West and Lancaster Boulevard in Lancaster to prevent service interruptions (LAN25335-0081). He also responded to Avenue J and Sierra Highway in Lancaster regarding "Traffic Collision". He coordinated with AVTA dispatch and assisted bus operators with traffic control to prevent service delays (LAN25335-035). He monitored AVTA commuter routes 785, 786, 787 and 790 during their morning runs, as well as bus routes 1, 3, 7, and 51/Lake LA at the Palmdale Transportation Center (PTC). He also oversaw routes 1, 2, 3, 1, 4, 5, 9, 11, 12, and 50/Lake LA at the Sgt. Steven Owen Memorial Park (OMP), along with the AVTA building and bus yard. Further patrol included routes 1, 4, 7, and 11 at the Lancaster Senior Center, Lancaster Metrolink Station, and additional monitoring of AVTA routes 11, 12, 1, 5, 7, and 9. He also participated in K9 training in Palmdale.

DECEMBER 2 (TUE)

Deputy Maselli coordinated with AVTA dispatch regarding "Traffic Collision" on 70th Street West and Avenue R in Palmdale to prevent service disruptions (PLM25336-0059). He further advised AVTA dispatch regarding "Traffic Collision" on Sierra Highway and Avenue N in Palmdale to prevent service delays

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(PLM25336-0067). He further advised AVTA dispatch regarding "Disabled Vehicle" on Lancaster Boulevard and Yucca Street in Lancaster to prevent service delays (LAN25336-0112). He maintained oversight of AVTA commuter routes 785, 786, 787 and 790 during their morning operations. His patrol duties also extended to AVTA bus routes 1, 3, 7, and 51/Lake LA at the Palmdale Transportation Center (PTC), as well as routes 1, 2, 3, 1, 4, 5, 9, 11, 12, and 50/Lake LA at Sgt. Steven Owen Memorial Park (OMP). Deputy Maselli also conducted regular checks at the AVTA building and bus yard, and monitored routes 1, 4, 7, and 11 at the Lancaster Senior Center, as well as the Lancaster Metrolink Station. He further oversaw routes 11, 12, and 1, 5, 7, 9, in addition to participating in K9 training in Palmdale.

DECEMBER 3 (WED)

Deputy Maselli coordinated with AVTA dispatch regarding "Traffic Collision" on 20th Street East and Avenue R in Palmdale to prevent service disruptions (PLM25337-0072). He monitored AVTA commuter routes 785, 786, 787 and 790 during their morning runs, as well as bus routes 1, 3, 7, and 51/Lake LA at the Palmdale Transportation Center (PTC). He also oversaw routes 1, 2, 3, 1, 4, 5, 9, 11, 12, and 50/Lake LA at the Sgt. Steven Owen Memorial Park (OMP), along with the AVTA building and bus yard. Further patrol included routes 1, 4, 7, and 11 at the Lancaster Senior Center, Lancaster Metrolink Station, and additional monitoring of AVTA routes 11, 12, 1, 5, 7, and 9. He also participated in K9 training in Palmdale.

DECEMBER 4 (THU)

Follow-Up: Tag LAN25338-0234

1522 Hours "Assault with a Deadly Weapon"

20th Street West and Avenue J in Lancaster

(AVTA bus 40864, Route 11 Westbound)

Female, Adult was punched by Male, Black, Adult. The disturbing party left on foot.

Deputy Maselli monitored over several key AVTA routes, including commuter route 785, 786, 787 and 790 during their morning operations. He also monitored bus routes 1, 3, 7, and 51/Lake LA at the Palmdale Transportation Center (PTC), and routes 1, 2, 3, as well as 1, 4, 5, 9, 11, 12, and 50/Lake LA at the Sgt. Steven Owen Memorial Park (OMP). His patrol also included the AVTA building and bus yard, as well as routes 1, 4, 7, and 11 at the Lancaster Senior Center

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and Lancaster Metrolink Station. Additional oversight was conducted for routes 11, 12, and routes 1, 5, 7, 9, alongside participating in K9 training in Palmdale.

DECEMBER 5 (FRI)

Follow-Up: Tag LAN25339-0257

1752 Hours “Disturbance - Business”
32nd Street West and Avenue K in Lancaster
(AVTA bus 60701, Route 8 Southbound)
Disturbing party was smoking narcotic on the bus.

Follow-Up: Tag LAN25339-0325

1752 Hours “Disturbance - Business”
Avenue J and Sierra Highway in Lancaster
(AVTA bus 40976, Route 12 Eastbound)
MB/80 Appeared to be lost.

Deputy Maselli coordinated with AVTA dispatch regarding “Traffic Collision” on Avenue K and Challenger Way in Lancaster to prevent service disruptions (LAN25339-0078). He further advised AVTA dispatch regarding “Traffic Collision” on Sierra Highway and Avenue M in Lancaster to prevent service delays (LAN25339-0080). Furthermore, he advised AVTA dispatch regarding “Traffic Collision” on 30th Street East and Avenue L in Lancaster to prevent service delays (LAN25339-0090). He maintained oversight of AVTA commuter routes 785, 786, 787 and 790 during their morning operations. His patrol duties also extended to AVTA bus routes 1, 3, 7, and 51/Lake LA at the Palmdale Transportation Center (PTC), as well as routes 1, 2, 3, 1, 4, 5, 9, 11, 12, and 50/Lake LA at Sgt. Steven Owen Memorial Park (OMP). Deputy Maselli also conducted regular checks at the AVTA building and bus yard, and monitored routes 1, 4, 7, and 11 at the Lancaster Senior Center, as well as the Lancaster Metrolink Station. He further oversaw routes 11, 12, and 1, 5, 7, 9, in addition to participating in K9 training in Palmdale.

DECEMBER 6 (SAT)

Follow-Up: Tag LAN25340-0004

0012 Hours “Business - Disturbance”
20th Street West and Avenue J in Lancaster
(AVTA bus 40976, Route 12 Westbound)
MB/65 was refusing to exit the bus.

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DECEMBER 8 (MON)

Deputy Maselli advised AVTA dispatch regarding "Traffic Collision" on 15th Street West and Palmdale Boulevard in Palmdale to prevent service disruptions (PLM25342-0055). He further coordinated with AVTA dispatch regarding "Traffic Collision" on 6th Street East and Palmdale Boulevard in Palmdale to prevent service delays (PLM25342-0068). He also coordinated with AVTA dispatch regarding "Traffic Collision" on 47th Street East and Palmdale Boulevard in Palmdale to prevent service disruptions (PLM25342-0091). Furthermore, he advised AVTA dispatch regarding "Traffic Collision" on 60th Street West and Avenue L in Quartz Hill to prevent service delays (LAN25342-0093). He further coordinated with AVTA dispatch regarding "Traffic Collision" on Challenger Way and Avenue M in Palmdale to prevent service delays (PLM25342-0113). He advised AVTA dispatch regarding "Traffic Collision" on 8th Street East and Rancho Vista Boulevard in Palmdale to prevent service disruptions (PLM25342-0121). He further coordinated with AVTA dispatch regarding "Traffic Collision" on 47th Street East and Avenue S in Palmdale to prevent service delays (PLM25342-0128). He monitored AVTA commuter routes 785, 786, 787 and 790 during their morning runs, along with monitoring AVTA bus routes 1, 3, 7, and 51/Lake LA at the Palmdale Transportation Center (PTC). He also kept an eye on routes 1, 2, 3, and routes 1, 4, 5, 9, 11, 12, and 50/Lake LA at Sgt. Steven Owen Memorial Park (OMP). Additionally, he conducted checks at the AVTA building and bus yard, and monitored routes 1, 4, 7, and 11 at the Lancaster Senior Center and Lancaster Metrolink Station. His duties further included monitoring routes 11, 12, 1, 5, 7, and 9, as well as participating in K9 training in Palmdale.

DECEMBER 9 (TUE)

Deputy Maselli coordinated with AVTA dispatch regarding "Traffic Collision" on 40th Street West and Pearblossom Highway in Palmdale to prevent service disruptions (PLM25343-0075). He further responded to 10th Street West and Avenue K in Lancaster regarding a "Traffic Collision". He coordinated with AVTA dispatch and assisted bus operators with traffic control to prevent service delays (LAN25343-0136). Furthermore, he advised AVTA dispatch regarding "Traffic Collision" on 20th Street East and Avenue K in Lancaster to prevent service disruptions (LAN25343-0203). He monitored AVTA commuter routes 785, 786, 787 and 790 during their morning runs, as well as bus routes 1, 3, 7, and 51/Lake LA at the Palmdale Transportation Center (PTC). He also oversaw routes 1, 2, 3, 1, 4, 5, 9, 11, 12, and 50/Lake LA at the Sgt. Steven Owen Memorial Park

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(OMP), along with the AVTA building and bus yard. Further patrol included routes 1, 4, 7, and 11 at the Lancaster Senior Center, Lancaster Metrolink Station, and additional monitoring of AVTA routes 11, 12, 1, 5, 7, and 9. He also participated in K9 training in Palmdale.

DECEMBER 10 (WED)

Follow-Up: Tag LAN25344-0340

1956 Hours "Petty - Theft"

17th Street East and Avenue J in Lancaster

(AVTA bus 40867, Route 12 Eastbound)

A group of approximately 5-6 MB/Juveniles exited the bus. One Subject took a passenger's phone and fled the area.

Deputy Maselli advised AVTA dispatch regarding "Traffic Collision" on 30th Street West and Avenue M in Lancaster to prevent service disruptions (LAN25344-0078). He further coordinated with AVTA dispatch regarding "Traffic Collision" on 30th Street West and Rancho Vista Boulevard in Palmdale to prevent service delays (PLM25344-0066). He further responded to 40525 Peonza Lane in Palmdale regarding a "Bomb Threat" (PLM25344-0068). He monitored AVTA commuter routes 785, 786, 787 and 790 during their morning runs, as well as bus routes 1, 3, 7, and 51/Lake LA at the Palmdale Transportation Center (PTC). He also oversaw routes 1, 2, 3, 1, 4, 5, 9, 11, 12, and 50/Lake LA at the Sgt. Steven Owen Memorial Park (OMP), along with the AVTA building and bus yard. Further patrol included routes 1, 4, 7, and 11 at the Lancaster Senior Center, Lancaster Metrolink Station, and additional monitoring of AVTA routes 11, 12, 1, 5, 7, and 9. He also participated in K9 training in Palmdale.

DECEMBER 11 (THU)

Deputy Maselli coordinated with AVTA dispatch regarding "Traffic Collision" on Challenger Way and Avenue I in Lancaster to prevent service disruptions (LAN25345-0074). He advised AVTA dispatch regarding "Traffic Collision" on Avenue J and Division Street in Lancaster to prevent service delay (LAN25345-0093). He monitored AVTA commuter routes 785, 786, 787 and 790 during their morning runs, as well as bus routes 1, 3, 7, and 51/Lake LA at the Palmdale Transportation Center (PTC). He also oversaw routes 1, 2, 3, 1, 4, 5, 9, 11, 12, and 50/Lake LA at the Sgt. Steven Owen Memorial Park (OMP), along with the AVTA building and bus yard. Further patrol included routes 1, 4, 7, and 11 at the Lancaster Senior Center, Lancaster Metrolink Station, and additional monitoring

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of AVTA routes 11, 12, 1, 5, 7, and 9. He also participated in K9 training in Palmdale.

DECEMBER 12 (FRI)

Deputy Maselli advised AVTA dispatch regarding "Traffic Hazard" on 40th Street East and Pearblossom Highway in Palmdale to prevent service disruptions (PLM25346-0082). He coordinated with AVTA dispatch regarding "Traffic Collision" on 25th Street East and Avenue I in Lancaster to prevent service delays (LAN25346-0099). He advised AVTA dispatch regarding "Traffic Collision" on Challenger Way and Avenue I in Lancaster to prevent service disruptions (LAN25346-0113). Furthermore, AVTA dispatch advised a possible "Battery" on AVTA bus 40860, route 11 Westbound at 40th Street East and Lancaster Boulevard in Lancaster. Limited information available. No Battery - Subject later arrested for public intoxication (LAN25345-0215). See report URN 925-18956-1136-201. He also advised AVTA dispatch regarding "Traffic Collision" on 25th Street West and Avenue J-8 in Lancaster to prevent service delays (LAN25346-0163). He maintained oversight of AVTA commuter routes 785, 786, 787 and 790 during their morning operations. His patrol duties also extended to AVTA bus routes 1, 3, 7, and 51/Lake LA at the Palmdale Transportation Center (PTC), as well as routes 1, 2, 3, 1, 4, 5, 9, 11, 12, and 50/Lake LA at Sgt. Steven Owen Memorial Park (OMP). Deputy Maselli also conducted regular checks at the AVTA building and bus yard, and monitored routes 1, 4, 7, and 11 at the Lancaster Senior Center, as well as the Lancaster Metrolink Station. He further oversaw routes 11, 12, and 1, 5, 7, 9, in addition to participating in K9 training in Palmdale.

DECEMBER 13 (SAT)

Follow-Up: Tag LAN25347-0133

0952 Hours "Rescue Responding"

10th Street West and Avenue J-12 in Lancaster (AVTA bus stop)
(AVTA bus 40873, Route 1 Northbound)

Male, Adult not breathing, not responding.

See report, URN 025-19037-1126-496

DECEMBER 14 (SUN)

Follow-Up: Tag PLM25348-0198

1943 Hours "Business – Disturbance" (Open Container)

10th Street East and Avenue R in Palmdale

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(AVTA bus 40861, route 2 Eastbound)

Male, White, Adult was intoxicated and observed consuming alcohol on AVTA bus 40861, route 2 Eastbound. Subject was placed under arrest.

See report, URN 925-17435-2610-201

DECEMBER 15 (MON)

Deputy Maselli responded to 20th Street West and Avenue K-4 in Lancaster regarding "Person with a Gun". He advised and coordinated with AVTA dispatch and assisted bus operators regarding Transit Safety (LAN25349-0191). He monitored several AVTA routes throughout the day, including commuter routes 785, 786, 787 and 790 during their morning runs, and bus routes 1, 3, 7, and 51/Lake LA at the Palmdale Transportation Center (PTC). His duties also covered monitoring routes 1, 2, 3, and routes 1, 4, 5, 9, 11, 12, and 50/Lake LA at Sgt. Steven Owen Memorial Park (OMP), as well as conducting checks at the AVTA building and bus yard. He further monitored routes 1, 4, 7, and 11 at the Lancaster Senior Center and Lancaster Metrolink Station, along with routes 11, 12, 1, 5, 7, and 9, and participated in K9 training in Palmdale.

DECEMBER 16 (TUE)

Deputy Maselli coordinated with AVTA dispatch regarding "Traffic Collision" on 30th Street East and East Avenue P in Palmdale to prevent service disruptions (PLM25350-0092). He advised AVTA dispatch regarding "Traffic Collision" on Avenue J and 15th Street West in Lancaster to prevent service delays (LAN25350-0168). He coordinated with AVTA dispatch regarding a reported disturbance at AVTA bus stop on 5th Street West and West Palmdale Boulevard in Palmdale, involving a transit safety. The suspect was described as a Black male adult who was harassing and making threats towards the informant (PLM25350-0150). Furthermore, he advised AVTA dispatch regarding "Traffic Collision" on 30th Street East and East Avenue S in Palmdale to prevent service disruptions (PLM25350-0166). He monitored AVTA commuter routes 785, 786, 787 and 790 during their morning runs, as well as bus routes 1, 3, 7, and 51/Lake LA at the Palmdale Transportation Center (PTC). He also oversaw routes 1, 2, 3, 1, 4, 5, 9, 11, 12, and 50/Lake LA at the Sgt. Steven Owen Memorial Park (OMP), along with the AVTA building and bus yard. Further patrol included routes 1, 4, 7, and 11 at the Lancaster Senior Center, Lancaster Metrolink Station, and additional monitoring of AVTA routes 11, 12, 1, 5, 7, and 9. He also participated in K9 training in Palmdale.

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DECEMBER 17 (WED)

Deputy Maselli advised AVTA dispatch regarding "Traffic Collision" on Sierra Highway and Avenue M in Palmdale to prevent service disruptions (PLM25351-0072). He coordinated with AVTA dispatch regarding "Traffic Collision" on Avenue I and Sierra Highway in Lancaster to prevent service delays (LAN25351-0082). He also advised AVTA dispatch regarding "Traffic Collision" on 47th Street East and Avenue S in Palmdale to prevent service delays (PLM25351-0085). Furthermore, he advised AVTA dispatch regarding transit safety "Person with a Knife" on Valley Central Way and Lancaster Boulevard in Lancaster near the AVTA bus stop (LAN25351-0138). He also assisted Lancaster Sheriff regarding an article search (Gun) on 27th Street East and Nugent Street in Lancaster (LAN25351-0121). He maintained oversight of AVTA commuter routes 785, 786, 787 and 790 during their morning operations. His patrol duties also extended to AVTA bus routes 1, 3, 7, and 51/Lake LA at the Palmdale Transportation Center (PTC), as well as routes 1, 2, 3, 1, 4, 5, 9, 11, 12, and 50/Lake LA at Sgt. Steven Owen Memorial Park (OMP). Deputy Maselli also conducted regular checks at the AVTA building and bus yard, and monitored routes 1, 4, 7, and 11 at the Lancaster Senior Center, as well as the Lancaster Metrolink Station. He further oversaw routes 11, 12, and 1, 5, 7, 9, in addition to participating in K9 training in Palmdale.

DECEMBER 18 (THU)

Deputy Maselli monitored AVTA commuter routes 785, 786, 787 and 790 during their morning runs, as well as bus routes 1, 3, 7, and 51/Lake LA at the Palmdale Transportation Center (PTC). He also oversaw routes 1, 2, 3, 1, 4, 5, 9, 11, 12, and 50/Lake LA at the Sgt. Steven Owen Memorial Park (OMP), along with the AVTA building and bus yard. Further patrol included routes 1, 4, 7, and 11 at the Lancaster Senior Center, Lancaster Metrolink Station, and additional monitoring of AVTA routes 11, 12, 1, 5, 7, and 9. He also participated in K9 training in Palmdale.

DECEMBER 19 (FRI)

Deputy Maselli monitored AVTA commuter routes 785, 786, 787 and 790 during their morning runs, as well as bus routes 1, 3, 7, and 51/Lake LA at the Palmdale Transportation Center (PTC). He also oversaw routes 1, 2, 3, 1, 4, 5, 9, 11, 12, and 50/Lake LA at the Sgt. Steven Owen Memorial Park (OMP), along with the AVTA building and bus yard. Further patrol included routes 1, 4, 7, and 11 at the Lancaster Senior Center, Lancaster Metrolink Station, and additional monitoring

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of AVTA routes 11, 12, 1, 5, 7, and 9. He also participated in K9 training in Palmdale.

DECEMBER 20 (SAT)

Deputy Maselli conducted high-visibility crime deterrence patrols with his K9 partner, "DOC Holliday", at the Antelope Valley Transit Authority building and bus yard. Additionally, he assisted with traffic control to ensure safety and order during the "Holiday Drive-Through Grocery and Toy Giveaway".

DECEMBER 21 (SUN)

Follow-Up: Tag LAN25355-0215

1736 Hours "Vandalism"

20th Street West and Avenue J in Lancaster
(AVTA bus 40860, Route 12 Eastbound)

An adult black male was observed throwing a rock at a AVTA bus, resulting in shattering of a window. The subject was placed under arrest for vandalism. See report, URN: 925-19489-1126-263.

DECEMBER 22 (MON)

Follow-Up: Tag LAN25356-0365

2328 Hours "Disturbance - Business"

43063 10th Street West in Lancaster (SGT. Owen Park)
(AVTA bus 40859, Route 1 Southbound)

An adult female was yelling and creating a disturbance on a AVTA bus.

Deputy Maselli AVTA commuter routes 785, 786, 787 and 790 during their morning runs, along with monitoring AVTA bus routes 1, 3, 7, and 51/Lake LA at the Palmdale Transportation Center (PTC). He also kept an eye on routes 1, 2, 3, and routes 1, 4, 5, 9, 11, 12, and 50/Lake LA at Sgt. Steven Owen Memorial Park (OMP). Additionally, he conducted checks at the AVTA building and bus yard, and monitored routes 1, 4, 7, and 11 at the Lancaster Senior Center and Lancaster Metrolink Station. His duties further included monitoring routes 11, 12, 1, 5, 7, and 9, as well as participating in K9 training in Palmdale.

DECEMBER 23 (TUE)

Deputy Maselli responded to 50th Street West and Avenue J-8 regarding "Assault with a Deadly Weapon – Person with a Gun" (LAN25357-0133). Further, he

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coordinated with AVTA dispatch regarding "Traffic Collision" on Lowe's Drive and Rancho Vista Boulevard in Palmdale to prevent service disruptions (PLM25357-0077). He monitored AVTA commuter routes 785, 786, 787 and 790 during their morning runs, as well as bus routes 1, 3, 7, and 51/Lake LA at the Palmdale Transportation Center (PTC). He also oversaw routes 1, 2, 3, 1, 4, 5, 9, 11, 12, and 50/Lake LA at the Sgt. Steven Owen Memorial Park (OMP), along with the AVTA building and bus yard. Further patrol included routes 1, 4, 7, and 11 at the Lancaster Senior Center, Lancaster Metrolink Station, and additional monitoring of AVTA routes 11, 12, 1, 5, 7, and 9. He also participated in K9 training in Palmdale.

DECEMBER 24 (WED)

Deputy Maselli responded to Sierra Highway and Avenue M in Palmdale regarding "Traffic Hazzard – Disabled AVTA Bus 40307, Route 4) blocking, the left turn lane during the rainstorm (PLM25358-0039). He coordinated with AVTA dispatch regarding "Traffic Collision" on Avenue J-2 and Sierra Highway in Lancaster to prevent service disruptions (LAN25358-0124). He monitored of AVTA commuter routes 785, 786, 787 and 790 during their morning operations. His patrol duties also extended to AVTA bus routes 1, 3, 7, and 51/Lake LA at the Palmdale Transportation Center (PTC), as well as routes 1, 2, 3, 1, 4, 5, 9, 11, 12, and 50/Lake LA at Sgt. Steven Owen Memorial Park (OMP). Deputy Maselli also conducted regular checks at the AVTA building and bus yard, and monitored routes 1, 4, 7, and 11 at the Lancaster Senior Center, as well as the Lancaster Metrolink Station. He further oversaw routes 11, 12, and 1, 5, 7, 9, in addition to participating in K9 training in Palmdale.

DECEMBER 25 (THU)

OFF (Christmas – No Service)

DECEMBER 26 (FRI)

Deputy Maselli coordinated with AVTA dispatch regarding "Traffic Collision" on 47th Street East and Avenue S in Lancaster to prevent service disruptions (PLM25360-0070). He further advised AVTA dispatch regarding "Traffic Collision" on 5th Street West and Avenue Q in Palmdale to prevent service delays (PLM25360-0088). Furthermore, he assisted AVTA dispatch regarding "Traffic Collision" on 10th Street West and Avenue O-8 in Palmdale to prevent service disruptions (PLM25360-0097). He conducted surveillance of AVTA commuter routes 785, 786, 787 and 790 during their morning runs. He also monitored

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AVTA bus routes 1, 3, 7, and 51/Lake LA at the Palmdale Transportation Center (PTC), as well as routes 1, 2, 3, and routes 1, 4, 5, 9, 11, 12, and 50/Lake LA at Sgt. Steven Owen Memorial Park (OMP). His patrol further included the AVTA building and bus yard, routes 1, 4, 7, and 11 at the Lancaster Senior Center, and Lancaster Metrolink Station. Additionally, he oversaw routes 11, 12, 1, 5, 7, and 9, and participated in K9 training in Palmdale.

DECEMBER 29 (MON)

Deputy Maselli responded to Avenue J and Cedar Avenue in Lancaster regarding "Traffic Collision". He coordinated with AVTA dispatch and assisted bus operators with traffic control to prevent service disruptions (LAN25363-0099). He coordinated with AVTA dispatch regarding "Traffic Collision" on Sierra Highway and Avenue L in Lancaster to prevent service delays (LAN25363-0118). He monitored several AVTA routes throughout the day, including commuter routes 785, 786, 787 and 790 during their morning runs, and bus routes 1, 3, 7, and 51/Lake LA at the Palmdale Transportation Center (PTC). His duties also covered monitoring routes 1, 2, 3, and routes 1, 4, 5, 9, 11, 12, and 50/Lake LA at Sgt. Steven Owen Memorial Park (OMP), as well as conducting checks at the AVTA building and bus yard. He further monitored routes 1, 4, 7, and 11 at the Lancaster Senior Center and Lancaster Metrolink Station, along with routes 11, 12, 1, 5, 7, and 9, and participated in K9 training in Palmdale.

DECEMBER 30 (TUE)

Follow-Up: Paramedics Tag 3061

1549 Hours "Disturbance - Business"

1 Gateway Plaza, Los Angeles, CA 90012

(AVTA Commuter 45108, Route 785-Run 2 Northbound)

The transient, FB/A who had been refusing to get off the AVTA commuter, deboarded without incident.

Deputy Maselli monitored AVTA commuter routes 785, 786, 787 and 790 during their morning operations. His patrol duties also extended to AVTA bus routes 1, 3, 7, and 51/Lake LA at the Palmdale Transportation Center (PTC), as well as routes 1, 2, 3, 1, 4, 5, 9, 11, 12, and 50/Lake LA at Sgt. Steven Owen Memorial Park (OMP). Deputy Maselli also conducted regular checks at the AVTA building and bus yard, and monitored routes 1, 4, 7, and 11 at the Lancaster Senior Center, as well as the Lancaster Metrolink Station. He further oversaw routes 11, 12, and 1, 5, 7, 9, in addition to participating in K9 training in Palmdale.

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DECEMBER 31 (WED)

Deputy Maselli coordinated with AVTA dispatch regarding "Traffic Collision" on Sierra Highway and Avenue J in Lancaster to prevent service disruptions (LAN25365-0106). He advised AVTA dispatch regarding "Traffic Collision" on Avenue J and Valley Central Way in Lancaster to prevent service delays (LAN25365-0146). He also advised AVTA dispatch regarding "Traffic Collision" on Fern Avenue and Jackman Street in Lancaster to prevent service disruptions (LAN25365-0144). Furthermore, he advised AVTA dispatch regarding "Traffic Collision" on 30th Street East and Palmdale Boulevard in Palmdale to prevent service delays (PLM25365-0113). He monitored several AVTA routes throughout the day, including commuter routes 785, 786, 787 and 790 during their morning runs, and bus routes 1, 3, 7, and 51/Lake LA at the Palmdale Transportation Center (PTC). His duties also covered monitoring routes 1, 2, 3, and routes 1, 4, 5, 9, 11, 12, and 50/Lake LA at Sgt. Steven Owen Memorial Park (OMP), as well as conducting checks at the AVTA building and bus yard. He further monitored routes 1, 4, 7, and 11 at the Lancaster Senior Center and Lancaster Metrolink Station, along with routes 11, 12, 1, 5, 7, and 9, and participated in K9 training in Palmdale.

CRIME – TRANSIT SAFETY

- ASSAULT WITH A DEADLY WEAPON

20th Street West and Avenue J in Lancaster
(AVTA bus 40864, Route 11 Westbound)
Female, Adult was punched by Male, Black, Adult. The disturbing party left on foot.

- DISTURBANCE – BUSINESS

32nd Street West and Avenue K in Lancaster
(AVTA bus 60701, Route 8 Southbound)
Disturbing party was smoking narcotic on the bus.

Avenue J and Sierra Highway in Lancaster
(AVTA bus 40976, Route 12 Eastbound)
MB/80 Appeared to be lost.

20th Street West and Avenue J in Lancaster
(AVTA bus 40976, Route 12 Westbound)

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MB/65 was refusing to exit the bus.

10th Street East and Avenue R in Palmdale
(AVTA bus 40861, route 2 Eastbound)

Male, White, Adult was intoxicated and observed consuming alcohol on AVTA bus 40861, route 2 Eastbound. Subject was placed under arrest. See report, URN 925-17435-2610-201.

5th Street West and West Palmdale Boulevard in Palmdale
(AVTA bus stop, Route 2 Westbound and Eastbound)

The suspect was described as a Black male adult who was harassing and making threats towards the informant. (Possible 918)

43063 10th Street West in Lancaster (SGT. Owen Park)
(AVTA bus 40859, Route 1 Southbound)

An adult female was yelling and creating a disturbance on a AVTA bus.

1 Gateway Plaza, Los Angeles, CA 90012
(AVTA Commuter 45108, Route 785-Run 2 Northbound)

The transient, FB/A who had been refusing to get off the AVTA commuter, deboarded without incident.

- PETTY THEFT

17th Street East and Avenue J in Lancaster
(AVTA bus 40867, Route 12 Eastbound)

A group of approximately 5-6 MB/Juveniles exited the bus. One Subject took a passenger's phone and fled the area.

- BOMB THREAT

40525 Peonza Lane in Palmdale

- DRUNK IN PUBLIC

The AVTA dispatch advised a possible "Battery" on AVTA bus 40860, Route 11 Westbound at 40th Street West and Lancaster Boulevard in Lancaster. Limited information available. No Battery - Subject later arrested for public intoxicated (LAN25345-0215).

See report URN 925-18956-1136-201.

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- RESCUE RESPONDING

10th Street West and Avenue J-12 in Lancaster (AVTA bus stop)
(AVTA bus 40873, Route 1 Northbound)
Male, Adult not breathing, not responding.
See report, URN 025-19037-1126-496

- PERSON WITH A GUN

20th Street West and Avenue K-4 in Lancaster

- PERSON WITH A KNIFE

Valley Central Way and Lancaster Boulevard in Lancaster
(In the vicinity of the AVTA bus stop)

- ARTICLE SEARCH (GUN)

27th Street East and Nugent Street in Lancaster

- VANDALISM

20th Street West and Avenue J in Lancaster
(AVTA bus 40860, Route 12 Eastbound)
An adult black male was observed throwing a rock at a AVTA bus,
resulting in shattering of a window. The subject was placed under arrest
for vandalism. See report, URN: 925-19489-1126-263.

- ASSAULT WITH A DEADLY WEAPON – PERSON WITH A GUN

50th Street West and Avenue J-8 in Lancaster
(Not related to AVTA)

TRANSIT SAFETY, SERVICE DISRUPTIONS & TRAFFIC DELAYS

TRAFFIC COLLISION AND RESCUE RESPONDING

- 25th Street West and Lancaster Boulevard in Lancaster
- 70th Street West and Avenue J in Lancaster
- Division Street and Avenue K in Lancaster
- 32nd Street West and Lancaster Boulevard in Lancaster

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- Avenue J and Sierra Highway in Lancaster
- 70th Street West and Avenue R in Palmdale
- Sierra Highway and Avenue N in Palmdale
- 20th Street East and Avenue R in Palmdale
- Avenue K and Challenger Way in Lancaster
- Sierra Highway and Avenue M in Lancaster
- 30th Street East and Avenue L in Lancaster
- 15th Street West and Palmdale Boulevard in Palmdale
- 6th Street East and Palmdale Boulevard in Palmdale
- 47th Street East and Palmdale Boulevard in Palmdale
- 60th Street West and Avenue L in Quartz Hill
- Challenger Way and Avenue M in Palmdale
- 8th Street East and Rancho Vista Boulevard in Palmdale
- 47th Street East and Avenue S in Palmdale
- 40th Street West and Pearblossom Highway in Palmdale
- 10th Street West and Avenue K in Lancaster
- 20th Street East and Avenue K in Lancaster
- 30th Street West and Avenue M in Lancaster
- 30th Street West and Rancho Vista Boulevard in Palmdale
- Challenger Way and Avenue I in Lancaster
- Avenue J and Division Street in Lancaster
- 25th Street East and Avenue I in Lancaster
- Challenger Way and Avenue I in Lancaster
- 25th Street West and Avenue J-8 in Lancaster
- 30th Street East and East Avenue P in Palmdale
- Avenue J and 15th Street West in Lancaster
- 30th Street East and East Avenue S in Palmdale
- Avenue I and Sierra Highway in Lancaster
- Sierra Highway and Avenue M in Palmdale
- 47th Street East and Avenue S in Palmdale
- 15th Street West and Avenue K in Lancaster
- Lowe's Drive and Rancho Vista Boulevard in Palmdale
- Avenue J-2 and Sierra Highway in Lancaster
- 47th Street East and Avenue S in Lancaster
- 5th Street West and Avenue Q in Palmdale
- 10th Street West and Avenue O-8 in Palmdale
- Avenue J and Cedar Avenue in Lancaster
- Sierra Highway and Avenue L in Lancaster
- Sierra Highway and Avenue J in Lancaster
- Avenue J and Valley Central Way in Lancaster
- Fern Avenue and Jackman Street in Lancaster

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- 30th Street East and Palmdale Boulevard in Palmdale

TRAFFIC HAZARD

- 40th Street East and Pearblossom Highway in Palmdale
- Sierra Highway and Avenue M in Palmdale
(Disabled AVTA Bus 40307, Route 4)

WARNINGS

Deputy Maselli warned and advised regarding "Drinking an Alcoholic Beverage in Public", "Failure to Obey Posted Sign", and "No Smoking" at the transit centers.

AVTA BUS STOPS & BUS BAYS

Deputy Maselli checked, monitored, and cleared an estimated seventy-five (75) AVTA bus stops throughout the city of Palmdale and Lancaster daily. He conducted high visibility crime deterrence patrol with his K-9 DOC Holliday at various bus stops and transportation centers.

During the month of December, Deputy Maselli and his K-9 partner "Doc Holliday" logged a total of 230 work hours. At the start of each shift, Deputy Maselli proactively engaged with bus operators, addressing any concerns or issues from the day before and discussing any ongoing challenges. On average, he contacted 25-30 bus operators daily throughout the month.



DATE: **January 27, 2026**

TO: **BOARD OF DIRECTORS**

SUBJECT: **Annual Review of AVTA's Equal Employment Opportunity (EEO) Policy Statement, MV Transportation, Inc.'s EEO Plan, and AV Transportation Services' (AVTS) EEO Policy Statement**

RECOMMENDATION

Review, update, and reaffirm the AVTA Equal Employment Opportunity (EEO) Policy Statement (Attachment A), the MV Transportation, Inc. EEO Plan (Attachment B), and the AVTS EEO Policy Statement (Attachment C).

FISCAL IMPACT

Annual review, update, or reaffirmation of this Policy is unlikely to result in any fiscal impact.

BACKGROUND

The Board of Directors approved AVTA's Equal Employment Opportunity (EEO) Policy Statement on July 25, 2017. The purpose of the Policy is to document and clearly communicate that AVTA will provide an equal employment opportunity for all persons and will prohibit discrimination based on race, color, creed, national origin, sex, age, disability, religion, marital status, sexual preference or veteran status or any other class as prohibited by federal and/or state law.

Additionally, AVTA's EEO Policy Statement and all contractors' EEO Plans and or Policies must be reviewed, updated, and reaffirmed by the Board of Directors annually within 30 days of the end of the calendar year. The review will include a submittal to AVTA of an EEO report/plan that meets all of the requirements of the Federal Transit Administration EEO Circular 4704.1A and documents any/all deficiencies and required corrective actions. Inquiries concerning this Policy may be directed to AVTA's EEO-appointed Compliance Officer.

Prepared by:

Submitted by:

Amber Johnson
Human Resources and EEO Manager

Martin J. Tompkins
Executive Director/CEO

Attachments: A – AVTA's EEO Policy Statement
B – MV Transportation, Inc. EEO Plan & Policy Statement
C – AV Transportation Services EEO Policy Statement

 Antelope Valley Transit Authority	Equal Employment Opportunity (EEO) Policy Statement
	Original Approval Date: July 25, 2017
	Revision Approved by Board of Directors: January 27, 2026
	Policy Effective Date: January 27, 2026

The Antelope Valley Transit Authority (AVTA) is an Equal Employment Opportunity (EEO) employer. It is the policy of the AVTA to provide equal employment opportunity for all persons. It prohibits discrimination based on race, color, creed, national origin, sex, age, disability, religion, marital status, sexual preference, veteran status, or any other class as prohibited by federal and/or state law.

AVTA recruits, hires, trains, and promotes employees without regard to race, religion, color, creed, national origin, ancestry, physical or mental disability, medical condition, marital status, sex or gender (including sexual harassment, pregnancy, childbirth or related medical conditions), age (40 and older), sexual orientation, gender identity, veteran status, genetic characteristics, or other legally protectable class as defined in Title VII of the California Fair Employment and Housing Act ("FEHA"), and any other applicable provisions of federal and/or state law. AVTA remains in compliance with the provisions of the Americans with Disabilities Act (ADA) and FEHA regarding persons with disabilities.

This policy applies to all employment practices and conditions, including recruitment and selection, promotions, terminations, transfers, layoffs, compensation decisions, discipline, separations, training, and benefits.

AVTA is committed to implementing an affirmative action policy, which includes developing goals and timetables designed to overcome the effects of past discrimination on minorities and women.

Executive oversight of AVTA's EEO policy is the responsibility of the AVTA Executive Director/CEO. Oversight and implementation, which includes dissemination, understanding, and enforcement of the EEO policy, is the responsibility of the appointed EEO Compliance Officer. The appointed EEO Compliance Officer is responsible for updating AVTA's EEO policies, monitoring compliance with the affirmative action plan and goals, providing training, and implementing programs that promote AVTA's policy of diversity, equal employment opportunities, and affirmative action.

All applicants for employment and employees have the right to file complaints alleging discrimination with AVTA's EEO Compliance Officer. Any employee who contends that he/she has been subjected to unlawful discrimination, harassment, or retaliation in violation of federal or state law may use the internal complaint procedure set forth in AVTA's Harassment-Free Workplace policy. Employees can raise concerns and make reports without fear of reprisal. Anyone found to engage in

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unlawful discrimination will be subject to disciplinary action, up to and including dismissal from employment.

EMPLOYEE AND MANAGEMENT RESPONSIBILITIES

All AVTA directors, managers, and supervisors with hiring authorities share in the responsibility of ensuring agency compliance through understanding, communicating, and active involvement in support of AVTA's EEO policies and affirmative action plans.

AVTA Managers and Supervisors will be evaluated on their actions taken to ensure successful implementation and compliance with the agency's EEO policy, the same way as their performance on other agency's goals in accordance with FTA circular 4704.1, [Page III-2 a. (6)].

Achievement of AVTA's EEO policy goals will provide benefits to the recipient/sub-recipient/contractor through fuller utilization and development of previously underutilized human resources in accordance with FTA circular 4704.1, [Page III- 2 a. (7)].

AVTA is committed to maintaining an environment that values diversity in which all employees are free from illegal discrimination and harassment.

Nothing herein is intended to modify the at-will status of all employees of AVTA.

CONTRACTOR COMPLIANCE

The Federal Transit Administration (FTA) requires recipients to document their review of EEO Programs for sub-recipients or contractors that meet the EEO Program threshold. As per the FTA EEO Circular 4704.1A, AVTA must review and monitor sub-recipients' or contractors' EEO programs and policies, which verify that they contain these seven elements:

1. Statement of Policy.
2. Plan for dissemination both internally and externally.
3. Designation of appropriate personnel responsible for carrying out the EEO Program, including the designation of an EEO Officer.
4. Utilization analysis.
5. Goals and timetables to correct identified areas of underutilization or concentration.
6. Assessment of an agency's employment practices; and
7. Plan for monitoring and reporting on the EEO Program.

Equal Employment Opportunity (EEO) Policy Statement

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ANNUAL REVIEW OF POLICY

This EEO Policy Statement and the contractor's EEO Plan will be reviewed, updated, and reaffirmed annually by the Board of Directors. Per the current operator's contract, this review must be accomplished no later than thirty (30) days after the end of each calendar year. The review will include a submittal to AVTA of an EEO report/plan that meets all the requirements of FTA EEO Circular 4704.1A and documents any/all deficiencies and required corrective actions. Inquiries concerning this policy can be directed to AVTA's EEO-appointed Compliance Officer, as appointed by the AVTA Executive Director/CEO.

AVTA EEO Compliance Officer: Amber Johnson, HR & EEO Manager

Phone: (661)729-2231

Email: EO.Officer@avta.com or ajohnson@avta.com

Martin J. Tompkins – AVTA Executive Director/CEO

Date



MV Transportation

FTA/EEO-4 / Title VII

Program

Division: Lancaster, CA

Division Number: 650

November 1, 2023-October 30, 2027

FTA/EEO PLAN

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General Information

Contractor/Address: MV Transportation, Inc. (Corporate)
2711 N. Haskell Ave #1500

Corporate City/State: Dallas, Texas
75204

Chief Executive Officer: Harry Wilson

Equal Employment Compliance Manager: Brandy S. Gaskin

Telephone Numbers 972-391-4600 (Corporate)
219-689-6769 (EEO Compliance Manager)

Objective

The objectives of the EEO Program are as follows:

To ensure that FTA-assisted benefits and related services are made available and are equitably distributed without regard to race, color, sexual or national origin.

To ensure that the level and quality of FTA-assisted transit services are sufficient to provide equal access and mobility for any person without regard to race, color, sexual or national origin.

To ensure that opportunities to participate in the transit planning and decision-making processes are provided to persons without regard to race, color, sexual or national origin.

To ensure that decisions on the location of transit services and facilities are made without regard to race, color, or national origin.

To ensure that corrective and remedial action is taken by all applicants and recipients of FTA assistance to prevent discriminatory treatment of any beneficiary based on race, color, or national origin.

These objectives are the basis for the implementation of FTA Title VII Program. The MV Transportation adopts the same objectives in the implementation of its EEO Program, which sets corporate policies to ensure compliance with Title VII.

Definitions

Applicants mean an eligible public entity or organization that submits an application for financial assistance under any FTA program.

Compliance refers to a condition in which FTA has found that the applicant, recipient, or sub recipient has met the requirements in this circular, and there is no indication or evidence of discrimination on the basis of race, color, or national origin.

Contractor means any entity or organization, which has entered into a contract relating to transit service delivery with an applicant, recipient, or sub recipient.

Covered Employment Practices refers to practices under federally assisted programs in which the primary objective of the Federal financial assistance is to provide employment or if those practices would result in discrimination on the basis of race, color, or national origin against beneficiaries of federally assisted services and benefits.

Discrimination refers to any intentional or unintentional act, or any failure to act, which has the effect of excluding or denying a person from participation in benefits, or has otherwise subjected a person to unequal treatment under any program or activity because of race, color, or national origin.

Minority or Minority Group Persons includes the following:

- a) (W) "White", "which includes person having origins in any of the original people of Europe (non Hispanic or Latino)
- b) (B) "African Americans," which includes persons having origins in any of the Black racial groups of Africa;
- c) (H/L) "Hispanic Americans," which includes persons of Mexican, Latino, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin, regardless of race;
- d) (AI/AN) "Native Americans," which includes persons who are American Indians, Eskimos and Aleuts.
- e) (NHOPI) "Native Hawaiian or Other Pacific Islander," which includes person who are Native Hawaiians, Other Pacific Islander.
- f) (A) "Asian-Americans," which includes persons whose origins are Japan, China, Korea, Vietnam, Laos, Cambodia, the Pacific, and Northern Marianas.
- g) (M) Male
- h) (F) Female

National Origin means the particular Nation where a person was born, or where the person's parents or ancestors were born.

Primary Recipients means any recipient that is authorized or required to request Federal assistance on behalf of sub recipients and distributes such financial assistance to sub recipients for the purpose of carrying out a program.

Noncompliance refers to a condition in which FTA has found that the applicant, recipient, or sub recipient does not fully satisfy these requirements and has requested the applicants, recipient, or sub recipient to take remedial or corrective actions to achieve compliance; or has initiated an enforcement action against the applicant, recipient, or sub recipient.

Title VII Program means the system of requirements, procedures, actions and sanctions adopted by Federal, State, and local agencies and other applicants, recipients, and sub recipients which are deemed necessary and appropriate to comply with Title VII of the Civil Rights Act of 1964, and the implementing regulations issued by DOJ and DOT.

FTA Activity means any requirement of circular 4704.1A

Confidentiality/Privilege Statement

Copies of this EEO Program (Plan) and all related documents and support data are made available on loan to the Division's client(s) upon request and on the condition that the client(s) hold them totally confidential and not release copies to any persons whatsoever without prior written consent of MV Transportation, Inc. (MV). The EEO Plan and its supporting documents contain confidential information which may reveal directly or indirectly, the Company's business plans. MV considers this Plan, all portions thereof, and all supporting material to be its private and confidential property to be on loan to the government under specific conditions, and to be exempt from disclosure under federal and state Freedom of Information Acts on the ground, among others, that such material constitutes: 1) personnel files, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, which are exempt from disclosure under federal and state law; 2) confidential, commercial or financial information, which is exempt from disclosure under federal and state law; 3) investigatory records compiled for law enforcement purposes, the production of which would constitute an unwarranted invasion of personal privacy, which are exempt from disclosure under federal and state law; and 4) matters specifically exempt from disclosure by statute. MV Transportation, Inc. further requests everyone who has any contact with this Plan or its supporting documents and other data treat such information as totally confidential and that such information not be released to any person whatsoever.

In the preparation of this EEO Plan, the terminology used in the applicable laws and regulations were used as a guide by MV Transportation, Inc. Therefore, the use of such terms as "underutilization," "deficiency," "problem areas," should not be construed as an admission by MV, in whole or in part, that any protected class has been or are presently being underutilized, concentrated, or discriminated against in any way in violation of federal, state or local fair employment practice laws. Further, nothing contained in the EEO Program or its supporting data should be construed as an admission by MV Transportation, Inc., in whole or in part, that it has contravened such federal, state or local employment laws. In developing and implementing this Plan, MV has been guided by its established policy of providing equal employment opportunity. Any goals that MV Transportation, Inc. has established herein are not intended as rigid, inflexible quotas that must be met, but rather as targets reasonably attainable by applying every good faith effort in implementing this Plan. The use and/or effect of goals in this EEO Plan is not intended to discriminate against an individual or group of individuals with respect to any employment opportunity for which he, she or they are qualified on the grounds that he, she or they are not the beneficiaries of affirmative action themselves. Indeed, nothing herein is intended to sanction the discriminatory treatment of any person.

Statement of Policy

MV Transportation (MV) management and staff pledge their continued support to the Federal Transit Administration's (FTA) program on equal employment opportunity affecting employment practice, including but not limited to recruitment, advertisement, hiring, upgrading, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation and treatment of employees. This process will be administered without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veterans status, or other protected class and terms and conditions as set forth under the requirement of circular 4704.1A.

MV is firmly committed to a policy of equal employment opportunity and will administer its personnel policies and conduct its employment practices in a manner that results in treatment based on merit, experience, and other work-related criteria, without regard to race, color, creed, religion, sex, national origin, age, disability or any other protected characteristic under relevant state and federal laws.

MV is committed to providing reasonable accommodations to applicants and employees due to disability, practice, or observation of their religious beliefs without undue hardship.

All applicants and employees have the right to file complaints alleging discrimination. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit) or otherwise engages in protected activity is strictly prohibited and will not be tolerated.

I, Harry Wilson, Executive Chairman of MV Transportation, will maintain overall responsibility and accountability for MV's compliance with its EEO Policy and Program.

To ensure day-to-day management, including program preparation and monitoring, Brandy Gaskin, EEO Compliance Manager, has been delegated responsibility for developing and monitoring the equal employment opportunity program. Ms. Gaskin reports directly to the Executive Chairman; however, all executive, management, and supervisory personnel at every level are assigned specific tasks to ensure compliance is achieved. MV will evaluate its managers' and supervisors' performance on their successful implementation of the MV policies and procedures in the same way MV assesses their performance regarding other agency goals to ensure compliance. Ms. Brandy Gaskin can be contacted at 2711 N. Haskell Ave, Suite 1500 | Dallas, TX 75204, telephone (972) 391-4600; email: brandy.gaskin@mvtransit.com.

MV is committed to developing a written nondiscrimination program that sets forth the policies, practices, and procedures with goals and timetables. The agency is committed to making the EEO Program available for inspection by any employee or applicant upon inspection request.

MV encourages all employees to participate in all EEO Programs that promote professional growth and career advancement opportunities (e.g., development and career growth training, posted promotional opportunities, shadowing, mentoring). I am committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect and equitably under the guidelines of our EEO Policy and Program.



January 1, 2023

Harry Wilson, Executive Chairman

Dissemination of Policy

MV Transportation, Inc. is aware of the importance of publicizing and the dissemination of the EEO policy statement by posting in a noticeable location, where employees, applicants, and potential applicants are aware of the agency's commitment to EEO. MV Transportation disseminate the EEO policy internally and externally.

Internal Dissemination

MV Transportation is committed to communicating the existence of the EEO policy and program to employees, applicants, and potential applicants by:

- Providing written communications from the Chief Executive Officer.
- Posting official EEO materials (e.g., Federal and state labor laws poster(s)) and the agency's policy statement on bulletin boards, near time clocks, in employees' breakrooms, and in the employment/personnel office.
- Including the EEO policy statement in the agency's personnel and operations manual, employee handbooks, reports, and manuals.
- Meeting with CEO, top management officials (e.g., bus operations, human resources, planning, marketing, etc.) at a minimum semiannually to discuss the EEO Program and its implementation.
- Meeting with all employees and affinity groups to seek input on the program implementation.
- Conducting periodic EEO training for all employees and managers.
- Conducting EEO training for all new supervisors or managers within 90 days of their appointment.

In addition to posting and publicizing the EEO policy statement, MV Transportation includes the policy statement in employee orientation materials and require new employees to sign a form acknowledging they have read and understand the policy. MV Transportation maintain documentation that the EEO policy and program distributed to employees and managers. This includes maintaining agendas, training records and sign-in sheets for meetings conducted when the EEO policy and its implementation are explained.

External Dissemination

1. Recruitment Sources. MV currently partners with Americas' Job Exchange, which has specific exchanges for Veterans, Disability, Women and Minorities as well as networks with state unemployment agencies and community-based organizations. All advertisements seeking applicants for employment will identify MV Transportation, Inc. as an is an “equal employment opportunity employer”.
2. When there is outreach or advertising with recruitment entities, MV will disseminate the EEO Policy to entities.
3. External Applicants. MV Transportation, Inc. will notify all applicants of the EEO policy. Application forms states MV Transportation is an “equal employment opportunity employer”. Notices to recruitment sources and all employment advertisements state this EEO policy.

Designation of Personnel Responsibility

Brandy Gaskin has been named the EEO Officer and reports directly to Harry Wilson, Executive Chairman, for the purpose of achieving compliance with this plan. Assigned divisional personnel is responsible for EEO investigation for the division. Additional organizational information is included in the Organizational Chart. The EEO Officer has been charged with the following responsibilities:

1. The EEO Officer is responsible for developing and recommending an EEO policy, a written EEO program and developing an internal and external communication procedures (outlined in prior section);
2. Be sensitive to, and aware of, the varied ways in which discrimination occurred as be committed to the EEO program goals and objectives;
3. Have knowledge of civil rights precepts, policies, rules, regulations and guidelines;
4. The EEO Officer has the authority and ability to work and communicate with other Managers and Supervisors at all organizational levels to achieve EEO goals and objectives;
5. Assisting divisional management in collecting and analyzing employment data, identifying problem areas, setting goals and timetables, and developing programs to achieve goals;

6. Designing, implementing and monitoring internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where further action is needed;
7. Reporting semiannually to the Chief Executive Officer, Chief Operations Officer and regional Senior Vice Presidents on progress of each division in relation to goals;
8. Maintain awareness of current EEO laws and regulations, and ensure the laws and regulation affecting nondiscrimination are disseminated to the responsible officials;
9. Serving as a liaison between MV Transportation, Inc., federal, state and local governments, regulatory agencies, minority, disabled and women's organizations, and other community groups;
10. Assuring that current legal information affecting affirmative action is disseminated to responsible officials;
11. Assisting in recruiting minority, disabled and women applicants and establishing outreach sources for use by hiring officials;
12. In conjunction with the Director of Compensation, concurring in all hires and promotions;
13. Processing internal employment discrimination complaints (external discrimination complaints are handled by the Associate General Counsel);
14. Working with divisional managers and supervisors to ensure that MV EEO Policy is understood and adhered;
15. Develop and review EEO training programs for managers and employees, as well as partnering with the Director of Learning and Development to identify the most effective method of learning;
16. Present EEO program materials during employee orientation and training program;
17. Partnering with Human Resources to advise employees and applicants of available training programs, professional development opportunities and minimal entrance requirements;
18. Audit postings of the EEO policy statement to ensure compliance information is posted and up to date;

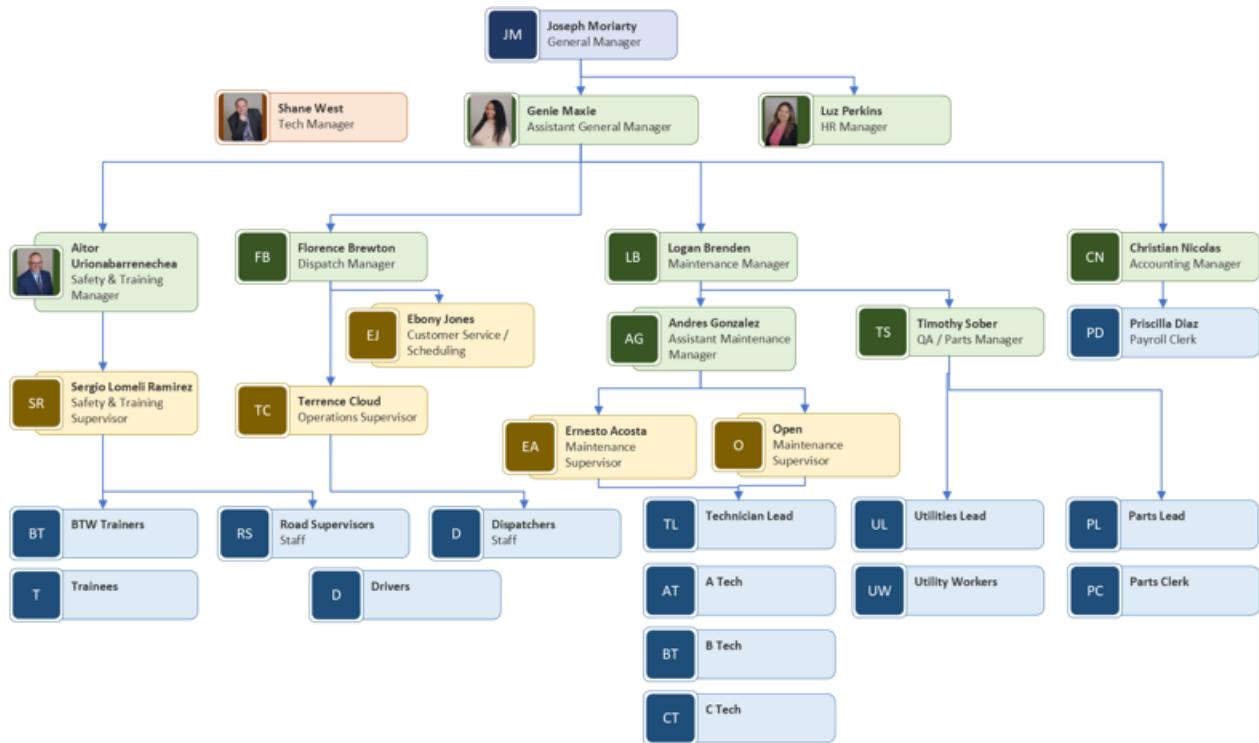
19. Partnering with Human Resources, Legal, and Labor leaders (where needed) to periodically review MV employment practices, reasonable accommodation policies, performance evaluations, complaint procedure, union agreements to ensure there is no disparate impact, and Open-Door policy to ensure effectiveness.

Although MV Transportation, Inc.'s EEO Officer has primary responsibility for implementing the company's EEO plan, carrying out EEO and affirmative action is an integral function of all officials, managers, and supervisors. Managers are required to carry out the following responsibilities as part of their job:

Assisting in identifying problem areas and working with the EEO Officer to establish recruiting and hiring goals and objectives;

1. Being actively involved with local minority organizations, women's and disabled groups, community action organizations and community service programs designed to promote EEO;
2. Assisting the EEO Officer by participating actively in periodic audits of all aspects of employment in order to identify and to remove barriers obstructing the achievement of specified goals and objectives;
3. The EEO Officer will assist the Managers with maintaining and updating the personnel database for generating reports required for the nondiscrimination program;
4. Holding regular discussions with other managers, supervisors, and employees to assure that MV Transportation, Inc.'s policies and procedures are being followed;
5. Reviewing the qualifications of all employees to assure that minorities, vets, disabled persons and women are given full opportunities for transfers, promotions, training, salary increases and other forms of compensation;
6. Participating in the review and/or investigation of complaints alleging discrimination; and
7. Encourage employee participation to support the advancement of the EEO Program (e.g. professional development and career growth opportunities, posting promotional opportunities, shadowing, mentoring)

Organization Chart



Brandy S. Gaskin
EEO Compliance Manager

Current Utilization Analysis

A utilization analysis consists of a workforce analysis and an availability analysis. The purpose of the utilization analysis is to identify those job categories where there is an underutilization and/or concentration of minority males and women in relation to their availability in the relevant labor market.

- Officials and Managers includes, but not limited to:

CEO
Vice Presidents
Directors
Counsel
Managers

- Administrative Support includes, but not limited to:

Reservationist
Dispatcher
Lead Dispatcher
Scheduler
Administrative Clerk
Scheduling Supervisor
Dispatch Supervisor

- Craft Workers includes, but not limited to:

Mechanics
Body Tech

- Service/Maintenance includes, but not limited to:

Drivers
Attendants
Facility Maintenance
Utility Workers

The current workforce analysis, which may include the following position categories (Officials and Managers, Administrative Support, Skilled and Service/Maintenance): Any personnel increases is based on positional and demographical availability. Source: www.census.gov/acs/www/data/eoo-data/eoo-tables as of October 30, 2023

Job Category Use EEO-4	(\$XX,000- XX,000)	Total Workforce					Male							Female								
		All	VM	MM	VF	MF	V	AIAN	B	H/L	A	NHOPI	Multi	V	AIAN	B	H/L	A	NHOPI	Multi		
1 - Officials & Administrators																						
Current Workforce		8	1	4	1	2	1		2	2				1		1	1	1				
Percent in Category	~Entry		12.5%	50.0%	12.5%	25.0%	12.5%	0.0%	25.0%	25.0%	0.0%	0.0%	0.0%	12.5%	0.0%	12.5%	12.5%	0.0%	0.0%	0.0%		
Percent of Availability							23.6%	0.0%	4.6%	36.7%	0.0%	0.0%	0.0%	6.2%	0.0%	15%	8.7%	0.0%	0.0%	0.0%		
Percent Underutilized										12%												
Underutilized (Yes/No)							No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
Number Needed to Reach Parity							-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Planned percent increase Year 1										3%												
Planned percent increase Year 2										3%												
Planned percent increase Year 3										3%												
Planned percent increase Year 4										3%												
2 - Professionals																						
Current Workforce		0	0	0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Percent in Category	~Entry							0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Percent of Availability							0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Percent Underutilized																						
Underutilized (Yes/No)							No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
Number Needed to Reach Parity							-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Planned percent increase Year 1										3%												
Planned percent increase Year 2										3%												
Planned percent increase Year 3										3%												
Planned percent increase Year 4										3%												
3 - Technicians																						
Current Workforce		0	0	0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Percent in Category	~Entry							0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Percent of Availability							0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Percent Underutilized																						
Underutilized (Yes/No)							No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
Number Needed to Reach Parity							-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Planned percent increase Year 1										3%												
Planned percent increase Year 2										3%												
Planned percent increase Year 3										3%												
Planned percent increase Year 4										3%												
4 - Protective Service																						
Current Workforce		0	0	0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Percent in Category	~Entry							0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Percent of Availability							0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Percent Underutilized																						
Underutilized (Yes/No)							No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
Number Needed to Reach Parity							-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Planned percent increase Year 1										3%												
Planned percent increase Year 2										3%												
Planned percent increase Year 3										3%												
Planned percent increase Year 4										3%												
5 - Paraprofessional																						
Current Workforce		0	0	0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Percent in Category	~Entry							0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Percent of Availability							0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Percent Underutilized																						
Underutilized (Yes/No)							No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
Number Needed to Reach Parity							-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Planned percent increase Year 1										3%												
Planned percent increase Year 2										3%												
Planned percent increase Year 3										3%												
Planned percent increase Year 4										3%												
6 - Administrative Support																						
Current Workforce		25	3	11	1	10	3	-	3	8	-	-	-	1	-	5	5	-	-	-	-	
Percent in Category	~Entry		12.0%	44.0%	4.0%	40.0%	12.0%	0.0%	12.0%	32.0%	0.0%	0.0%	0.0%	4.0%	0.0%	20.0%	0.0%	0.0%	0.0%	0.0%		
Percent of Availability							11.8%	0.0%	3.3%	16.8%	0.0%	0.0%	0.0%	20.1%	0.0%	6.5%	23.1%	0.0%	0.0%	0.0%		
Percent Underutilized														16%		3%						
Underutilized (Yes/No)							No	No	No	No	No	No	Yes	No	No	No	No	No	No	No	No	
Number Needed to Reach Parity							-	-	-	-	-	-	4	-	-	-	-	-	-	-	-	
Planned percent increase Year 1										3%				4%		1%						
Planned percent increase Year 2										3%				4%		1%						
Planned percent increase Year 3										3%				4%		1%						
Planned percent increase Year 4										3%				4%		1%						
7 - Skilled Craft																						
Current Workforce		18	6	11	0	1	6	-	-	11	-	-	-	-	-	-	1	-	-	-	-	
Percent in Category	~Entry		33.3%	61.1%		5.6%	33.3%	0.0%	0.0%	61.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	5.6%	0.0%	0.0%	0.0%		
Percent of Availability							40.3%	0.0%	0.0%	39.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.7%	0.0%	0.0%	0.0%		
Percent Underutilized														No	No	No	No	No	No	No	No	
Underutilized (Yes/No)														No	No	No	No	No	No	No	No	
Number Needed to Reach Parity							-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Planned percent increase Year 1										3%				2%		1%						
Planned percent increase Year 2										3%				2%		2%						
Planned percent increase Year 3										3%				2%		1%						
Planned percent increase Year 4										3%				2%		1%						
8 - Service-Maintenance																						
Current Workforce		201	12	97	5	87	12	-	47	49	1	-	-	5	-	68	19	-	-	-	-	
Percent in Category	~Entry		6.0%	48.3%	2.5%	43.3%	6.0%	0.0%	23.4%	24.4%	0.5%	0.0%	0.0%	2.5%	0.0%	33.8%	9.5%	0.0%	0.0%	0.0%		
Percent of Availability							6.5%	0.0%	14.8%	31.2%	9.0%	0.0%	0.0%	2.7%	0.0%	18.4%	14.7%	0.0%	0.0%	0.0%		
Percent Underutilized														7%	9%	0%		5%				
Underutilized (Yes/No)														No	Yes	No	No	No	No	No	No	
Number Needed to Reach Parity							-	-	13	17	-	-	-	-	-	10	-	-	-	-	-	
Planned percent increase Year 1									2%	2%	-	-	-	-	-	1%	-	-	-	-	-	-
Planned percent increase Year 2									2%	2%	-	-	-	-	-	2%	-	-	-	-	-	-
Planned percent increase Year 3									2%	3%	-	-	-	-	-	1%	-	-	-	-	-	-
Planned percent increase Year 4									2%	3%	-	-	-	-	-</td							

Total Workforce Summary

November 2019-October 2023

Job Categories																	
			MALE							FEMALE							
	Total	M	F	W	B	HISP	AS	AIAN	NHOP	TWO+	W	B	HISP	AS	AIAN	NHOP	TWO+
Officials and Managers	9	6	3	1	3	2	0	0	0	0	1	1	1	0	0	0	0
Administrative Support	43	27	16	6	8	13	0	0	0	0	4	7	5	0	0	0	0
Skilled	27	26	1	7	1	18	0	0	0	0	0	0	1	0	0	0	0
Service/Maintenance	312	156	156	21	66	68	1	0	0	0	10	114	30	0	1	1	0
Professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Para-Professional	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total	391	215	176	35	78	101	1	0	0	0	15	122	37	0	1	1	0

B - African American/Black

AIAN - American Indian or Alaskan Native

AS - Asian

W-White

HISP - Hispanic

NHOP - Native Hawaiian or Other Pacific Islander

Two+ - Two or More Races

Goals and Timetable

1. Goals and timetables are an excellent management tool to assist in the optimum utilization of human resources. Specific and detailed percentage and numerical goals with timetables must be set to correct any underutilization of specific affected classes of persons identified in the utilization analysis. Usually, long-range goals will be designed to eliminate underutilization in job categories where it has been identified. Based on the utilization analysis, MV Transportation will establish goals and timetables designed to correct any identified deficiencies. The goals and timetables should be attainable, in terms of the analysis and the entire program of affirmative action, to remedy existing employment practices that may unjustifiably be contributing to underutilization. In establishing the size of goals and the length of the timetables, MV should consider results which can reasonably be expected from putting forth every good faith effort to make the overall affirmative action program work. If goals and timetables are not met, there is an obligation to justify this failure following MV annual evaluation of the EEO Program. The justification for failing to meet a goal(s) should address such factors as: whether the anticipated job openings materialized, the availability of persons whose employment could have resulted in the goal(s) being achieved, and the adequacy of recruitment and other affirmative actions to change existing employment practices so that the goal(s) could be achieved.
2. Long-range goals are usually stated as percentages, although numerical projections are recommended where feasible. Such goals should consider the fact that availability of traditionally underutilized or underemployed groups is not constant. Future projections should be taken into consideration. Generally, an EEO Program will be formulated with long-range goals to be attained within a period of 4 to 5 years.
3. Short-term or intermediate numerical goals should be set and pursued in order to assure accomplishment of long-range goals. Short-term goals represent the net increase in minority and/or women's employment in a particular job category within the next 12 months. Short-term goals should be stated, both as actual numbers and percentages, and should be based on anticipated job openings, job group availability, and the long-range goals set for minorities and/or women in the particular job category. Projections of vacancies should also be established in terms of a job progression chart in order to determine which vacancies can be filled immediately by underutilized persons and the possibilities of these persons being promoted into upper-level positions in terms of long-range goals.

4. Short-term or intermediate goals should be weighted and established so that they are likely to produce the greatest results. As an example, if MV has no members of a specific affected group in a particular job classification, initial short-term goals should be set higher to maximize the expectation of recruitment and selection from the affected group. On the other hand, if MV has a good representation of traditionally underutilized groups in the lower steps of the job progressions, and members of each affected group are moving into higher steps of the job progressions with regularity, a lower allocation of openings at the upper level may be adequate.

5. In developing goals and timetables to correct underutilization, MV should use the following guidelines:
 - a. Involve personnel staff and department managers in the process.
 - b. Set goals that are significant, measurable, and attainable.
 - c. Make goals with timetable specific for planned results.
 - d. Consider anticipated attrition, expansion, contraction (especially the impact on employment of projected contracting out and privatization/competitiveness activities), turnover in the work force, and availability of persons with required skills.
 - e. Consider effects of changes in existing employment practices that may contribute to underutilization in increasing availability of minorities and women.
 - f. Goals should not be rigid and inflexible but must be targets reasonably attainable by applying every good faith effort to make all aspects of the affirmative action program work.

Current							Abbreviation:	
Race	Gender	Occupation Group	Year 1	Year 2	Year 3	Year 4		
H	Male	Officials/Administrator	3.0%	3.0%	3.0%	3.0%	M	Male
W	Female	Administrative Support	4.0%	4.0%	4.0%	4.0%	F	Female
H	Female	Administrative Support	1.0%	0.0%	1.0%	1.0%	W	White
H	Male	Service-Maintenance	2.0%	2.0%	2.0%	1.0%	B	Black
AS	Male	Service-Maintenance	1.0%	2.0%	3.0%	3.0%	B	Black
H	Female	Service-Maintenance	1.0%	2.0%	1.0%	1.0%	B	Black
							AI	Native American Indian
							NHOPI	Native Hawaiian or Other Pacific Islander
							M	Mixed Race

Assessment of Employment Practices

As a part of its ongoing commitment to the EEO Program, MV conducts detailed assessments of current employment practices in order to identify those that create employment barriers or contribute to underutilization in an unjustifiable manner. The assessments detailed in this section are intended to evaluate the impact of MV employment practices in the areas of recruitment, selection, promotion, termination, transfer, layoff, disciplinary action, compensation and benefits, training, etc.

Recruitment and Selection

Recruitment Methods, Sources and Referral Procedures

MV Transportation advertises open position by posting them to CareerBuilder and with America's Job Exchange, which sends jobs to numerous organizations, including state employment agencies, which serve female, minority, veteran and disabled job seekers. MV encourage current employee to refer females and minorities to apply for employment opportunities. MV Transportation will need to further analyze whether or not these methods are sufficient as they relate to reaching minority job seekers.

Recruitments are analyzed on a quarterly basis by assessing the demographic make-up of the division workforce to determine which job classifications are being underutilization. If there are any areas of concerns, the General Manager/Human Resource Department are notified of any deficiencies for corrective action. Follow-up analysis are conduct during the next review phase.

Application Procedures

MV utilizes a web-based online hiring system. This process serves a dual purpose of providing an electronic/online application for applicants and providing MV with an administration interface so that General Managers and other division supervisory staff can manage the application process. This application can be accessed from personal computer; however, applicants typically apply in-person at the division and complete the application on-site using the application kiosk. Assistance with the process is provided for those applicants that have little or no computer experience. For applicants requiring an accommodation to the application process due to a medical condition or disability, an accommodation can be requested. Screen shots of the application are attached as **Appendix C**.

Resume Screening

Unless an accommodation has been granted due to mental condition or disability, all applicants are required to complete MV online application unless an accommodation. Each application is reviewed for completeness, job history, job stability, experience and relevant experience and education. Incomplete or inaccurate applications may disqualify an individual from consideration for hire, although MV Transportation may make attempts to obtain and/or clarify any missing or questionable information.

Interview and Selection Process

Individuals whose employment applications indicate they may be qualified for a particular vacancy are given an interview. A list of standardized questions is used on applicants for consistency in the process. The purpose of the interview is to establish qualifications for the open position, to review and confirm the information on the application, and to complete any missing information.

Depending on the open position, an applicant may be interviewed by the General Manager, Operations Manager, Safety Manager and/or Maintenance Manager. At the close of the selection process, the hiring manager will consider all elements collectively, including, but not limited to knowledge, skills, abilities, experience, job history and stability and employment interviews. The final selection is made by the General Manager and the candidate deemed best qualified for the position will receive the job offer.

Depending on the requirements of the position, a candidate who is offered a position must also pass MV corporate qualifications standards, which may include a pre-employment drug test, clean driving record, physical, drug and alcohol testing, and/or background check.

MV Transportation verifies that a newly hired employee is either a U.S. Citizen or authorized to work in the United States.

For data regarding MV Application and Hiring practices, please refer to the Applicant and Hiring Activity tables below:

Applicant and Hiring Activity

November 2019-October 2023

Job Category (Use EEO-4)	Total		W		AI/AN		B		HIL		A		NHOPPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	14	7	5	-	-	-	4	3	5	4	-	-	-	-	-	-
Total Hires	3	2	1	-	-	-	1	1	1	1	-	-	-	-	-	-
Selection Rate	21.4%	28.6%	20.0%	N/A	N/A	N/A	25.0%	33.3%	20.0%	25.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	75.0%	100.0%	60.0%	N/A	N/A	N/A	75.0%	100.0%	60.0%	75.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	N/A	N/A	N/A	Yes	No	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Number Applied	47	53	12	19	-	-	14	17	21	17	-	-	-	-	-	-
Total Hires	17	12	4	4	-	-	5	3	8	5	-	-	-	-	-	-
Selection Rate	36.2%	22.6%	33.3%	21.1%	N/A	N/A	35.7%	17.6%	38.1%	29.4%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	62.6%	87.5%	55.3%	N/A	N/A	93.8%	46.3%	100.0%	77.2%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	Yes	No	Yes	N/A	N/A	No	Yes	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Number Applied	44	1	10	-	-	7	-	27	1	-	-	-	-	-	-	-
Total Hires	24	1	5	-	-	1	-	18	1	-	-	-	-	-	-	-
Selection Rate	54.5%	100.0%	50.0%	N/A	N/A	N/A	14.3%	N/A	66.7%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	54.5%	100.0%	50.0%	N/A	N/A	N/A	14.3%	N/A	66.7%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	N/A	N/A	N/A	Yes	N/A	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Number Applied	264	251	66	34	-	2	101	167	94	47	3	-	-	-	1	-
Total Hires	154	152	21	10	-	1	64	111	68	29	1	-	-	-	1	-
Selection Rate	58.3%	60.6%	31.8%	29.4%	N/A	N/A	63.4%	66.5%	72.3%	61.7%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	96.3%	100.0%	44.0%	40.7%	N/A	N/A	87.6%	91.9%	100.0%	85.3%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
Persons with Disabilities																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Veterans																
Number Applied	12	-	7	-	-	-	3	1	-	1	-	-	-	-	-	-
Total Hires	9	-	5	-	-	-	2	1	-	1	-	-	-	-	-	-
Selection Rate	75.0%	N/A	71.4%	N/A	N/A	N/A	66.7%	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A

Training - Drivers

Drivers – All individuals who are hired into the Driver position must undergo MV standardized driver training program, which includes classroom training, behind-the-wheel training and cadet training.

For drivers, additional safety training is provided every two months and Behind-the-Wheel (BTW) training is done annually.

Driver Training Modules

Course Title	Length of Training	Date & Location of Training	Name of Instructor
Employee Handbook	60 minutes	On-site, first week of employment	Avatar Learning System
Whistleblower	30 minutes	On-site, first week of employment	Avatar Learning System
Harassment	30 minutes	On-site, first week of employment	Avatar Learning System
ADA – Introduction	30 minutes	On-site, first week of employment	Avatar Learning System
ADA – Sensitivity	60 minutes	On-site, first week of employment	Avatar Learning System

Training Module Descriptions

Employee Handbook – An overview of MV Handbook, which includes our EEO Policy, Harassment-Free Workplace Policy and Open-Door Policy.

Whistleblower – An introduction on the importance of making an internal complaint, what should be reported and who it should be reported to. This module also includes information on protection against retaliation for whistleblowers.

Harassment-Free Workplace – This training module discusses the importance of creating a respectful work environment that is free of unlawful harassment. It includes definitions and examples of different types of unlawful harassment, including discrimination and sexual harassment.

Introduction to ADA – This module provides an overview into key components of the ADA, its purpose, and its effect on the day-to-day operations of our business.

ADA – Sensitivity – This module informs employees on different cognitive and physical conditions so that drivers have a solid understanding and respect for our passengers conditions as well as how to properly handle them when acting as a representative of MV.

Training – Manager, Supervisors

Additional training for Managers and Supervisor is included below, along with a course summary.

Manager/Supervisor Training Modules

Type of Training	Frequency	Location	Name of Instructor
Harassment-Free Workplace	2 years	Online	Skillsoft
Code of Conduct/Ethics	2 years	Online	Skillsoft
Selection for Success – Interviewing, Selecting & Hiring	As needed	On-site	Regional HR Director
Selection for Success - Diversity & EEO	Annually	On-site	Regional HR Director
Selection for Success – ADA/ADAAA	Annually	On-site	Regional HR Director
GM Essentials	Once	Offsite	Sr. HR Director and Director of Learning and Development

Training Module Descriptions

Harassment-Free Workplace – This is an interactive, two-hour training module that provides an overview and examples of unlawful harassment, including discrimination, hostile work environment, sexual harassment, etc. It provides supervisors and managers with the tools they need to properly identify and address different forms of harassment while stressing the importance of creating a harassment-free workplace by leading by example.

Code of Conduct/Ethics – This is an interactive, two-hour training module that provides managers and supervisors with an understanding of MV Code of Conduct, including our obligation to obey the law, to avoid conflicts of interest and our goal to provide and maintain an ethical work environment while promoting a positive work environment.

Interviewing, Selecting and Hiring – This module provides an overview into legally protected characteristics and their effect on interviewing, selecting and hiring. This includes an overview into topics that cannot be discussed during job interviews and/or used as a basis for consideration in hiring.

Diversity and EEO – This module discuss the importance of valuing and respecting all people. It illustrates that the goal of diversity is to benefit from having a workforce that fully reflects the community we serve. This module also provides information on Affirmative Action and Equal Opportunity, which ensures that all individuals have an equal opportunity for employment, without regard to race, color, religion, sex, national origin, disability, or veteran status.

ADA/ADAAA – This module provides an introduction into the ADA as well as valuable information on what you can and cannot ask applicants as well as what to do if an applicant requests a reasonable accommodation.

GM Essentials – This week-long, offsite, SME-lead training program is intended to provide General Managers with a solid foundational understanding of what is required in their role. This training covers various topics across multiple functional areas, including: ethics, harassment, discrimination, ADA/ADAA accommodations etc., as well as the GM's role in responding to and/or properly reporting these items.

Training Log

November 2019-October 2023

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NH/PI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	6	3	1	1	-	-	3	1	2	1	-	-	-	-	-	-
Total Trained	6	3	1	1	-	-	3	1	2	1	-	-	-	-	-	-
Training Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Total Workforce	27	16	6	4	-	-	8	7	13	5	-	-	-	-	-	-
Total Trained	27	14	6	4	-	-	8	5	13	5	-	-	-	-	-	-
Training Rate	100.0%	87.5%	100.0%	100.0%	N/A	N/A	100.0%	71.4%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	87.5%	100.0%	100.0%	N/A	N/A	100.0%	71.4%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	Yes	No	No	N/A	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Total Workforce	26	1	7	-	-	-	1	-	18	1	-	-	-	-	-	-
Total Trained	24	1	5	-	-	-	1	-	18	1	-	-	-	-	-	-
Training Rate	92.3%	100.0%	71.4%	N/A	N/A	N/A	100.0%	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	92.3%	100.0%	71.4%	N/A	N/A	N/A	100.0%	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	No	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	156	156	21	10	-	-	1	66	114	68	30	1	-	-	1	-
Total Trained	154	152	21	10	-	-	1	64	111	66	29	1	-	-	1	-
Training Rate	98.7%	97.4%	100.0%	100.0%	N/A	N/A	97.0%	97.4%	100.0%	96.7%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	98.7%	100.0%	100.0%	N/A	N/A	97.0%	97.4%	100.0%	96.7%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A

Promotional Practices

MV encourages its employees' career development, and in support of that effort, the Division promotes from within whenever possible. Interested employees must complete an application prior to deadline in order to be considered by the interview panel. The panel consists of the General Manager, Safety Manager, Operations Manager, Human Resources Manager (if applicable) and/or Maintenance Manager.

After the interviews are held, the supervisor department manager and General Manager make a final selection. Selection decisions are based on the following criteria: past performance, skill, ability, experience, attitude, efficiency, disciplinary record, attendance record, and length of service. If all applicants were otherwise considered equally qualified, seniority may be used as a basis for making a final selection.

For data regarding the Division's promotional practices, please refer to the Promotion/Demotion Log attached in the table below.

Promotional Chart

November 2019-October 2023

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	2	-	-	-	-	-	1	-	1	-	-	-	-	-	-	-
Total Promotions	2	-	-	-	-	-	1	-	1	-	-	-	-	-	-	-
Selection Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Number Applied	8	3	2	-	-	-	3	3	3	-	-	-	-	-	-	-
Total Promotions	8	3	2	-	-	-	3	3	3	-	-	-	-	-	-	-
Selection Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Number Applied	2	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	2	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service Maintenance																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NHOPPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Veterans	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	2	-	1	-	-	-	1	-	-	-	-	-	-	-	-	-
Total Promotions	2	-	1	-	-	-	1	-	-	-	-	-	-	-	-	-
Selection Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Compensation

The Compensation Committee has adopted a Compensation Philosophy, that is intended to align our compensation program and practices with the interests of our customers. This philosophy supports our business strategy objectives, as well as financial and talent management goals to deliver long-term profitable growth. With the implementation of a focal point salary review (Non-Union), a market-driven pay structure, a pay for performance mentality, and by following common market-based, “Best of class” compensation practices, Human Resources is supporting MV’s objectives to:

- Attract and retain the key talent we need to run our business.
- Inject more discipline into the salary administration process.
- Avoid overspending when hiring and promoting employees.
- Improved management of our merit spend through the FPR process and utilizing the online MVP system.
- Ensure consistent and equitable compensation treatment for all employees.
- Demonstrate a true “Pay for Performance” culture to our employees.

Discipline and Termination

Work Rules are needed to ensure the safety and well-being of all employees. The purpose of Work Rules is not to punish employees, but rather it is intended to inform employees about MV expectations and provide a framework for coaching and counseling. MV reserves the right to skip steps in the disciplinary process whenever it determines that circumstances warrant. Work Rules are divided into two groups of offenses:

- Minor Violations are typically addressed in a four-step process, although the Company need not follow this sequence:
 - First Violation – Counseling session/verbal warning
 - Second Violation – Written warning
 - Third Violation – Final warning and/or unpaid suspension
 - Fourth Violation – Termination
- Major Violations will warrant disciplinary action up to a final warning and/or unpaid suspension.

The reasons that MV can terminate an employee for (but are not limited to) are for poor job performance, poor attendance, lack of a valid driver's license and/or proper medical certification (when required by the job), insubordination, violation of work rules/policies, drug and/or alcohol use in violation of MV Substance Abuse Program, dishonesty, fraud, or for inability to acquire necessary skills to perform the job. When appropriate, an employee may be demoted. Grievance procedures are described in the CBA should an employee decide to grieve his/her termination.

Involuntary Terminations

Involuntary Termination Data: consist of company and temporary employees who involuntarily separated from the company. November 2019-October 2023

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NH/PI		M		
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
1 - Officials & Administrators																	
Total Workforce	-	-							-	-	-	-	-	-	-	-	
Total Involuntary Terminations	-	-							-	-	-	-	-	-	-	-	
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
2 - Professionals																	
Total Workforce	-	-							-	-	-	-	-	-	-	-	
Total Involuntary Terminations	-	-							-	-	-	-	-	-	-	-	
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
3 - Technicians																	
Total Workforce	-	-							-	-	-	-	-	-	-	-	
Total Involuntary Terminations	-	-							-	-	-	-	-	-	-	-	
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
4 - Protective Service																	
Total Workforce	-	-							-	-	-	-	-	-	-	-	
Total Involuntary Terminations	-	-							-	-	-	-	-	-	-	-	
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
5 - Paraprofessional																	
Total Workforce	-	-							-	-	-	-	-	-	-	-	
Total Involuntary Terminations	-	-							-	-	-	-	-	-	-	-	
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
6 - Administrative Support																	
Total Workforce	14	11	6	4					8	7	-	-	-	-	-	-	
Total Involuntary Terminations	10	5	2	3					4	2	4	-	-	-	-	-	
Involuntary Termination Rate	71.4%	45.5%	33.3%	75.0%	N/A	N/A	50.0%	28.6%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Ratio to Lowest Rate	63.6%	100.0%	85.7%	38.1%	N/A	N/A	57.1%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Potential Adverse Impact (Yes/No)	Yes	No	No	Yes	N/A	N/A	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
7 Skilled Worker																	
Total Workforce	25	-	7						18	-	-	-	-	-	-	-	
Total Involuntary Terminations	7	-	1						6	-	-	-	-	-	-	-	
Involuntary Termination Rate	28.0%	N/A	14.3%	N/A	N/A	N/A	33.3%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	42.9%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
8 - Service-Maintenance																	
Total Workforce	155	156	21	10					1	66	114	68	30	-	-	1	-
Total Involuntary Terminations	43	59	6	4	-				1	18	42	13	11	-	-	1	-
Involuntary Termination Rate	27.7%	37.8%	28.6%	40.0%	N/A	N/A	27.3%	36.8%	27.3%	36.7%	N/A	N/A	N/A	N/A	N/A	N/A	
Ratio to Lowest Rate	100.0%	73.4%	95.5%	68.2%	N/A	N/A	100.0%	74.0%	97.6%	74.4%	N/A	N/A	N/A	N/A	N/A	N/A	
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	

Monitoring and Reporting Systems

A workforce analysis report showing the race, gender and job classification will be maintained by MV and provided on an annual basis to the Division's client(s), if so requested.

In order to properly assess the progress of the EEO program and to measure the extent to which these goals are met, the company has put together the following procedures:

An important part of any successful EEO program is the establishment of an effective and practical internal monitoring and reporting system. This system should facilitate an overall evaluation of key performance indicators of MV EEO plan, as well as provide a foundation for identifiable corrective action. As part of this EEO Program, MV will monitor records of personnel transactions at all levels to ensure that MV EEO Policy is carried out.

Analysis

1. In collaboration with Human Resources, evaluate quarterly updates of key EEO performance indicators.
2. Upon completion of collective bargaining process, the division submit a copy of the proposal to the EEO Compliance Manager for review and to ensure there is no disparate impact.
3. Upon completion of each division EEO plan updates, if there are any deficiencies, a Compliance Notification letter is issued to the division listing any workforce deficiencies. A Compliance Goal Report is also issued to the CEO bi-annually to review divisions with areas of concerns.
4. Recurring EEO teleconference are held with the Senior Human Resource Manager (when schedule permits), to discuss; employment activities, EEO deficiencies, and goals.
5. These indicators shall include a comparative trend analysis of 1) workforce analysis by race, gender and EEO job categories, 2) underutilization of EEO job categories, 3) internal complaints by protected characteristics, 4) external complaints by protected characteristics, and 5) analysis of other significant trends.
6. Monitoring records on applicants, new hires, terminations, and promotions by race and gender to ensure that all employees are treated in a fair and equitable manner.

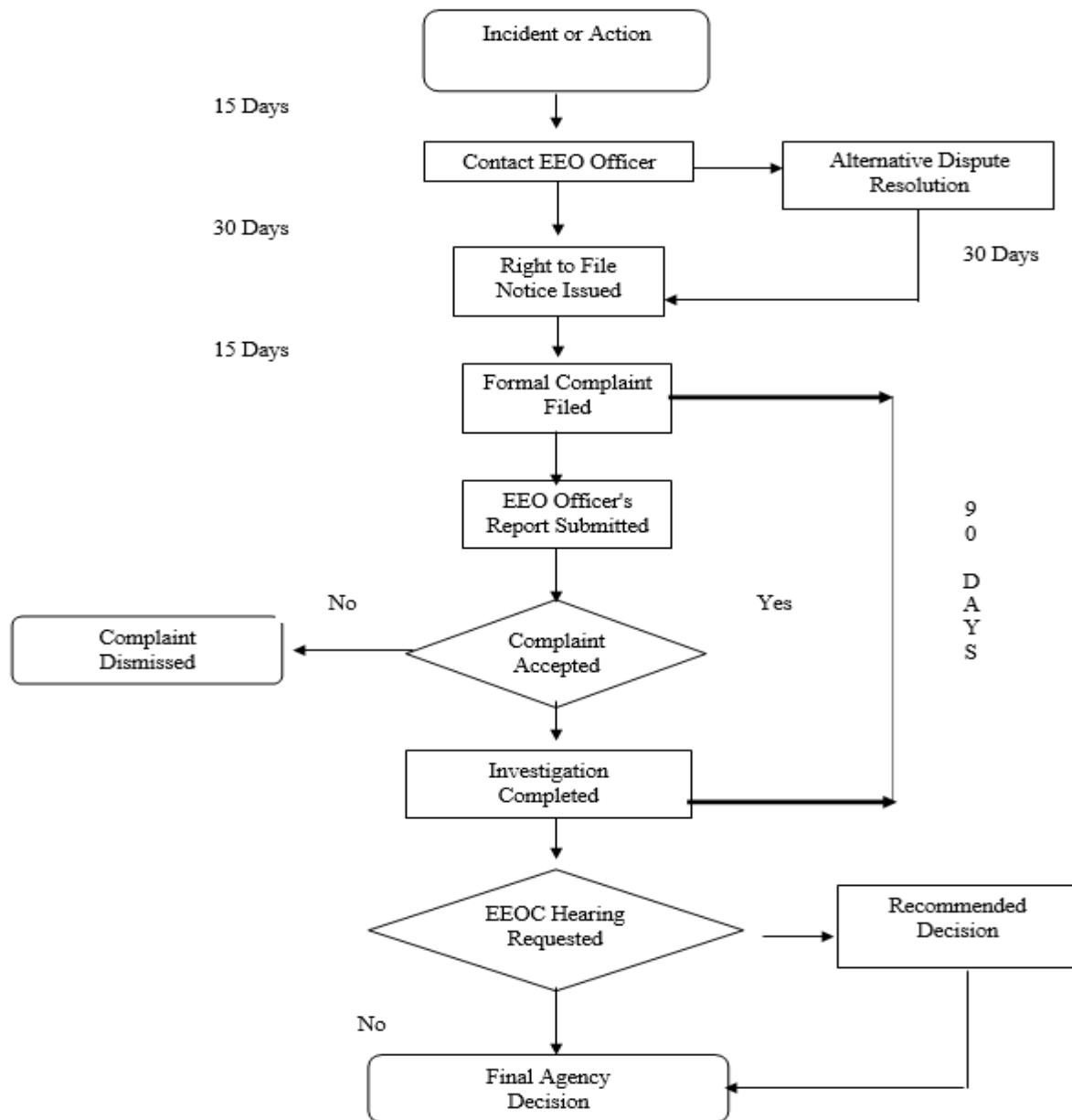
7. Reviewing divisional goals with senior management staff. Quarterly updates will be shared with the appropriate leadership at the regional and corporate levels, including (but not necessarily limited to) the regional Senior Vice President, the regional Area Vice President, the regional Director of Human Resources, the regional Recruiting Manager and the Corporate Sr. Director of Human Resources. Additionally, the office of the EEO Officer shall ensure that divisional staff are accountable for utilization report information as well as their recruitment efforts.
8. The office of the EEO Officer shall partner with the regional Human Resources Director and the regional Recruiting Manager to ensure that the hiring manager has reviewed the underutilization report(s) prior to receiving final approval to proceed with interviews for vacant positions.
9. A year-end analysis review shall be conducted to assist in the establishment of EEO goals and objectives for the succeeding year.

Reporting

The EEO Officer will be responsible for reporting areas of deficiency to the Division during a formal quarterly review. Underutilization that is identified will be addressed via a joint effort between the EEO Officer, the Corporate Recruiter and divisional management in an effort to identify appropriate corrective action(s) and recruiting strategies.

The EEO Officer is also responsible for chairing a quarterly meeting with senior leadership to provide a Company-wide review of current or newly identified deficiencies, as well as proving updates and action plans on previously identified deficiencies.

How to File Complaint Process



Abbreviations:

ADR-Alternative Dispute Resolution

EEOC-Equal Employment Opportunity Commissioners

Investigation Process

When a complaint is received, the allegations will be investigated promptly in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent possible under the circumstances. The investigation may include review of document, interviews, assessment of evidence and other actions relevant to the circumstance of each case.

In determining whether alleged conduct constitutes an EEO violation, consideration shall be given to facts and circumstances, including the context in which the alleged incident occurred.

If it is determined that a violation has occurred, action to eliminate the offending conduct will be taken promptly. When appropriate, disciplinary action will be taken against the employee up to and including dismissal.

Filing a Formal Complaint

- Complaints may also be filed in person, by telephone or on a statement form.
- Anonymous letters will also be investigated to the extent possible.
- When contacted, complainants should be able to provide corroborating information to support the allegation. For example, names of witnesses, letters, memos, dates and times the incident took place.
- Complainants will be given information on external enforcement agencies (i.e., the EEOC, the Commission on Human Relations.

Timeliness

- A complainant is to report the incident as soon as possible.
- The FTA and EEOC may have their own deadlines to file complaints. Employees and applicants for employment may contact either or all offices for additional information regarding their requirements.
- Disciplinary Action If it is determined that an MV employee engaged in any activity involving a violation to a departmental policy or inappropriate conduct, disciplinary action will be taken as appropriate, up to and including dismissal. Employees will not be disciplined or otherwise retaliated against for reporting in good faith what he or she believes to be a possible violation of MV's EEO policies, even if he or she is not sure a violation has occurred. However, any employee who is in

receipt of a complaint or has knowledge of a potential violation and fails to take action by reporting the matter may be subject to disciplinary action up to and including dismissal.

- **Posting** All policies relevant to Equal Employment Opportunity are to be posted on bulletin boards, in the Human Resources Division and in areas where employees normally congregate.

External Factors

In addition to job availability, ethnic availability also is factor in maintaining an EEO compliance. An analysis of the division demographic is reviewed to determine if there is an underutilization. The data is used to develop a strategies and goals to maintain compliance.

EEO Complaints – Training

To address issues of discrimination and/or unlawful harassment, MV Transportation has rolled out an interactive, online training program that all exempt-level employees and employees in supervisory positions are required to take every two (2) years. On-site training is available for groups that require for the training to be conducted in-person. Additional training beyond the basic requirements may also be scheduled as part of the resolution to a specific complaint.

EEO Complaint Capturing

MV has several ways of capturing EEO complaints:

- MV maintains a toll-free 800 “Employee Relations Hotline.” The Hotline number is prominently posted at all divisions in break rooms and general area. In addition to divisional postings, the Hotline is described in MV Employee Handbook, which is distributed to all employees when they are hired. All calls to the Hotline are routed to a confidential mailbox, which is checked one to two times per day by MV Directors of Human Resources and Labor Relations. All complaints are assigned to the appropriate regional Director of Human Resources and Labor Relations and promptly investigated;
- Employees who call the main switchboard with complaints of this nature are immediately routed to the appropriate regional Director of Human Resources and Labor Relations for prompt investigation;

- All complaints of this nature received via mail or fax are immediately re-routed to the appropriate regional Director of Human Resources and Labor Relations for prompt investigation; and
- In the event that an employee files an EEO complaint with divisional supervisory/managerial staff, managers are instructed to immediately report it to the appropriate regional Director of Human Resources and Labor Relations for prompt investigation.

EEO Complaints – Investigations

All EEO complaints are thoroughly and promptly investigated promptly by the HR Department. The division has one (1) regional Director of Human Resources and Labor Relations assigned to it, but all investigations are done with the assistance and under the supervision of the EEO Officer, the Senior Director of Human Resources and Labor Relations, and under the direction of MV Transportation's Associate General Counsel.

1. Following the receipt of a complaint, the Director of Human Resources and Labor Relations will meet with the complainant to ensure that the charges are accurately stated and fully understood. During this initial conference, the basis of the complaint shall be clearly defined.
2. The Directors of Human Resources and Labor Relations will conduct a thorough investigation in consultation with the Sr. Director of Human Resources and Labor Relations, the EEO Officer, and Associate General Counsel.
3. The investigation will include interviews with all parties named by the complainant as witness or the employee(s) wholly or partially responsible for the alleged discriminatory act(s). The investigation process will also include a review/analysis of relevant personnel records.
4. The investigation process and submittal of written findings will be conducted in an expedient manner, taking into consideration the availability of the complainant, respondent, witnesses and any other individuals deemed necessary to provide required information. Whenever possible, investigations will be concluded within fifteen (15) business days.
5. Upon completion of the investigation, the Director of Human Resources and Labor Relations shall present a written report to the General Manager and the EEO Officer setting forth all factual findings. This report may include a recommendation for appropriate resolution.

6. Upon receipt of the report from the Director of Human Resources and Labor Relations, the General Manager shall, within ten (10) days, take one of the following actions:
 - a. If it is determined that there are no issues of discrimination or harassment on the basis of protected classes (previously named), the General Manager will inform the complainant in writing and the complaint will be dismissed/closed.
 - b. If it is determined that the alleged discriminatory act(s) occurred, the General Manager will make a determination as to what remedial action(s), if any, will be made to address the issues brought forth in the complaint.

EEO Complaints – Disciplinary Action

If specific violations are identified, a determination should be made into whether counseling or disciplinary action is appropriate.

- **Informal Counseling** – an informal counseling is the conversation between a supervisor and a subordinate in an attempt to correct a work-related behavioral problem. These are generally unwritten. During this conversation, the supervisor must identify it as such to the employee. The supervisor is expected to assist the employee by identifying, specifically, the incident that led to the informal counseling. The supervisor must communicate why the behavior is unacceptable and what is expected of the employee in the future. The supervisor must also communicate that unless immediate and sustained improvement is demonstrated, appropriate disciplinary action may be pursued. Union representation may be requested (if applicable).

Because informal counseling is verbal and not always witnessed, supervisor need to keep notes and documents memorializing that the conversation took place.

- **Formal Counseling** – A formal counseling is a written document which requires that the supervisor record and identify the conduct required, the actions that led to the counseling, expectations and, if appropriate, a timeline for improvement. The supervisor must communicate that additional disciplinary action may be pursued if immediate and sustained improvement is no demonstrated.

In the event that the employee refuses to sign written warning, the supervisor must note that the “employee refused to sign” and a witness (another member of management) must sign confirming the refusal.

EEO Complaints – Case Tracking

All investigations are monitored and tracked using iSight, MV case tracking software. Once a complaint is made, the Director of Human Resources and Labor Relations logs the case into iSight. In addition to providing basic database functionality, iSight also allows the Directors of Human Resources and Labor Relations to manage their case loads in a number of ways:

- Allows the Directors, Sr. Director and EEO Officer to run comprehensive reports (scheduled or as-needed) to review case activity a number of ways, including, but not limited to, by Director, by region, by division, by case type, or by any other number of factors.
- Allows the Directors to create reminders for follow-up investigative items, such as phone calls, letters, interviews, etc.
- Allows evidentiary items, documents and exhibits associated with the investigation to be electronically attached to the case and be kept as a part of the case file.
- Allows for the storage of standard templates for response letters to allow for consistent communication with witnesses, complainants and respondents. The system also has the ability to track the communication if it was emailed from within the system.
- Maintains a complete audit trail of any user who has logged into the system, accessed/viewed a case, added information, etc.

EEO Monitoring/Reporting Meetings

The EEO Officer communicates with the CEO, Sr. Management and General Managers on a semi-annual basis (if not more). The purpose of the meetings is to provide company-wide EEO updates, discuss EEO complaints and investigation status and on-going processes, provide training and informational documents, communicate EEO briefing, review effectiveness of the EEO efforts.

Date	Name/Title	Topic
11/20/2023	Harry Wilson/Execute Chair	EEO-1 Survey Report
5/4/2023	Harry Wilson/Execute Chair	Compliance Reports
4/17/2023	Harry Wilson/Execute Chair	Compliance Reports
12/13/2022	Harry Wilson/Execute Chair	1) Roles and Responsibilities 2) EEO Division Compliance Review
11/30/2022	Harry Wilson/Execute Chair	Statement of Policy Review
6/2/2022	Tom Egan/CEO	Company-wide EEO-1 Report
8/19/2021	Tom Egan/CEO	1) EEO1 Survey Report 2) EEO Training
4/6/2021	Tom Egan/CEO	EEO Presentation and Diversity Training
11/17/2020	Tom Egan/CEO	EEO Presentation Compliance Report
11/12/2020	Tom Egan/CEO	EEO Presentation Compliance Report
9/29/2020	Tom Egan/CEO	EEO Presentation Compliance Report
9/29/2020	All Managers/Supervisor	Annual EEO Presentation
2/12/2020	All Managers/Supervisors	Annual EEO Presentation

Monitoring of Subcontractors

The office of the EEO Officer shall be responsible for developing guidance, policies and procedures to comply to the objectives of this program, including ensuring that subcontractors working with MV Transportation on federally funded projects and contracts comply with all applicable laws and regulations governing equal employment opportunities. Such actions include but are not limited to requiring EEO plan submissions from subcontractors on an ongoing basis, reviewing and monitoring subcontractor performance and compliance as they apply to EEO requirements, and conducting site visits and interviews where appropriate to review documentation and identify areas where training may be required.

EEO Complaints – Case Tracking

All investigations are monitored and tracked using iSight, MV case tracking software. Once a complaint is made, the Director of Human Resources and Labor Relations logs the case into iSight. In addition to providing basic database functionality, iSight also allows the Directors of Human Resources and Labor Relations to manage their caseloads in several ways:

- Allows the Directors, Sr. Director and EEO Officer to run comprehensive reports (scheduled or as needed) to review case activity several ways, including, but not limited to, by Director, by region, by division, by case type, or by any other number of factors.
- Allows the Directors to create reminders for follow-up investigative items, such as phone calls, letters, interviews, etc.
- Allows evidentiary items, documents and exhibits associated with the investigation to be electronically attached to the case and be kept as a part of the case file.
- Allows for the storage of standard templates for response letters to allow for consistent communication with witnesses, complainants and respondents. The system also can track the communication if it was emailed from within the system.
- Maintains a complete audit trail of any user who has logged into the system, accessed/viewed a case, added information, etc.

Reporting

The EEO Officer will be responsible for reporting areas of deficiency to the Division during a formal quarterly review. Underutilization that is identified will be addressed via a joint effort between the EEO Officer, the Corporate Recruiter and divisional management to identify appropriate corrective action(s) and recruiting strategies.

The EEO Officer is also responsible for chairing a quarterly meeting with senior leadership to provide a Company-wide review of current or newly identified deficiencies, as well as proving updates and action plans on previously identified deficiencies.

EEO Complaints

MV Transportation encourages applicants and employees to seek advice, assistance and help with any complaint they feel may involve issues of discrimination or harassment based on race, color, religious creed, national origin, ancestry, sex, age, physical or mental disability, or genetic information, consistent with Federal and State laws. Any person who believes that he or she has been subjected to discrimination or harassment based on any of the above may file an internal complaint with MV Transportation and/or file an external complaint with State or Federal agencies.

Information is held in confidence to the extent possible unless disclosure is otherwise required by law. Retaliatory action of any kind, taken by an employee of MV Transportation against any witness or any other employee as a result of filing a complaint, is strictly prohibited and shall be regarded as a separate and distinct cause for complaint under these procedures.

EEO Complaints – Training

To address issues of discrimination and/or unlawful harassment, MV Transportation has rolled out an interactive, online training program that all exempt-level employees and employees in supervisory positions are required to take every two (2) years. On-site training is available for groups that require for the training to be conducted in-person. Additional training beyond the basic requirements may also be scheduled as part of the resolution to a specific complaint.

EEO Complaint Capturing

MV has several ways of capturing EEO complaints:

- MV maintains a toll-free 800 “Employee Relations Hotline.” The Hotline number is prominently posted at all divisions in break rooms and general area. In addition to divisional postings, the Hotline is described in MV Employee Handbook, which is distributed to all employees when they are hired. All calls to the Hotline are routed to a confidential mailbox, which is checked one to two times per day by MV Directors of Human Resources and Labor Relations. All complaints are assigned to the appropriate regional Director of Human Resources and Labor Relations and promptly investigated;
- Employees who call the main switchboard with complaints of this nature are immediately routed to the appropriate regional Director of Human Resources and Labor Relations for prompt investigation;
- All complaints of this nature received via mail or fax are immediately re-routed to the appropriate regional Director of Human Resources and Labor Relations for prompt investigation; and
- If an employee files an EEO complaint with divisional supervisory/managerial staff, managers are instructed to immediately report it to the appropriate regional Director of Human Resources and Labor Relations for prompt investigation.

EEO Complaints – Investigations

All EEO complaints are thoroughly and promptly investigated promptly by the HR Department. The division has one (1) regional Director of Human Resources and Labor Relations assigned to it, but all investigations are done with the assistance and under the supervision of the EEO Officer, the Senior Director of Human Resources and Labor Relations, and under the direction of MV Transportation’s Associate General Counsel.

7. Following the receipt of a complaint, the Director of Human Resources and Labor Relations will meet with the complainant to ensure that the charges are accurately stated and fully understood. During this initial conference, the basis of the complaint shall be clearly defined.
8. The Directors of Human Resources and Labor Relations will conduct a thorough investigation in consultation with the Sr. Director of Human Resources and Labor Relations, the EEO Officer, and Associate General Counsel.

9. The investigation will include interviews with all parties named by the complainant as witness or the employee(s) wholly or partially responsible for the alleged discriminatory act(s). The investigation process will also include a review/analysis of relevant personnel records.
10. The investigation process and submittal of written findings will be conducted in an expedient manner, taking into consideration the availability of the complainant, respondent, witnesses and any other individuals deemed necessary to provide required information. Whenever possible, investigations will be concluded within fifteen (15) business days.
11. Upon completion of the investigation, the Director of Human Resources and Labor Relations shall present a written report to the General Manager and the EEO Officer setting forth all factual findings. This report may include a recommendation for appropriate resolution.
12. Upon receipt of the report from the Director of Human Resources and Labor Relations, the General Manager shall, within ten (10) days, take one of the following actions:
 - a. If it is determined that there are no issues of discrimination or harassment based on protected classes (previously named), the General Manager will inform the complainant in writing and the complaint will be dismissed/closed.
 - b. If it is determined that the alleged discriminatory act(s) occurred, the General Manager will decide as to what remedial action(s), if any, will be made to address the issues brought forth in the complaint.

EEO Complaints – Disciplinary Action

If specific violations are identified, a determination should be made into whether counseling or disciplinary action is appropriate.

- **Informal Counseling** – an informal counseling is the conversation between a supervisor and a subordinate to correct a work-related behavioral problem. These are generally unwritten. During this conversation, the supervisor must identify it as such to the employee. The supervisor is expected to assist the employee by identifying, specifically, the incident that led to the informal counseling. The supervisor must communicate why the behavior is unacceptable and what is expected of the employee in the future. The supervisor must also communicate that unless immediate and sustained improvement is

demonstrated, appropriate disciplinary action may be pursued. Union representation may be requested (if applicable).

Because informal counseling is verbal and not always witnessed, supervisor need to keep notes and documents memorializing that the conversation took place.

- **Formal Counseling** – A formal counseling is a written document which requires that the supervisor record and identify the conduct required, the actions that led to the counseling, expectations and, if appropriate, a timeline for improvement. The supervisor must communicate that additional disciplinary action may be pursued if immediate and sustained improvement is no demonstrated.

If the employee refuses to sign written warning, the supervisor must note that the “employee refused to sign” and a witness (another member of management) must sign confirming the refusal.

EEO Complaints Log

November 2019-October 2023

Complainant Position	Case Number	Filing Date Alleged Discriminatory Incident	Grounds/(Bases) of Complaint	Status	Lawsuit Filed? Yes or No
n/a	n/a	n/a	n/a	n/a	n/a

ADA and Reasonable Accommodation

Policy

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of MV Transportation to comply with all federal and state laws concerning the employment of persons with disabilities and act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

When an individual with a disability is requesting accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

MV Transportation will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to MV Transportation. Contact HR with any questions or requests for accommodation.

All employees are required to comply with the company safety standards. Current employees who pose a direct threat to the health and/or safety of themselves or other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employees' immediate employment situation.

Individuals who are currently using illegal drugs are excluded from coverage under the company ADA policy.

The HR department is responsible for implementing this policy, including resolution of reasonable accommodation, safety/direct threat and undue hardship issues.

Interactive Process

When a request is made for a reasonable accommodation, the following steps will take place:

1. The division manager or HR representative will send the written request and any medical documents supporting the extension to the corporate LOA supervisor.
2. The LOA supervisor will review all documents and:
 - a. Set up a meeting with the division, LOA department, HR and the employee
 - b. Send out the 1st interactive letter to the employee informing them of the meeting. In the letter there will be a medical questionnaire for the employee physician to complete
 - c. The employee is notified that they must participate in the interactive process
 - d. During the meeting there will be an open discussion on how to reasonably accommodate the employee

If a reasonable accommodation is available, the LOA Supervisor will send a letter to both the employee and division with information and confirmation on the accommodation.

If no reasonable accommodation is available, the LOA Supervisor will send a letter summarizing the meeting along with the date the employee will be terminated.

If the employee does not submit the requested written documentation to MV Transportation and/or does not attend the interactive meeting, then a second interactive request will be sent to the employee. If there is still no response, then MV will submit a third and final interactive request to the employee.

If the employee is unresponsive to all three interactive requests, then a letter will be sent to the employee informing them they have been terminated for lack of participation.

If the employee is covered under the CBA (collective bargaining agreement) we must review the leave language if applicable

APPENDIX A - EEO Policy

MV employment policy is to provide equal opportunity to all persons. In furtherance of this policy, employment decisions shall be based on merit, qualifications, and competence. Except where required or permitted by law, employment practices shall not be influenced or affected by virtue of an applicant's or employee's race, color, creed, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identification, or any other characteristic protected by law. This policy statement governs all aspects of employment including but not limited to recruitment, selection, promotions, terminations, transfers, layoffs, compensation, training, benefits, and other terms and conditions of employment.

MV prohibits retaliation against applicants or associates who file discrimination charges with federal, state or local fair employment practice agencies, participate in investigations of such charges, or oppose unlawful employment practices.

MV Equal Opportunity Policy is an essential part of the Company's overall commitment to attract, hire and develop a strong, talented and diverse work force. MV will make every effort to reasonably accommodate qualified applicants or employees with disabilities based on the essential functions of the job, as well as the sincerely held beliefs of applicants or employees, provided such accommodation does not result in undue hardship to MV. Any requests for reasonable accommodation should be submitted to your supervisor.

If you need additional assistance, please contact the Human Resources Department via the Open Door Hotline, at 877-687-2338.

APPENDIX B – Open Door Policy

As a MV employee, you've joined an organization that places high value on customer service. That same high value is placed on employees. You will find your supervisor values you as an employee and is there to help guide and assist you in performing your role.

We challenge ourselves to take the initiative and be part of the solution. Anytime you have a suggestion or idea to make things better or a concern about the way things are done, discuss it with your supervisor or any member of management. Your input is a valuable part of our success.

We are committed to addressing workplace concerns and issues important to you. If a situation arises with your job, another employee, or customer that makes you uncomfortable, MV asks that you immediately bring it to our attention. You can discuss the situation with your supervisor. If, for any reason, you do not want to discuss the situation with your supervisor or if you feel issues remain unresolved, you can contact another member of management or you can call our Open Door Hotline at 877-687-2338 or email at opendoor@mvtransit.com. You can also write to us at MV Transportation, 5910 N. Central Expressway, Suite 1145, Dallas, TX 75206. Address your letter to the Vice President of Human Resources. Please see our Open Door policy for more information.

You can be assured that such complaints will be investigated and that you will not be subject to any adverse action as a result of making a good faith complaint.

APPENDIX C – Summary of Principal Job Duties

General Manager

The General Manager will provide support, leadership and direction to assigned operating location to ensure delivery of annual business plans. He/she will control the daily operation of our transportation contract, in compliance with the policies of the contracting agency and in conformance with Company procedures. Key responsibilities include:

Job Description/Duties

- Identify select, train and mentor location staff.
- Effectively and frequently communicate with location staff and support team members.
- Oversee safety and training programs, plans and processes to ensure compliance with company, contract and regulatory requirements.
- Maintain client contact routinely to meet or exceed expectations.
- Ensure that all location financial metrics are managed continuously, exceptions are reported and action plans are developed to ensure the location meets its financial, safety and operational expectations.
- Implement, promote and adhere to company policies and procedures.
- Participate in labor and employee relations activities.
- Provide insight and information to support location(s) contract renewals.
- Create and present annual budget.

Requirements

College degree or equivalent business management experience. Management experience required. 20-25 years Transportation/transit experience required.

MS Office, strong analytical skills, strong written and verbal communication skills and high degree of multi-tasking skills

Operations Manager

The Operations Manager is responsible for providing complete oversight in the following operational areas:

- Reviews Monthly Financial Statements (including AR/AP processes).
- Participates in Monthly Safety Meetings.
- Maintain contact with local union for operational \ disciplinary issues.
- Monitors and evaluates Operational statistics; includes: vehicle on-time statistics, missed runs, revenue/cost data, total work hours, total pay hours, customer complaint data, accident data, road call data, and other operations related functions.
- Assures location compliance to the Standard Operating Procedure as outlined by the client, as well as MV Policy Handbook and the current Labor Agreement.
- Performs all other duties as assigned and may assist with other areas based on location needs.

Requirements

- Ideal candidate will have 15+ years of Transit Industry experience.
- Trapeze Integrated Transit Software knowledge is a must
- Labor Negotiations Experience.
- A motivated, self-starter who is able to work in a fast-paced environment.
- Excellent communication (written and verbal) and decision-making skills.
- Excellent interpersonal and organizational skills with extreme attention to detail and accuracy.
- Demonstrate regular and consistent attendance and punctuality.
- Previous management experience is required.

Maintenance Manager

The Maintenance Manager position is responsible for and has complete oversight of the entire maintenance function.

Key Responsibilities/Experience

Position will be responsible for:

- Tracking and controlling parts inventories
- Managing relationships with vendors and suppliers
- Implementing and managing work schedules, projects and assignments
- Managing the financial and accounting aspects of a fleet maintenance operation
- Communicating effectively with all levels of staff, both written and orally

Requirements

- Must have computer skills and working knowledge of MS Outlook, Excel and Word
- Must be able to read, understand, edit and create spreadsheets
- Must have technical competence with light/medium/heavy-duty vehicle repair and preventive maintenance
- Must display initiative, professionalism and tact at all times
- Must have a minimum of 15+ years of fleet/vehicle maintenance management experience

Safety Manager

Job Description/Duties:

- Manage new hire and veteran operator training programs, including keeping all appropriate documentation, to ensure that all operators receive the maximum initial & recurrent training and that all current employees receive required ongoing and post-accident training.
- Respond to and/or provide for trained staff response to operator accidents and incidents, ensuring appropriate collection of information, documentation of events, and reporting per company and client policy.
- Conduct regular audits of employee training files and vehicle maintenance files and conduct regular facility safety audits ensuring compliance with OSHA and EPA regulations and related corporate policies.
- Hire and manage all safety department employees to ensure that all safety staff have appropriate qualifications, certifications and training.
- Provide regular reports to local and corporate management staff of safety department efforts, claims status, training efforts, accident history, worker's compensation claims status, and other required information.

Knowledge, Skills, & Abilities:

- Knowledge of local training program and local operations as well as familiarization with the service area.
- Knowledge of State and Federal regulations and corporate safety programs and policies
- Ability to communicate effectively and work with all departments
- Strong organizational and analytical skills as well as the ability to work independently
- Familiar with windows-based computer operating systems and Microsoft Office packages.

Human Resources Manager

This position will have responsibility and oversight for all Human Resources and Labor functions.

Job Description

- Manage the negotiations and renewals of Collective Bargaining Agreements and serve as the point-person on union-related matters.
- Investigate and document employee relations issues.
- Provide support to department heads and supervisors on day-to-day decisions regarding disciplinary matters, performance management, and terminations.
- Provide training to department heads and supervisors on labor and HR-related protocol.
- Ensure compliance with federal and state laws regarding employment and labor-related matters.
- Represent the division at arbitrations.

Job Requirements

- Lead Chair experience negotiating Collective Bargaining Agreements.
- Extensive experience with conducting employee investigations.
- Extensive experience with resolution of grievances and the arbitration process.
- Strong Collective Bargaining Agreement interpretation skills.
- Ability to be self-directed and manage multiple tasks in a fast paced, demanding work environment.
- Ability to work collaboratively and form positive relationships with operational managers, as well as with union representatives and officers. Ability to handle and provide support in a multi-unit environment.

Additional requirements:

- Bachelor's Degree in a relevant field, Master's a plus.
- PHR or SPHR strongly preferred.
- Must display strong writing ability.
- Must be proficient in Microsoft Office, especially Word and Excel programs.

Accounting Manager

Job Description/Duties:

- Analyzes budget requests and directs the preparation of the budget
- Prepares annual financial statements and reports required by law or the contract.
- Develops and maintains an accounting system.
- Maintains a running analysis of accounts.
- Supervises the maintenance of essential accounting records and files.

Requirements:

- A Bachelor's degree from an accredited college or university with a major in Accounting, or a closely related field is required
- Knowledge and ability to apply the principles, methods, and procedures used in budgeting, accounting, internal auditing, program evaluation, and financial and managerial reporting.
- Knowledge and ability to apply the laws, rules, and regulations governing the installation, operation, and keeping of accounts and their application to specific situations.
- Knowledge of the preparation of involved and detailed accounting and other financial reports containing findings, conclusions, and recommendations.
- Ability to make oral and written presentations in a clear, concise manner.
- Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the company.
- Minimum of 5 years' experience consisting of:

Parts Manager

Job Description/Duties:

- Maintain an orderly workplace
- Provide oversight and direction to the Parts Clerk
- Properly staffing the department, including hiring, firing training and motivating the performance of all parts department staff
- Oversee an annual operating budget for the parts department
- Work with the maintenance and body shop managers to ensure inventory is available when needed
- Establish competitive pricing specification in various categories with vendors
- Determining appropriate inventory levels while ensuring periodic parts turnover
- Adjust stock to curtain accumulation of unused or old parts
- Confirm that parts are appropriately coded and organized

Requirements

- Must be aware of the latest automotive technologies
- Must have at least 5 years of experience as an automotive Parts Manager in either transportation or automotive dealership
- Computer proficiency in MS Outlook, Excel and Word
- Understand and keep abreast of federal, state and local regulations
- Strong communication skills in order to properly communicate with employees and vendors
- Valid driver's license

Assistant General Manager

Job Description/Duties

- Provide backup to the RVP/General Manager as needed in all areas of the operation
- Assist the RVP/GM with selecting, training and mentoring local staff
- Effectively and frequently communicate with location staff and support team members.
- Oversee safety and training programs, plans and processes to ensure compliance with company, contract and regulatory requirements.
- Maintain client contact routinely to meet or exceed expectations.
- Ensure that all location financial metrics are managed continuously, exceptions are reported and action plans are developed to ensure the location meets its financial, safety and operational expectations.
- Implement, promote and adhere to company policies and procedures.
- Participate in labor and employee relations activities.
- Provide insight and information to support location(s) contract renewals.
- Create and present annual budget.

Requirements

College degree or equivalent business management experience. Management experience required. 10-15 years Transportation/transit experience required.

MS Office, strong analytical skills, strong written and verbal communication skills and high degree of multi-tasking skills

Road Supervisor

Job Description/Duties:

- Conduct site checks and road observations according to client and local policy. Document findings accordingly and provide necessary reports to project staff.
- Conduct wheelchair securement and vehicle cleanliness checks on in service vehicles.
- Monitor street operations for on-time performance and schedule and route adherence.
- Respond to accidents and incidents assisting to manage the situation as well as collecting all required information, assist dispatch and operations staff in resuming service levels according to contract specifications and minimizing passenger disruptions.
- Accompany operators to medical facilities as required after accident or injury, ensure proper administration of post-accident drug and alcohol testing.
- Ensure that all operators are fit for duty, meet uniform and equipment standards and are in possession of proper licensing and certifications.
- Provide feedback to safety and operations departments on service items that affect safety and performance, identify potential safety hazards and provide feedback to be incorporated into daily operations procedures.
- Accurately document all field observations and ensure file maintenance.

Requirements

- Must have a CDL with P endorsement.
- Must be able to show proof of clean driving record.
- High School Diploma or Equivalent, Certifications according to local contract requirements
- Previous passenger transportation in current project or similar environment preferred. Previous training and/or field supervision experience preferred but not required.
- Familiarization with service area.
- Ability to manage emergency situations.
- Knowledge of State and Federal regulations and corporate safety programs and policies.
- Ability to communicate effectively and work with all departments.
- Ability to work independently and objectively.

Safety Trainer

Job Description/Duties:

- Assist the Director of Safety will all aspect of the training program, including new hires, routing retraining and post-accident training.
- Respond to and/or provide for trained staff response to operator accidents and incidents, ensuring appropriate collection of information, documentation of events, and reporting per company and client policy.
- Assist the Director of Safety with regular audits of employee training files and vehicle maintenance files and conduct regular facility safety audits ensuring compliance with OSHA and EPA regulations and related corporate policies.

Knowledge, Skills, & Abilities:

- Knowledge of local training program and local operations as well as familiarization with the service area.
- Knowledge of State and Federal regulations and corporate safety programs and policies
- Ability to communicate effectively and work with all departments
- Strong organizational and analytical skills as well as the ability to work independently
- Proficient in MS Outlook, Word and Excel

Payroll Clerk

Job Description/Duties:

- Review time records for accuracy
- Compile payroll data and enter information into the payroll system
- Ensure no overpayments of time, overtime or paid time off
- Print up checks and direct deposit advices
- Sort, stuff and distribute paychecks

Requirements

- 2 or more years of experience in accounting, including General Ledger, AP, Financial Reporting, or Payroll
- Computer proficiency, including experience in MS Outlook, Word and Excel
- Payroll-related working knowledge of general payroll practices
- Maintain confidentiality

Customer Service Representative

Job Description/Duties:

- Receive incoming calls from customers in a timely manner
- Interacts with customers in a professional manner to provide solutions and answers
- Provide necessary follow up with customers as needed

Requirements

- Basic computer and math skills.
- Proficient in MS Outlook, Word and Excel
- Customer service experience required.
- Strong interpersonal skills and excellent written and oral communication skills required.
- Critical thinking and problem-solving skills are also required.
- Transit experience a plus.
- Ability to work a varied schedule; rotating weekend work required.

Dispatcher

Position is responsible for providing direction to and maintaining two-way communications with all operators while monitoring system performance and making scheduling adjustments where necessary to maximize on-time performance,

Key Responsibilities

- Assign stand-by or extra-board operators in the event of operator absences, increased service volumes or in order to minimize service disruptions as a result of traffic, vehicle malfunctions, operator problems and/or emergency situations.
- Maintain attendance log for operators and other appropriate staff
- Assign vehicles giving consideration to preventive maintenance schedules and capacity needs
- Maintain two-way communication with operators, providing information on customers, cancellations, and directional assistance where necessary
- Monitor operators and trip status, making adjustments and reassessments as necessary to ensure on time performance
- Maintain professional demeanor and appearance.
- Handle multiple tasks accurately and effectively in a fast paced environment.

Requirements

- High School Diploma or Equivalent
- Previous data entry, dispatch, customer service, supervisory and/or operating experience desired but not required
- Strong customer service skills.
- Data entry experience and general knowledge of windows-based computer operating system and Microsoft Office package.
- Knowledge of service area.
- Ability to read, write and speak clearly the English language – basic knowledge of Spanish may be required depending on contract location and requirements,
- Able to use multi-line phone system and handle multiple tasks concurrently.
- Ability to work independently and follow directions.
- Ability to adapt and remain flexible in a dynamic environment.

Receptionist

Job Description/Duties:

- Greet visitors and assisting them by providing them with the information needed or by referring them to the correct staff member
- Operating the telephone switchboard by answering incoming calls, transferring calls to appropriate personnel, taking messages and using the paging system
- Document visitors who come into the building
- Perform general administrative duties and maintaining the lobby/reception area

Requirements

- Must possess excellent organizational skills
- Must be friendly, courteous and possess excellent interpersonal and communication skills
- High school diploma or equivalent
- Proficiency in MS Outlook, Excel and Word

Parts Clerk/Maintenance Clerk

Job Description/Duties:

- Check in daily parts orders and place into inventory
- Report any shortages, overages and damages to parts manager.
- Pull maintenance orders to meet parts delivery schedules.
- Assist delivery drivers in loading and unloading of parts.
- Report all stock outages or quantity discrepancies to parts manager.
- Participate in perpetual inventories as directed by management.
- Assists with other duties within the parts department.
- Conduct will call or emergency purchase delivery duties.
- Maintains fleet records on preventive maintenance schedules and corrective maintenance performed on all units.
- Inputs fleet information into the computerized fleet management system.
- Administrative duties as assigned

Requirements

- Candidates must be 21 years of age or over.
- Computer Skills (Word & Excel).
- Clerical skills: file, alphabetize, organize, count & sort.
- Able to lift 50 pounds.
- Maintain a strong attendance record.
- Follow company safety and operational rules and procedures.
- Must possess a clean DMV record and a reliable employment history with a strong attendance and punctuality record.

Shop Foreman

Job Description/Duties:

The **Shop Foreman** manages all day-to-day maintenance aspects of the maintenance operation to include primary associated and preventative maintenance and any warranty or non-warranty repairs of buses. The Maintenance Supervisor will be overseeing all maintenance and utility staff. The Supervisor will assure that all contractual requirements are achieved. Duties include daily, weekly, monthly and annual reporting responsibilities. Successful applicant will work and report to the Resident Maintenance Manager in the running of the day-to-day business. Position will be supervising a currently growing fleet 175 paratransit vehicles with a variety of gasoline and diesel engines. In addition, the Maintenance Supervisor must have experience with Air Conditioning systems, transmissions, emission control systems, and wheelchair lifts. The chosen candidate will be required to participate as needed in the maintenance and repair of the fleet.

Requirements

- Must possess at least 5 current ASE certifications.
- Must be able to properly prioritize, implement and manage work schedules, projects and assignments.
- Must have the ability to track and control parts inventories, vendors and suppliers.
- Must be able to communicate effectively with all levels of staff in written and oral formats.
- Must have computer skills including word processing, spreadsheets and Microsoft outlook.
- Must have technical competence with heavy duty vehicle repair and preventive maintenance.
- Must display initiative, professionalism, candor and tact at all times.
- Must have a minimum of 5 years fleet / vehicle maintenance management experience.
- Experience with paratransit vehicle maintenance preferred.

“A” Mechanic

Job Description/Duties

The "A" Level Technician will perform routine maintenance and repairs on all fleet vehicles and shop equipment and facility. The Technician is required to perform all other duties as required and needed to operate the maintenance department within reason to their scope of ability or as directed. This position will perform engine and transmission replacements, air conditioning repairs, drivability diagnosis and electrical and wiring problems.

Requirements

Abilities: Understand the theory, operation, and repair of gas and diesel engines, heating and cooling, and brake systems; learn and follow industrial and shop safety rules; read and interpret technical manuals and schematics; effectively use computers and the Company's software programs for inventory and parts

Additional Requirements

- Must be able to properly prioritize, implement and manage work schedules, projects and assignments.
- Must be able to communicate effectively with all levels of staff in written and oral formats.
- Must have computer skills including word processing, spreadsheets and Microsoft outlook.
- Must have 5+ years of experience as a full time journey level mechanic.
- Possess a "Master" ASE Certification.
- Experience as a certified "A" Mechanic preferred.
- Have taken basic automotive or heavy duty repair courses or have good understanding of basic automotive/heavy duty systems.
- Must have a rolling steel tool box and the needed tools to complete "A" level work.
- Must be a least 21 years of age.
- Must possess, or be able to obtain within 90 days of employment, a valid Class "C" Commercial Driver License with Passenger Endorsements, and a medical certificate.
- Work well with others and display initiative, tact and professionalism at all times
- Able to lift up to 70 lbs.

“B” Mechanic

Job Description/Duties

The "B" Level Technician will perform routine maintenance and repairs on all fleet vehicles and shop equipment and facility. The Technician is required to perform all other duties as required and needed to operate the maintenance department within reason to their scope of ability. This position may perform engine and transmission replacements, air conditioning repairs, drivability diagnosis and electrical and wiring problems.

Requirements

Abilities: Understand the theory, operation, and repair of gas and diesel engines, heating and cooling, and brake systems; learn and follow industrial and shop safety rules; read and interpret technical manuals and schematics; effectively use computers and the Company’s software programs for inventory and parts

Additional Requirements

- Must be able to communicate effectively with all levels of staff in written and oral formats.
- Must have computer skills including word processing, spreadsheets and Microsoft outlook.
- Must have 3+ years of experience as a full time journey level mechanic.
- Possess a “Master” ASE Certification.
- Experience as a certified “B” Mechanic preferred.
- Have taken basic automotive or heavy duty repair courses or have good understanding of basic automotive/heavy duty systems.
- Must have a rolling steel tool box and the needed tools to complete “B” level work.
- Must be a least 21 years of age.
- Must possess, or be able to obtain within 90 days of employment, a valid Class “C” Commercial Driver License with Passenger Endorsements, and a medical certificate.
- Work well with others and display initiative, tact and professionalism at all times
- Able to lift up to 70 lbs.

“C” Mechanic

Job Description/Duties

The "C" Level Technician will perform routine maintenance and repairs on all fleet vehicles and shop equipment and facility. The Technician is required to perform all other duties as required and needed to operate the maintenance department within reason to their scope of ability. This position may perform air conditioning repairs, drivability diagnosis and diagnose electrical and wiring problems.

Requirements

Abilities: Understand the theory, operation, and repair of gas and diesel engines, heating and cooling, and brake systems; learn and follow industrial and shop safety rules; read and interpret technical manuals and schematics; effectively use computers and the Company’s software programs for inventory and parts

Additional Requirements

- Must be able to communicate effectively with all levels of staff in written and oral formats.
- Must have computer skills including word processing, spreadsheets and Microsoft outlook.
- Must have 1-3 years of experience as a full time journey level mechanic.
- Possess a “Master” ASE Certification.
- Experience as a certified “C” Mechanic preferred.
- Have taken basic automotive or heavy duty repair courses or have good understanding of basic automotive/heavy duty systems.
- Must have a rolling steel tool box and the needed tools to complete “C” level work.
- Must be a least 21 years of age.
- Must possess, or be able to obtain within 90 days of employment, a valid Class “C” Commercial Driver License with Passenger Endorsements, and a medical certificate.
- Work well with others and display initiative, tact and professionalism at all times
- Able to lift up to 70 lbs.

Driver

The fixed route operator is primarily responsible providing safe, reliable and efficient service while operating a motor transit vehicle.

Job Description/Duties

- Transporting passengers
- Utilize 4-point securement of wheelchairs and scooters
- Communicate via 2-way radio to dispatch

Requirements

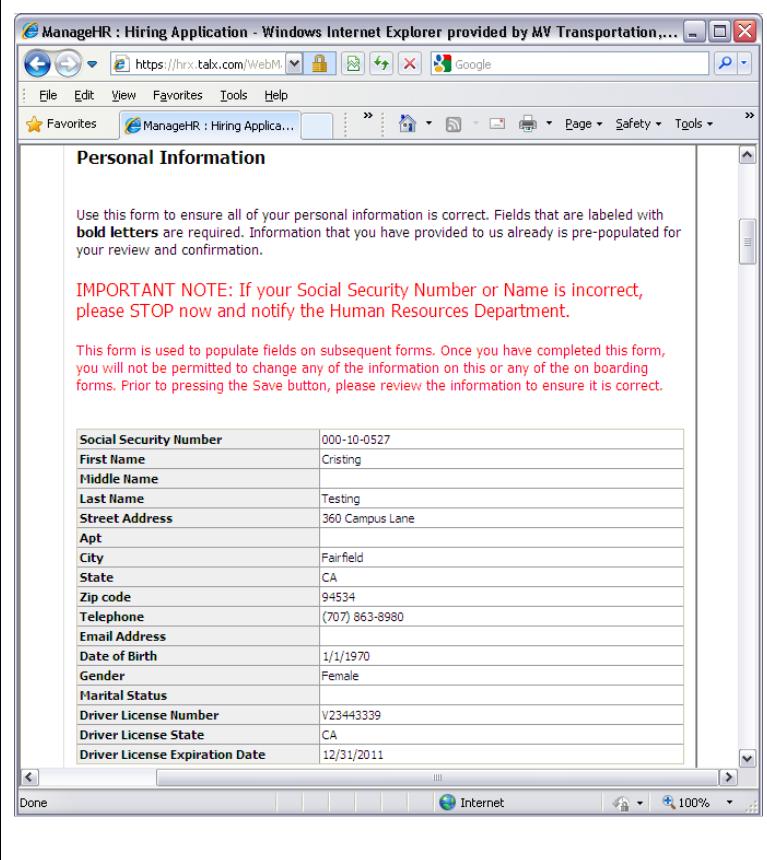
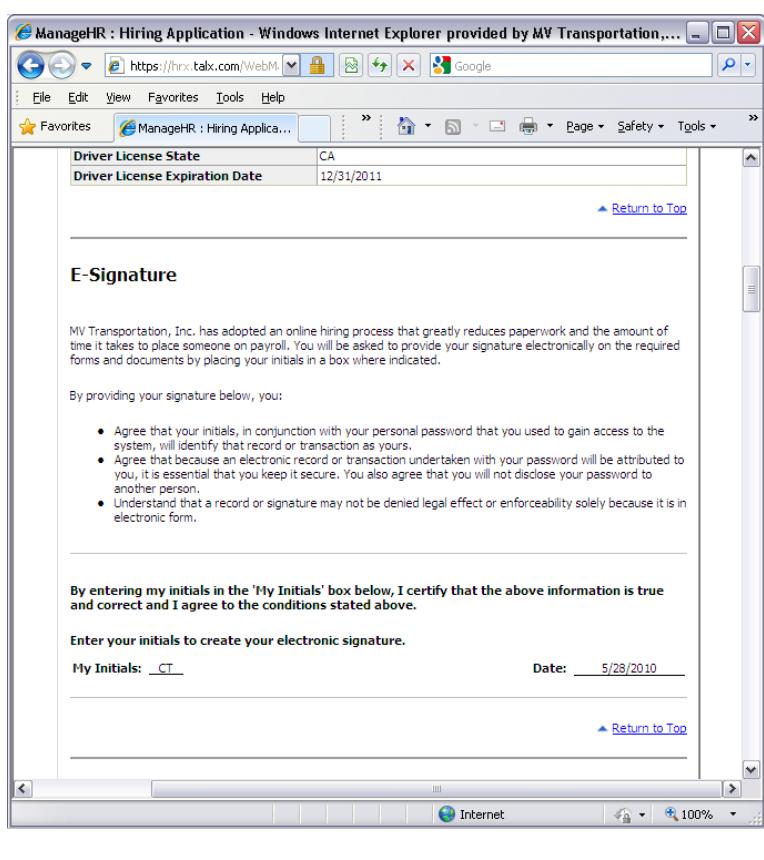
- Must have (or be able to obtain) and CDL 'B' class permit with a 'P' endorsement
- Must be able to read a map
- Possess excellent communication and decision-making skills
- Have no moving violations or serious traffic violations in prior three (3) years

Facility/Janitorial/Utility Worker

Job Description/Duties

- Maintain floors, including tile, carpet and vinyl
- Sanitize workspaces, office equipment and lunch/break areas
- Maintain supplies and office cleaning inventory
- Clean lights and lighting fixtures
- Perform light maintenance duties, such as collecting trash and recyclables
- Fuel buses
- Wash and maintain cleanliness of buses

APPENDIX D - Sample Electronic Application

 <p>Personal Information</p> <p>Use this form to ensure all of your personal information is correct. Fields that are labeled with bold letters are required. Information that you have provided to us already is pre-populated for your review and confirmation.</p> <p>IMPORTANT NOTE: If your Social Security Number or Name is incorrect, please STOP now and notify the Human Resources Department.</p> <p>This form is used to populate fields on subsequent forms. Once you have completed this form, you will not be permitted to change any of the information on this or any of the on boarding forms. Prior to pressing the Save button, please review the information to ensure it is correct.</p> <table border="1"> <tr><td>Social Security Number</td><td>000-10-0527</td></tr> <tr><td>First Name</td><td>Crising</td></tr> <tr><td>Middle Name</td><td></td></tr> <tr><td>Last Name</td><td>Testing</td></tr> <tr><td>Street Address</td><td>360 Campus Lane</td></tr> <tr><td>Apt</td><td></td></tr> <tr><td>City</td><td>Fairfield</td></tr> <tr><td>State</td><td>CA</td></tr> <tr><td>Zip code</td><td>94534</td></tr> <tr><td>Telephone</td><td>(707) 863-8980</td></tr> <tr><td>Email Address</td><td></td></tr> <tr><td>Date of Birth</td><td>1/1/1970</td></tr> <tr><td>Gender</td><td>Female</td></tr> <tr><td>Marital Status</td><td></td></tr> <tr><td>Driver License Number</td><td>V23443339</td></tr> <tr><td>Driver License State</td><td>CA</td></tr> <tr><td>Driver License Expiration Date</td><td>12/31/2011</td></tr> </table>	Social Security Number	000-10-0527	First Name	Crising	Middle Name		Last Name	Testing	Street Address	360 Campus Lane	Apt		City	Fairfield	State	CA	Zip code	94534	Telephone	(707) 863-8980	Email Address		Date of Birth	1/1/1970	Gender	Female	Marital Status		Driver License Number	V23443339	Driver License State	CA	Driver License Expiration Date	12/31/2011	 <p>E-Signature</p> <p>MV Transportation, Inc. has adopted an online hiring process that greatly reduces paperwork and the amount of time it takes to place someone on payroll. You will be asked to provide your signature electronically on the required forms and documents by placing your initials in a box where indicated.</p> <p>By providing your signature below, you:</p> <ul style="list-style-type: none"> Agree that your initials, in conjunction with your personal password that you used to gain access to the system, will identify that record or transaction as yours. Agree that because an electronic record or transaction undertaken with your password will be attributed to you, it is essential that you keep it secure. You also agree that you will not disclose your password to another person. Understand that a record or signature may not be denied legal effect or enforceability solely because it is in electronic form. <p>By entering my initials in the 'My Initials' box below, I certify that the above information is true and correct and I agree to the conditions stated above.</p> <p>Enter your initials to create your electronic signature.</p> <p>My Initials: <u>CT</u> Date: <u>5/28/2010</u></p>
Social Security Number	000-10-0527																																		
First Name	Crising																																		
Middle Name																																			
Last Name	Testing																																		
Street Address	360 Campus Lane																																		
Apt																																			
City	Fairfield																																		
State	CA																																		
Zip code	94534																																		
Telephone	(707) 863-8980																																		
Email Address																																			
Date of Birth	1/1/1970																																		
Gender	Female																																		
Marital Status																																			
Driver License Number	V23443339																																		
Driver License State	CA																																		
Driver License Expiration Date	12/31/2011																																		

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Additional Information

Additional Information

1. Can you perform the essential functions of the position for which you are applying?

YES NO

2. How did you hear about MV?

Walk-In
Grand Rapids

Employee Referral

Job Fair

Website

Advertisement

Other

3. If hired, can you provide proof of your legal right to work in the United States?

YES NO

4. I am applying for:

Full Time

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Past Address

Please list all of your residences for the past three (3) years if you have not been at your current residence for the past three (3) years. If you have been at your current residence for the past three (3) years, please click on [Save and Continue](#).

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Relatives

If you have any relatives or know anyone currently employed by our company, please provide their name.

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Criminal History

Have you ever been convicted of a felony or any now pending? No

Have you ever been convicted of a misdemeanor or any now pending? No

Record of conviction does not necessarily disqualify you from employment consideration. Please provide dates and details of the felony convictions.

Have you ever tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which you applied for, but did not obtain, safety-sensitive transportation work covered by DOT agency drug and alcohol testing rules during the past two years? No

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Employment History

Complete this form for each of your previous employers during the last ten (10) years.

Do you have any previous employment? Yes

Please indicate the reason for no previous employment

Were you subject to Federal Motor Carrier Safety Regulations while employed? No

123 Employer

Name of Employer	123 Employer
Address	
Suite#	
City	Fairfield
State	CA
Zip code	
Phone	
Contact Person	Human Resources
May we contact now?	Yes
Start Date	2/2005
End Date	I am still employed
Last Position Held	Payroll Clerk
Ending Salary/Wage	\$13.00 Hourly
Duties	Filing, basic HR administrative duties
Reason For Leaving	Looking for career advancement

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Education

List names and locations of educational institutions attended. For checking your occupational background, state your degree or credentials received.

High School

School Name	Fairfield High School
City	Fairfield
State	CA
Years Completed	12
Graduated?	Yes

College/University

College Name	
City	
State	
Graduated?	
# Years Attended	
Major	
Education Level	

Trade/Vocational School

College Name	
City	
State	
Graduated?	
# Years Attended	
Major	
Education Level	

Other School

College Name	
City	
State	
Graduated?	
# Years Attended	
Major	
Education Level	

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State
Graduated?
Years Attended
Major
Education Level

List other skills (e.g., computer knowledge, language skills) or special training or business/civic organization affiliations related to the position you are seeking.

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Driving Experience Summary

Complete this form for each of your vehicle types.

Do you have any previous driving experience? Yes

No Employment History Reason

Bus

Vehicle Type (If van, bus, or school bus, indicate number of passengers.)	Bus
From	1/2000
To	6/2002
Approximate Annual Miles Driven in a year	50000

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or school bus, indicate number of passengers.)

From 1/2000
To 6/2002
Approximate Annual Miles Driven in a year 50000

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Accident Record

Complete this form for any accidents you've had in the last three (3) years.

Have you had any accidents in the past three (3) years? Yes

No Employment History Reason

Personal vehicle

Type of Vehicle	Personal vehicle
Nature of Accident (head-on, rear-end, upset, etc.)	Rear-end collision
# of Injuries	0
# of Fatalities	0
Date	3/2009
Location	Corner of 5th and L Street in Fairfield

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Traffic Convictions

[Return to Top](#)

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Location: Corner of 5th and L Street in Fairfield

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Traffic Convictions

Complete this form for each of your previous traffic convictions during the last three (3) years.

Do you have any Traffic Convictions and Forfeitures of Bond or Collateral for Past Three (3) Years other than parking violations? Yes

No Employment History Reason

Highway 80 through Cordelia Junction

Location	Highway 80 through Cordelia Junction
Charge (if speeding, mph over limit)	Speeding, 25 MPH over limit
Penalty	Fine
Date	11/2008

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Authorization

I authorize investigation of all statements contained in this application for employment. I authorize a background investigation; and education institutions, law enforcement authorities, and any other organizations and individuals to release such information and documents as deemed appropriate or necessary by MV Transportation, Inc. I understand that falsifications, omissions, or misstatements of information may result in refusal to hire, or if hired, dismissal from employment. I certify that I, the undersigned applicant, have personally completed this application. I agree that MV Transportation, Inc., my previous employers, and all parties providing information shall not be held liable in any respect if any employment offer is not tendered, is withdrawn, or my employment is terminated due to falsifying the statements and answers in the application. I understand that as a condition of employment, I will be required, prior to employment, to take and pass a controlled substances test. I understand that Company benefits and rules and regulations may be changed, modified, deleted, or added to by the Company at any time, at the Company's sole option and without any prior notice. MV is an at-will employer, and I understand that my employment may be terminated at any time with or without cause and with or without notice either at my option or the option of the Company. No employee, agent or representative of MV Transportation, Inc. has authority to enter into a verbal agreement for employment for any specified period of time or to make any verbal representations contrary to the foregoing. I understand that if the position offered to me by the Company requires me to operate a vehicle; I must provide a valid driver's license at the time of my employment. I also authorize the Company to check Department of Motor Vehicle records to ensure that I am in compliance with Company policy. I understand that if I do not meet Company requirements, I may be subject to termination of employment.

BY INITIALIZING THE BOX BELOW, I CERTIFY THAT THIS APPLICATION WAS COMPLETED BY ME, AND THAT ALL ENTRIES ON IT AND INFORMATION IN IT ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Your Initials: CT Date: 5/28/2010

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Authorization

I authorize investigation of all statements contained in this application for employment. I authorize a background investigation; and education institutions, law enforcement authorities, and any other organizations and individuals to release such information and documents as deemed appropriate or necessary by MV Transportation, Inc. I understand that falsifications, omissions, or misstatements of information may result in refusal to hire, or if hired, dismissal from employment. I certify that I, the undersigned applicant, have personally completed this application. I agree that MV Transportation, Inc., my previous employers, and all parties providing information shall not be held liable in any respect if any employment offer is not tendered, is withdrawn, or my employment is terminated due to falsifying the statements and answers in the application. I understand that as a condition of employment, I will be required, prior to employment, to take and pass a controlled substances test. I understand that Company benefits and rules and regulations may be changed, modified, deleted, or added to by the Company at any time, at the Company's sole option and without any prior notice. MV is an at-will employer, and I understand that my employment may be terminated at any time with or without cause and with or without notice either at my option or the option of the Company. No employee, agent or representative of MV Transportation, Inc. has authority to enter into a verbal agreement for employment for any specified period of time or to make any verbal representations contrary to the foregoing. I understand that if the position offered to me by the Company requires me to operate a vehicle; I must provide a valid driver's license at the time of my employment. I also authorize the Company to check Department of Motor Vehicle records to ensure that I am in compliance with Company policy. I understand that if I do not meet Company requirements, I may be subject to termination of employment.

BY INITIALIZING THE BOX BELOW, I CERTIFY THAT THIS APPLICATION WAS COMPLETED BY ME, AND THAT ALL ENTRIES ON IT AND INFORMATION IN IT ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Your Initials: CT Date: 5/28/2010



AV Transportation Services Equal Employment Opportunity Policy

AV Transportation Services (The Company), is committed to providing equal employment and advancement opportunities for all employees and applicants. We believe in cultural diversity and equal employment opportunity because they are socially and morally correct concepts as well as competitive necessities.

The Company does not discriminate on the basis of race, religion, color, national origin, ancestry, physical disability, mental disability, legally protected medical condition, marital status, sex (including pregnancy, childbirth, or related medical conditions), gender identity, age, veteran status, sexual orientation, or any other basis protected by federal, state or local law.

Implementation of Policy:

The Head of Human Resources is responsible for implementing equal employment practices within each department. The HR department is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations and directly reports to the CEO and Operations Manager.

This policy of equal employment opportunity applies to all areas of employment including, but not limited to, recruitment, hiring, training, placement, promotion, demotion, transfer, termination (including layoff), compensation, benefits, use of facilities, and company-sponsored employee activities. Your direct Supervisor, and each employee is responsible for following this policy in a conscientious manner. The Company will take all reasonable steps necessary to prevent such conduct from occurring in the workplace.

Employment Practices:

The Company pursues fair employment practices in every aspect of its business. The following is only a summary of our employment policies and procedures. Company employees must comply with all applicable labor and employment laws, including anti-discrimination laws and laws related to freedom of association, privacy and collective bargaining. It is your responsibility to understand and comply with the laws, regulations and policies that are relevant to your job. Failure to comply with labor and employment laws can result in civil and criminal liability against you and The Company, as well as disciplinary action by The Company, up to and including termination of employment. You should contact your direct Supervisor if you have any questions about the laws, regulations and policies that apply to you.

The diversity of The Company's employees is a tremendous asset. The Company is firmly committed to providing equal opportunity in all aspects of employment. The Company does not unlawfully discriminate on the basis of race, color, religion, sex (including

pregnancy, childbirth, or related medical conditions), sexual orientation, national origin, ancestry, age, physical or mental disability, medical condition, family care leave status, veteran status or marital status. The Company will not tolerate harassment or discrimination of employees by management, your direct Supervisor, co-workers or non-employees (vendors or customers). Harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive or hostile working environment, or that unreasonably interferes with work performance.

If you have any complaints about discrimination or harassment, report such conduct to your direct Supervisor. All complaints will be treated with sensitivity and discretion. Your direct Supervisor and The Company will protect your confidentiality to the extent possible, consistent with applicable law and The Company's need to investigate your concern. Where our investigation uncovers harassment or discrimination, we will take prompt corrective action, which may include disciplinary action by The Company, up to and including termination of employment. The Company strictly prohibits retaliation against an employee who, in good faith, files a complaint.

Any member of management who has reason to believe that an employee has been the victim of harassment or discrimination or who receives a report of alleged harassment or discrimination is required to report it to your direct Supervisor immediately.

The Company is committed to maintaining a drug-free workplace. All Company employees must comply strictly with Company policies regarding the abuse of alcohol and the possession, sale and use of illegal substances. Drinking alcoholic beverages is prohibited while conducting Company business, except at specified Company-sanctioned events. Possessing, using, selling or offering illegal drugs and other controlled substances is prohibited under all circumstances while conducting Company business or on the premises of the Company. Likewise, you are prohibited from reporting for work or driving a Company vehicle or any other vehicle on Company business while under the influence of alcohol or any illegal drug or controlled substance.

The safety and security of Company employees is vitally important. The Company will not tolerate violence or threats of violence in, or related to, the workplace. Employees who experience, witness or otherwise become aware of a violent or potentially violent situation that occurs on The Company's property or affects The Company's business must immediately report the situation to your direct Supervisor.

The Company does not permit any individual to have weapons of any kind on Company property or in Company vehicles, on the job or off-site while on Company business. This is true even if you have obtained legal permits to carry weapons. The only exception to

this policy applies to security personnel who are specifically authorized by Company management to carry weapons.

Procedures:

The Company administers our EEO policy fairly and consistently by:

- Posting all required notices regarding employee rights under EEO laws in areas highly visible to employees.
- Advertising for job openings with the statement "We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law."
- Posting all required job openings with the appropriate state agencies.
- Forbidding retaliation against any individual who files a charge of discrimination, opposes a practice believed to be unlawful discrimination, reports harassment, or assists, testifies or participates in an EEO agency proceeding.
- Requires employees to report to a member of management, an HR representative or the general counsel any apparent discrimination or harassment. The report should be made within 48 hours of the incident
- Promptly notifies the general counsel of all incidents or reports of discrimination or harassment and takes other Appropriate measures to resolved the situation.

Performance Evaluations

The company will evaluate the performance of managers, supervisors and others based on the success of this EEO Program in the same manner that the Company evaluates their performance in other company programs.

Our policies and practices, as well as our physical premises, have been reviewed and adjusted to ensure compliance with the provisions of the Americans with Disabilities Act. If you find yourself faced with an obstacle that places you at a disadvantage, please request assistance; we will actively explore and implement reasonable accommodations.



If you believe that this policy has been violated in any aspect of your employment, you may follow the Complain Procedure set forth in the Handbook or in Code of Business Conduct and Ethics, or you may contact your direct supervisor

EEO Officer: Henry Alphonse Beausejour III

Phone Number: (661) 479-0724

Email: hbeausejour@avtsca.com

Arzrun Minasyan, CEO

A handwritten signature in black ink, appearing to read 'Arzrun Minasyan'.

Date: 12-18-2025



DATE: **January 27, 2026**

TO: **BOARD OF DIRECTORS**

SUBJECT: **Proposed AVTA Legislative Principles for 2026**

RECOMMENDATION

Approve the Proposed AVTA Legislative Principles for 2026 as outlined in Attachment A.

FISCAL IMPACT

This program has no direct budgetary impact.

BACKGROUND

The proposed 2026 Legislative Principles, Attachment A, establish comprehensive guidelines to inform and direct AVTA's legislative proposals and advocacy strategies. These principles are crafted to enable staff to respond adaptively to emerging issues, such as threats to transit funding or burdensome new regulations.

These principles prioritize continued engagement with state and federal officials, including their staff and relevant committees. A central 2026 focus is advocating for reauthorization of the federal surface transportation bill, as the Infrastructure Investment and Jobs Act (IIJA) expires on September 30, 2026. The IIJA has delivered advanced appropriations and funding stability; a successor must preserve operational flexibility for federal funds, ensure adequate capital and operating resources, and support AVTA's transportation services.

Attachment A outlines AVTA's top federal legislative priorities for 2025–2026, which aligns with California Transit Association (CTA) and American Public Transportation Association (APTA) agendas and focuses on local transit, commuter, and paratransit operations. These FY 2026 advocacy targets are critical to sustaining AVTA's service levels and long-term viability.

Prepared by:

Judy Vaccaro-Fry
Chief Financial Officer

Submitted by:

Martin J. Tompkins
Executive Director/CEO

Attachment: A – Proposed AVTA Legislative Principles for 2026

CC 5 – ATTACHMENT A

ANTELOPE VALLEY TRANSIT AUTHORITY PROPOSED 2026 LEGISLATIVE PRINCIPLES

These State and Federal Legislative Principles represent AVTA's 2026 top priorities. These Principles align closely with the California Transit Association (CTA) and American Public Transportation Association (APTA), emphasizing bus, local, commuter, and dial-a-ride/paratransit services.

1. §5307 Urbanized Area Formula Funding

Protect, increase, and expand operating flexibility.

- a. AVTA's #1 federal revenue source. Funding cuts = service cuts.
- b. Ability to flex funds for operating; currently capped per FTA.

2. Zero-Emission Bus Grants + Spare-Ratio Relief

- a. Critical for funds to replace AVTA's 100% battery-electric fleet affordably once useful life expires on existing fleet.

3. Restore Full Pre-Tax Commuter Transit Benefit (currently capped at \$340/month for 2026)

- a. Potential for significant ridership and revenue growth on Los Angeles commuter routes.

4. Bus Operator Safety / Assault Prevention Funding

- a. Additional resources and tools to protect drivers and passengers.

5. CDL Reforms & Workforce Funding

- a. Directly addresses driver shortages.

6. §5310 Flexibility for Dial-a-Ride / Paratransit

- a. Helps manage and control paratransit costs.

7. NEPA & Permitting Streamlining

- a. Accelerates charging infrastructure projects.

AUTHORITY ADVOCACY GOALS AND ACTIONS

GOAL	ACTIONS
Ensure regional planning and programming entities recognize AVTA priorities.	<ul style="list-style-type: none"> Actively participate in the North County Transportation Coalition (NCTC) to promote AVTA's interests at the County and regional levels. Work through the Los Angeles County Metropolitan Transportation Authority's (LACMTA) Bus Operators' Subcommittee (BOS) and Technical Advisory Committee, and the Los Angeles County Municipal Operators' Association (LACMOA) to craft solutions to potential areas of concern. Provide position briefings to Metro Board members, AVTA Board members, Caltrans, and SCAG personnel on issues that may affect operations.
Establish and maintain strong relationships with elected officials and staff in member cities as well as with staff and General Managers of other municipal operators.	<ul style="list-style-type: none"> Regularly participate in meetings of the Los Angeles County General Managers, Bus Operators' Subcommittee (BOS), and regional Transportation Summits. Coordinate on a regular basis with Access Services and participate in Advisory committees to enhance service provided to mobility-challenged members of the community. Stay abreast of transit issues agendized at the Los Angeles County Board of Supervisors and local city council meetings, social media outlets, and news reports to ensure common transportation needs are addressed. Treat local officials as "constituents" and respond in a timely manner to their concerns about AVTA's policies and service. Regularly participate in meetings of the AV EDGE Transportation and Legislative Committees.

2026 STATE LEGISLATIVE PRINCIPLES

GOAL	ACTIONS
Ensure state policy decisions benefit AVTA's operations and funding.	<ul style="list-style-type: none"> • Meet with AVTA's Assembly and Senate representatives to request support for specific transit programs and policies. • Cap and Invest: Participate in workshops and webinars to remain abreast of all developing related information. • Monthly Updates: Provide updates to the Board of Directors on significant legislation and initiatives. • State Advocacy: Advocate for full allocation of transit-dedicated sales tax and bond proceeds. • California Transit Association (CTA): Actively participate in CTA activities and committees. Work with CTA to align AVTA positions. • California Association of Community Transportation (CalACT): Actively participate in CalACT activities and committees. Work with CalACT to align AVTA positions.
Establish a strong presence with AVTA's state legislative delegation and their staff.	<ul style="list-style-type: none"> • Communicate with local representatives and/or key staff on a regular basis to improve relations and discuss issues of concern to AVTA. Staff will extend invitations to elected officials to familiarize them with AVTA capital projects, facility improvements, and operations. • Disseminate AVTA news items as well as invitations to AVTA events to local representatives and their staff. • Participate in and attend the CTA Spring and Fall Legislative Conferences, and other state legislative events to promote relations with elected officials at the leadership and transportation committee levels. • Attend appropriate legislative events in the state.
Support legislation that:	<ul style="list-style-type: none"> • Reduces/removes demand and delivery charges for transit fleet electrification projects. • Protects SB1 transportation funds from diversion. • Enhances efficient transit service delivery. • Increases transit operations and capital funding. • Provides the maximum share of funding for local and regional transportation programs. • Encourages transit-oriented development • Provides relief from excessive taxes. • Provides flexibility to local governments regarding the rules around meetings held via teleconference.
Oppose legislation that:	<ul style="list-style-type: none"> • Inhibits AVTA's ability to deliver effective and efficient transportation services; and • Diverts current funding or ignores the need for increased transit funding.

2025 FEDERAL LEGISLATIVE PRINCIPLES

GOAL	ACTIONS
Ensure that federal policy decisions benefit AVTA operations and funding.	<ul style="list-style-type: none">• Meet with AVTA's House and Senate representatives to request support for specific transit programs and policies.• Actively participate in the Bus Coalition, American Public Transportation Association (APTA), and California Transit Association (CTA) legislative committee to ensure AVTA's interests are represented at the federal level.• Support expanded funding opportunities.
Represent regional interests.	<ul style="list-style-type: none">• Participate in advocacy efforts through Access Services Inc. (ASI), Antelope Valley Air Quality Management District (AVAQMD), Antelope Valley Economic Development Growth Enterprise (AV EDGE), and North County Transportation Coalition (NCTC).
Support legislation that:	<ul style="list-style-type: none">• Enhances AVTA's ability to deliver efficient and effective transit service.• Increases funding for transit operations and capital.• Supports transit-oriented development.• Allows maximum flexibility in the use of federal funding for both operating and capital purposes.
Oppose legislation that:	<ul style="list-style-type: none">• Inhibits AVTA's ability to deliver effective and efficient transportation services.• Diverts current funding or ignores the need for increased transit funding.



DATE: January 27, 2026

TO: BOARD OF DIRECTORS

SUBJECT: Marketing and Communications Log

RECOMMENDATION:

Receive and File

FISCAL IMPACT:

Not Applicable

BACKGROUND:

Marketing and Communication Log for (November 13, 2025 through January 07, 2026).

Prepared by:

James Royal Director of Marketing

Submitted by:

Martin J. Tompkins
Executive Director/CEO

Attachment(s): Marketing and Communications Log (November 13, 2025 - January 07, 2026)

CC 6 - ATTACHMENT A

Marketing and Communications Log (November 13, 2025 – January 07, 2026)

January 27, 2026

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MEMORANDUM

DATE: January 07, 2026
TO: Board of Directors
FROM: James Royal, Director of Marketing
SUBJECT: Marketing and Communications Log

Between November 13, 2025, and January 07, 2026, the Marketing and Communications Department handled press and outreach activities chronicled in the log below. The department sent out two press releases and received mention in nine news or online articles.

AVTA also participated in local community outreach at the following events: AV Family YMCA Gobble Wobble, AV Family YMCA Turkey Trot, AV Chambers of Commerce Christmas Parade, Jolly Holiday Christmas Event, Stuff-a-Bus Toy Collection at Palmdale West Walmart, AV Chambers of Commerce Luncheon, Palmdale Christmas Parade, Magical Blvd Christmas, Stuff-a-Bus Toy Collection at Lancaster West Walmart, AV EDGE Monthly Luncheon and Christmas Party, 2025 AVTA Holiday Drive Thru Grocery and Toy Giveaway.

MARKETING AND COMMUNICATIONS LOG January 27, 2026, BOARD MEETING

Date	Publication	Topic	Type
Nov. 20, 2025	AVTA	AVTA Prepares for a Record Year of Stuff-a-Bus Toy Collection Efforts	Press Release
Nov. 21, 2025	Valley Press	AVTA kicking off Stuff-a-Bus Toy Drive next week	News Article
Nov. 26, 2025	Valley Press	Going above and beyond AVTA driver praised for helping find missing girl	News Article
Dec. 4, 2025	Valley Press	Directors discuss rule changes: Legislative bodies must adapt, AV Transit Authority is told	News Article
Dec. 5, 2025	Valley Press	AVTA Stuff-a-Bus making pair of weekend stops	News Article
Dec. 9, 2025	Valley Press	AVTA spending \$1.39M to change lifts for buses	News Article
Dec. 11, 2025	AVTA	AVTA Rallies Local Sponsors for a Holiday Drive Thru Grocery and Toy Giveaway on 12/20/25	Press Release
Dec. 13, 2025	Valley Press	Stuff-a-Bus makes final stops this weekend	News Article
Dec. 16, 2025	Valley Press	AVC students can still get free rides	News Article
Dec. 16, 2025	Valley Press	AVTA hosting drive-thru grocery, toy giveaway	News Article
Dec. 26, 2025	Valley Press	Audit: AVTA's fiscal year finances strong	News Article



Board of Directors

November 20, 2025

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City of Lancaster

Vice Chair
Dianne M. Knipell
County of Los Angeles

Director
Vacant
City of Palmdale

Director
Eric Ohlsen
City of Palmdale

Director
Raj Malhi
City of Lancaster

Director
Michelle Royal
County of Los Angeles

Executive Director/CEO
Martin J. Tompkins

AVTA Prepares for a Record Year of Stuff-a-Bus Toy Collection Efforts

Lancaster – Beginning Wednesday, November 26th and continuing through Monday December 15th, the Antelope Valley Transit Authority (AVTA) Stuff-a-Bus Holiday Toy Drive will be holding its annual collection of toys and winter coats for the Antelope Valley community's children in need.

"For the past 31 years, AVTA has organized and led the efforts to bring together the Antelope Valley community in a toy collection campaign that brings joy to those in need during this holiday season," said AVTA Board Chairman Marvin Crist. "The key to our success is our staff, volunteers, local residents, and generous sponsors, all working together with the goal of helping kids."

Each year the AVTA Stuff-a-Bus Toy Drive collects donations of new unwrapped toys, winter coats, and gifts for children ages 0-18. Volunteers from participating charities will be heard chanting "Stuff That Bus!" and ringing their bells to make sure the children and families they serve have a much brighter holiday season. For 31 years, this annual event has brought joy to the hearts of local children in need during the holidays by collecting enough new toys and gifts to fill a specially decorated, zero-emission, battery-electric, 40-foot bus.

There will be five Stuff-a-Bus collection event opportunities this year, beginning with the AV Family YMCA Gobble Wobble Fun Run on Wednesday, November 26th from 3 p.m. to 7 p.m., then the City of Palmdale's Jolly Holiday event on Saturday, December 6th from 11 a.m. to 3 p.m., the West Palmdale Walmart on Sunday, December 7th from 10 a.m. to 4 p.m., then A Magical BLVD Christmas on Saturday, December 13th from 5 p.m. to 9 p.m., and finally the West Lancaster Walmart on Sunday, December 14th from 10 a.m. to 4 p.m. A Stuff-a-Bus donation box is also located at the AVTA office in Lancaster.

AVTA works with local charities to collect and distribute all toy and gift donations. The participating 2025 charities are A.V. Boosters, Grace Resources, Antelope Valley Youth Agricultural Association, Valley Oasis, Kids Feeding Kids Through Agriculture, Child and Family Guidance Center, and the South Antelope Valley Emergency Services (SAVES).

All donations will be distributed at the Holiday Drive-Thru Grocery and

11/20/2025

Page 2 of 2

Toy Giveaway at AVTA on December 20th, 2025. No sign up is necessary and the event is open to all Antelope Valley residents. Local families will receive turkeys and Christmas meal supplies in addition to toys and gifts for their children from the AVTA Stuff-a-Bus program and more than 300 bicycles donated by the A.V. Boosters. For safety and orderly distribution reasons, only a drive-through service is available. No walkup services will be available – drive-thru services only. Children do not need to be present for parents to receive toys.

Many local businesses helped AVTA to raise nearly \$50,000 to help purchase toys and gifts for the holiday drive.

"We expect this year to be a record-breaking year, both for the needs of our less fortunate community members and for the generosity of the sponsors, local businesses, and the contributions of individuals in the A.V. The generosity of our major sponsors, such as the City of Lancaster, City of Palmdale, A.V. Boosters, Teamsters Local 848, Southwest Healthcare Palmdale Regional Medical Center, RIDE/BYD, Duke Engineering, AV ALTA, AV Transportation Services, L.A. County 5th District Kathryn Barger's Office, WM, Point Broadcasting, Northpoint Development, MV Transportation, Gene Wheeler Farms, Local Union 416 and 433 Iron Workers, and IBEW/NECA, make a huge impact in the lives of many local families," continued AVTA Board Chairman Crist. "We also want to thank, RentSource, DP Commercial Brokerage, Kaiser Permanente, Complete Coach Works, Vinsa Insurance Associates, High Desert Medical Group, Avail Technologies, Edwards FCU, AVEDGE, Bayshore Consulting Group, Stradling, Yocca, Carlson & Rauth, Weideman Group, AES, Mission Bank, Minuteman Press, Palmdale Elementary Teachers Association, New Flyer/MCI, and Farmers Insurance, whose contributions help make AVTA's Stuff-a-Bus a huge success."

AVTA provides local, commuter and dial-a-ride service to a population of more than 475,000 residents in the cities of Lancaster and Palmdale as well as the unincorporated portions of northern Los Angeles County. Its total service area covers 1,200 square miles and it is bounded by the Kern County line to the north, the San Bernardino County line to the east, the Angeles National Forest to the south, and Interstate 5 to the West.

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January 27, 2026

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Antelope Valley Press

AVTA kicking off Stuff-a-Bus Toy Drive next week

VALLEY PRESS STAFF REPORT Nov 21, 2025 0



The Antelope Valley Transit Authority Stuff-a-Bus is parked at the agency's bus yard at sunrise. The 2025 campaign starts Wednesday and continues through

Dec. 15.

Photo courtesy of Antelope Valley Transit Authority

LANCASTER — Antelope Valley Transit Authority will kick off its annual Stuff-a-Bus Holiday Toy Drive at the Antelope Valley Family YMCA Gobble Wobble Fun Run on Wednesday, the day before Thanksgiving, and continues through Dec. 15

The AVTA's specially decorated, zero-emission, battery-electric 40-foot bus will be on hand to accept donations of new unwrapped toys, gifts and winter coats for children ages infant to 18, from 3 to 7 p.m., at the YMCA, 43001 10th St. West.

The 1-kilometer Gobble Wobble Fun Run is a companion event to the annual 5- and 10-kilometer Turkey Trot, held on Thanksgiving morning. The two family-friendly races raise funds for the YMCA's local programs. Entrants can also sign up their dogs to run or walk with them.

The Gobble Wobble Fun Run begins at 4:30 p.m. Wednesday; the Turkey Trot begins with opening ceremonies at 7:30 a.m. Thursday. The race starts at 8 a.m.

“For the past 31 years, AVTA has organized and led the efforts to bring together the Antelope Valley community in a toy collection campaign that brings joy to those in need during this holiday season,” AVTA Board Chairman Marvin Crist said in a statement. “The key to our success is our staff, volunteers, local residents and generous sponsors all working together with the goal of helping kids.”

There will be five Stuff-a-Bus collection event opportunities this year. In addition to the Gobble Wobble Fun Run, the bus will be at the City of Palmdale’s Jolly Holiday event from 11 a.m. to 3 p.m. on Dec. 6, at the Palmdale Amphitheater, 2723 West Rancho Vista Blvd. (Ave P).

The third opportunity will be from 11 a.m. to 3 p.m. Dec. 7, at the west Palmdale Walmart, 40130 10th St. West. The final two opportunities will be from 5 to 9 p.m. Dec. 13 at A Magical BLVD Christmas in Lancaster, and from 10 a.m. to 4 p.m. Dec. 14 at the west Lancaster Walmart, 44665 Valley Central Way.

Donations can also be dropped off at the AVTA office, 42210 Sixth St. West in Lancaster.

AVTA works with local charities to collect and distribute all toy and gift donations. The participating 2025 charities are AV Boosters, Grace Resources, Antelope Valley Youth Agricultural Association, Valley Oasis, Kids Feeding Kids Through Agriculture, Child and Family Guidance Center, and the South Antelope Valley Emergency Services (SAVES). All donations will be distributed Dec. 20 at the Holiday Drive-Thru Grocery Toy Giveaway at AVTA headquarters.

No signup is necessary, and the event is open to all Antelope Valley residents. Local families will receive turkeys and Christmas meal supplies in addition to toys and gifts for their children from the AVTA Stuff-a-Bus program and more than 300 bicycles donated by the AV Boosters. For safety and orderly distribution reasons, only a drive-through service is available. No walk-up services will be available — drive-thru services only. Children do not need to be present for parents to receive toys.

Many local businesses helped AVTA to raise nearly \$50,000 to help purchase toys and gifts for the holiday drive.

“We expect this year to be a record-breaking year, both for the needs of our less fortunate community members and for the generosity of the sponsors, local businesses, and the contributions of individuals in the AV,” Crist said.

Antelope Valley Press

Going above and beyond

AVTA driver praised for helping find missing girl

By JULIE DRAKE Valley Press Staff Writer Nov 26, 2025 Updated Nov 28, 2025 0



Bus operator Melissa Gonzalez (second from right) was honored Tuesday by Antelope Valley Transit Authority and MV Transportation at an AVTA governing board meeting for going "above and beyond" for helping to reunite a missing teen with her family. With Gonzalez are (from left) Executive Director/CEO Martin Tompkins; Joseph Moriarty, general manager for MV Transportation; and AVTA board Vice Chair Dianne Knipper.

JULIE DRAKE/Valley Press

LANCASTER — Antelope Valley Transit Authority and contractor MV Transportation honored bus operator Melissa Gonzalez Tuesday morning for going above and beyond in helping to reunite a missing teen with her family.

AVTA Executive Director/CEO Martin Tompkins and Joseph Moriarty, general manager for MV Transportation, presented Gonzalez with the awards at the Tuesday morning AVTA governing board meeting.

Gonzalez, a Southern California native and mother of four, has worked for MV Transportation since June.

"We're excited to celebrate Melissa Gonzalez for her outstanding dedication and willingness to go above and beyond her regular duties," Tompkins said.

On Sept. 16, the Los Angeles County Sheriff's Department Detective Bureau issued a special bulletin about a missing 17-year-old teenager known as "Jay," Tompkins said. She was last

seen six days prior in a west Lancaster neighborhood.

“This bulletin was shared at AVTA, posted on buses and posted in the operators’ room,” he said.

On the afternoon of Sept. 17, Gonzalez, operating the Route 12 bus at the Sgt. Steve Owen Transit Center, spotted a girl matching Jay’s description.

“Demonstrating remarkable initiative, Melissa approached the girl and asked if she was Jay,” he said. “After confirming her identity, Melissa invited her onto the bus and offered her some water. Melissa quickly informed dispatch that she had found the missing teen.”

MV Transportation contacted the sheriff’s department, and deputies arrived soon after and confirmed that the girl was indeed Jay, he said.

“She was removed from the bus safely and reunited with her family,” he said. “Melissa, we are incredibly lucky to have you as part of the AVTA team. Your quick thinking, your compassion for humanity truly represents the essence of community service.”

After the meeting, Gonzalez said she did what anyone would have done.

“I didn’t really feel any different because I expect anyone would have done the same thing,” she said. “I saw her picture, I recognized her on the bus. She looked hungry and so sad and so tired. ... They’re making a big deal over it. To me, even if I wasn’t a bus driver and I saw her, I would have done something.”

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Antelope Valley Press

Directors discuss rule changes

Legislative bodies must adapt, AV Transit Authority is told

By JULIE DRAKE Valley Press Staff Writer Dec 3, 2025 Updated Dec 4, 2025 0



Antelope Valley Transit Authority general counsel Allison Burns explains updates to the Brown Act and other public agency laws at the Nov. 25 AVTA board meeting.

JULIE DRAKE/Valley Press

LANCASTER — Starting next year, four bills signed by Gov. Gavin Newsom will revise provisions of the Brown Act, the California Public Records Act and the Political Reform Act with changes that include remote participation as an Americans with Disabilities Act accommodation and social media use by members of a legislative body.

Antelope Valley Transit Authority general counsel Allison Burns gave a breakdown of the changes to the board at the Nov. 25 meeting. Burns, who also serves as Lancaster city attorney, gave a similar presentation to the Lancaster City Council at the Nov. 18 meeting.

Most of the provision become effective Jan. 1, the remaining provisions become effective July 1.

"The ones affecting this agency are all effective Jan. 1, 2026," Burns said.

Remote participation is now available as an Americans with Disabilities Act accommodation.

"Members of a governing board may participate remotely as a reasonable accommodation under the Americans with Disabilities Act," Burns said.

The participation must include audio and video unless disability precludes video. The member must disclose if another adult is present in the room and provide a general description of their relationship, such as a caregiver or adult child. Remote attendance counts toward a quorum as if attending in person at the meeting; however it must be recorded in the minutes as remote attendance.

“Teleconferencing has been made both slightly more complex and more simple at the same time,” Burns said.

The new rules merged “emergency circumstance” and “just cause” into one “just cause” category to address sudden needs that might occur. In that instance, the remotely participating member must notify the AVTA, or the legislative body, at the earliest opportunity of the need to participate remotely and include a general description of the circumstances requiring remote attendance.

“A quorum of the board must participate in person from a single physical location,” she said. “But remember, the ADA attendance counts as if you’re physically present, so that counts as a quorum in a single location.”

Traditional teleconference meeting rules apply, she added, such as roll-call voting, protecting public access and participation rights and two-way audio and video. In addition, the meeting must be suspended in the event of a disruption to the audio/video feed. Remotely participating members must state whether an adult is present in the room and their relationship to the member.

“For AVTA, it may be used twice per year by each of you,” she said.

The updated Brown Act has a permanent rule allowing members of a legislative body to use social media to share or solicit information from members of the public or respond to public inquiries.

“The rule is now you cannot comment upon it, but you may like or dislike,” she said. “That rule has been made permanent, but we cannot have discussion or debate among you on a social media post by quorum.”

Regarding public access and conduct in meetings, agencies must provide a hard copy of the Brown Act to all legislative body members. AVTA board members will get their hard copies at the January meeting.

Members of the public may use any device to record meetings as opposed to the prior requirement that limited it to film cameras.

“The Brown Act has been brought into the 21st century,” Burns said.

Presiding officers may remove disruptive participants, whether they are attending in person or remotely, to maintain orderly proceedings.

“Previously it was not clear that you could remove a remotely attending person who was being disruptive,” she said.

Senate Bill 707 created different categories of public agencies.

Multijurisdictional legislative bodies such as the AVTA are entities composed of representatives of multiple agencies. The AVTA has two members each representing the cities of Lancaster and Palmdale and Los Angeles County.

“The multijurisdictional legislative bodies have a new teleconferencing option available to you if a quorum participates from public, so open to the public available in jurisdiction locations,” she said.

However, the remote sites must be 20 or more miles away from the meeting location.

For AVTA, use is limited to two times per member per year.

Starting July 1, large cities, counties and special districts must provide two-way telephonic or audiovisual access for public participation for all meeting. Eligible bodies include the cities of Lancaster and Palmdale.

They have to adopt policies on technical disruptions before July 1 and are required to accommodate interpretation services for limited-English speakers. They will also be required to maintain a public meeting webpage with meeting procedures, calendars and agendas; information on how to provide in-person and remote public comment; and translations where 20% or more of the population speaks a given language and lacks high English proficiency.

Under Assembly Bills 370 and 343, the Public Records Act has been amended to allow agencies a 14-day extension to deal with state of emergency operations.

“If there is a state of emergency, we must demonstrate that the emergency actively and directly impedes their ability to respond to a public records request in order to use the extension,” she said.

It also adds a new basis for extension for cybersecurity incidents that prevent access to records.

Assembly Bill 1286 revised the Political Reform Act to require public officials to disclose an arrangement for prospective employment on Form 700.

“So even if you haven’t started at a new job, that must be disclosed on your Form 700 if it happens to occur at the time that you are filing Form 700,” she said. She added that prospective employment is defined as an accepted offer of future employment, even if the official has not yet begun work.

Antelope Valley Press

AVTA Stuff-a-Bus making pair of weekend stops

VALLEY PRESS STAFF REPORT Dec 5, 2025 0



Antelope Valley Transit Authority's Stuff-a-Bus campaign will make two stops in Palmdale this weekend.

Valley Press files

LANCASTER — Antelope Valley residents who would like to bring joy to a local child will have two opportunities this weekend via the Antelope Valley Transit Authority's annual Stuff-a-Bus toy drive.

The specially decorated, zero-emission, battery-electric 40-foot bus will be at the City of Palmdale's Jolly Holiday event from 11 a.m. to 3 p.m. Saturday at the Palmdale Amphitheater, 2723 West Rancho Vista Blvd. (Ave P).

Community members who would like to contribute can donate new unwrapped toys, gifts and winter coats for children ages infant to 18.

Those who cannot make it to Saturday's event will have a second chance on Sunday. The bus will be at the west Palmdale Walmart, 40130 10th St. West, from 11 a.m. to 3 p.m. Sunday.

The final two opportunities will be from 5 to 9 p.m. Dec. 13 at A Magical BLVD Christmas in Lancaster, and from 10 a.m. to 4 p.m. Dec. 14 at the west Lancaster Walmart, 44665 Valley Central Way.

Marketing and Communications Log (November 13, 2025 – January 07, 2026)

January 27, 2026

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Donations can also be dropped off at the AVTA office, 42210 Sixth St. West in Lancaster.

AVTA works with local charities to collect and distribute all toy and gift donations. The participating 2025 charities are AV Boosters, Grace Resources, Antelope Valley Youth Agricultural Association, Valley Oasis, Kids Feeding Kids Through Agriculture, Child and Family Guidance Center, and the South Antelope Valley Emergency Services (SAVES).

All donations will be distributed Dec. 20 at the Holiday Drive-Thru Grocery Toy Giveaway at AVTA headquarters.

No signup is necessary, and the event is open to all Antelope Valley residents. Local families will receive turkeys and Christmas meal supplies in addition to toys and gifts for their children from the AVTA Stuff-a-Bus program and more than 300 bicycles donated by the AV Boosters. For safety and orderly distribution reasons, only a drive-through service is available. No walk-up services will be available. Children do not need to be present for parents to receive toys.

Many local businesses helped AVTA to raise nearly \$50,000 to help purchase toys and gifts for the holiday drive.

“We expect this year to be a record-breaking year, both for the needs of our less fortunate community members and for the generosity of the sponsors, local businesses, and the contributions of individuals in the AV,” AVTA Board Chairman Marvin Crist said in a statement.

Antelope Valley Press

AVTA spending \$1.39M to change lifts for buses

By JULIE DRAKE Valley Press Staff Writer Dec 9, 2025  0



Cecil Foust, director of Contract and Procurement for Antelope Valley Transit Authority, explains a staff recommendation related to new lifts for buses at the Nov. 25 governing board meeting.

JULIE DRAKE/Valley Press

LANCASTER — Antelope Valley Transit Authority will spend approximately \$1.39 million for the removal of three bus lifts and purchase and installation of two inground lifts, plus ground repair.

Cecil Foust, director of Contract and Procurement, asked the transit agency's governing board to approve a staff recommendation to execute a Sourcewell contract with Stertil-Koni USA, a Maryland-based global manufacturer of heavy-duty vehicle lifts for trucks, buses and other large vehicles.

"We would be using the Sourcewell existing contract for the removal of three lifts, purchase and installation of two replacement lifts and it would also include all the ground repair necessary, concrete, environmental and civil," he said at the Nov. 25 board meeting. He added the amount would not exceed approximately \$1.39 million.

AVTA's fiscal year 2025-26 budget included \$1.2 million in grant funds for the project. The remaining funds will be addressed in the mid-year budget, he said.

Sourcewell is a national governmental purchasing cooperative that helps public agencies take advantage of competitively bid public contracts. AVTA received a quote from Stertil-Koni on Oct. 9 for the project.

The new lifts will replace 21-year-old lifts, improve safety and service the AVTA's electric buses, according to a staff report by Foust and AVTA Executive Director/CEO Martin Tompkins.

"Staff found their pricing to be fair and reasonable, and they provide the best overall solution for AVTA's fleet," the report said.

According to Stertil-Koni's quote, AVTA will receive a 32% on two 96,000 pound capacity diamond lifts, which cost about \$324,948 each, plus accessories.

The board voted unanimously to authorize Tompkins to execute the contract.



Board of Directors

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Marvin Crist
City of Lancaster

December 11, 2025

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Dianne M. Knipper
County of Los Angeles

Director
Vacant
City of Palmdale

Director
Eric Ohlsen
City of Palmdale

Director
Raj Malhi
City of Lancaster

Director
Michelle Royal
County of Los Angeles

Executive Director/CEO
Martin J. Tompkins

AVTA Rallies Local Sponsors for a Holiday Drive Thru Grocery and Toy Giveaway on December 20, 2025

Lancaster – On Saturday, December 20, 2025, Antelope Valley Transit Authority, in partnership with a team of generous sponsors, will host the 2025 Holiday Drive Thru Grocery and Toy Giveaway.

"Once again during the holiday season, AVTA has partnered with the Antelope Valley community in an effort to bring joy to those residents in need," said AVTA Board Chairman Marvin Crist. "The AVTA board of directors, management, and staff, joined with the City of Lancaster, the City of Palmdale, A.V. Boosters, and many generous organizations, to make a real difference for A.V. families in need. We are all thrilled to be able to serve our residents with this impactful event."

Turkeys, holiday meal supplies, groceries, bicycles, winter coats, toys and gifts will be distributed at the AVTA Bus facility located at 42210 6th Street West, Lancaster, CA 93534 from 10 AM to 3 PM (while supplies last). Residents of the Antelope Valley communities can drive through and pick up a turkey and other holiday groceries, plus toys or gifts for children from the AVTA Stuff-a-Bus program.

Toy collections were organized and staffed by AVTA Stuff-a-Bus team and the 2025 participating charities: A.V. Boosters, Grace Resources, Antelope Valley Youth Agricultural Association, Valley Oasis, Kids Feeding Kids Through Agriculture, Child and Family Guidance Center, and the South Antelope Valley Emergency Services (SAVES).

The Drive Thru Grocery Giveaway event is made possible by the generous donations from Antelope Valley Transit Authority, City of Lancaster, City of Palmdale, A.V. Boosters, Teamsters Local 848, Ironworkers Local 416 and 433, WM, IBEW, Vallarta Supermarkets, the L.A. Regional Food Bank, U.S. Foods, the Salvation Army, and Jersey Mike's.

12/10/2025

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"I'd also like to recognize the extreme generosity of our Stuff-a-Bus sponsors, such as the City of Lancaster, City of Palmdale, A.V. Boosters, Teamsters Local 848, Southwest Healthcare Palmdale Regional Medical Center, RIDE/BYD, Duke Engineering, AV ALTA, AV Transportation Services, L.A. County 5th District Kathryn Barger's Office, WM, Point Broadcasting, Northpoint Development, MV Transportation, Local Union 416 and 433 Iron Workers, IBEW/NECA, RentSource, DP Commercial Brokerage, Kaiser Permanente, Complete Coach Works, Vinsa Insurance Associates, High Desert Medical Group, Avail Technologies, Edwards FCU, AVEDGE, Bayshore Consulting Group, Stradling, Yocca, Carlson & Rauth, Weideman Group, AES, Mission Bank, Minuteman Press, Palmdale Elementary Teachers Association, New Flyer/MCI, and Farmers Insurance, whose contributions, along with generous community support, helped achieve a record year for the AVTA Stuff-a-Bus toy collection effort."

For safety and orderly distribution reasons, only drive thru service is available. No walkup services will be available – drive-thru services only. Children do not need to be present for parents to receive toys.

AVTA provides local, commuter and dial-a-ride service to a population of more than 475,000 residents in the cities of Lancaster and Palmdale as well as the unincorporated portions of northern Los Angeles County. Its total service area covers 1,200 square miles and it is bounded by the Kern County line to the north, the San Bernardino County line to the east, the Angeles National Forest to the south, and Interstate 5 to the West.

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Stuff-a-Bus makes final stops this weekend

VALLEY PRESS STAFF REPORT Dec 13, 2025  0

LANCASTER — Antelope Valley Transit Authority's 2025 Stuff-a-Bus campaign rolls into the final weekend today and Sunday.

The specially decorated, zero-emission, battery-electric 40-foot bus will be at the City of Lancaster's A Magical Boulevard Christmas from 5 to 9 p.m. today.

Community members who would like to contribute can donate new unwrapped toys, gifts and winter coats for children ages infant to 18.

After today, the bus will be at the Lancaster Walmart, 44665 Valley Central Way, from 10 a.m. to 4 p.m. Sunday.

Donations can also be dropped off at the AVTA office, 42210 Sixth St. West in Lancaster.

AVTA works with local charities to collect and distribute all toy and gift donations. The participating 2025 charities are AV Boosters, Grace Resources, Antelope Valley Youth Agricultural Association, Valley Oasis, Kids Feeding Kids Through Agriculture, Child and Family Guidance Center, and the South Antelope Valley Emergency Services.

All donations will be distributed Dec. 20 at the Holiday Drive-Thru Grocery and Toy Giveaway at the AVTA bus facility.

No signup is necessary, and the event is open to all Antelope Valley residents.

Local families will receive turkeys and Christmas meal supplies in addition to toys and gifts for their children from the AVTA Stuff-a-Bus program and more than 300 bicycles donated by the AV Boosters.

For safety and orderly distribution reasons, only a drive-through service is available. No walk-up services will be available. Children do not need to be present for parents to receive toys.

Many local businesses helped AVTA to raise nearly \$50,000 to help purchase toys and gifts for the holiday drive.

Antelope Valley Press

AVC students can still get free rides

By JULIE DRAKE Valley Press Staff Writer Dec 16, 2025 0



Antelope Valley Community College District's governing board on Friday extended an agreement with LA Metro for GoPass Program, which provides enrolled students with free access to Metro bus and rail services throughout Los Angeles County.

JULIE DRAKE/Valley Press

LANCASTER — Antelope Valley Community College District students will continue to get free access to Antelope Valley Transit Authority, Los Angeles County Metropolitan Transportation Authority and other participating Southern California transit agencies' buses and trains for free through June under the GoPass Program.

The program provides enrolled students with free access to Metro bus and rail services throughout Los Angeles County.

The district's governing board on Friday unanimously and without discussion approved the Fareless System Initiative Community College Agreement No. 2 between the district and the LA Metropolitan, which extends the term of the existing agreement through June 30, 2026, and confirms the Year 5 GoPass Program rate of \$7 per enrolled student per year.

The program cost to the district is not to exceed \$130,000 and will be funded by Basic Needs.

Under the program, students activate their own digital transit passes, which reduces the administrative workload previously required to issue and track physical bus passes, according to a description.

The board first approved the program in December 2023. The district has been using GoPass since January 2024. The board approved the first amendment to the agreement in August 2024.

Valley Antelope Press

AVTA hosting drive-thru grocery, toy giveaway

FROM A PRESS RELEASE Dec 16, 2025  0



Antelope Valley Transit Authority will host the 2025 Holiday Drive Thru Grocery and Toy Giveaway on Saturday at the agency's bus facility.

Photo courtesy of Antelope Valley Transit Authority

LANCASTER — Antelope Valley Transit Authority, in partnership with a team of sponsors, will host the 2025 Holiday Drive Thru Grocery and Toy Giveaway Saturday at the agency's bus facility.

“Once again during the holiday season, AVTA has partnered with the Antelope Valley community in an effort to bring joy to those residents in need,” AVTA Board Chairman Marvin Crist said in a press release. “The AVTA board of directors, management and staff, joined with the City of Lancaster, the City of Palmdale, AV Boosters, and many generous organizations, to make a real difference for AV families in need. We are all thrilled to be able to serve our residents with this impactful event.”

Marketing and Communications Log (November 13, 2025 – January 07, 2026)

January 27, 2026

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Turkeys, holiday meal supplies, groceries, bicycles, winter coats, toys and gifts will be distributed from 10 a.m. to 3 p.m. (while supplies last), at the Lancaster bus facility, 42210 Sixth St. West.

Residents of the Antelope Valley communities can drive through and pick up a turkey and other holiday groceries, plus toys or gifts for children from the AVTA Stuff-a-Bus program.

Toy collections were organized and staffed by AVTA Stuff-a-Bus team and the 2025 participating charities: AV Boosters, Grace Resources, Antelope Valley Youth Agricultural Association, Valley Oasis, Kids Feeding Kids Through Agriculture, Child and Family Guidance Center, and the South Antelope Valley Emergency Services.

For safety and orderly distribution reasons, only drive-thru service is available. No walk-up services will be available — drive-thru services only. Children do not need to be present for parents to receive toys.

Antelope Valley Press

Audit: AVTA's fiscal year finances strong

By JULIE DRAKE Valley Press Staff Writer Dec 26, 2025 Updated Dec 29, 2025 0



Ryan Nielsen, engagement partner for Bakersfield-based Brown Armstrong Accountancy Corp., gives a presentation on the Antelope Valley Transit Authority's draft audit report at the Nov. 25 board meeting.

JULIE DRAKE/Valley Press

LANCASTER — Antelope Valley Transit Authority's financial statements for the fiscal year that ended June 30 are in good shape with no findings or questioned costs, according to an independent audit conducted by the Brown Armstrong Accountancy Corp.

As a recipient of federal, state and local funding, the transit agency is required to have an annual audit conducted by independent auditors. The audit covers the agency's internal controls, tests federal compliance, looks at payroll and other areas to see how it spent its money and whether it did so appropriately.

"Our objective is to obtain reasonable assurance, not absolute assurance," Ryan Nielsen, engagement partner for Bakersfield-based Brown Armstrong Accountancy Corp., said at the

AVTA's Nov. 25 board meeting. "We take what's called a 'risk-based' approach. We don't audit every single transaction that flows through the organization throughout the year, but we look at areas that are either high-dollar amounts or high-dollar volumes and assess the relative risks of material misstatement, whether that's due to human error or fraud, and focus our attention on those areas that pose slightly higher risk."

The auditing firm pays close attention to areas such as compliance with the provisions of grant agreements and expenditure of those funds, state reporting requirements, salaries and benefits, and expenditure for capital assets.

"It's not all-inclusive but provides an overview of the majority of the significant audit areas," he said.

According to Nielsen, AVTA's financial statements will receive an unmodified, or clean, opinion, which is the highest level of opinion that the auditing firm could provide.

"I mentioned that we expect to issue an unmodified opinion," he said. "Primarily due to the federal government shutdown, there was a delay in the federal government's option of what's known as the compliance supplement; that is the roadmap for conducting compliance audits."

Because they have not yet received a final stamp of approval on the 2025 compliance supplement, they were prohibited from issuing an opinion.

"I expect they will approve that and we will move forward with issuance of our opinion," he said.

The draft report shows the AVTA ended the 2024-25 fiscal year with cash and cash equivalents of approximately \$44.2 million. Total revenue from all sources was approximately \$549 million, a decrease of 22.6% from the previous fiscal year.

The total costs of all AVTA transit services and projects, excluding depreciation expense, were approximately \$42.0 million reflecting an increase of just 18.3% over the prior fiscal year, according to the draft report.

The AVTA board voted unanimously to approve the audited financials as presented, and will approve the official report in January.



DATE: **January 27, 2026**

TO: **BOARD OF DIRECTORS**

SUBJECT: **FINAL Single Audit Report for the Year Ended June 30, 2025**

RECOMMENDATION

Receive and File the FINAL Single Audit Report for the Year Ended June 30, 2025.

FISCAL IMPACT

None.

BACKGROUND

The Board of Director's external audit firm, Brown Armstrong Accountancy Corporation, has completed the Authority's annual A-133 audit for FY 2025.

Results show there are no exceptions to the audited financial statements.

The audit expresses an opinion as to whether the financial statements prepared by management are presented fairly in all material respects and in conformity with U.S. generally accepted accounting principles.

Brown Armstrong has issued the Final Single audit with an unmodified ("clean") opinion, with no findings or questioned costs. The final report was submitted to and accepted by the Federal Audit Clearinghouse (FAC) on December 17, 2025

Prepared by:

Judy Vaccaro-Fry
Chief Financial Officer

Submitted by:

Martin J. Tompkins
Executive Director/CEO

Attachments: A – FINAL Single Audit Report for the Year Ended June 30, 2025

ANTELOPE VALLEY TRANSIT AUTHORITY

SINGLE AUDIT REPORT

JUNE 30, 2025

ANTELOPE VALLEY TRANSIT AUTHORITY

JUNE 30, 2025

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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED
ON AN AUDIT OF THE BASIC FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Directors
Antelope Valley Transit Authority
Lancaster, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the basic financial statements of the Antelope Valley Transit Authority (AVTA), as of and for the fiscal year ended June 30, 2025, and the related notes to the basic financial statements, which collectively comprise AVTA's basic financial statements, and have issued our report thereon dated December 10, 2025.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered AVTA's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of AVTA's internal control. Accordingly, we do not express an opinion on the effectiveness of AVTA's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether AVTA's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of AVTA's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering AVTA's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

*Brown Armstrong
Accountancy Corporation*

Bakersfield, California
December 10, 2025

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR
EACH MAJOR FEDERAL PROGRAM AND ON INTERNAL CONTROL
OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

Board of Directors
Antelope Valley Transit Authority
Lancaster, California

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the Antelope Valley Transit Authority's (AVTA) compliance with the types of compliance requirements identified as subject to audit in the U.S. Office of Management and Budget (OMB) *Compliance Supplement* that could have a direct and material effect on each of AVTA's major federal programs for the fiscal year ended June 30, 2025. AVTA's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, AVTA complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the fiscal year ended June 30, 2025.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of AVTA and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of AVTA's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to AVTA's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on AVTA's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about AVTA's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding AVTA's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of AVTA's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of AVTA's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of AVTA, as of and for the fiscal year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise AVTA's basic financial statements. We issued our report thereon dated December 10, 2025, which contained unmodified opinions on those financial statements. Our audit was performed for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

*Brown Armstrong
Accountancy Corporation*

Bakersfield, California
December 10, 2025

FINANCIAL STATEMENTS

ANTELOPE VALLEY TRANSIT AUTHORITY
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2025

Federal Grantor / Pass-Through Grantor / Program or Cluster Title	Assistance Listing Number	Grant Number	Passed Through to Subrecipients	Total Eligible Expenditures
U.S. Department of Transportation				
Direct Assistance				
Federal Transit Cluster				
Federal Transit – Formula Grants	20.507	CA-2024-167-00	\$ -	\$ 11,811,544
Federal Transit – Formula Grants	20.507	CA-2025-122-00	- -	2,863,321
Federal Transit – Formula Grants	20.507	CA-2025-010-00	- -	4,761,246
Federal Transit – Formula Grants	20.507	CA-2025-101-00	- -	2,193,317
Federal Transit – Formula Grants	20.507	CA-2021-208-01	- -	302,171
Federal Transit – Formula Grants	20.507	CA-2024-015-00	- -	1,547,685
Buses and Bus Facilities Formula, Competitive, and Low or No Emissions Programs	20.526	CA-2022-101-00 (Low-No)	- -	29,460
Buses and Bus Facilities Formula, Competitive, and Low or No Emissions Programs	20.526	CA-2025-002-00	- -	308,141
State of Good Repair Grants Program	20.525	CA-2024-076-00	- -	1,061,119
Total Federal Transit Cluster			- -	<u>24,878,004</u>
Pass Through Grants:				
Metropolitan Transportation Authority				
Enhanced Mobility of Seniors and Individuals with Disabilities	20.513	CA-2023-236-00 (MTA NEMT)	- -	18,358
Total Expenditures of Federal Awards			\$ -	<u>\$ 24,896,362</u>

See Accompanying Note to the Schedule of Expenditures of Federal Awards.

ANTELOPE VALLEY TRANSIT AUTHORITY
NOTE TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2025

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES APPLICABLE TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

A. Scope of Presentation

The accompanying schedule presents only the expenditures incurred by the Antelope Valley Transit Authority (AVTA) that are reimbursable under programs of federal agencies providing financial awards. For the purposes of this schedule, financial awards include federal awards received directly from a federal agency, as well as federal funds received indirectly by AVTA from a non-federal agency or other organizations. The portions of program expenditures reimbursable with such federal funds are reported in the accompanying schedule. Program expenditures in excess of the maximum reimbursement authorized or the portion of the program expenditures that were funded with other state, local, or other non-federal funds are included in the accompanying schedule under total expenditures. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the schedule presents only a selected portion of the operations of AVTA, it is not intended to, and does not, present the financial position, changes in net position, or cash flows of AVTA.

B. Basis of Accounting

The expenditures included in the accompanying schedule were reported on the accrual basis of accounting. Under the accrual basis of accounting, expenditures are recognized when incurred. Expenditures reported include any property or equipment acquisitions incurred under the federal program. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

AVTA has elected not to use the 10 percent de minimis indirect cost rate as allowed under the Uniform Guidance.

C. Subrecipients

AVTA did not disburse any funds to subrecipients during the fiscal year ended June 30, 2025.

FINDINGS AND QUESTIONED COSTS SECTION

**ANTELOPE VALLEY TRANSIT AUTHORITY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2025**

I. Summary of Auditor's Results

Financial Statements

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

Material weakness identified? Yes No
Significant deficiencies identified that are not considered to be material weaknesses? Yes None reported

Noncompliance material to financial statements noted?

Yes No

Federal Awards

Internal control over major federal programs:

Material weakness identified? Yes No
Significant deficiencies identified that are not considered to be material weaknesses? Yes None reported

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance, under 2 CFR §200.516(a)? Yes No

Identification of major programs:

<u>Assistance Listing Number(s)</u>	<u>Name of Federal Program or Clusters</u>
20.507	Federal Transit Cluster
20.525	Federal Transit – Formula Grants
20.526	State of Good Repair Grants Program Buses and Bus Facilities Formula, Competitive, and Low or No Emissions Programs

Dollar threshold used to distinguish Type A and B programs: \$750,000

Auditee qualified as low risk auditee? Yes No

II. Findings Relating to Financial Statements Required Under Generally Accepted Government Auditing Standards (GAGAS)

None.

III. Federal Award Findings and Questioned Costs

None.

IV. State Award Findings and Questioned Costs

None.

V. Summary of Prior Audit (June 30, 2024) Findings and Current Year Status

None.



DATE: **January 27, 2026**

TO: **BOARD OF DIRECTORS**

SUBJECT: **Draft Auditor's Report for Proposition A Discretionary Incentive Grant Funds for the Year Ended June 30, 2025**

RECOMMENDATION

Approve the Draft Independent Auditor's Report (Attachment A) for Proposition A Discretionary Incentive Grant funds for the Year Ended June 30, 2025.

FISCAL IMPACT

None.

BACKGROUND

Antelope Valley Transit Authority (AVTA) has been established as a Sub-Regional paratransit participant and therefore eligible to receive the Proposition A Discretionary Incentive Grant on a quarterly basis up to 25% of its net operating cost. Los Angeles County Metropolitan Transportation Authority (LACMTA) and AVTA entered a Memorandum of Understanding for Sub-Regional Paratransit Services dated July 1, 2021.

Vasquez & Company, LLC audited the accompanying schedule of expenditures and schedule of revenues received as defined by the Proposition A Discretionary Incentive Grant Program Guidelines, and in all material respects, the expenditures of AVTA and the revenues received from Metro for the year ended June 30, 2025, are in accordance with the financial reporting provisions of the Guidelines.

The Finance staff prepared the supporting documentation, draft financial statements and provided the information required. Staff complied and assisted in providing all information requested by the Vasquez audit team.

Draft Prop A Discretionary Incentive Grant Funds Audit Report - Year Ended June 30, 2025

January 27, 2026

Page 2

This draft report is in accordance with Government Auditing Standards and is an integral part in evaluating AVTA's internal controls over the preparation of the Schedules, and on tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, and other matters.

Vasquez & Company, LLC has issued the Draft Audit Report with an unmodified ("clean") opinion, with no findings or questioned costs.

Prepared by:

Judy Vaccaro-Fry
Chief Financial Officer

Submitted by:

Martin J. Tompkins
Executive Director/CEO

Attachments: A – FINAL Report on the Schedules of Expenditures and Revenues Received from Metro Proposition A Discretionary Incentive Grant for the Year Ended June 30, 2025



**Antelope Valley Transit Authority
Report on the Schedules of Expenditures and
Revenues Received from Metro
Proposition A Discretionary Incentive Grant**

For the Year Ended June 30, 2025

**Antelope Valley Transit Authority
Proposition A Discretionary Incentive Grant
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FINANCIAL SECTION



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Independent Auditor's Report

**To the Board of Directors of the Antelope Valley Transit Authority
and the Los Angeles County Metropolitan Transportation Authority**

Report on the Schedules

Opinion

We have audited the accompanying schedule of expenditures and schedule of revenues received from Metro (Schedules) as defined by the Proposition A Discretionary Incentive Grant Program Guidelines and the Memorandum of Understanding for Sub-Regional Paratransit Services Contract Number MOUPA5AVT22000 (MOUPA5AVT22000) dated July 1, 2021 between Antelope Valley Transit Authority (AVTA or the Authority), as grantee, and the Los Angeles County Metropolitan Transportation Authority, as grantor (collectively, the Guidelines), for the year ended June 30, 2025, and the related notes to the Schedules, as listed in the table of contents.

In our opinion, the Schedules referred to above present fairly, in all material respects, the expenditures of AVTA and the revenues received from Metro for the year ended June 30, 2025, in accordance with the financial reporting provisions of the Guidelines.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Schedules section of our report. We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Emphasis of Matter

We draw attention to Notes 4 and 5 to the Schedules, which describe the basis of accounting and reporting, including compliance requirements. The Schedules were prepared in accordance with contractual agreements and were tested for compliance with the Guidelines.



As discussed in Note 2, the Schedules present only the revenues and expenditures towards the Proposition A Discretionary Incentive Grant under MOUPA5AVT22000, and do not purport to, and do not, present fairly the financial position of AVTA as of June 30, 2025, and the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Schedules

Management is responsible for the preparation and fair presentation of the Schedules in accordance with the Guidelines; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the Schedules that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibilities for the Audit of the Schedules

Our objectives are to obtain reasonable assurance about whether the Schedules as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the Schedules.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the Schedules, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the Schedules.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the Schedules.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.



Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 10, 2025, on our consideration of AVTA's internal control over the preparation of the Schedules and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over the preparation of the Schedules and compliance and the results of that testing, and not to provide an opinion on the effectiveness of AVTA's internal control over the preparation of the Schedules or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards*, in considering AVTA's internal control over the preparation of the Schedules and compliance.

Vasquez & Company LLP

Glendale, California
December 10, 2025

Antelope Valley Transit Authority
Proposition A Discretionary Incentive Grant
Schedule of Expenditures
Year Ended June 30, 2025

Brief Description	Reported Expenditures	Adjustments	Audited Expenditures
Total Expenditures - Identified as Net Operating Costs	\$ 7,129,454	\$ -	\$ 7,129,454
Proposition A Discretionary Incentive Guidelines maximum percentage that can be received by Grantee	x 25%	x 25%	x 25%
Grantee's Proposition A Discretionary Incentive Grant (Limitation) *	<u>\$ 1,782,363</u>	<u>\$ -</u>	<u>\$ 1,782,363</u>

* Grantee's amount earned is limited to 25% of net operating costs or 25% of Annual Fundmark as determined on a quarterly basis.

**Antelope Valley Transit Authority
Proposition A Discretionary Incentive Grant
Schedule of Revenues Received from Metro
Year Ended June 30, 2025**

Proposition A Discretionary Incentive Grant

Annual Fundmark established by Grantor (Note 3)	\$ <u>785,233</u>
A) Grantee's Actual amount received from Metro for the fiscal year ended June 30, 2025*	\$ <u>785,233</u>

Proposition A Discretionary Incentive Grant Limitation Calculation:

<u>Brief Description</u>	<u>Reported Expenditures</u>	<u>Adjustments</u>	<u>Audited Expenditures</u>
Total Expenditures - Identified as Net Operating Costs - Fiscal year ended June 30, 2023 **	\$ 3,311,277	\$ -	\$ 3,311,277
Proposition A Discretionary Incentive Grant Program Guidelines maximum	x 25%	x 25%	x 25%
B) Grantee's Proposition A Discretionary Incentive Grant (Limitation)	\$ <u>827,819</u>	\$ -	\$ <u>827,819</u>
Lesser of A) Actual amount received or B) 25% of Net Operating Costs ***			\$ <u>785,233</u>

* This is the amount of Proposition A Discretionary Incentive Grant received by AVTA during the fiscal year ended June 30, 2025.

** The amount of allocation received by AVTA during the fiscal year ended June 30, 2025 is based on expenditures reported for the fiscal year ended June 30, 2023. The operating expense calculation has a two-year lag, as permitted by Metro. Grantee contracts with AV Transportation to administer the operations of AVTA, which includes the Antelope Valley Dial-A-Ride Services program for the year ended June 30, 2023. Vasquez and Company LLP audited the Schedule of Expenditures of the Proposition A Discretionary Incentive Grant for the fiscal year ended June 30, 2023, whose report, dated November 9, 2023 expressed an unmodified opinion.

*** Grantee's billings to Metro are limited to the amount of the funding allocation or up to 25% of the total expenditures.

Antelope Valley Transit Authority
Notes to the Schedules of Expenditures and Revenues Received from Metro
Year Ended June 30, 2025

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

The Antelope Valley Transit Authority (AVTA) is located in Lancaster, California and was formed to provide and administer public transportation services in the Antelope Valley, including local passenger bus service, a commuter bus service, and a paratransit service.

AVTA is a public entity organized on July 1, 1992 pursuant to Section 6506 of the Government Code of the State of California. The formation of AVTA is as a joint powers authority (JPA) whose members consist of the County of Los Angeles, the Authority of Palmdale and the Authority of Lancaster. AVTA operates under a form of government, with the Board being comprised of two Directors appointed from each participating member.

Fund Accounting

The operations of the Proposition A Discretionary Incentive Grant are accounted for in a separate set of self-balancing accounts that comprise its revenues and expenditures.

Proposition A incentive program earmarks 5% of the 40% Proposition A Discretionary funds, which are distributed to eligible applicants based on funding priorities and subject to fund availability. The funds are used for varied transportation needs that encourage and develop an integrated transportation system.

Basis of Accounting

Expenditures are accounted for using the modified accrual basis of accounting. Expenditures are generally recognized when the related fund liabilities are incurred.

NOTE 2 SCHEDULES OF EXPENDITURES AND REVENUES RECEIVED FROM METRO AND ANNUAL FINANCIAL STATEMENTS

The schedules of expenditures and revenues received from Metro reflect only certain elements of the financial statements (expenditures and revenues) for AVTA's Proposition A Discretionary Incentive Grant, and do not purport to, and do not present fairly AVTA's financial statements or total expenditures as of and for the year ended June 30, 2025 in accordance with accounting principles generally accepted in the United States of America.

NOTE 3 ANNUAL FUNDMARK

AVTA (Grantee) has been established and has met the eligibility criteria as a First Priority Applicant for being identified as a Sub-Regional paratransit participant and therefore is eligible to receive the Proposition A Discretionary Incentive Grant on a quarterly basis up to 25% of its net operating cost.

Each fiscal year, the Los Angeles County Metropolitan Authority (Metro) (grantor) will establish an "annual fundmark" for the Grantee's share of the Program Funds for the Sub-Regional Paratransit Program to the extent funds are available. As such, the grantor approved the annual allocation of \$785,233 in FY 2025. See Note 4.

**Antelope Valley Transit Authority
Notes to the Schedules of Expenditures and Revenues Received from Metro
Year Ended June 30, 2025**

NOTE 4 GENERAL AND ADMINISTRATIVE CONDITIONS

Memorandum of Understanding for Sub-Regional Paratransit Services

On July 1, 2021, Metro and AVTA entered into a Memorandum of Understanding for Sub-Regional Paratransit Services Contract Number MOUPA5AVT22000 (MOU), which is effective through June 30, 2026.

In accordance with Article 2 of the MOU, the Grantee must abide by the following restrictions in the agreement.

- 1) Grantee shall use program funds to provide certain specialized transportation services known as the Antelope Valley Transit Authority Dial-A-Ride Paratransit program.
- 2) Grantee shall document coordination activities with existing transit services and with participating local governments. This documentation shall consist of executed agreements, joint resolutions, and/or approved implementation plans.
- 3) Grantee shall submit invoices quarterly requesting reimbursement. Grantor shall pay 25% of the reasonable and allowable costs not to exceed the annual allocation.

In addition to the annual fundmark established by Metro, additional funding from CRRSAA was made available to participating operators.

For the FY 2024/25 grantee received quarterly reimbursements totaling \$785,233 which were committed to the Grantee's Dial-A-Ride Paratransit Program.

NOTE 5 PROPOSITION A DISCRETIONARY INCENTIVE GRANT

Recording

Proposition A Discretionary Incentive Grant totaling \$785,233 for the year ended June 30, 2025 was recorded under the Proposition A Discretionary Incentive Grant and was the only Proposition A Discretionary Incentive Grant received by AVTA.

Compliance

The incentive funds were used to supplement Proposition A and Proposition C operating expenses to pay for transit services operated by AV Transportation Services who also operated the Antelope Valley Transit Authority's Dial-A-Ride Program, which is an eligible project under the Proposition A Discretionary Incentive Grant Program Guidelines.

NOTE 6 SUBSEQUENT EVENTS

AVTA has evaluated events subsequent to June 30, 2025 to assess the need for potential recognition or disclosure in the Schedules. Such events were evaluated through December 10, 2025, the date the Schedules were available to be issued. Based upon this evaluation, it was determined that no subsequent events occurred that require recognition or additional disclosure in the Schedules.



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**Independent Auditor's Report on Internal Control Over Financial Reporting and
on Compliance and Other Matters Based on an Audit of Financial Statements
Performed in Accordance with *Government Auditing Standards***

**To the Board of Directors of the Antelope Valley Transit Authority
and the Los Angeles County Metropolitan Transportation Authority**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the schedules of expenditures and revenues received from Metro (Schedules) as defined by the Proposition A Discretionary Incentive Grant Program Guidelines and the Memorandum of Understanding for Sub-Regional Paratransit Services (MOUPA5AVT22000) dated July 1, 2021 between Antelope Valley Transit Authority (AVTA), as grantee, and the Los Angeles County Metropolitan Transportation Authority, as grantor, for the year ended June 30, 2025, and the related notes to the Schedules, and have issued our report thereon dated December 10, 2025.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the Schedules, we considered AVTA's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the Schedules, but not for the purpose of expressing an opinion on the effectiveness of AVTA's internal control. Accordingly, we do not express an opinion on the effectiveness of AVTA's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.



Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether AVTA's Schedules are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the Schedules. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is intended solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Vagnes & Company LLP".

Glendale, California
December 10, 2025

COMPLIANCE SECTION



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Independent Auditor's Report on Compliance and on Internal Control Over Compliance Required by the Guidelines

**To the Board of Directors of the Antelope Valley Transit Authority
and the Los Angeles County Metropolitan Transportation Authority**

Report on Compliance

Opinion

We have audited the Antelope Valley Transit Authority's (AVTA) compliance with the Proposition A Discretionary Incentive Grant Program Guidelines and the Memorandum of Understanding for Sub-Regional Paratransit Services (MOUPA5AVT22000) dated July 1, 2021 (collectively, the Guidelines) for the year ended June 30, 2025.

In our opinion, the Antelope Valley Transit Authority complied, in all material respects, with the compliance requirements referred to above that apply to the Proposition A Discretionary Incentive Grant for the year ended June 30, 2025.

Basis for Opinion

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*); and the Guidelines. Our responsibilities under those standards and the Guidelines are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of AVTA and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance with the Guidelines. Our audit does not provide a legal determination of AVTA's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for AVTA's compliance with the Guidelines and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or agreements applicable to Proposition A Discretionary Incentive Grant Program.



Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on AVTA's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Guidelines will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about AVTA's compliance with the requirements of the Guidelines as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Guidelines, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding AVTA's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of AVTA's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Guidelines, but not for the purpose of expressing an opinion on the effectiveness of AVTA's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with the Guidelines on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with the Guidelines will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with the Guidelines that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.



Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Guidelines. Accordingly, this report is not suitable for any other purpose.

Vasquez & Company LLP

Glendale, California
December 10, 2025

**Antelope Valley Transit Authority
Compliance Matrix
Year Ended June 30, 2025**

Compliance Requirements	In Compliance			Questioned Costs	If no, provide details and management response.
	Yes	No	N/A		
A. Proposition A and Proposition C Local Return Funds					
1. Memorandum of Understanding covers the period under audit.	X				
2. Expenditures were used for projects in accordance with Contractual Agreement.	X				
3. Joint Powers Authority - Governing Body has earmarked funds / committed funds.	X				
4. Maintenance of effort more than 1/2 of allocated Proposition A Local Return Funds were spent or encumbered as of the year ending date.			X		AVTA did not receive any Local Return Funds.
5. Grant did not exceed 25% of Total Operating Costs.	X				
B. Proposition A and Proposition C Local Return Funds					
1. Amount received did not exceed Annual Fundmark.	X				
2. Accounting records and documentation sufficient enough to prepare financial statements (schedule of expenditures).	X				
3. Ability to demonstrate that funds were spent on operating subsidies. Received the lesser of 25% of Annual Fundmark or 25% of Dial-A-Ride net operating costs.	X				

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

**Antelope Valley Transit Authority
Schedule of Findings and Questioned Costs
Year Ended June 30, 2025**

There were no findings and questioned costs.

EXIT CONFERENCE

**Antelope Valley Transit Authority
Proposition A Discretionary Incentive Grant
Exit Conference
Year Ended June 30, 2025**

An exit conference was held on October 27, 2025 with the Antelope Valley Transit Authority (AVTA) representatives. Those in attendance were:

Vasquez and Company LLP representatives:

Erica Ong – Senior Audit Manager
Mary Tanglao – Audit Supervisor

AVTA representatives:

Judy Fry – Chief Financial Officer
Vianney McLaughlin – Finance Manager
Cecilyn Zoubek – Grants Accountant

Matters discussed:

Results of the audit disclosed no significant compliance or financial statement issues.

A copy of this report was forwarded to the following AVTA representatives for comments prior to the issuance of the final report.

Judy Fry – Chief Financial Officer
Vianney McLaughlin – Finance Manager



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**DATE: January 27, 2026****TO: BOARD OF DIRECTORS****SUBJECT: Fiscal Year 2025/2026 (FY 2026) Mid-Year Budget Review and Proposed Adjustments****RECOMMENDATIONS**

Approve the proposed FY 2026 Mid-Year Budget adjustments.

FISCAL IMPACT

Revenue Accounts	FY 26 Budget	Mid Year Additions	Mid Year Reductions	Revised Budget
Metro FAP	\$ 17,220,733			\$ 17,220,733
Fare Revenue	\$ 2,699,999			\$ 2,699,999
FTA Operations Funds	\$ 14,142,380			\$ 14,142,380
Jurisdictional Contributions	\$ 6,423,480			\$ 6,423,480
Other	\$ 2,807,748	\$ 865,000	\$ 865,000	\$ 2,807,748
TOTAL	\$ 43,294,340	\$ 865,000	\$ 865,000	\$ 43,294,340

Expense Accounts	FY 26 Budget	Mid Year Additions	Mid Year Reductions	Revised Budget
Fuel/Electricity	\$ 2,894,493			\$ 2,894,493
General and Administrative Costs	\$ 1,655,878		\$ 20,071	\$ 1,635,807
Other Operating Costs	\$ 2,303,265	\$ 9,264	\$ 9,264	\$ 2,303,265
Purchased Transportation	\$ 34,383,150			\$ 34,383,150
Salaries & Benefits	\$ 5,926,330	\$ 20,071		\$ 5,946,401
TOTAL	\$ 47,163,116	\$ 29,335	\$ 29,335	\$ 47,163,116

BACKGROUND**Revenue Adjustments Explained:**

- AVTA expected reimbursement from MCI due to faulty equipment on AVTA's commuter buses. This revenue was received in FY 2025. Additionally, LCFS credit sales are increasing slightly and so the revenue line has increased.

Expense Adjustments Explained:

- General and Administrative Costs: The decrease here is to balance the increase needed in Salaries and Benefits and is from the savings seen in the first half of the year from Legal Fees.
- Other Operating Costs- The fund adjustments here are balanced and reflect only an adjustment to fleet and facility supplies to better align with current spending patterns.

FY 2026 Mid-Year Budget Review and Proposed Adjustments

January 27, 2026

Page 2

- **Salaries & Benefits:** In January 2025 AVTA initiated a new payroll system in which many benefit payment processes changed. The adjustment to Salaries and Benefits will better align the ledger with current practices.
- **Salaries & Benefits:** The net increase is due to rising costs for employee CalPERS. CalPERS has calculated an increased amount for "Catch-up" payments that were finalized after the completion of the original AVTA budget.

Net Change:

- These changes represent zero bottom-line changes to the budget.

Prepared by:

Judy Vaccaro-Fry
Chief Financial Officer

Submitted by

Martin J. Tompkins
Executive Director/CEO



NB 2

DATE: January 27, 2026

TO: BOARD OF DIRECTORS

SUBJECT: Contract #2026-07 to Toneman Development Corporation for the Administrative Restroom Renovation Project

RECOMMENDATION:

That the Board of Directors authorize the Executive Director/CEO to execute Contract #2026-07 with Toneman Development Corporation for the renovation of the administrative restroom for an amount not to exceed \$234,630.66, including applicable sales tax.

FISCAL IMPACT:

Grant funds have been included in the FY 2025/2026 budget to pay for this project.

BACKGROUND:

On December 8, 2025, the Antelope Valley Transit Authority received five bids through the Planet Bids electronic procurement system in response to AVTA's RFQ 2026-07 for the renovation of the administrative staff restrooms. Of those five bids, Toneman Development Corporation was the lowest responsible and responsive bidder for this project. Staff found their pricing to be fair and reasonable, and they provide the best overall solution for AVTA.

Prepared by:

Cecil R. Foust
Director of Contracts & Procurement

Submitted by:

Martin J. Tompkins
Executive Director/CEO

Attachment: A – Toneman Development Corp. Bid Results

NB 2 - ATTACHMENT A

Bid Results

Bidder Details

Vendor Name Toneman Development Corporation
Address 620 West Avenue L
Lancaster, California 93534
United States
Respondee Monique Kramer
Respondee Title Estimator
Phone 661-940-0419
Email monique@tonemandevelopment.com
Vendor Type CADIR
License # 648053

Bid Detail

Bid Format Electronic
Submitted 12/08/2025 1:15 PM (PST)
Delivery Method
Bid Responsive Yes
Bid Status Submitted
Confirmation # 460094

Respondee Comment

Thank you for the opportunity to bid

Buyer Comment

Attachments

File Title	File Name	File Type
4. DBE Good Faith Efforts - 12.8.25.pdf	4. DBE Good Faith Efforts - 12.8.25.pdf	DBE Documents
Toneman Development Corporation - Bid Submission - 2026-07 - AVTA Admin Restroom Renovation - 12.08.25.pdf	Toneman Development Corporation - Bid Submission - 2026-07 - AVTA Admin Restroom Renovation - 12.08.25.pdf	General Attachment
2. Bid Bond AVTA Admin Restroom Renovation.pdf	2. Bid Bond AVTA Admin Restroom Renovation.pdf	Bid Bond
2. Bid Bond AVTA Admin Restroom Renovation.pdf	2. Bid Bond AVTA Admin Restroom Renovation.pdf	Bid Bond

Line Items

Discount Terms No Discount

Item #	Item Code	Type	Item Description	UOM	QTY	Unit Price	Line Total	Response	Comment
Section 1								\$234,630.66	
1			Site mobilization and demobilization . (LS 1)	LS	1	\$60,713.05	\$60,713.05	Yes	General Conditions and O/P
2			Demo existing light soffits and hardlid ceiling, toilet partitions, toilets, existing wall and floor tile, and counter tops and dispose. (LS 1)	LS	1	\$16,797.90	\$16,797.90	Yes	
3			Install new switches and occupancy sensor. (EA 2)	LS	1	\$3,712.80	\$3,712.80	Yes	
4			Install new exhaust fan to include 4" duct connecting to existing duct out of the roof and required electrical. (EA 4)	LS	1	\$11,235.00	\$11,235.00	Yes	
5			Prepare floor and install new floor tile and grout. (SF 278)	LS	1	\$18,217.50	\$18,217.50	Yes	
6			Prepare walls and install new wall tiles up to 72" with accent tile. (SF 654)	LS	1	\$29,589.00	\$29,589.00	Yes	
7			Install new 5/8" hardi board. (SF 654)	LS	1	\$3,575.25	\$3,575.25	Yes	
8			Install new full height partitions. (LS 1)	LS	1	\$33,075.00	\$33,075.00	Yes	
9			Install new drywall (mud, tape, texture, and paint) for new restroom walls above 72". (SF 654)	LS	1	\$8,129.57	\$8,129.57	Yes	
10			Install new drywall (mud, tape, texture, and paint) for new hardlid ceiling. (SF 496)	LS	1	\$8,949.73	\$8,949.73	Yes	
11			Install new lights. (EA 8)	LS	1	\$7,350.00	\$7,350.00	Yes	
12			Install new toilets and flush valve. (EA 3)	LS	1	\$6,951.00	\$6,951.00	Yes	
13			Install new urinal and flush valve. (EA 1)	LS	1	\$3,315.90	\$3,315.90	Yes	
14			Install new faucets, sinks, and countertops. (EA 2)	LS	1	\$13,106.80	\$13,106.80	Yes	
15			Install new grab bars. (EA 4)	LS	1	\$0.00	\$0.00	Yes	All accessories are to be re-used per addendum. Re-install is included in Partition line item.
16			Design build fire sprinkler relocation and/or addition. (LS 1)	LS	1	\$5,775.00	\$5,775.00	Yes	
17			Install new wood door; exterior stain to match existing and interior paint. (EA 2)	LS	1	\$2,037.16	\$2,037.16	Yes	
18			Install new sound insulation as alternate. (LS 1)	LS	1	\$2,100.00	\$2,100.00	Yes	

Line Item Subtotals

Section Title	Line Total
Section 1	\$234,630.66
Grand Total	\$234,630.66



NB 3

DATE: **January 27, 2026**

TO: **BOARD OF DIRECTORS**

SUBJECT: **Proposed Service Change for July 2027**

RECOMMENDATION

Board of Directors receive and file the Proposed Service Changes and Improvements and direct staff to seek public input on proposed adjustments as outlined.

FISCAL IMPACT

The proposed service changes for July 2027 have been developed to improve Route efficiencies to satisfy passenger demand and reduce service hours. If proposed changes are approved for implementation, the reduction of hours will have a 12.96% decrease in revenue hours that would impact on the Fiscal Year 2028 budget.

BACKGROUND

Current agency boarding levels remain approximately 12% below pre-pandemic levels, a trend that has been increasing for the past three years. Staff conducted a comprehensive review of boarding activity and identified periods of low demand throughout all seven days of the week. Utilizing existing route running times, staff developed revised timetables aimed at enhancing on-time performance on low-performing routes while maintaining essential connections to other services and improving efficiency.

Key elements of the proposed service adjustments include:

- Service span adjustments to all local routes.
- Frequency was modified due to low demand.
- Reduce unproductive trips based on service loads

Proposed Service Change for July 2027

January 27, 2026

Page 2

Route 1.

Route 1 connects Lancaster and Palmdale via 10th Street West and Palmdale Blvd. Due to the decrease in demand, service frequency on Route 1 is proposed to decrease to 30 minutes during peak hours. Saturday frequency is proposed to be 45 minutes from 7:00 am to 7:45 pm, frequency on Sunday is not changing but service will stop at 7:30 pm.

Line	Frequency of Service	Buses
Current: Rt. 1 – Lancaster/Palmdale	Weekday: 15/30/60 min. Sat: 30/60 min. Sun: 60 min.	11
Proposed: Rt. 1 – Lancaster/Palmdale	Weekday: 30/60 min. Sat: 45 min. Sun: 60 min.	6

Route 2.

Route 2 provides service between the AV Mall and South Valley Transit Center via Avenue R. Proposing to extend the travel path up to 70th Street East between Avenue R and Palmdale Blvd. Frequency will be adjusted to 35 minutes during peak time.

Line	Frequency of Service	Buses
Current: Rt. 2 – AV Mall/South Valley TC	Weekday: 30/60 min. Weekend: 60 min.	5
Proposed: Rt. 2 – AV Mall/South Valley TC	Weekday: 35/60 min. Weekend: 60 min.	6

Route 3.

Route 3 provides service between AV Mall and South Valley Transit Center via Avenue S. Proposing to extend the travel path up to 65th Street East between Avenue S and Avenue R-8. Frequency will be adjusted to 35 minutes during peak time.

Line	Frequency of Service	Buses
Current: Rt. 3 – AV Mall/South Valley TC	Weekday: 30/60 min. Weekend: 60 min.	6
Proposed: Rt. 3 – AV Mall/South Valley TC	Weekday: 35/60 min. Weekend: 60 min.	4

Route 5.

Route 5 connects Mayflower Garden to Owen Memorial Park via Avenue L. The recommendation is to extend the route to service Kaiser Permanente located in Avenue L; frequency will be adjusted from 70 to 80 minutes.

Line	Frequency of Service	Buses
Current: Rt. 5 – Mayflower Garden/OMP	Weekday: 70 min. Weekend: 70 min.	1
Proposed: Rt. 5 – Mayflower Garden/OMP	Weekday: 80 min. Weekend: 80 min.	1

Proposed Service Change for July 2027

January 27, 2026

Page 3

Route 11.

Route 11 operates between Avenue J & 20th Street East and Owen Memorial Park via Avenue I. This route is 12.6 miles longer than Route 12; it creates a challenge to Route 11 by having to run a tighter schedule to maintain the 30-minute frequency and interline with Route 12. The proposal is to reassign the current travel path between Lancaster Boulevard and Avenue I and from 30th Street West to 15th Street West to Route 12 and balance the mileage between both routes.

Line	Frequency of Service	Buses
Current: Rt. 11 – Ave. J & 20 th St. E./OMP	Weekday: 30/60 min. Weekend: 60 min.	4
Proposed: Rt. 11 – Ave. J & 20 th St. E./OMP	Weekday: 30/60 min. Weekend: 60 min.	4

Route 12.

Route 12 operates between Avenue J & 20th Street East and Owen Memorial Park via Avenue J. This route interlines with Route 11, and the proposal is to transfer the current travel path from Lancaster Boulevard and Avenue I and from 30th Street West to 15th Street West to Route 12 and improve running times for both routes.

Line	Frequency of Service	Buses
Current: Rt. 12 – Ave. J & 20 th St. E./OMP	Weekday: 30/60 min. Weekend: 60 min.	5
Proposed: Rt. 12 – Ave. J & 20 th St. E./OMP	Weekday: 30/60 min. Weekend: 60 min.	4

Route 50|51.

Routes 50 and 51 are currently servicing the Community of Lake Los Angeles. Route 50 operates between Town Center Plaza (Oso Market) and Sergeant Steve Owen Memorial Park, primarily along 170th Street East and Avenue K. Route 51 operate between Town Center Plaza (Oso Market) and the Palmdale Transportation Center, primarily utilizing 170th Street East and Palmdale Boulevard. This proposal suggests consolidating both routes into a single service, designated as Route 19. Under this new alignment, the northern terminus would be located at Avenue J and 20th Street East, while the southern terminus would be at the South Valley Transit Center. This consolidation aims to streamline operations and enhance service frequency to 90 minutes.

Line	Frequency of Service	Buses
Current: Rt. 50 – Lake Los Angeles/OMP	Weekday: 125/145 min. Weekend: 125/145 min.	2
Current: Rt. 51 – Lake Los Angeles/PTC	Weekday: 125/145 min. Weekend: 125/145 min.	2
Proposed: Rt. 19 – Lake LA/Ave. J & 20 th St. E/South Valley Transit Center	Weekday: 90 min. Weekend: 90 min.	4

Commuter Route 785.

Route 785 serves as a crucial link between Antelope Valley residents and Downtown Los Angeles. Currently, this service operates seven trips in the morning and seven trips in the afternoon from Monday through Friday. The morning service commences at Sergeant Steve Owen Memorial Park and the Palmdale Transportation Center, while the afternoon service includes several stops throughout Downtown Los Angeles and Union Station. The proposed adjustment aims to reduce the schedule to six trips in the morning and six in the afternoon. This change seeks to better match service levels with current ridership patterns, ensuring the continued provision of reliable commuter access to Downtown Los Angeles.

Line	Frequency of Service	Buses
Current: Rt. 785 – OMP/PTC/Downtown LA	7 morning trips 7 afternoon trips	7
Proposed: Rt. 785 – OMP/PTC/Downtown LA	6 morning trips 6 afternoon trips	6

Commuter Route 787.

Route 787 serves as a crucial link between residents of Antelope Valley and the West San Fernando Valley. The service currently operates seven trips each in the morning and afternoon, from Monday through Friday. Morning service originates at Sergeant Steve Owen Memorial Park and the Palmdale Transportation Center, while afternoon service includes several stops in Tarzana, Woodland Hills, and Northridge. This proposal recommends adjusting the schedule to six trips in both the morning and afternoon. This change aims to streamline operations while maintaining reliable service for riders.

Line	Frequency of Service	Buses
Current: Rt. 787 – OMP/PTC/West San Fernando	7 morning trips 7 afternoon trips	7
Proposed: Rt. 787 – OMP/PTC/West San Fernando	6 morning trips 6 afternoon trips	6

Public Outreach

Staff will conduct several public meetings around Antelope Valley, the times, dates and locations for the meetings will be posted on AVTA's website, social media pages and rider alerts. The same information will be printed in Flyers and posters that will be placed throughout the Antelope Valley. All posts and materials will be in both English and Spanish.

Prepared by:

Geraldina Romo
Planning Manager

Submitted by:

Martin J. Tompkins
Executive Director/CEO

Attachments: A – Proposed Service Changes Presentation

PROPOSED SERVICE CHANGES



AGENDA

- ✓ Introduction and Background
- ✓ Ridership Analysis
- ✓ Proposed Changes per Route
- ✓ Microtransit Analysis
- ✓ Metrics and Cost Calculations
- ✓ Next Steps and Preliminary Timeline

BACKGROUND

The last major service change was implemented June of 2019, only minor changes have been implemented since. The current contract started in FY 2023 at the rate of \$102.03 and today the rate is \$157.25, an increase of 54%. At the end of this contract term, the rate is scheduled to be \$173.10, an increase of 70% compared to FY 2023.

The current service plan calls for 186,300 annual service hours, at the current rate of \$157.25 per revenue hour. Currently our yearly Operational cost is approximately \$29.5 Million for local and commuter service only.

We anticipate this rate will increase with the new RFP that will be released in 2027.

The goal within this presentation is to demonstrate that we can operate a more efficient service and reduce our service hours in preparation for the next RFP release.

RIDERSHIP ANALYSIS

- Data for the 1st quarter of Fiscal Year 2026 (July 2025 to September 2025)
- Route 1 and 11 have the highest activity for local service.

Route	Average Passenger (Weekday)	Revenue Hours (Weekday)	Passenger / Revenue Hour
1	1,550	122.13	13
2	559	53.95	10
3	547	60.07	9
4	344	30.50	11
5	108	16.05	7
7	376	35.37	11
8	56	13.98	4
9	160	14.20	11
11	1,090	67.48	16
12	634	53.43	12
50	173	17.38	10
51	42	16.45	3
52	103	16.42	6
94	55	1.78	31
97	48	1.08	44
98	57	1.33	43
Total Local	5,902	522	11
785	226	37.33	6
786	159	24.52	6
787	228	37.12	6
790	10	3.67	3
Total Commuter	623	103	6

Agency Comparisons:

- Other agencies provide services similar to the Antelope Valley.
- The NTD data compared to current 2026 passenger data gives insight that there is room for improvement, and we should strive to increase our passengers per revenue hour.

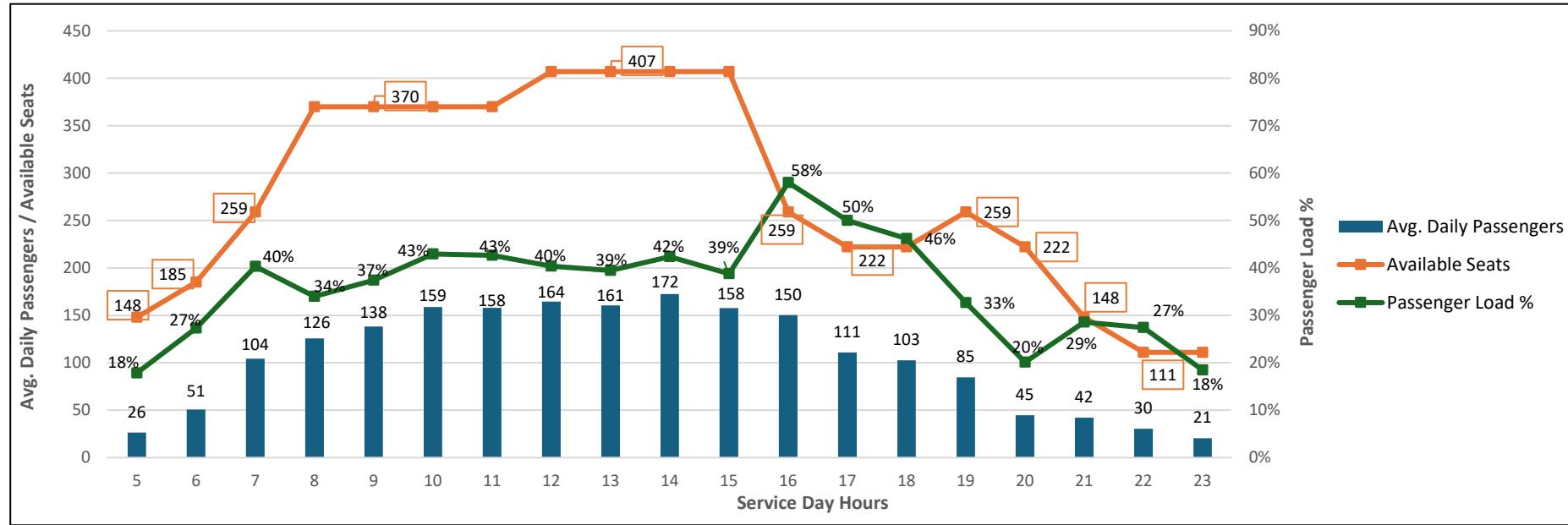
Transit Agency	Average Passenger (Weekday)	Revenue Hours (Weekday)	Passenger / Revenue Hour
AVTA	4,651	515	9
VVTA	3,261	596	5
Santa Clarita	5,690	279	20
Golden Empire	11,126	601	19
Sunline Transportation	7,892	528	15
San Joaquin Regional Transit District	8,568	669	13
Gold Coast Transit	11,354	552	21
Tri Delta Transit	3,841	525	7

Below is the average daily passenger boardings per hour per bus (Data is an average for the past three years). Route 11 and Route 12 show the highest passenger boarding activity for the local system.

This assisted us with identifying those times of the day when ridership is at its lowest and we also used it to adjust the start and end time of the routes.

	Routes														
	Route 1	Route 2	Route 3	Route 4	Route 5	Route 7	Route 8	Route 9	Route 11	Route 12	Route 50	Route 51	Route 52		
Start Time	5:00 AM	5:45 AM	5:15 AM	5:35 AM	6:00 AM	5:00 AM	6:10 AM	6:10 AM	5:15 AM	5:00 AM	5:15 AM	5:20 AM	5:30 AM		
5	5	1	3	3		5			7	1	1	3	1		
6	9	4	6	14	6	9	4	8	7	4	3	5	4		
7	11	8	8	13	9	11	7	17	17	13	6	9	7		
8	11	11	9	16	9	14	10	27	21	15	5	8	10		
9	11	8	10	15	13	13	6	9	18	15	8	7	4		
10	13	8	11	14	12	16	14	19	17	16	5	9	8		
11	14	9	13	18	8	15	3	11	20	18	8	5	4		
H	12	13	10	14	19	10	17	14	11	21	19	5	10	9	
O	13	13	10	13	18	13	13	4	17	21	19	7	11	5	
U	14	14	11	15	19	12	14	8	13	22	18	8	8	10	
R	15	12	14	15	24	7	18	6	16	31	22	13	16	9	
S	16	18	14	16	15	16	19	2	18	32	21	4	8	5	
	17	16	9	13	12	9	14	4	9	17	14	8	13	8	
	18	14	5	8	10	8	11	1	16	11	14	4	6	2	
	19	10	9	14	8	6	9	2	5	16	15	2	10	7	
	20	6	8	11	6	5	10	1	11	15	11	6	3	1	
	21	9	6	8	1	4	7			10	7	3	2	4	
	22	8	2	3			4			9	6	1	4		
	23	5								5	2				
	Last Trip	11:30 PM	9:45 PM	9:45 PM	8:40 PM	9:40 PM	10:00 PM	8:00 PM	8:10 PM	11:00 PM	11:00 PM	9:55 PM	10:05 PM	9:30 PM	
	Average Daily	11	8	11	13	9	12	6	14	17	13	5	8	6	

ROUTE 1



This is a relation between the available seats and the passenger boarding on a regular weekday (Passenger Load %).

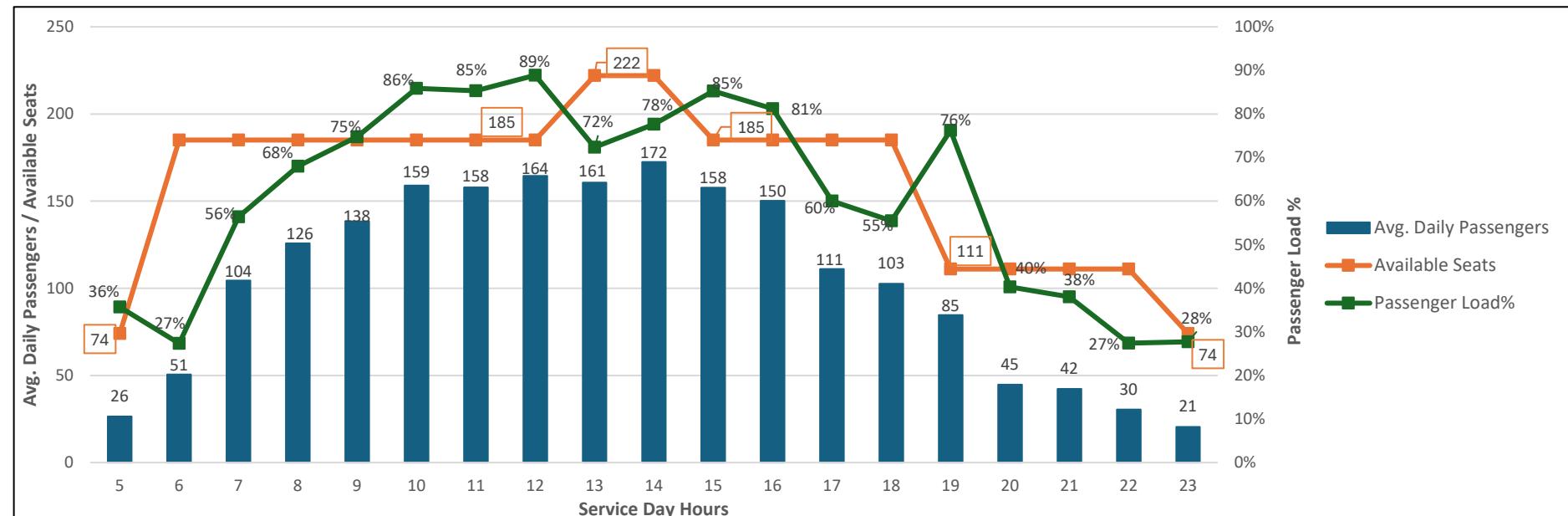
The goal here would be for the green bar to be closer to 100%, meaning full buses.

This route alone makes for 23% of the total local service hours.

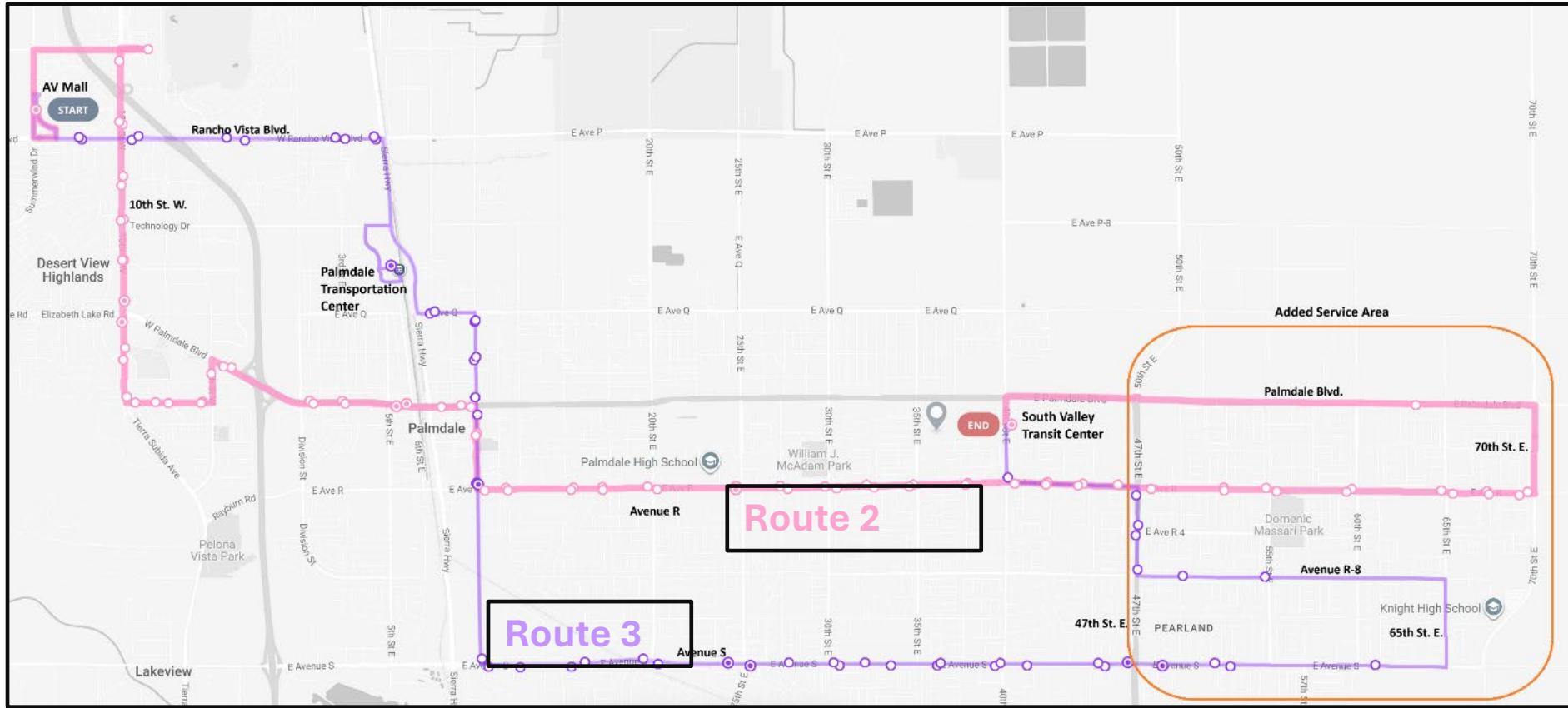
Proposed changes:

- Increase headways on weekdays to 30 minutes (Currently 15 minutes during peak hours).
- Saturday service will run at a 45-minute frequency from 7 am to 7:45 pm.
- Sunday will remain at 60-minute headways, service will end at 7:30 pm.

Number of buses required to operate will be 6, which is a reduction from the current 11 buses during peak.

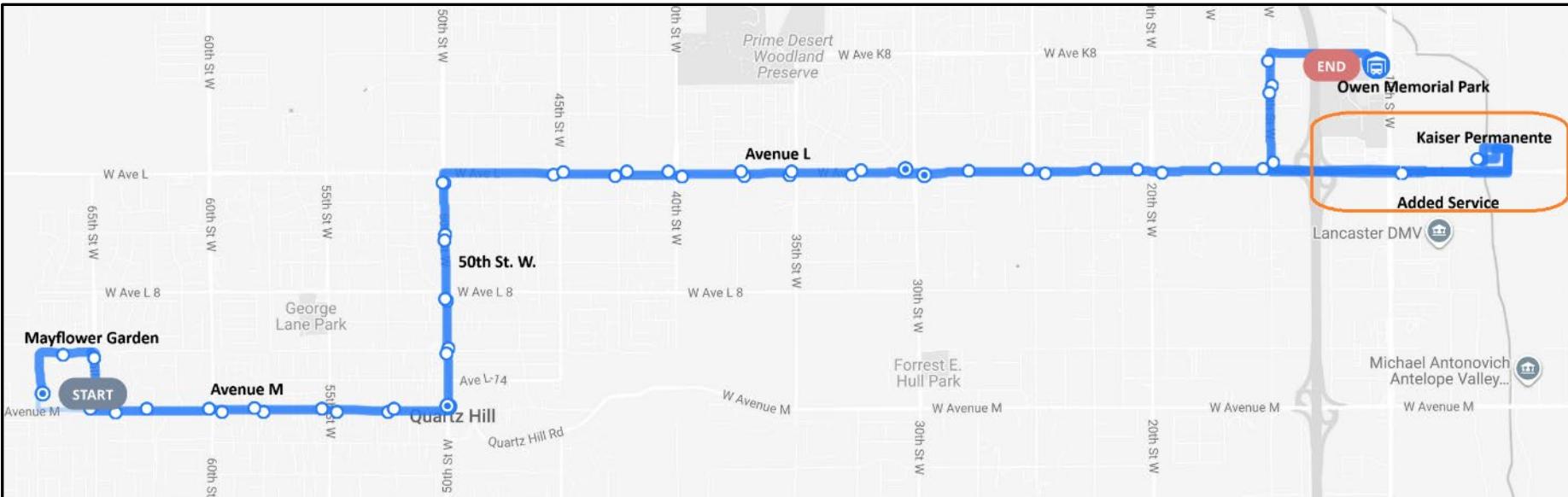


ROUTES 2 AND 3



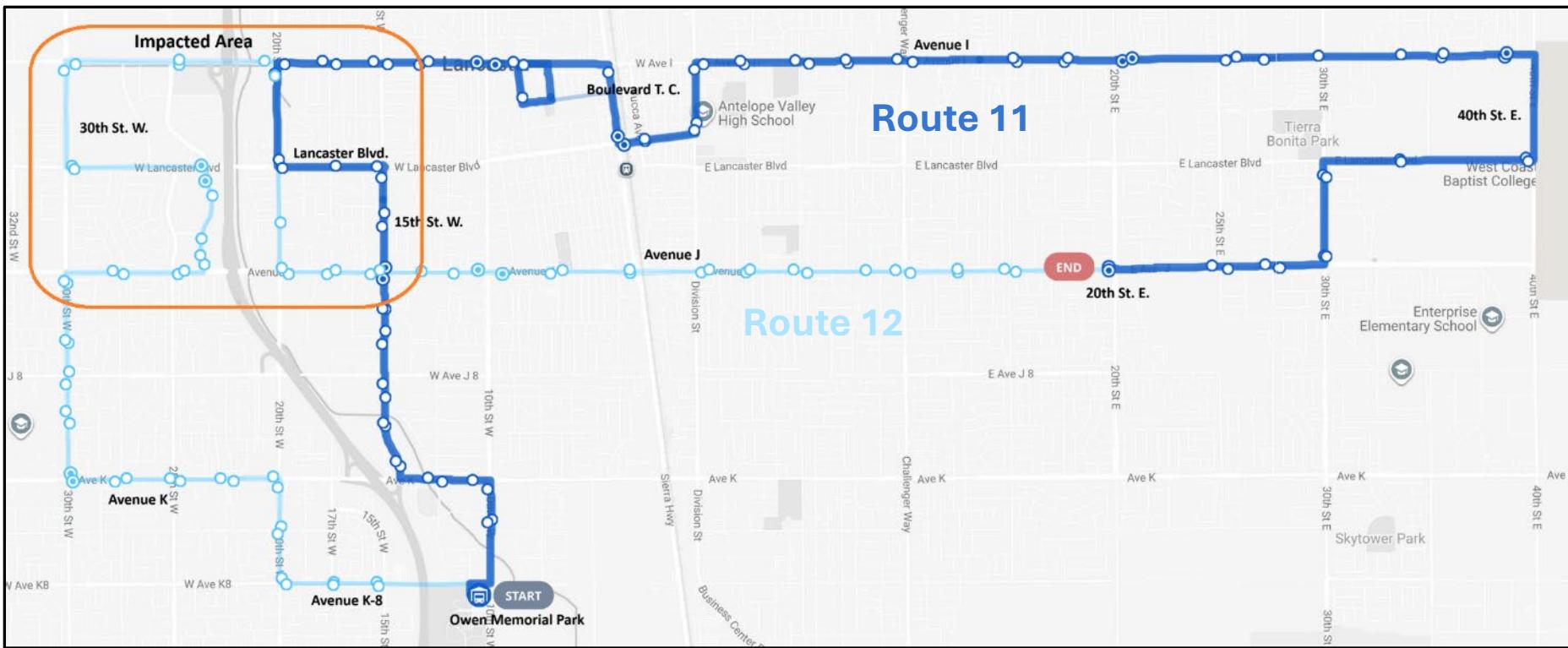
- Extended the service area of both routes to support the south-east area of Palmdale.
- Adjusted frequency from 30 minutes to 35 minutes on weekdays to support interlining.
- Adjusted the start time and end time for weekend service.

ROUTE 5



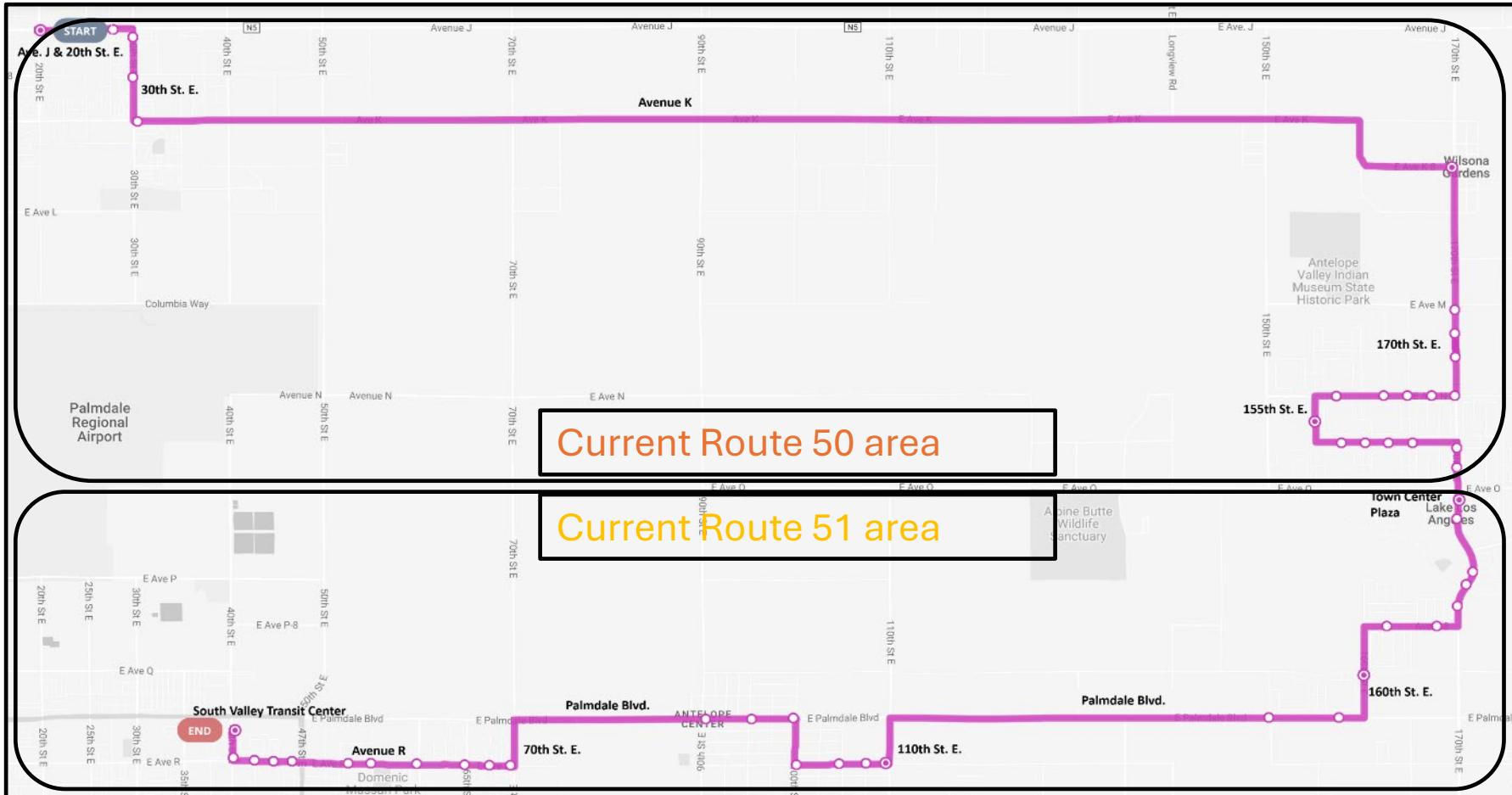
- Extended the route to service Kaiser Permanente on Avenue L in lieu of Route 50.
- Adjusted frequency from 70 minutes to 80 minutes.

ROUTES 11 AND 12



- The Route 11 is 12.6 miles longer than Route 12, which creates a challenge by forcing the Route 11 to run a tighter schedule to support the 30 minutes frequency (At the connecting point at Ave. J & 20th St. E.).
- Proposed changes originated from recommendations received at Planning Committee meetings; this change will balance the mileage for both routes which will help to improve running times.
- Frequency will be kept at 30 mins for both routes.

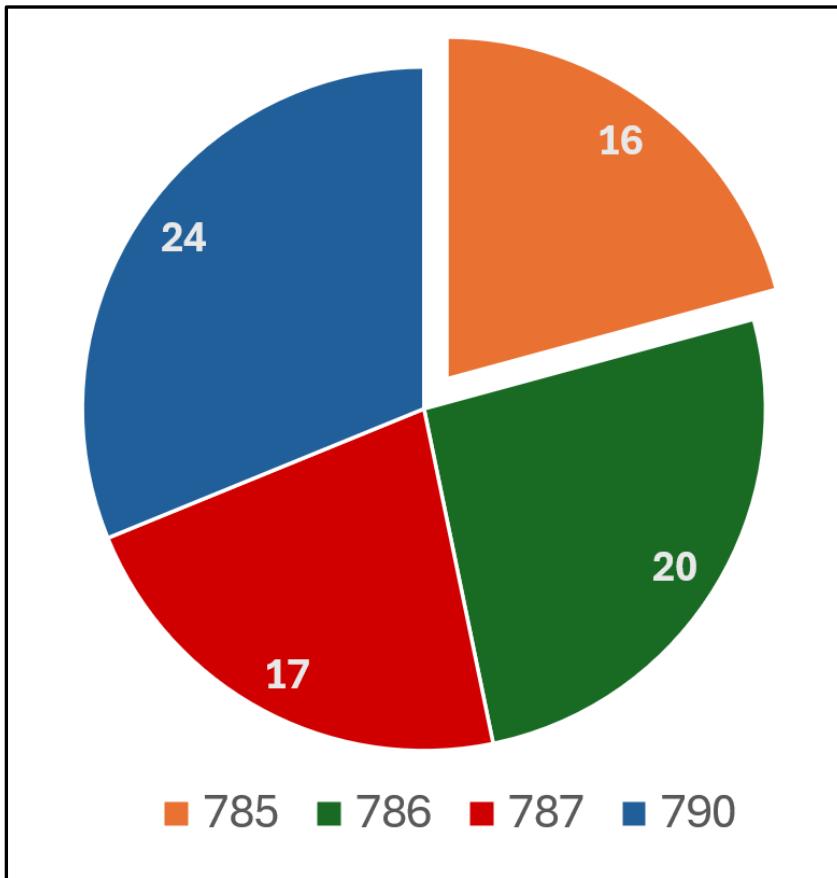
ROUTE 19



Currently passengers are waiting over 2 hours for a bus (Max 145 minutes of wait time).

- Route 50 and 51 will be combined and will become Route 19.
 - Shorten route at Avenue J & 20th Street East and at South Valley Transit Center.
 - **This change will improve the wait time down to 90-minutes with one route.**

COMMUTER CHANGES



This graph demonstrates the average daily passengers by trip for all four Commuter Routes.

Using 785 as an example, this route operates 7 buses in the morning and 7 in the afternoon. 16 is the average passenger on each of those buses. Each bus has a 47 seating capacity, the daily total capacity is 658 seats (14 buses – 7 in the am and 7 in the pm), in average we board 256 passengers per day. Taking this into consideration, the passenger load for 785 is at 34%.

The same is applicable to Route 787.

PROPOSAL:

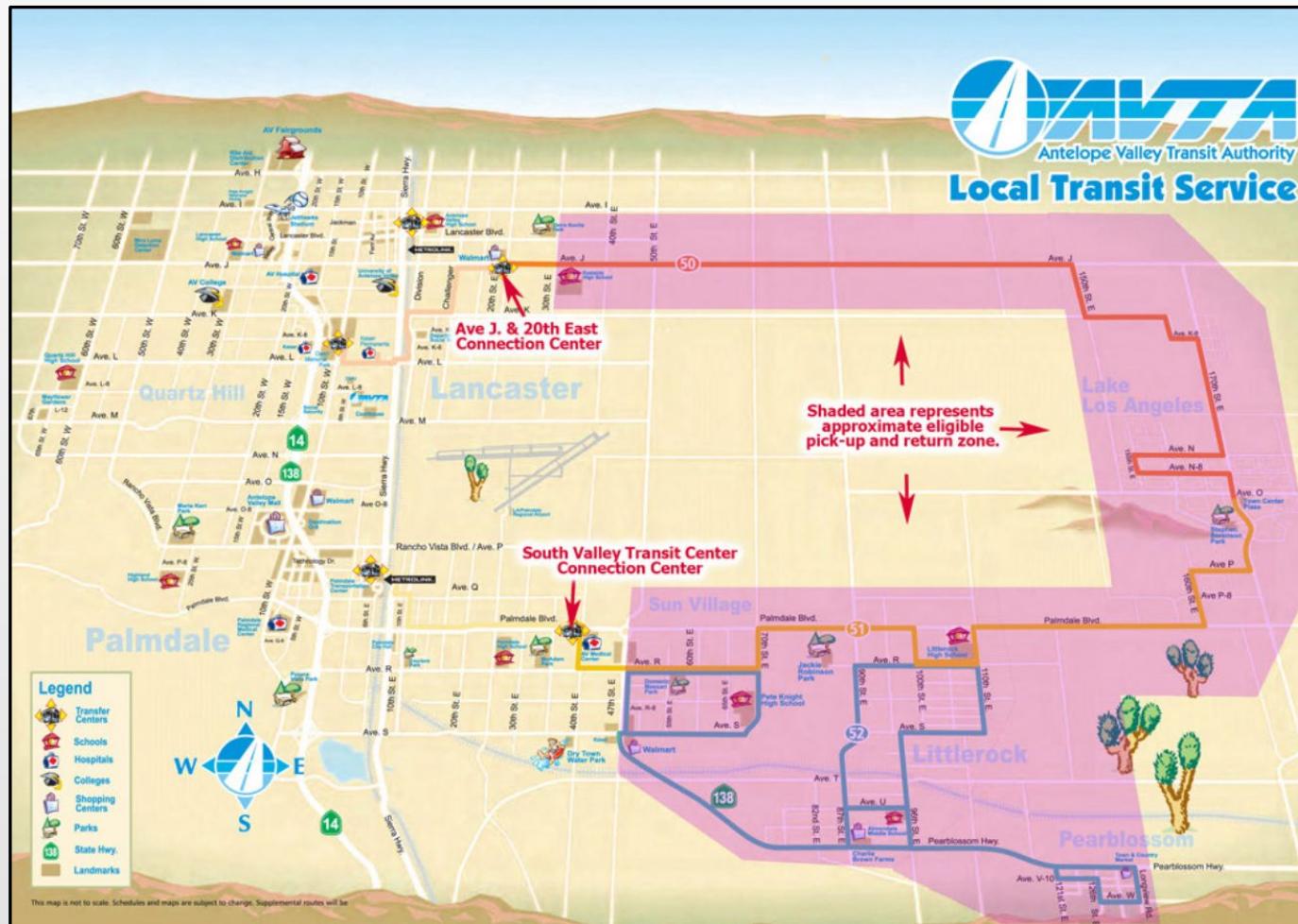
- Proposing to reduce 1 roundtrip from Route 785 and Route 787.
- No changes have been suggested to Route 786 and Transporter (790).

SUMMARY OF CHANGES

- **Route 1.** Adjusted start and end time of the trips for all seven days of the week, reduced the peak frequency to 30 minutes on weekdays, Saturday frequency will be 45 minutes all day.
- **Routes 2 & 3.** Extended the routes to service past 47th Street East on avenue R and Palmdale Boulevard, the frequency was adjusted for weekday service to 35 minutes. Last trips of the day for both Routes, East and West would start at 8:45 pm.
- **Route 5.** Modified running times to incorporate service to Kaiser Permanente Butterfly Building, frequency had to be adjusted from 70 to 80 minutes.
- **Routes 11 & 12.** Based on insight from bus operators, reassigned a stretch of Route 11 from the west side of Lancaster to Route 12[Lancaster Boulevard & Avenue I from 30th Street West to 20th Street West]. This helps to balance the miles in between the routes, supports interline and allows for running times to be improved on Route 11.
- **Routes 50 & 51.** Will become Route 19, one Route that would service Lake LA and allow service to both Lancaster and Palmdale, on the north it will stop service at Avenue J & 20th Street East and on the south at South Valley Transit Center; it will travel at a 90 minutes frequency.

MICROTRANSIT – CURRENT SERVICE

Microtransit began as a pilot program September 2020. The goal of this pilot was to absorb the ridership and replace Routes 50, 51 and 52, however, due to the vast area traveled (29 miles roundtrip), this pilot program has become an inefficient parallel service to Routes 50, 51 and 52; therefore, not sustainable in the long term.



MICROTRANSIT – CONTINUE

The following data is from April 2025:

- Total monthly ridership for Routes 50, 51 and 52 combined was 7,158. Compared to Microtransit at 1,363.

April 2025 (Month Total)	Route 50	Route 51	Route 52	Routes Combined	Microtransit Monthly Total
Ridership	4,179	953	2,026	7,158	1,363

Out of 2,971 total trips requested, 1,221 were completed.

Microtransit Trips Breakdown (April 2025)	Weekday	Saturday & Sunday	Monthly Total	Compared to Trips Requested
Total Trips Requested	2,335	636	2,971	
Completed Trips	951	270	1,221	41%
Trips not accommodated	1,004	263	1,267	43%
No Shows or Cancellations	380	103	483	16%

Staff is reviewing the cost of Microtransit and its inefficiencies. A recommendation for this service is forth coming.

METRICS

Route	Revenue Hours Current	Revenue Hours Changes
1	37,222.45	23,770.10
2	16,508.88	16,008.25
3	18,414.10	16,880.58
4	9,275.12	8,793.40
5	5,441.67	5,140.72
7	11,863.95	10,784.20
8	3,620.82	3,475.78
9	4,801.93	4,946.06
11	20,271.19	17,200.17
12	16,047.82	17,314.40
50/51 - 19	11,380.41	9,776.85
52	5,467.81	4,669.80
94	461.02	461.02
97	279.72	279.72
98	344.47	344.47
Total	161,401.36	139,845.52
785	9,668.47	8,308.72
786	6,350.68	6,350.68
787	9,614.08	8,308.72
790	950.53	950.53
Total	26,583.76	23,918.65
Systemwide	187,985.12	163,764.17
Change	-12.88%	

Revenue Miles Current	Revenue Miles Changes	Annual Trips Current	Annual Trips Changes
305,548.95	284,409.97	29,094	18,407
196,913.27	240,676.08	17,489	14,956
241,564.05	247,668.77	18,007	14,956
125,891.48	123,122.06	9,443	8,982
80,582.19	79,406.76	9,474	7,775
182,199.49	161,892.99	10,192	9,056
134,964.90	65,034.90	4,662	4,662
92,607.53	93,116.57	5,817	5,716
288,665.08	245,253.44	18,323	17,496
213,279.00	212,469.06	18,323	17,755
284,657.00	292,539.12	10,712	13,986
134,280.20	116,779.59	5,356	4,636
5,431.23	5,431.23	518	518
6,024.34	6,024.34	518	518
5,868.94	5,868.94	518	518
2,298,477.65	2,179,693.82	158,446	139,937
281,299.90	241,116.05	3,626	3,108
164,711.05	164,711.05	2,072	2,072
250489.26	214,705.82	3,626	3,108
37459.17	37,459.17	1,036	1,036
733,959.38	657,992.09	10,360	9,324
3,032,437.03	2,837,685.91	168,806	149,261

This is a comparison of Revenue Hours (Green), Revenue Miles (Blue) and Annual Trip Count (Orange) of Current Service Levels vs Proposed, if implemented within the same timeline (Fiscal Year 2028).

- Decrease in Revenue Hours of -12.88%
- Decrease in Revenue Miles of -6.42%
- Decrease in Annual Trip Count of -11.58%

-11.58%

VEHICLES OPERATED IN MAXIMUM SERVICE (VOMS)

Route	VOMS Current	VOMS Changes
1	11	6
2	5	6
3	6	4
4	2	2
5	1	1
7	2	2
8	1	1
9	1	1
11	4	4
12	5	4
50/51 - 19	4	4
52	3	1
94	1	1
97	1	1
98	1	1
Total	48	39

785	7	6
786	4	4
787	7	6
790	1	1
Total	19	17

Systemwide	67	56
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Route	Frequency Current (Minutes)	Frequency Changes (Minutes)
1	15	30
2	30	35
3	30	35
4	60	60
5	70	80
7	75	75
8	90	90
9	110	110
11	30	30
12	30	30
50/51 - 19	145	90
52	125	125
94	n/a	n/a
97	n/a	n/a
98	n/a	n/a

785	25	30
786	40	40
787	25	30
790	n/a	n/a

-16.42%

Proposed changes would decrease the number of buses required to run daily service. (Green columns)

The blue table is the Current and Proposed Frequency for each route on Weekdays.

- Saturday service for Route 1, will go from running every 30 minutes between 8 am to 6 pm, to every 45 minutes between 7 am to 7:45 pm.
- No changes to Sunday service.

REVENUE COST PER HOUR

- This data assumes calculations for fiscal year 2028 (July 2027 – June 2028).
- The ending rate of the current contract will be \$173.10 (Expires June 2027).
- Current Planned Annual Revenue Hours are 186,300, current rate is \$157.25 equaling to a \$29.5 Million Annual Operational Cost.
- We recommend implementing the proposed changes in anticipation of the rate increase that would be in response of the new RFP.

Route	Revenue Hours Current	Cost Estimate FY 2028 Rate \$173.10	Revenue Hours Changes	Cost Estimate FY 2028 Rate \$173.10
1	37,222.45	\$ 6,443,206.10	23,620.10	\$ 4,088,639.31
2	16,508.88	\$ 2,857,687.13	16,008.25	\$ 2,771,028.08
3	18,414.10	\$ 3,187,480.71	16,880.58	\$ 2,922,028.40
4	9,275.12	\$ 1,605,523.27	8,793.40	\$ 1,522,137.54
5	5,441.67	\$ 941,953.08	5,140.72	\$ 889,858.63
7	11,863.95	\$ 2,053,649.75	10,784.20	\$ 1,866,745.02
8	3,620.82	\$ 626,763.94	3,475.78	\$ 601,657.52
9	4,801.93	\$ 831,214.08	4,946.06	\$ 856,162.99
11	20,271.19	\$ 3,508,942.99	17,200.17	\$ 2,977,349.43
12	16,047.82	\$ 2,777,877.64	17,314.40	\$ 2,997,122.64
50/51 - 19	11,380.41	\$ 1,969,948.97	9,776.85	\$ 1,692,372.74
52	5,467.81	\$ 946,477.91	4,669.80	\$ 808,342.38
94	461.02	\$ 79,802.56	461.02	\$ 79,802.56
97	279.72	\$ 48,419.53	279.72	\$ 48,419.53
98	344.47	\$ 59,627.76	344.47	\$ 59,627.76
Total	161,401.36	\$ 27,938,575.42	139,695.52	\$ 24,181,294.51
785	9,668.47	\$ 1,673,612.16	8,308.72	\$ 1,438,239.43
786	6,350.68	\$ 1,099,302.71	6,350.68	\$ 1,099,302.71
787	9,614.08	\$ 1,664,197.25	8,308.72	\$ 1,438,239.43
790	950.53	\$ 164,536.74	950.53	\$ 164,536.74
Total	26,583.76	\$ 4,601,648.86	23,918.65	\$ 4,140,318.32
Systemwide	187,985.12	\$ 32,540,224.27	163,614.17	\$ 28,321,612.83
				-12.96%

NEXT STEPS AND PRELIMINARY TIMELINE

- Staff report to the Board for approval to move forward (January 2026)
- Public outreach efforts (Completed by end of April 2026)
- Incorporate feedback from community (End of June 2026)
- Present recommendations to Board for approval (July 2026)
- Prepare for implementation of changes (September 2026)
- Release Request For Proposal RFP (October 2026)
- Bids due (January 2027)
- Review Bids and interviews (February 2027)
- Staff Report with contract recommendations (March 2027)
- Award contract (April 2027)
- Start new contract (July 1, 2027)

THANK YOU!