

**ANTELOPE VALLEY SCHOOLS TRANSPORTATION AGENCY
670 W. Avenue L-8
Lancaster, CA 93534**

Regular Meeting - Board of Directors

Tuesday, June 12, 2018

Regular Meeting | 9:00 AM

I. PRELIMINARY

Call to order by presiding Officer _____ at _____ a.m.

II. ROLL CALL

Members: Shawn Cabey, President – Westside School District
Diane Grooms, Vice President – Lancaster School District
Dr. Ruben Zepeda, Clerk – Keppel School District
Barbara Willibrand, Member – Antelope Valley High School District
Marguerite Johnson, Alternate – Westside School District
Ruby Thompson, Alternate – Lancaster School District
Alyssa Low, Alternate – Keppel School District
Mary Beth Salcedo, Alternate – Antelope Valley High School District
Morris Fuselier III, Secretary and CEO

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL OF THE AGENDA

Request approval of the Agenda for June 12, 2018, as presented.

Motion by _____ Seconded by _____ Yes ___ No ___

V. PUBLIC COMMENTS

Members of the public who would like to address the Board on any item on the agenda may do so now or when the President requests comments from the public as the item is being considered by the Board. Please identify the agenda item you wish to discuss. Individual speakers are limited to three (3) minutes each, and the total time for public input on each item shall be limited to fifteen (15) minutes.

Public Hearing: 2018-19 Fiscal Year Budget

The Board of Directors is required to hold a hearing to allow for public comment regarding the proposed 2018-19 fiscal year budget.

Open Public Hearing at: _____

Comments from the Public

Close Public Hearing at: _____

VI. CHIEF EXECUTIVE OFFICER'S REPORT

1. Finance Update as presented by Jo Anne Downen. (Reference A)
2. Accounts Receivable Reports as presented by Jo Anne Downen. (Reference B)
3. Restructuring Update as presented by Morris Fuselier, III.
4. Air Quality Board Electric Bus Demonstration on June 19 at 10:00 AM, as presented by Morris Fuselier.
5. Recognition of Bus Roadeo Team, as presented by Morris Fuselier, III. (Reference C)
6. Lancaster Route Expansion, as presented by Morris Fuselier, III.
7. Retirement Recognition: Patricia Long

VII. INDIVIDUAL ACTION ITEMS

496 Consent Agenda Items:

Motion by _____ Seconded by _____ Yes ____ No ____

1. Minutes of the Regular Board Meeting held May 8, 2018. (Reference D)
2. Commercial Warrants & Purchase Orders for May 2018. (Reference E)
3. Personnel Schedule. (Reference F)

497 2018-2019 Budget: It is requested the Board of Directors approve the budget for the 2018-2019 fiscal year, as presented. (Reference G)

Motion by _____ Seconded by _____ Yes ____ No ____

498 Cancellation of July Board Meeting: It is requested the Board of Directors approve the cancellation of the July 2018 Board Meeting, as presented. (Reference H)

Motion by _____ Seconded by _____ Yes ____ No ____

499 Quote from Accountant: It is requested the Board of Directors approve the quote from the accountants, Grobstein Teeple, LLP, for the valuation of interest in AVSTA JPA, not to exceed the amount of \$32,000.00, as presented. (Reference I)

Motion by _____ Seconded by _____ Yes ____ No ____

500 Travel to STN Conference: It is requested the Board of Directors approve the out-of-state travel for the CEO to attend the School Transportation News (STN) Conference in Reno, NV, from July 13-18, 2018, as presented. (Reference J)

Motion by _____ Seconded by _____ Yes ____ No ____

501 Guarantee of Contracted Hours for Keppel Routes: It is requested the Board of Directors approve the guarantee that the contracted hours which are signed on August 1, 2018, shall be maintained for the 2018/2019 traditional school year for those that drive Keppel Union School District routes, as presented.

Motion by _____ Seconded by _____ Yes ____ No ____

502 Review of Fixed Cost Percentage: It is requested the Board of Directors review, determine, and approve the Agency on the fixed cost percentages for the 2018/2019 fiscal, as presented. (Reference K)

Motion by _____ Seconded by _____ Yes ____ No ____

503 Job Description for Data Management Technician: It is requested the Board of Directors approve the description for the Data Management Technician, salary rate of C-1 on the Salary Schedule, as presented. (Reference L)

Motion by _____ Seconded by _____ Yes ____ No ____

504 Job Description for Accounting Supervisor: It is requested the Board of Directors approve the description for the Accounting Supervisor, salary rate of S-3 on the Salary Schedule, as presented. (Reference M)

Motion by _____ Seconded by _____ Yes ____ No ____

505 Shop Uniform Quote for Contract: It is requested the Board of Directors approve the quote for a contract with UniFirst for the shop uniforms, as presented. (Reference N)

Motion by _____ Seconded by _____ Yes ____ No ____

506 Travel to Bus Rodeo: It is requested the Board of Directors approve the out-of-state travel for Ryan Bakeman and Mike Colescott to attend the International Bus Rodeo in Philadelphia, PA, on July 21 and 22, 2018, as presented. (Reference O)

Motion by _____ Seconded by _____ Yes ____ No ____

507 Year-End Appropriation Transfers for K-12 School Districts: It is requested the Board of Directors approve to authorize the County Superintendent of Schools to make appropriate transfers necessary at the close of the 2017-18 school year to permit the payment of obligations of the district incurred during such school year, in accordance with Education Code 41301, as presented. (Reference P)

Motion by _____ Seconded by _____ Yes ____ No ____

508 Fagen Friedman & Fulfrost LLP Contract: It is requested the Board of Directors approve the contract with Fagen Friedman & Fulfrost LLP for fiscal year 2018-2019, as presented. (Reference Q)

Motion by _____ Seconded by _____ Yes ____ No ____

509 Purchase of Trailer: It is requested the Board of Directors approve the purchase of an enclosed cargo trailer for emergency response, Bus Rodeo equipment storage and transportation, and golf cart storage and transportation, from TrailersPlus Fillmore, for \$5,599.00, plus tax, accessories, and dealer installation for a total price of \$7,104.00, as presented. (Reference R)

Motion by _____ Seconded by _____ Yes ____ No ____

510 Charter Bus Service Bid: It is recommended that the Board of Directors approve the Charter Bid Agreements from Antelope Valley Airport Express Inc., STA (Student Transportation of America), and H & L Charter Co Inc., as presented. (Reference S)

Motion by _____ Seconded by _____ Yes ____ No ____

511 Camera Purchase: It is recommended that the Board of Directors approve the purchase and addition of four (4) security cameras for the bus wash and fueling area and upgrade of wifi connectivity, as presented. (Reference T)

Motion by _____ Seconded by _____ Yes ____ No ____

512 Determination of Disposition of Surplus Funds for 2017/2018: It is recommended that the Board of Directors approve the disposition of surplus funds for the 2017/2018 school year, as presented. (Reference U)

Motion by _____ Seconded by _____ Yes ____ No ____

513 Fuel Card Lock System: It is recommended that the Board of Directors approve the fuel card lock system from Petroleum Equipment Construction Services (P.E.C.S), in the amount of \$48,900.34, as presented. (Reference V)

Motion by _____ Seconded by _____ Yes ____ No ____

514 Quote for Shop Office and Restroom Space Update: It is recommended that the Board of Directors approve the quote for the shop office and restroom space update and remodel by R & I Construction, in the amount of \$11,400.00, as presented. (Reference W)

Motion by _____ Seconded by _____ Yes ____ No ____

515 Installing Exterior Window in Shop Building: It is recommended that the Board of Directors approve the installation of an exterior window in the shop building by Heritage Builders, in the amount of \$4,317.00, as presented. (Reference X)

Motion by _____ Seconded by _____ Yes ____ No ____

516 Purchase of 4x4 Vehicle: It is recommended that the Board of Directors approve the purchase of a 4x4 vehicle for emergency response, emergency student transportation, and road safety patrol, from Motor City Buick GMC in Bakersfield, in the amount of \$52,568.80, as presented. (Reference Y)

Motion by _____ Seconded by _____ Yes ____ No ____

517 Clerk to the Board of Directors: It is recommended that the Board of Directors elect a new Clerk to fill the position vacated by the withdrawal of Keppel School District, to serve from July 1, 2018 to December 11, 2018.

Motion by _____ Seconded by _____ Yes ____ No ____

VIII. INFORMATION ITEMS

1. Zūm Transportation, as presented by Morris Fuselier, III. (Reference Z)

IX. BOARD MEMBER COMMENTS

X. CLOSED SESSION

518 The Board of Directors of the Antelope Valley Schools Transportation Agency adjourned to closed session at _____ to discuss the following:

1. Government Code Section 54957: Public Employee Discipline/Dismissal/Release.

2. Government Code Section 54957.6: Conference with Labor Negotiators. Agency Representative: Morris Fuselier, III, CEO. Employee Organization: CSEA.

3. Rejection of Claims for Damages: It is requested that the Board of Directors consider the rejection of the claims submitted for accident on April 30, 2018, as presented.

XI. RECONVENE TO OPEN SESSION

519 The Board of Directors reconvened to open session at _____.

XII. ACTION TAKEN AS A RESULT OF CLOSED SESSION

XIII. ADJOURNMENT

520 The Board of Directors adjourned its meeting at _____, on June 12, 2018.

Motion by _____ Seconded by _____ Yes _____ No _____

The next regular meeting of the Board of Directors is scheduled for Tuesday, August 14, 2018, at 9:00 AM.

Any writings or documents that are public records and are provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection in the Antelope Valley School's Transportation Agency Administrative Assistant's office, located at 670 West Avenue L-8, Lancaster, CA 93534 during normal business hours (8:00 a.m. – 4:00 p.m.).