

**VICTOR VALLEY TRANSIT AUTHORITY  
PUBLIC HEARING AND REGULAR MEETING OF  
THE BOARD OF DIRECTORS  
MONDAY, OCTOBER 19, 2015, 9:30 A.M.**

Victor Valley Transit Authority  
Board Room  
17150 Smoketree Street,  
Hesperia, CA 92345

**Victor Valley Transit Authority Board of Directors**

Gloria Garcia, Director, City of Victorville  
Jermaine Wright, Director, City of Adelanto  
Mike Leonard, Chair, City of Hesperia  
Barb Stanton, Vice-Chair, Town of Apple Valley  
Robert Lovingood, Director, County of San Bernardino  
James Ramos, County of San Bernardino  
Rich Harpole, City of Barstow

**MISSION STATEMENT**

Our mission is to serve the community with excellent public transportation services in terms of quality, efficiency, and responsiveness.

**AGENDA**

The Board of Directors meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the Clerk of the Board at least three (3) business days prior to the Board meeting. The Clerk's telephone number is 760-948-3262 (voice) or 760-948-3990 (TTD) and the office is located at 17150 Smoketree Street, Hesperia, CA. This agenda available and posted: Tuesday, October 13, 2015.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

PUBLIC COMMENTS

This is the time the Board will hear public comments regarding items not on the agenda or the consent calendar. Individuals who wish to speak to the Board regarding agenda items or during public comments should fill out a comment card and submit it to the Clerk of the Board. Each speaker is allowed three (3) minutes to present their comments. The Board will not remark on public comments, however each comment will be taken into consideration by VVTA.

### CONSENT CALENDAR

Consent Calendar items shall be adopted by a single vote unless removed for discussion by Board member request.

- Pg. 9      ***Item #1: Minutes From Regular Meeting of The Board of Directors Conducted on September 21, 2015.***  
Recommendation: Move for approval.  
Presented by: None.
- Pg. 17     ***Item #2: Warrants, August, 2015.***  
Recommendation: Move for approval.  
Presented by: None.

### REPORTS

- Pg. 23      ***Item #3: Meeting Notes From The Technical Advisory Committee Meeting Conducted on October 7, 2015.***  
Recommendation: Information item only.
- Pg. 29      ***Item #4: Management Reports for VVTA and BAT – Verbal Report from Executive Director.***  
Recommendation: Information item only.  
Presented by: Kevin Kane, Executive Director.

### ACTION ITEMS

- Pg. 79      ***Item #5: Public Hearing to Update the Conflict of Interest Code for the Victor Valley Transit Authority.***  
Recommendation: Authorize and approve the updated Conflict of Interest Code for VVTA.

Open Public Hearing: Update the Conflict of Interest Code for VVTA.

- Hear public testimony

Close Public Hearing: Update the Conflict of Interest Code for VVTA  
Presented by: Kevin Kane, Executive Director.

- Pg. 83     ***Item #6: Mutual Aid Agreement Memorandum of Understanding between VVTA and OmniTrans.***  
Recommendation: Approve the memorandum of understanding/mutual aid agreement between VVTA and OmniTrans.  
Presented by: Kevin Kane, Executive Director.
- Pg. 93     ***Item #7: Claim for Completed Article 3 Pedestrian Access to Transit Facilities Projects.***  
Recommendation: Authorize Staff to file an Article 3 reimbursement claim for \$24,500 and local match to SANBAG for the completed Article 3 project as presented.  
Presented by: Nancie Goff, Deputy Executive Director.

CORRESPONDENCE AND PRESS CLIPS

BOARD OF DIRECTORS COMMENTS

DATE OF NEXT MEETING

Monday, November 16<sup>th</sup> at 9:30 AM  
Victor Valley Transit Authority, Board Room  
17150 Smoketree Street, Hesperia, CA 92345

ADJOURNMENT

## Victor Valley Transit Acronym List

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ACT	Association for Commuter Transportation
ADA	Americans with Disabilities Act
APTA	American Public Transit Association
AQMP	Air Quality Management Plan
DBE	Disadvantaged Business Enterprise
BAFO	Best and Final Offer
BOE	Board of Equalization
CALCOG	California Association of Councils of Governments
CALTRANS	California Department of Transportation
CARB	California Air Resources Board
CEQA	California Environmental Quality Act
CHP	California Highway Patrol
CIP	Capital Improvement Program
CMAQ	Congestion Mitigation and Air Quality
CMP	Congestion Management Program
CNG	Compressed Natural Gas
COG	Council of Governments
CSAC	California State Association of Counties
CTC	California Transportation Commission
CTC	County Transportation Commission
CTP	Comprehensive Transportation Plan
CTSA	Consolidated Transportation Services Agency
CTSGP-CTAF	California Transit Security Grant Program-California Transit Assistance Fund
DMO	Data Management Office
DOD	Department of Defense
DOT	Department of Transportation
E&H	Elderly and Handicapped
EEM	Environmental Enhancement and Mitigation
EIR	Environmental Impact Report
EIS	Environmental Impact Statement
EPA	United States Environmental Protection Agency
ETC	Employee Transportation Coordinator
FEIS	Final Environmental Impact Statements
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
GIMS	Geographic Information Mapping Systems
GIS	Geographic Information Systems
GPS	Global Positioning System
HOV	High-Occupancy Vehicle
IAS-FFA	Independent Auditors Statement for Federal Funding Allocation
IEEP	Inland Empire Economic Partnership
ITS	Intelligent Transportation Systems
IVDA	Inland Valley Development Agency
JPA	Joint Powers Authority
LACMTA	Los Angeles County Metropolitan Transportation Authority
LCTOP	Low Carbon Transit Operations Program
LD	Liquidated Damages
LEED	Leadership in Energy and Environmental Design
LTF	Local Transportation Fund
MAP-21	Moving Ahead for Progress in the 21 <sup>st</sup> Century
MARTA	Mountain Area Regional Transportation Authority
MBTA	Morongo Basin Transit Authority

## **Victor Valley Transit Acronym List**

**Page 2 of 2**

MDAQMD	Mojave Desert Air Quality Management District
MDT	Mobile Display Terminal
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MSA	Metropolitan Statistical Area
MTP	Metropolitan Transportation Planning
MTBP	Mass Transit Benefit Plan
OCTA	Orange County Transportation Authority
OWP	Overall Work Program
PASTACC	Public and Specialized Transportation Advisory and Coordinating Council
PDT	Project Development Team
PM	Particulate Matter
PTMISEA	Public Transportation Modernization Improvement and Service Enhancement
POP	Program of Projects
PVEA	Petroleum Violation Escrow Account
RCP&G	Regional Comprehensive Plan and Guide
RCTC	Riverside County Transportation Commission
RDA	Redevelopment Agency
RESC	Regional Economic Strategies Consortium
RSA	Regional Statistical Area
RTAC	Regional Transportation Agencies' Coalition
RTAP	Rural Technical Assistance Program
RTIP	Regional Transportation Improvement Program
RTP	Regional Transportation Plan
RTPA	Regional Transportation Planning Agencies
SANBAG	San Bernardino Associated Governments
SCAG	Southern California Association of Governments
SCRRA	Southern California Regional Rail Authority
SOV	Single-Occupant Vehicle
SRTP	Short Range Transit Plan
SSTAC	Social Service Technical Advisory Committee
STAF	State Transit Assistance Funds
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TCM	Transportation Control Measure
TDA	Transportation Development Act
TEA	Transportation Enhancement Activities
TEAM	Transportation Electronic Award and Management
TMEE	Traffic Management and Environmental Enhancement
TOCP	Transit Operating and Capital Plan
TrAMS	Transit Award and Management System
TREP	Transportation Reimbursement Escort Program
TSSSDRA	Transit System Safety, Security and Disaster Response Account
TSM	Transportation Systems Management
ULEV	Ultra Low Emission Vehicle
UZAs	Urbanized Areas
ZEB	Zero Emission Bus
ZEV	Zero Emission Vehicle

## Victor Valley Transit Authority Meeting Procedures

The Ralph M. Brown Act is the state law which guarantees the public's right to attend and participate in meetings of local legislative bodies. These rules have been adopted by the Victor Valley Transit Authority (VVTA) Board of Directors in accordance with the Brown Act, Government Code 54950 et seq., and shall apply at all meetings of the (VVTA) Board of Directors.

1. **Agendas** - All agendas are posted at the VVTA Administrative offices, and the Victorville, Hesperia, and Apple Valley city/town halls at least 72 hours in advance of the meeting. Staff reports related to agenda items may be reviewed at the VVTA Administrative offices located at 11741 East Santa Fe Ave. Hesperia, CA 92345.
2. **Agenda Actions** - Items listed on both the "Consent Calendar" and "Action/Discussion Items" contain suggested actions. The Board of Directors will generally consider items in the order listed on the agenda. However items may be considered in any order. New agenda items can be added and action taken by two-thirds vote of the Board of Directors.
3. **Closed Session Agenda Items** - Consideration of closed session items excludes members of the public. These items include issues related to personnel, ending litigation, labor negotiations and real estate negotiations. Prior to each closed session, the Chair will announce the subject matter of the closed session. If action is taken in closed session, the Chair may report the action to the public at the conclusion of the closed session.
4. **Public Testimony on an Item** - Members of the public are afforded an opportunity to comment on any listed item. Individuals wishing to address the Board of Directors should complete a "Request to Speak" form. A form must be completed for each item an individual wishes to speak on. When recognized by the Chair, speakers should be prepared to step forward and announce their name and address for the record. In the interest of facilitating the business of the Board, speakers are limited to three (3) minutes on each item. Additionally, a twelve (12) minute limitation is established for the total amount of time any one individual may address the Board at any one meeting. The Chair or a majority of the Board may establish a different time limit as appropriate, and parties to agenda items shall not be subject to the time limitations. If there is a Consent Calendar, it is considered a single item; thus the three (3) minute rule applies. Consent Calendar items can be pulled at Board member request and will be brought up individually at the specified time in the agenda allowing further public comment on those items.
5. **Public Comment** - At the beginning of the agenda an opportunity is also provided for members of the public to speak on any subject within VVTA's authority. Matters raised under "Public Comment" may not be acted upon at that meeting. The time limits established in Rule #4 still apply.
6. **Disruptive Conduct** - If any meeting of the Board is willfully disrupted by a person or by a group of persons so as to render the orderly conduct of the meeting impossible, the Chair may recess the meeting or order the person, group or groups of persons willfully disrupting the meeting to leave the meeting or to be removed from the meeting. Disruptive conduct includes addressing the Board without first being recognized, not addressing the subject before the Board, repetitiously addressing the same subject, failing to relinquish the podium when requested to do so, or otherwise preventing the Board from conducting its meeting in an orderly manner.

Please be aware that a NO SMOKING policy has been established for VVTA meetings. Your cooperation is appreciated!

# **VICTOR VALLEY TRANSIT AUTHORITY**

## **MISSION STATEMENT**

**Our mission is to serve the community with excellent public transportation services in terms of quality, efficiency, and responsiveness.**

### **Quality**

**To increase ridership and community support by exceeding expectations.**

### **Efficiency**

**To maintain an efficient operation that represents a highly-valued service.**

### **Responsiveness**

**To provide services and facilities which are responsive to the needs of the community.**

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**AGENDA ITEM  
ONE**

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**VICTOR VALLEY TRANSIT AUTHORITY**

**AGENDA MATTER**

**Minutes From the Regular Meeting of the Board of Directors Conducted on September 21, 2015.**

**SUMMARY STATEMENT**

Following are copies of the minutes from the regular meeting of the Board of Directors conducted on September 21, 2015.

**RECOMMENDED ACTION**

Move for approval.

**PRESENTED BY**  
Debi Lorrach,  
Clerk of the Board

**FISCAL IMPACT**  
  
N/A

**MEETING DATE**  
  
October 19, 2015

**ITEM NUMBER**  
  
1

**VICTOR VALLEY TRANSIT  
THE PUBLIC HEARING AND REGULAR MEETING OF THE  
BOARD OF DIRECTORS**

**SEPTEMBER 21, 2015  
MINUTES**

**CALL TO ORDER**

The Public Hearing and Regular Meeting of the Board of Directors of the Victor Valley Transit Authority was called to order at 9:30 a.m. by Vice-Chair Barb Stanton in the Victor Valley Transit Authority Board Room, located at 17150 Smoketree Street, Hesperia, California.

**ROLL CALL**

Board Members Present: Vice-Chair Barb Stanton  
Alternate Director Curtis Green  
Director Jermaine Wright Sr.  
Director Gloria Garcia  
Director Rich Harpole  
Alternate Director Russ Blewett

Board Members Absent: Chair Mike Leonard  
Director James Ramos

**Staff Members Present:**

Kevin Kane, VVTA	Debi Lorrach, VVTA
Carol Green, County Counsel	Sue Crane, Transdev
Doug Matthews, City of Victorville	Steven Riggs, VVTA
Aaron Moore, VVTA	John Leveillee, City of Hesperia
Heather Menninger, AMMA	Ashley Palmer, VVTA
Eduardo Espiritu, Transdev	Paul Robedeau, Transdev
Lora Sanchez, Transdev	Joseph Moon, Town of AV
Cindy Prothro, City of Barstow	Ron Zirges, VVTA
Craig Barnes, Transdev	Simon Herrera, Transdev
Christine Plasting, VVTA	Nancy Strickert, SANBAG
Otis Greer, Co. of San Bernardino	Christine Ortega, Transdev
David Flowers, VVTA	

**PLEDGE OF ALLEGIANCE**

Director Harpole led the audience in the pledge of allegiance.

## ANNOUNCEMENTS

Mr. Kane said that Director Ramos sends his regrets for being unable to attend today. Additionally, Mr. Kane shared a photo with the Board of all the files that need to be destroyed per Item #7 on the agenda.

Mass Transit Magazine awarded VVTA's Aaron Moore as one of the top 40 under 40 in Transit for this year, Mr. Kane announced.

## PUBLIC COMMENTS

Speaker: Terri Martini, Adelanto, CA

Ms. Martini wished to compliment the Route 31 driver Julissa for always being on time; others are often late especially during peak morning hours. Ms. Martini suggested that drivers remind people as they board the bus to have their exact change or passes ready. Ms. Martini also thanked VVTA for the solar light at the stop on Star and Verbena.

## CONSENT CALENDAR

1. **Minutes From the Regular Meeting of the Board of Directors Conducted on August 17, 2015.**  
Recommendation: Move for approval.
2. **Warrants, July, 2015**  
Recommendation: Move for approval.
3. **Revision of VVTA Personnel Policies and Procedures Manual to incorporate legislative changes enacted by AB 1522.**  
Recommendation: Approve the amendment to VVTA's Personnel Policies and Procedures Manual to incorporate the changes mandated by AB1522.

**A MOTION WAS MADE BY** Alternate Director Blewett to approve the Consent Calendar. Seconded by Director Wright. Alternate Director Green abstained from item #2, Warrants. The motion passed without opposition.

## REPORTS

4. **Meeting Notes From The Technical Advisory Committee Meeting Conducted on September 2, 2015.**  
Recommendation: Information item only.

Vice-Chair Stanton inquired what LCTOP stands for. Mr. Kane responded "Low Carbon Transit Operation Program" and that it is another funding source for VVTA. Alternate Director Green stated that he noticed there was low attendance at the TAC meeting and would like to know what a quorum is for TAC now that there are two more Board members. Mr. Kane stated that a quorum for TAC is four (4) members.

**5. Management Reports for VVTA and BAT – Verbal Report from Executive Director.**

Recommendation: Information item only.

Mr. Kane briefly spoke about the management reports, noting that there are some TransTrack issues regarding the Barstow reports that will be ironed out by the October Board meeting.

**ACTION/DISCUSSION ITEMS**

**6. Unmet Needs Public Hearing for Fiscal Year 2016-2017.**

Recommendation: Receive input and testimony from the public.

9:40 am      Open Public Hearing: Unmet Needs Public Hearing for Fiscal Year 2016-2017.

- Hear public testimony

Speaker: Chris Mora, Victorville, CA

Ms. Mora requested that VVTA install a bus stop on the corner of Bear Valley and Mall Boulevard due to the route 53 often arriving at the Mall late, causing passengers to miss route 44.

Speaker: Terri Martini, Adelanto, CA

Ms. Martini has requested that routes 43, 52, 53, 41 and 31 to run an extra two (2) hours on Sundays. Additionally, Ms. Martini requested that Route 15 travel from Barstow to the San Bernardino valley on Saturdays. Amenities requested are: a shelter at Joshua and Astor, bus stop at Victor and Daisy and repaving of roads. Ms. Martini suggested a shuttle once per month on the day that the Board meetings occur so that passengers can attend in a timely manner.

Speaker: E.J. Larkins, Victorville, CA

Mr. Larkins is concerned by the lack of service that is provided to the Pinon Hills and Phelan Senior Centers and proposed that a meeting be held at one of the two centers to encourage ridership.

Speaker: Eleanor Fauver, Apple Valley, CA

Ms. Fauver stated that having a route that travels north and south on Apple Valley Road would assist her a great deal, and would reduce the number of rides she needs to book on ADA. She also expressed concern regarding driver safety and the difficulties that ADA riders have obtaining visitor status in Los Angeles.

Speaker: Sharon Green, Homeless Provider Network, Hesperia, CA

Ms. Green stated that she would like to see the Route 15 service increased to more rides per day and on weekends as well.

9:55 am      Close Public Hearing: Unmet Needs Public Hearing for Fiscal Year 2016-2017.

7.      **Adopt VVTA Records Retention Policy 1.027.15.**

Recommendation: Approve the VVTA Records Retention Policy 1.027.15 and approve Resolution 15-07.

Mr. Riggs presented a schedule to the Board of the timeline for document destruction that is in line with FTA guidelines.

**A MOTION WAS MADE BY** Director Wright to approve the recommended action. Seconded by Alternate Director Green. The motion passed unanimously.

8.      **Overall Triennial Disadvantaged Business Enterprise (DBE) Goal for Fiscal years 2016-2018.**

Recommendation: Approve a Triennial DBE Goal of **1.00%** for Federal Fiscal Years 2016-2018 to be submitted to the FTA .

VVTA established a goal of 1%, Mr. Kane said, adding that this goal was reached through the CalTrans database of local DBE's as well as the FTA recommended formula.

**A MOTION WAS MADE BY** Alternate Director Blewett to approve the recommended action. Seconded by Director Harpole. The motion passed unanimously.

9.      **Award Invitation for Bid (IFB) 2015-08 for Fuel Delivery and Cardlock Fuel Services.**

Recommendation: Award Contract 2015-08 – Fuel Delivery and Cardlock Fuel System services and authorize the Executive Director to execute the contract.

Mr. Riggs explained that VVTA received two (2) bids and one (1) of them was non-responsive/responsible. Therefore, VVTA found the only other bidder, Goodspeed, Inc., to be responsive and responsible.

**A MOTION WAS MADE BY** Alternate Director Blewett to approve the recommended action. Alternate Director Green abstained from this time. Seconded by Director Harpole. The motion passed without opposition.

10.      **Closed Session.**

**Closed Session.** Significant exposure to litigation exists per Government Code Section 54956.9(b)(2).

10:15 am      Open: Closed Session.

Ms. Green stated that the Board took action in a unanimous vote to take part in the Qui Tam class action lawsuit. The Board has authorized Ms. Carol Green to represent

VVTA in all matters regarding this suit.

10:21 am Close: Closed Session.

#### PRESS CLIPS/CORRESPONDENCE

Mr. Kane briefly went over the press clips and correspondence presented to the Board.

#### BOARD OF DIRECTORS COMMENTS

Alternate Director Blewett is in favor of Ms. Martini's suggestion to remind passengers to have correct change ready when boarding the buses.

Alternate Director Green reported on behalf of Director Lovingood that the First District and VVTA are working together to try to solve some of the transportation difficulties regarding Needles.

Director Wright expressed his thankfulness for the Route 45X; it has been a big improvement for transportation for VVC students.

Vice-Chair Stanton shared that the First Regional Bike Tour will take place on Thursday, October 24; you may visit [victorvalleybicycletour.com](http://victorvalleybicycletour.com) for more information. Mr. Kane mentioned that VVTA will be one of the relief stops near the end of the tour.

#### DATE OF NEXT MEETING

The next regular meeting will be held on Monday, October 19, 2015 at 9:30 am at Victor Valley Transit Authority Board Room.

#### ADJOURNMENT

The meeting was adjourned at 10:22 a.m.

APPROVED: \_\_\_\_\_  
Mike Leonard, Chair

ATTEST: \_\_\_\_\_  
Debi Lorrach, Clerk of the Board

**AGENDA ITEM  
TWO**

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VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Payrolls and Warrants for October 2015.**

**SUMMARY STATEMENT**

The following registers of Payrolls and Warrants have been audited as required By Section 37202 and 37208 of the Government code, and said documents are accurate and correct.

**Agency's Gross Payroll for Administrative Employees**

<u>Payroll Date</u>	<u>Amount</u>	<u>Register#</u>
08/07/2015	\$ 39,083.96	PR0129-08-15
08/21/2015	\$ 39,870.13	PR0130-08-15
<b>Total Payroll</b>	<b>\$ 78,954.09</b>	

**Agency's Register of Warrants**

<u>Register Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Register #</u>
08/06/2015	\$ 676,192.45	6496-6524	AP01148AAABQO
08/14/2015	\$ 152,541.86	6525-6548	AP01154AAABQU
08/24/2015	\$ 1,068,024.20	6548-6571	AP01162AAABRC
08/31/2015	\$ 126,141.95	6572-6589	AP01177AAABRR
	<b>\$2,022,900.46</b>		

**RECOMMENDED ACTION**

Approve VVTA's expenditures for October 2015.

<b>PRESENTED BY</b> Kevin Kane, Executive Director	<b>FISCAL IMPACT</b>  <b>\$ 2,101,854.55</b>	<b>MEETING DATE</b>  October 20, 2015	<b>ITEM NUMBER</b>  2
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# Bank Register Report

## Victor Valley Transit Authority

### Oct-15

Number	Date	Payee Name	Amount
006496	08/04/2015	Department Of Motor Vehicles	\$264,735.00
006497	08/04/2015	Vehicle Registration Experts	\$250.00
006498	08/06/2015	Arcadis U.S., Inc.	\$5,906.95
006499	08/06/2015	Jazmin Castro	\$16.81
006500	08/06/2015	Christianbelle Electric Inc	\$760.00
006501	08/06/2015	Digital Assurance Certification	\$2,000.00
006502	08/06/2015	Enterprise Ride Share	\$18,800.00
006503	08/06/2015	Federal Express Corp.	\$507.16
006504	08/06/2015	R.E. Goodspeed & CO	\$26,740.63
006505	08/06/2015	Hanover	\$32,531.94
006506	08/06/2015	Hesperia Chamber Of Commerce	\$215.00
006507	08/06/2015	HI-Desert Communications	\$1,308.00
006508	08/06/2015	High Desert Laser Graphics	\$95.20
006509	08/06/2015	Kevin Kane	\$111.50
006510	08/06/2015	Mastercard	\$100.22
006511	08/06/2015	Mastercard	\$25.00
006512	08/06/2015	Met West Construction Inc	\$41,848.68
006513	08/06/2015	Principal Life Insurance Company	\$1,239.10
006514	08/06/2015	Special District Risk Management	\$17,590.94
006515	08/06/2015	SOUTHWEST GAS CORPORATION	\$11.00
006516	08/06/2015	State Compensation Insurance Fund	\$785.08
006517	08/06/2015	Thompson & Colegate	\$1,524.39
006518	08/06/2015	TransitTalent.com	\$95.00
006519	08/06/2015	Type-Set-Go	\$64.53
006520	08/06/2015	Transdev	\$156,687.47
006521	08/06/2015	Verizon-Security Phones	\$2,155.76
006522	08/06/2015	VerizonBAT	\$118.97
006523	08/06/2015	City Of Victorville	\$4,304.12
006524	08/06/2015	VRide	\$95,664.00
006525	08/11/2015	Victor Valley Community Services Coui	\$8,797.93
006532	08/14/2015	Bank Of New York Mellon	\$2,999.80
006533	08/14/2015	SPECTRUM BUSINESS	\$112.50
006534	08/14/2015	Spectrum Business-Sec	\$80.00
006535	08/14/2015	Burtec Waste Industries Inc	\$257.77
006536	08/14/2015	ECS Imaging Inc.	\$1,375.00
006537	08/14/2015	Southern California Edison-CNG	\$6,209.21
006538	08/14/2015	Southern California Edison	\$977.64
006539	08/14/2015	Golden State Water Company	\$559.27
006540	08/14/2015	R.E. Goodspeed & CO	\$24,340.40
006541	08/14/2015	GAS Inc	\$28,466.33
006542	08/14/2015	Public Surplus	\$550.16
006543	08/14/2015	San Bernardino County	\$1,988.50
006544	08/14/2015	Southwest Gas Corporation	\$69,801.75
006545	08/14/2015	Southwest Gas Corporation	\$85.85
006546	08/14/2015	Southwest Gas Corporation	\$127.73
006547	08/14/2015	Southwest Gas Corporation	\$538.02
006548	08/14/2015	Top Notch Networking, LLC	\$5,274.00
006549	08/24/2015	ADARide.com	\$6,784.00
006550	08/24/2015	Alltech Industries Inc	\$11,881.05
006551	08/24/2015	Avail Technologies	\$31,838.40

006552	08/24/2015	BC Realty, LLC	\$4,200.00
006553	08/24/2015	Clear Energy Brokerage	\$3,408.00
006554	08/24/2015	Civic Resource Group	\$2,203.50
006555	08/24/2015	Electronic Data Magnetix Inc	\$4,835.70
006556	08/24/2015	Federal Express Corp.	\$81.46
006557	08/24/2015	Gloria L. Garcia	\$125.00
006558	08/24/2015	HI-Desert Communications	\$1,308.00
006559	08/24/2015	High Desert Laser Graphics	\$11.56
006560	08/24/2015	Lincoln Financial Group	\$560.60
006561	08/24/2015	Robert Lovingood	\$125.00
006562	08/24/2015	Mastercard	\$8.81
006563	08/24/2015	MEEC	\$1,250.00
006564	08/24/2015	James Ramos	\$250.00
006565	08/24/2015	Special District Risk Management	\$18,591.54
006566	08/24/2015	Barbara Stanton	\$125.00
006567	08/24/2015	Type-Set-Go	\$3,865.86
006568	08/24/2015	Transdev	\$974,789.90
006569	08/24/2015	VerizonBAT	\$204.68
006570	08/24/2015	City Of Victorville	\$1,451.14
006571	08/24/2015	Jermaine Wright Sr.	\$125.00
006526	08/31/2015	Void	\$0.00
006527	08/31/2015	Void	\$0.00
006528	08/31/2015	Void	\$0.00
006529	08/31/2015	Void	\$0.00
006530	08/31/2015	Void	\$0.00
006531	08/31/2015	American Express	\$41,046.07
006572	08/31/2015	Russell Blewett	\$250.00
006573	08/31/2015	Shelly Cable	\$36.92
006574	08/31/2015	SPECTRUM BUSINESS	\$1,568.20
006575	08/31/2015	Enterprise Ride Share	\$19,600.00
006576	08/31/2015	Nancie Goff	\$12.24
006577	08/31/2015	City Of Hesperia Water District	\$2,528.74
006578	08/31/2015	Inland Empire Community Newspapers	\$202.50
006579	08/31/2015	Johnson Controls	\$913.00
006580	08/31/2015	Mastercard	\$184.65
006581	08/31/2015	Principal Life Insurance Company	\$1,556.44
006582	08/31/2015	Special District Risk Management	\$318.68
006583	08/31/2015	SOUTHWEST GAS CORPORATION	\$11.00
006584	08/31/2015	Top Notch Networking, LLC	\$194.40
006585	08/31/2015	Type-Set-Go	\$2,050.92
006586	08/31/2015	Transdev	\$1,375.00
006587	08/31/2015	Verizon-Security Phones	\$12.75
006588	08/31/2015	City Of Victorville	\$4,331.44
006589	08/31/2015	VRide	\$49,949.00
<b>TOTAL</b>			<b><u>\$2,022,900.46</u></b>

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**AGENDA ITEM  
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**VICTOR VALLEY TRANSIT AUTHORITY**

**AGENDA MATTER**

**Meeting Notes From The Technical Advisory Committee Meeting Conducted on October 7, 2015.**

**SUMMARY STATEMENT**

Meeting Notes from the Technical Advisory Committee meeting conducted on October 7, 2015.

**RECOMMENDED ACTION**

Information item only.

**PRESENTED BY**  
Debi Lorrach,  
Clerk of the Board

**FISCAL IMPACT**  
  
N/A

**MEETING DATE**  
  
October 19, 2015

**ITEM NUMBER**  
  
3

**VICTOR VALLEY TRANSIT AUTHORITY  
TECHNICAL ADVISORY COMMITTEE**

**OCTOBER 7, 2015**

**MEETING NOTES**

The meeting of the Technical Advisory Committee (TAC) of Victor Valley Transit Authority was opened at 3:00 p.m. at Victor Valley Transit Authority, Board room, 17150 Smoketree Street, Hesperia, CA.

**ROLL CALL**

Staff Present: Debi Lorrach, VVTA Nancie Goff, VVTA Ron Zirges, VVTA Curtis Green, Co. of SB Christine Plasting, VVTA	John Leveillee, City of Hesperia Joseph Moon, Town of Apple Valley Ro Ratliff, City of Victorville Cindy Protho, City of Barstow David Flowers, VVTA
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**1. Public Comments.**

None.

**2. Review Draft Board Agenda.**

**a) Claim for Completed Article 3 Pedestrian Access to Transit Facilities Projects.**

Ms. Goff commended the Town on completing their path of travel project and advised that SANBAG should be releasing the call for projects for the next round of funding soon.

**b) Public Hearing to Update the Conflict of Interest Code for the Victor Valley Transit Authority.**

The Conflict of Interest Code for VVTA needs to be updated with the Fair Political Practices Commission and the County of San Bernardino when there are any position additions or title revisions, Ms. Goff explained. This update is simply a title change.

**c) Memorandum of Understanding for Mutual Aid Agreement with OmniTrans.**

The idea of this MOU originally came from the consultant performing the efficiency study for SANBAG, and included suggestions for other ways different agencies can provide each other with assistance. Ms. Goff stated that during the recent fire in the Cajon pass, it became clear that a Mutual Aid Agreement was needed between VVTA and Omnitrans in an effort to speed up assistance during emergencies.

**d) LCTOP Authorization.**

Ms. Goff explained that this is cycle two of the new cap and trade funding and that due to delays from the State Controller's office, Caltrans has pushed back the release date twice. VVTA is hopeful to have everything ready to present to the Board in November. Ms. Goff added that Mr. Moore, working with the Executive Director had submitted the proposed projects to SANBAG per their request. Among other criteria, the projects had to be currently incorporated in planning

documents, such as an SRTP or RTIP. The drafted proposal included increased frequencies and stop improvements and amenities which may include a transit center with restrooms. Ms. Goff mentioned that with the PTMIESA funding due to sunset in 2017, this LCTOP funding may end up replacing the PTMISEA funding that VFTA has relied on for shelters and benches.

3. Facility.

Mr. Zirges stated that there are still two (2) fire suppression systems that need to be installed and tested. Additionally, Mr. Zirges is in the process of gathering quotes for charging stations for electric vehicles.

4. Bus stop shelters/benches/lighting.

Ms. Goff shared that Ms. Cable has accepted delivery of the shelters and amenities from Tolar. Mr. Zirges stated that VFTA is still storing some shelters and will speak with Ms. Cable about this matter.

5. SANBAG Update.

Mr. Leveillee offered an update regarding SANBAG's upcoming Article 3 call for projects.

6. Barstow Area Transit (BAT) Update (property and fuel contract).

VFTA is in the process of doing a feasibility study regarding building a facility and acquiring the fuel station in Barstow, Mr. Zirges said there is quite a bit of deadhead time that is wasted on both fuel and driver time. Additionally, Mr. Zirges said that VFTA is looking at the existing fueling station and the property it sits on. One of the obstacles that VFTA is addressing is finding an appraiser that will appraise the land and fueling station as a business instead of liquidating the equipment. Barstow is assisting.

7. CTSA Update.

No discussion.

8. FTA Safety Review update.

The FTA Safety Review did point out several items VFTA will begin incorporating into various policies and procedures, Mr. Zirges stated. Some items can be taken care of right away, such as placing the bus numbers on top of the buses so they can be identified from the air. It was also recommended that VFTA add an alarm to the back door to the lobby as a further security measure.

9. Other Business.

Ms. Goff shared that Mr. Kane is in San Francisco at the APTA Conferences with Directors Wright and Garcia. Additionally, the CalAct and CTA Conferences are coming up in the near future. There was a discussion that VFTA should handle the conferences the way they used to be handled; Board members to respond by a certain date and then open it up for TAC members.

Mr. Leveillee attended an American Public Works Association conference and looked into several different types of restrooms; it is his conclusion that most mobile/non-permanent buildings would not be able to withstand the winds in our area.

Ms. Prothro brought it to staff's attention that a member of the public attended the Barstow City Council meeting and filed a complaint regarding the bus stop in front of the Barstow Library on Buena Vista and Barney Keller Roads; the patron felt that the buses blocked traffic in such a manner that it was unsafe. Ms. Goff told Ms. Prothro that she would ask Ms. Cable and Transdev would look into this matter.

- 10. Adjournment: 3:37 pm

**AGENDA ITEM  
FOUR**

VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Management reports.**

**SUMMARY STATEMENT**

The attached Performance Reports are presented to the Board of Directors to provide an overview of the transit system's costs and performance.

- Transdev invoice for August services.
- Monthly Performance Charts: Passengers Per Revenue Hour.
- Fare Revenue Report.
- Monthly Performance Charts: Passengers Per Revenue Mile.
- Monthly Performance Statistics Systemwide Summary.
- Monthly Ridership Report.
- Program Statistics: Operating Costs and Passenger Revenue.
- Fort Irwin Revenue and Expenses through August.
- Monthly Complaint and Compliment Reports.
- Lift Deployment and Bike Rack Use Logs.
- Monthly ADA Denial Report.
- Transdev On Time Performance Report FY 2015.
- Miles Between Roadcalls for August.
- PERMA Loss Detail Report for August.
- Veterans Pass Sales Update.

**RECOMMENDED ACTION**

Information items only.

**PRESENTED BY**  
Kevin Kane,  
Executive Director

**FISCAL IMPACT**  
  
N/A

**MEETING DATE**  
  
October 19, 2015

**ITEM NUMBER**  
  
4

**Veolia**  
**Transportation Services**  
 17150 Smoke Tree St.  
 Hesperia Calif. 92345

INVOICE NO. "0000815-IN0008

**BILL TO** Victor Valley Transit Authority  
 17150 Smoke Tree St.  
 Hesperia, Calif 92345

DATE 08/08/15

CONTRACT NAME:  
 Victor Valley Transit

Attention: Mr. Kevin Kane  
 Executive Director

MONTH August

BILLING PERIOD 08/01/15 to 08/31/15

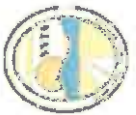
	Budgeted Revenue hours	Actual Revenue hours	Budgeted Expense	Actual Expense	Variance (+ or -)	Budgeted Expense Year-to-date	Actual Expense Year-to-date	Variance (+ or -) Year-to-date
ADA ParaTransit	3661.00	3873.00	\$238,404.32	\$252,209.76	\$13,805.44	\$476,808.64	\$515,620.16	\$38,811.52
Subscription	589.00	609.00	\$38,355.68	\$39,658.08	\$1,302.40	\$76,711.36	\$79,967.36	\$3,256.00
Reginal Fixed Rt	9714.01	9709.00	\$555,447.09	\$555,160.62	(\$286.47)	\$1,112,424.32	\$1,111,807.92	(\$616.40)
45X	20.25	20.00	\$1,157.90	\$1,143.60	(\$14.30)	\$1,157.90	\$1,143.60	(\$14.30)
Dead Head 45X	13.50	13.50	\$771.93	\$771.93	\$0.00	\$771.93	\$771.93	\$0.00
20 DAR	329.33	329.00	\$18,831.09	\$18,812.22	(\$18.87)	\$37,908.05	\$37,910.34	\$2.29
Tri-Community	444.40	444.00	\$25,410.79	\$25,387.92	(\$22.87)	\$50,527.11	\$50,375.58	(\$151.53)
Helendale	413.88	413.00	\$23,665.66	\$23,615.34	(\$50.32)	\$46,948.21	\$46,887.60	(\$60.61)
Lucerne Valley	443.58	444.00	\$25,363.90	\$25,387.92	\$24.02	\$50,350.99	\$50,318.40	(\$32.59)
Dead Head LV	15.50	15.50	\$886.29	\$886.29	\$0.00	\$1,743.99	\$1,743.99	\$0.00
B.V. Link/Lifeline	512.82	534.00	\$29,323.05	\$30,534.12	\$1,211.07	\$41,386.31	\$43,742.70	\$2,356.39
Dead Head BV	21.00	21.00	\$1,200.78	\$1,200.78	\$0.00	\$2,515.92	\$2,515.92	\$0.00
Fort Irwin	594.93	592.00	\$34,018.10	\$33,350.56	(\$667.54)	\$54,073.99	\$53,920.74	(\$153.25)
Dead Head FI	78.75	78.75	\$4,502.93	\$4,502.93	\$0.00	\$9,434.71	\$9,434.71	\$0.00
<b>SUBTOTALS</b>	<b>\$16,851.95</b>	<b>\$17,095.75</b>	<b>\$997,339.50</b>	<b>\$1,013,122.07</b>	<b>\$15,782.56</b>	<b>\$1,962,763.43</b>	<b>\$2,006,160.95</b>	<b>\$43,397.52</b>

TOTAL INVOICE INCLUDING VARIANCE

\$1,013,122.07

Please REMIT TO:  
 Transdev Inc.  
 4187 Collection Center Drive  
 Chicago, IL 60693

Manager's Signature and Business Phone

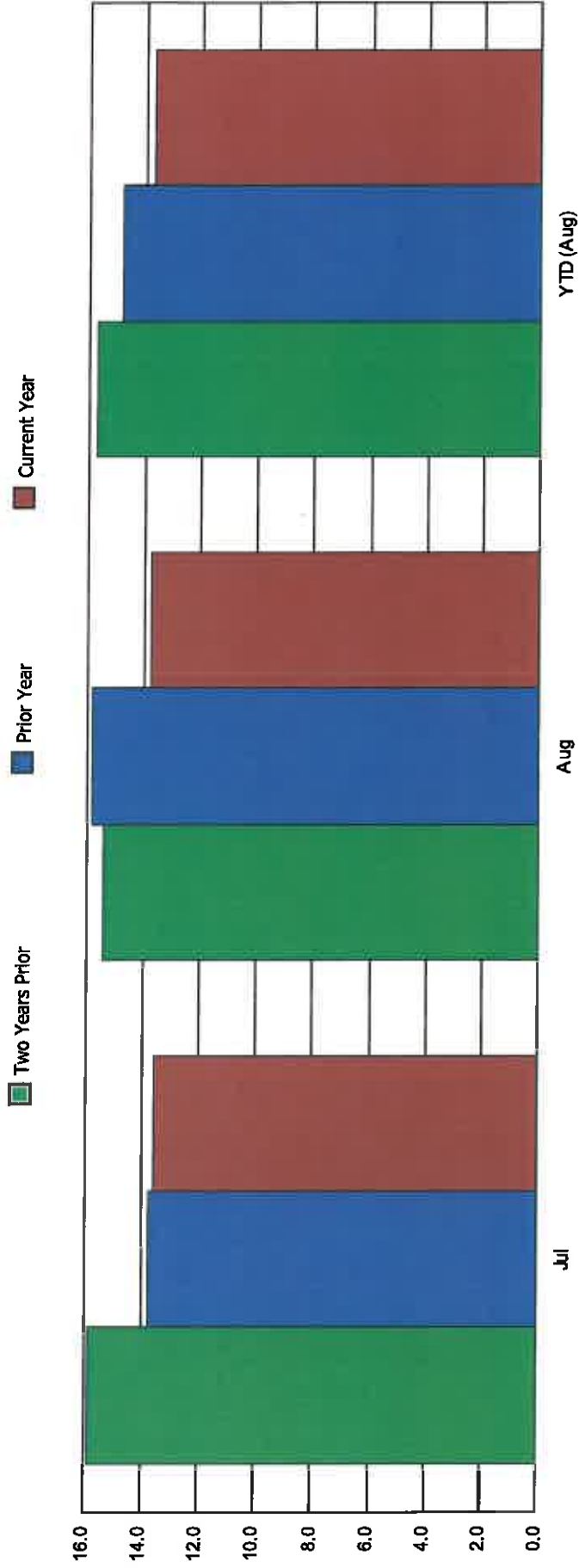


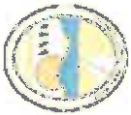
# **FY 2016 -- Monthly Performance Charts**

Program - Regional Routes  
Year-To-Date through August  
All Routes

## **Passengers Per Revenue Hour**

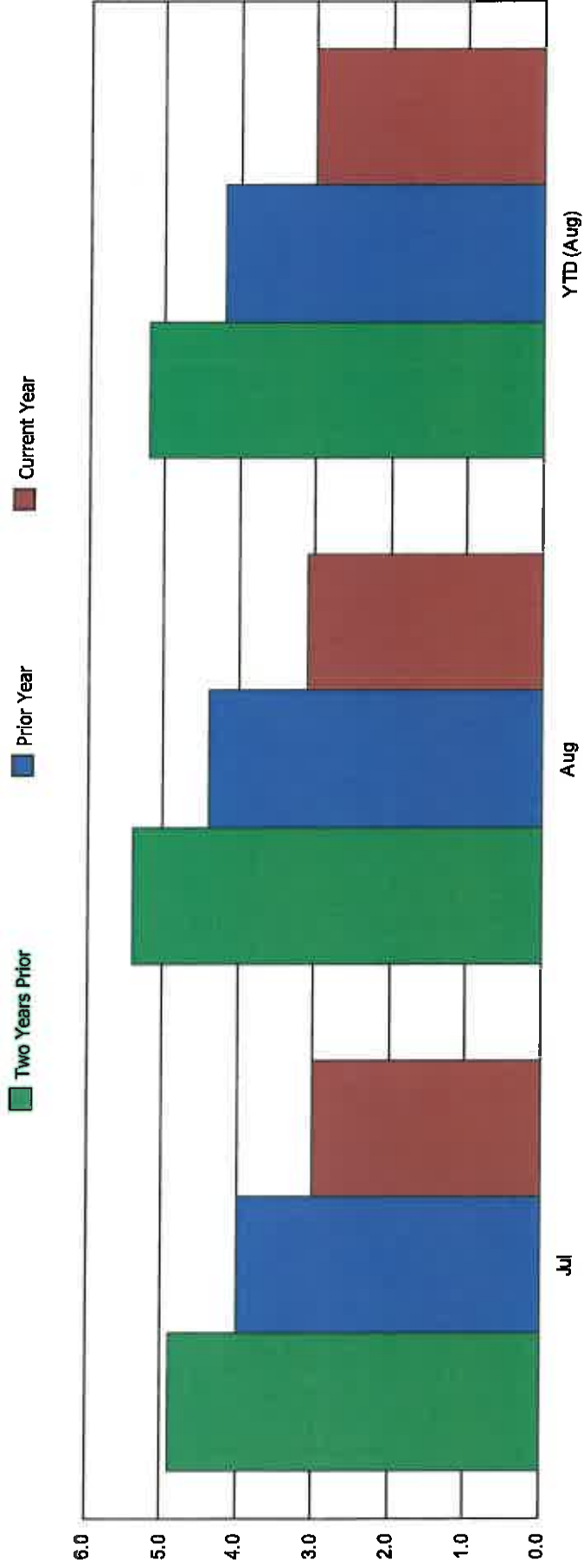
Target > 12.70





**FY 2016 -- Monthly Performance Charts**  
Program - County Routes  
Year-To-Date through August  
All Routes

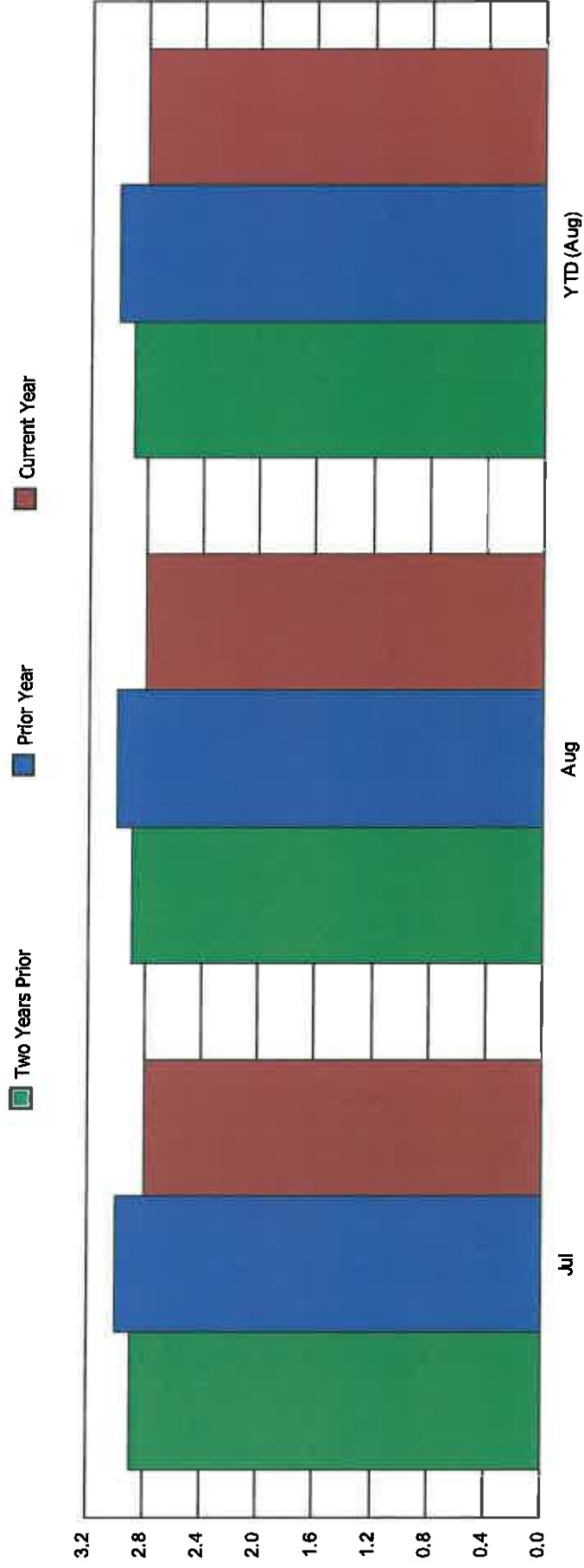
**Passengers Per Revenue Hour**  
Target: None

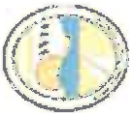




**FY 2016 -- Monthly Performance Charts**  
Program - Community Transit  
Year-To-Date through August  
All Routes

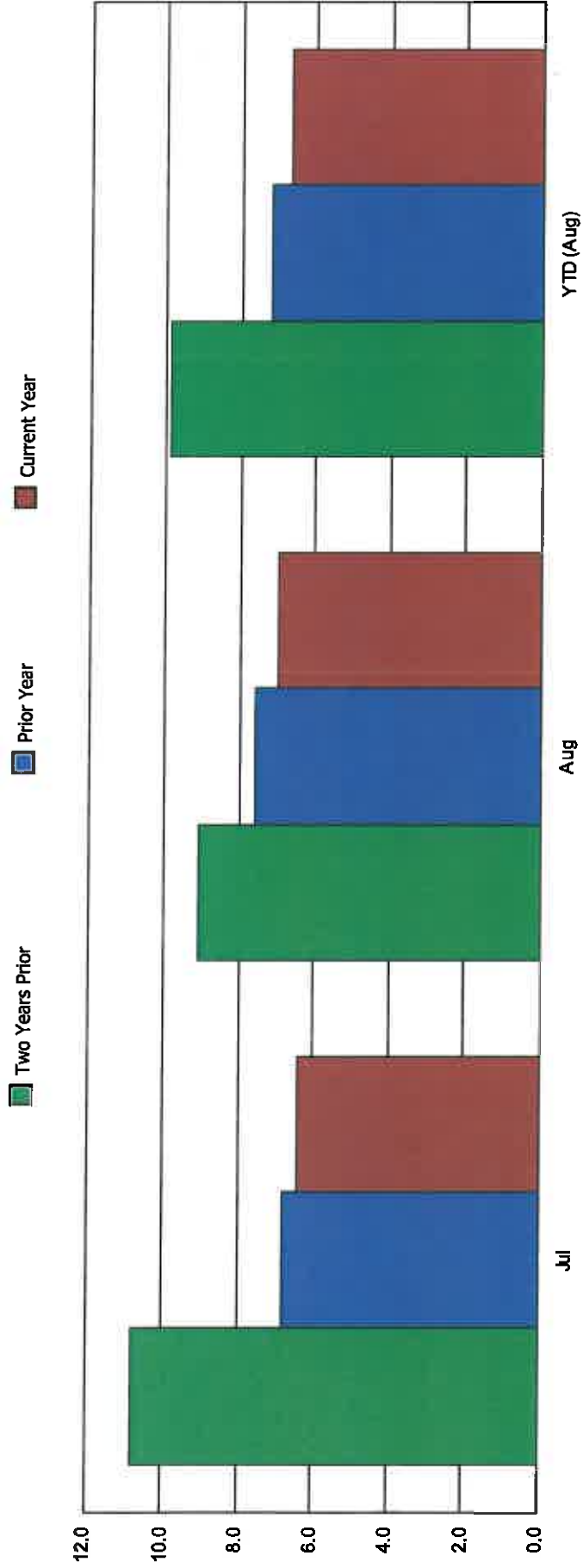
**Passengers Per Revenue Hour**  
Target: None

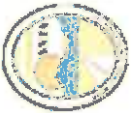




**FY 2016 -- Monthly Performance Charts**  
Program - Commuter Bus  
Year-To-Date through August  
All Routes

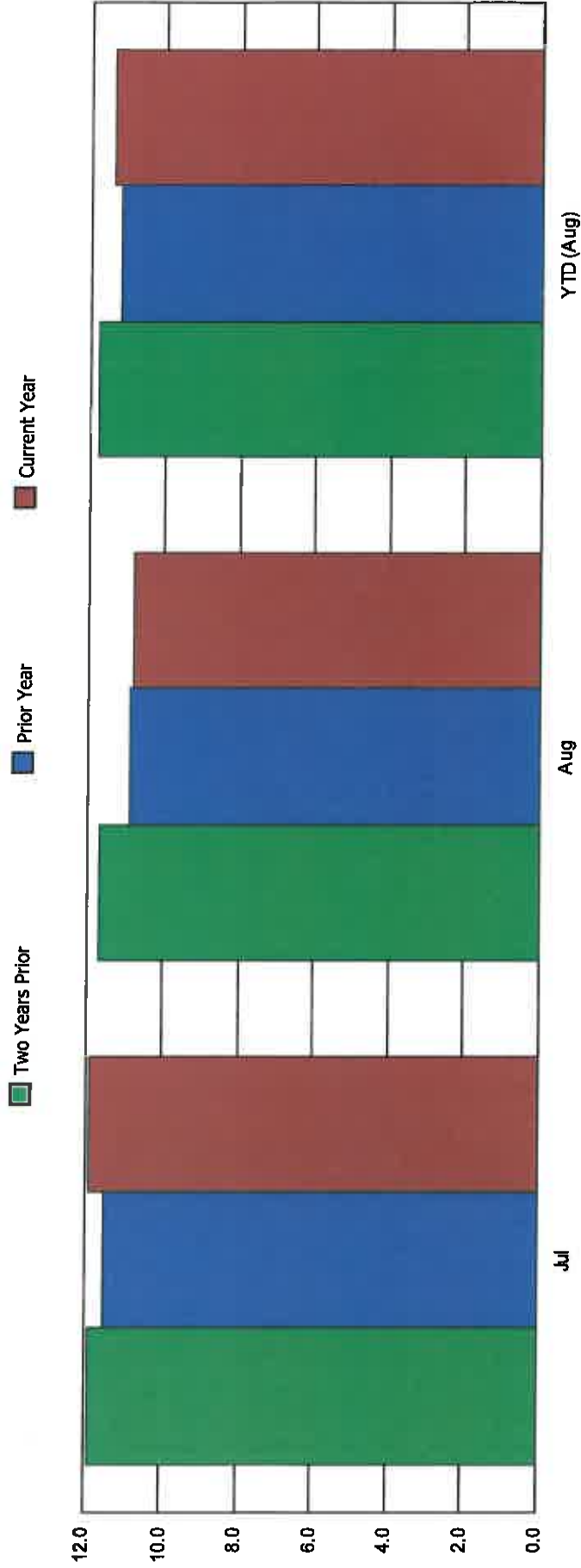
**Passengers Per Revenue Hour**  
Target: None





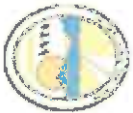
**FY 2016 -- Monthly Performance Charts**  
Program - Intercity  
Year-To-Date through August  
All Routes

**Passengers Per Revenue Hour**  
Target: None



## Cash Fare Revenue

[illegible]



**FY 2016 -- Monthly Performance Charts**  
Program - Regional Routes  
Year-To-Date through August  
All Routes

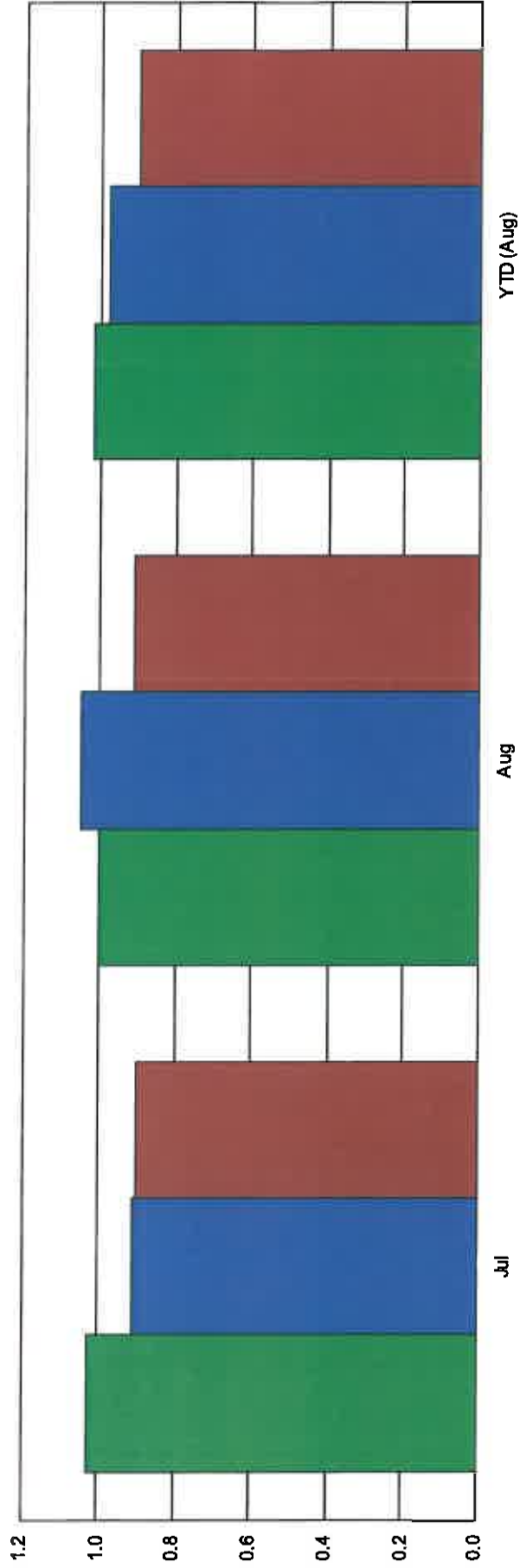
**Passengers Per Revenue Mile**

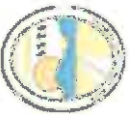
Target: None

Two Years Prior

Prior Year

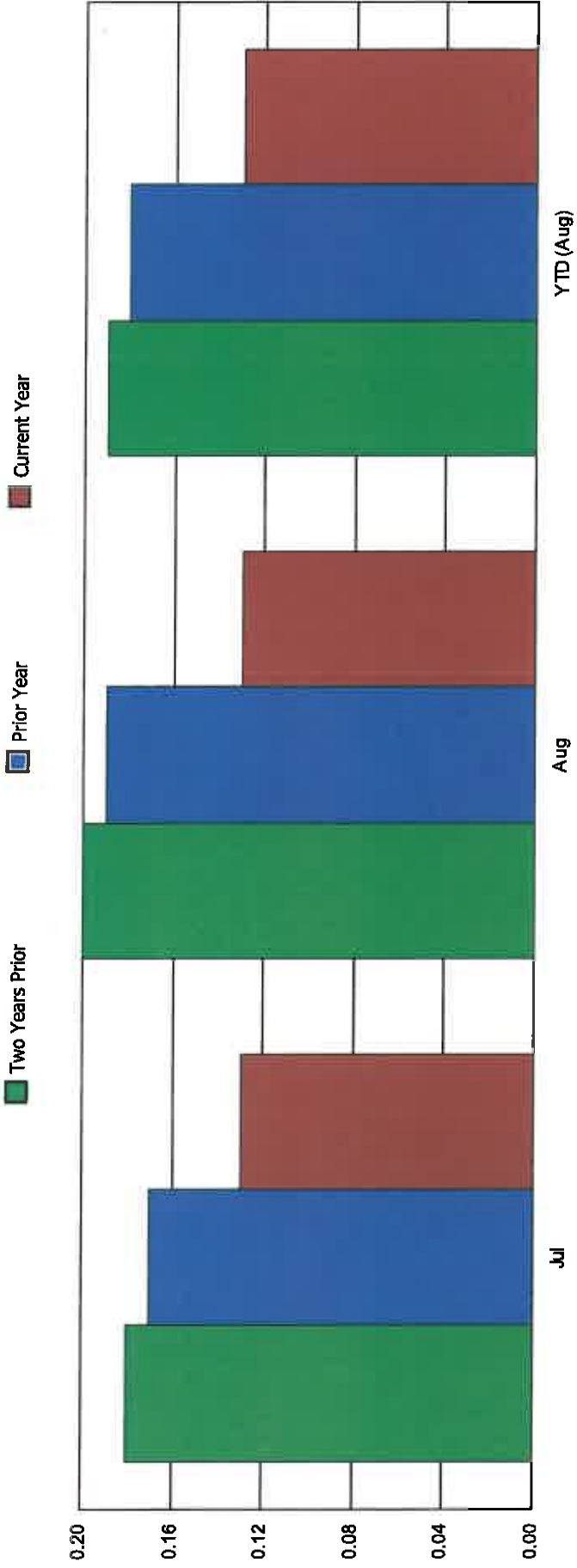
Current Year





**FY 2016 -- Monthly Performance Charts**  
Program - County Routes  
Year-To-Date through August  
All Routes

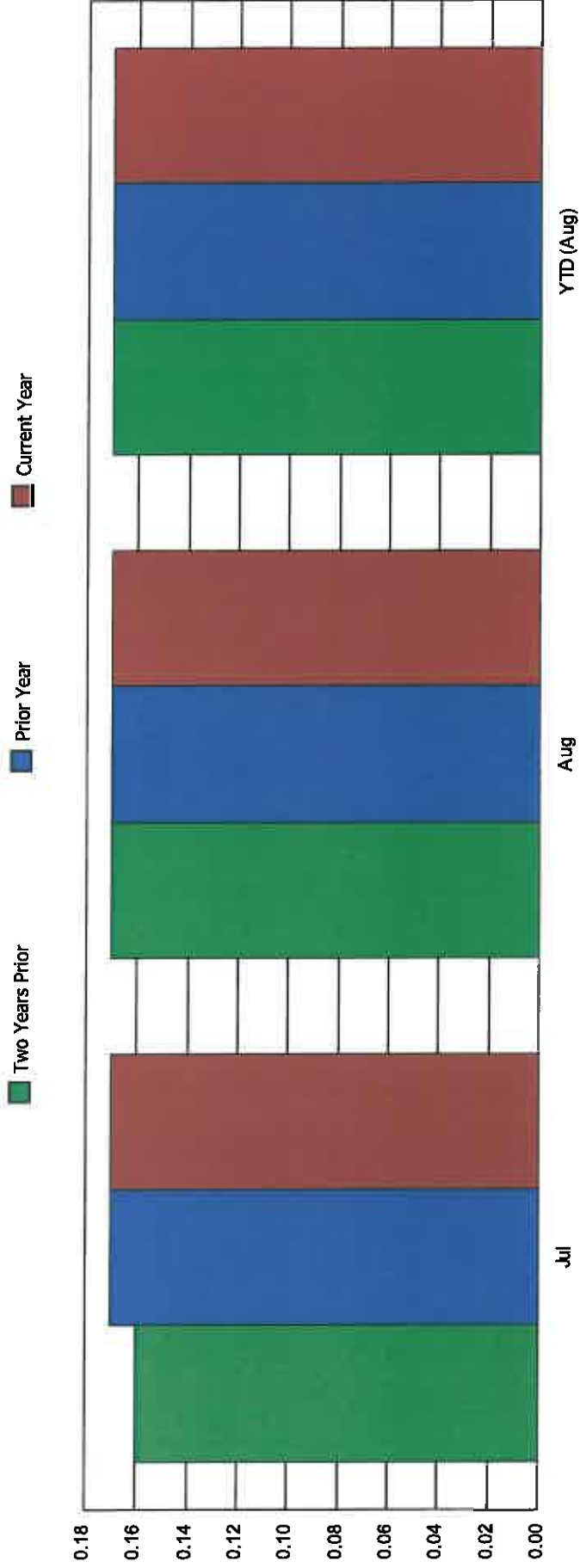
**Passengers Per Revenue Mile**  
Target: None

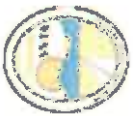




**FY 2016 -- Monthly Performance Charts**  
Program - Community Transit  
Year-To-Date through August  
All Routes

**Passengers Per Revenue Mile**  
Target: None

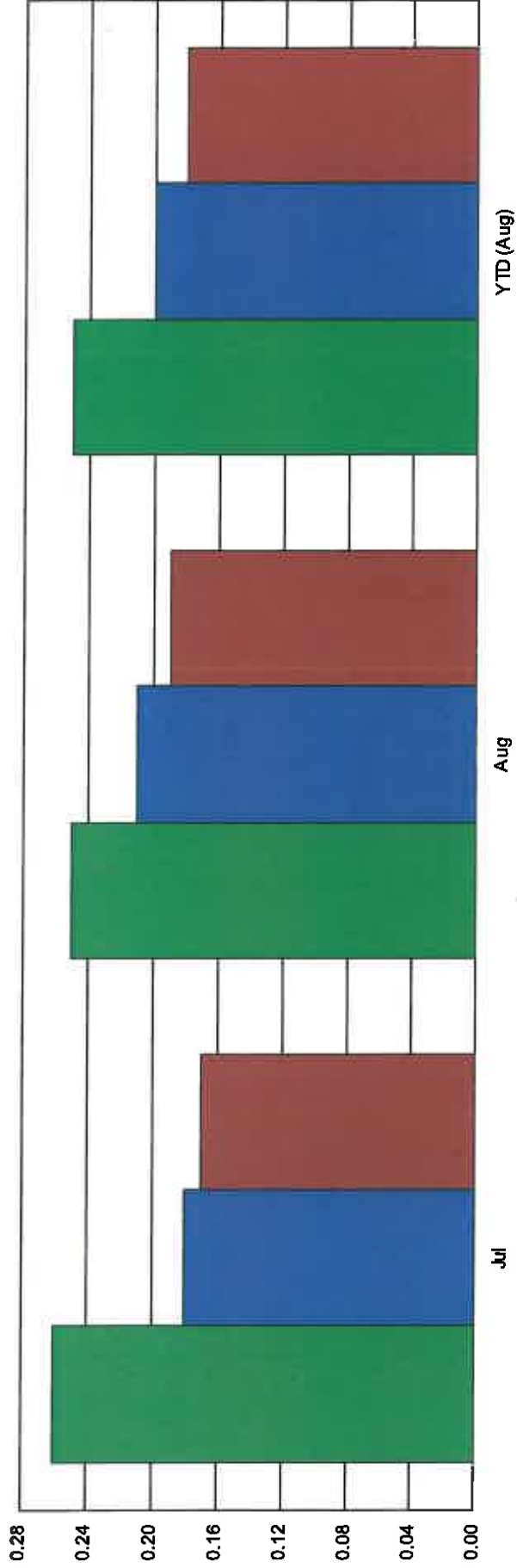


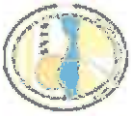


**FY 2016 -- Monthly Performance Charts**  
Program - Commuter Bus  
Year-To-Date through August  
All Routes

**Passengers Per Revenue Mile**  
Target: None

Two Years Prior   Prior Year   Current Year



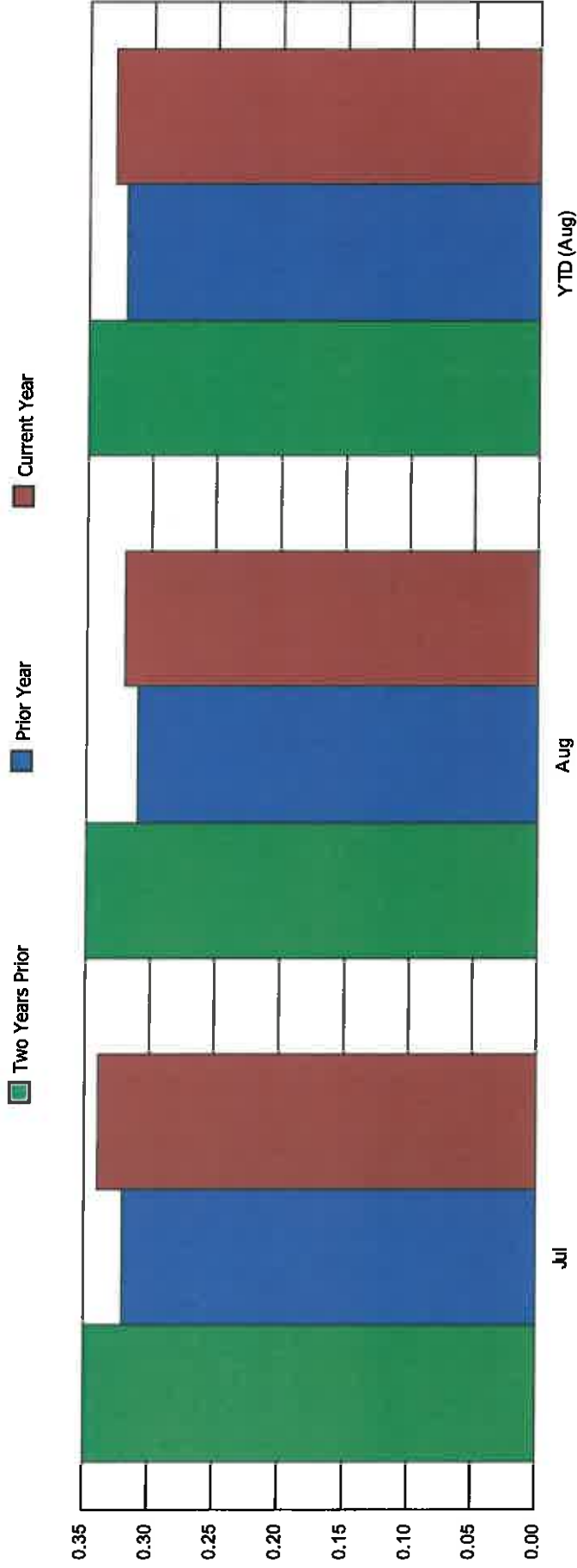


# **FY 2016 -- Monthly Performance Charts**

Program - Intercity  
Year-To-Date through August  
All Routes

## **Passengers Per Revenue Mile**

Target: None





# FY 2016 -- Monthly Performance Statistics

## Systemwide Summary

### All Routes

#### Performance Statistics for August

Level Item	Passengers	Revenue	Hours	Operating Costs	Passengers			Operating			Passenger			Passenger			Farebox Recovery Ratio
					Passenger Revenue	Per Rev. Hour	Per Passenger	Cost	Per Rev. Hour	Per Passenger	Revenue	Per Passenger	Revenue	Per Rev. Hour			
Reporting Route #:																	
1	4,212	327.6		\$22,984	\$8,808	12.9	\$5.46	\$70.15			\$2.09	\$26.88	38.32%				
2	4,225	329.5		\$23,044	\$8,835	12.8	\$5.45	\$69.93			\$2.09	\$26.81	38.34%				
3	4,458	654.0		\$46,234	\$9,322	6.8	\$10.37	\$70.70			\$2.09	\$14.25	20.16%				
4	280	123.9		\$10,907	\$578	2.3	\$38.95	\$88.07			\$2.06	\$4.67	5.30%				
5	492	287.0		\$25,655	\$1,016	1.7	\$52.14	\$89.38			\$2.06	\$3.54	3.96%				
6	26	126.8		\$9,930	\$54	0.2	\$381.94	\$78.35			\$2.09	\$0.43	0.55%				
15	5,771	533.8		\$37,818	\$22,534	10.8	\$6.55	\$70.85			\$3.90	\$42.22	59.58%				
20	160	329.3		\$21,822	\$241	0.5	\$136.39	\$66.26			\$1.50	\$0.73	1.10%				
21	1,932	444.4		\$30,082	\$2,905	4.3	\$15.57	\$67.69			\$1.50	\$6.54	9.66%				
22	1,427	413.1		\$28,472	\$2,146	3.5	\$19.95	\$68.92			\$1.50	\$5.19	7.54%				
23	1,481	443.6		\$30,872	\$2,227	3.3	\$20.85	\$69.60			\$1.50	\$5.02	7.21%				
31	15,357	612.0		\$44,937	\$15,334	25.1	\$2.93	\$73.42			\$1.00	\$25.05	34.12%				
32	11,071	852.2		\$62,776	\$11,055	13.0	\$5.67	\$73.66			\$1.00	\$12.97	17.61%				
33	3,499	411.4		\$31,388	\$3,494	8.5	\$8.97	\$76.30			\$1.00	\$8.49	11.13%				
40	1,902	400.9		\$28,816	\$1,899	4.7	\$15.15	\$71.88			\$1.00	\$4.74	6.59%				
41	18,647	1,218.5		\$85,800	\$18,619	15.3	\$4.60	\$70.42			\$1.00	\$15.28	21.70%				
43	11,165	551.6		\$41,295	\$11,148	20.2	\$3.70	\$74.86			\$1.00	\$20.21	27.00%				
44	8,091	850.5		\$61,160	\$8,079	9.5	\$7.56	\$71.91			\$1.00	\$9.50	13.21%				
45	17,221	783.0		\$56,193	\$17,195	22.0	\$3.26	\$71.76			\$1.00	\$21.96	30.60%				
45X	264	20.3		\$8,398	\$264	13.0	\$31.81	\$414.71			\$1.00	\$13.02	3.14%				
46	2,327	397.3		\$27,996	\$2,324	5.9	\$12.03	\$70.47			\$1.00	\$5.85	8.30%				
47	2,229	399.7		\$28,135	\$2,226	5.6	\$12.62	\$70.38			\$1.00	\$5.57	7.91%				
48	6,032	502.5		\$35,474	\$6,023	12.0	\$5.88	\$70.60			\$1.00	\$11.99	16.98%				
51	6,059	427.5		\$29,897	\$6,050	14.2	\$4.93	\$69.93			\$1.00	\$14.15	20.24%				



**FY 2016 -- Monthly Performance Statistics**  
**Systemwide Summary**  
**All Routes**

**Performance Statistics for August**

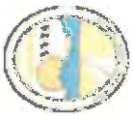
Level Item	Passengers	Revenue Hours	Operating Costs	Passengers			Operating Cost			Passenger Revenue			Passenger Farebox Recovery Ratio		
				Rev.	Per	Hour	Cost	Per	Rev.	Per	Rev.	Per	Rev.	Per	Ratio
52	13,247	612.3	\$43,888	\$13,227	21.6	\$3.31	\$71.68	\$1.00	\$21.60	\$30.14%					
53	8,620	861.2	\$60,111	\$8,607	10.0	\$6.97	\$69.80	\$1.00	\$9.99	14.32%					
54	3,103	401.1	\$29,882	\$3,098	7.7	\$9.63	\$74.50	\$1.00	\$7.72	10.37%					
55	5,128	427.0	\$31,043	\$5,120	12.0	\$6.05	\$72.70	\$1.00	\$11.99	16.49%					
101	4,175	592.4	\$55,897	\$24,952	7.0	\$13.39	\$94.36	\$5.98	\$42.12	44.64%					
ADA	9,499	3,873.4	\$319,931	\$30,586	2.5	\$33.68	\$82.60	\$3.22	\$7.90	9.56%					
DR - BAT	1,410	582.3	\$52,380	\$746	2.4	\$37.15	\$89.96	\$0.53	\$1.28	1.42%					
SUB	3,240	608.5	\$51,327	\$10,432	5.3	\$15.84	\$84.34	\$3.22	\$17.14	20.33%					
VP - Enter	13,692	2,302.1	\$34,737		5.9	\$2.54	\$15.09								
VP - VPSI	36,049	5,758.3	\$83,553		6.3	\$2.32	\$14.51								
<b>Program:</b>															
Barstow City Fixed Routes	12,921	1,437.9	\$102,192	\$27,020	9.0	\$7.91	\$71.07	\$2.09	\$18.79	26.44%					
Barstow County Routes	772	410.9	\$36,562	\$1,593	1.9	\$47.36	\$88.99	\$2.06	\$3.88	4.36%					
Barstow Demand Response	1,410	582.3	\$52,380	\$746	2.4	\$37.15	\$89.96	\$0.53	\$1.28	1.42%					
Community Transit	12,739	4,482.0	\$371,259	\$41,018	2.8	\$29.14	\$82.83	\$3.22	\$9.15	11.05%					
Commuter Bus	4,175	592.4	\$55,897	\$24,952	7.0	\$13.39	\$94.36	\$5.98	\$42.12	44.64%					
County Routes	5,000	1,630.4	\$111,248	\$7,518	3.1	\$22.25	\$68.23	\$1.50	\$4.61	6.76%					
Intercity	5,771	533.8	\$37,818	\$22,534	10.8	\$6.55	\$70.85	\$3.90	\$42.22	59.58%					
Regional Routes	133,962	9,729.0	\$707,188	\$133,763	13.8	\$5.28	\$72.69	\$1.00	\$13.75	18.91%					
Van Pools	49,741	8,060.4	\$118,290		6.2	\$2.38	\$14.68								
<b>Mode:</b>															
Bus (Motorbus)	158,426	13,741.9	\$995,009	\$192,428	11.5	\$6.28	\$72.41	\$1.21	\$14.00	19.34%					
Commuter Bus	4,175	592.4	\$55,897	\$24,952	7.0	\$13.39	\$94.36	\$5.98	\$42.12	44.64%					
Demand Response	14,149	5,064.3	\$423,639	\$41,764	2.8	\$29.94	\$83.65	\$2.95	\$8.25	9.86%					



**FY 2016 -- Monthly Performance Statistics**  
**Systemwide Summary**  
**All Routes**

**Performance Statistics for August**

Level Item	Passengers	Revenue Hours	Operating Costs	Passenger Revenue	Operating		Passenger		Passenger		Farebox Recovery Ratio
					Passengers Per Rev. Hour	Cost Per Passenger	Revenue Per Passenger	Cost Per Rev. Hour	Revenue Per Rev. Hour	Per Rev. Hour	
Vanpool	49,741	8,060.4	\$118,290		6.2	\$2.38		\$14.68			
<b>System Total:</b>	226,491	27,459.0	\$1,592,836	\$259,144	8.2	\$7.03	\$1.14	\$58.01	\$9.44		16.27%



## FY 2016 -- Monthly Performance Charts

Program - Barstow City Fixed Routes  
Year-To-Date through August  
All Routes

### Passengers Per Revenue Hour

Target: None

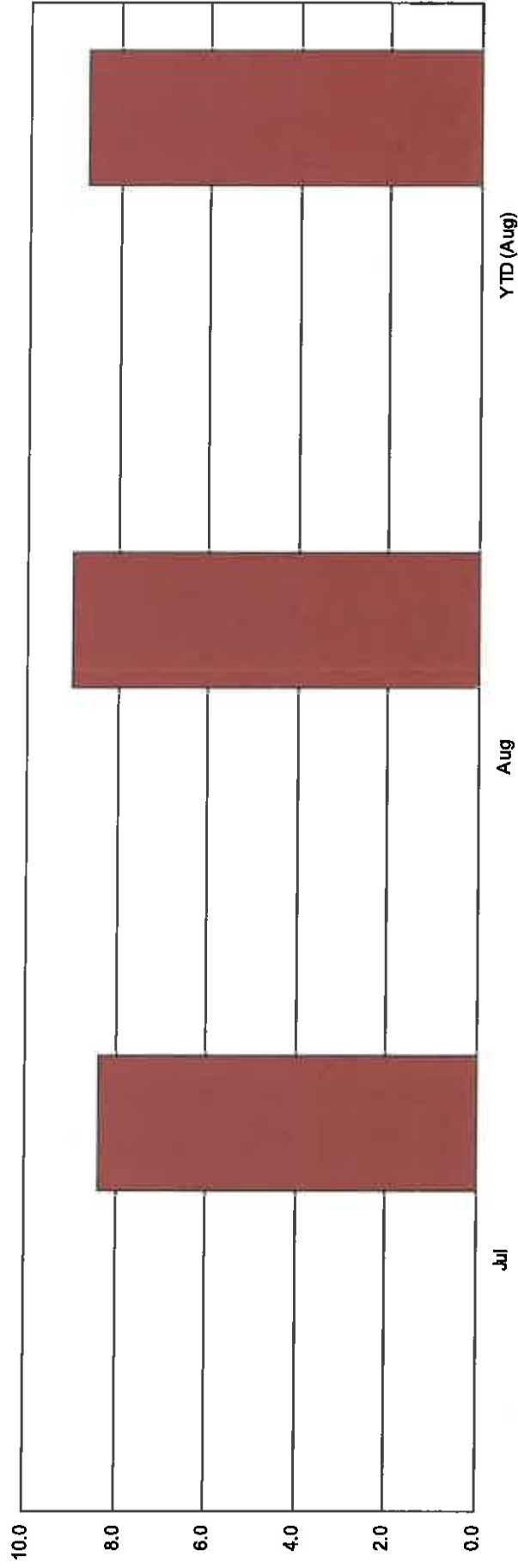
Two Years Prior

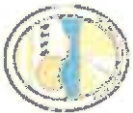


Prior Year



Current Year





**FY 2016 -- Monthly Performance Charts**  
Program - Barstow County Routes  
Year-To-Date through August  
All Routes

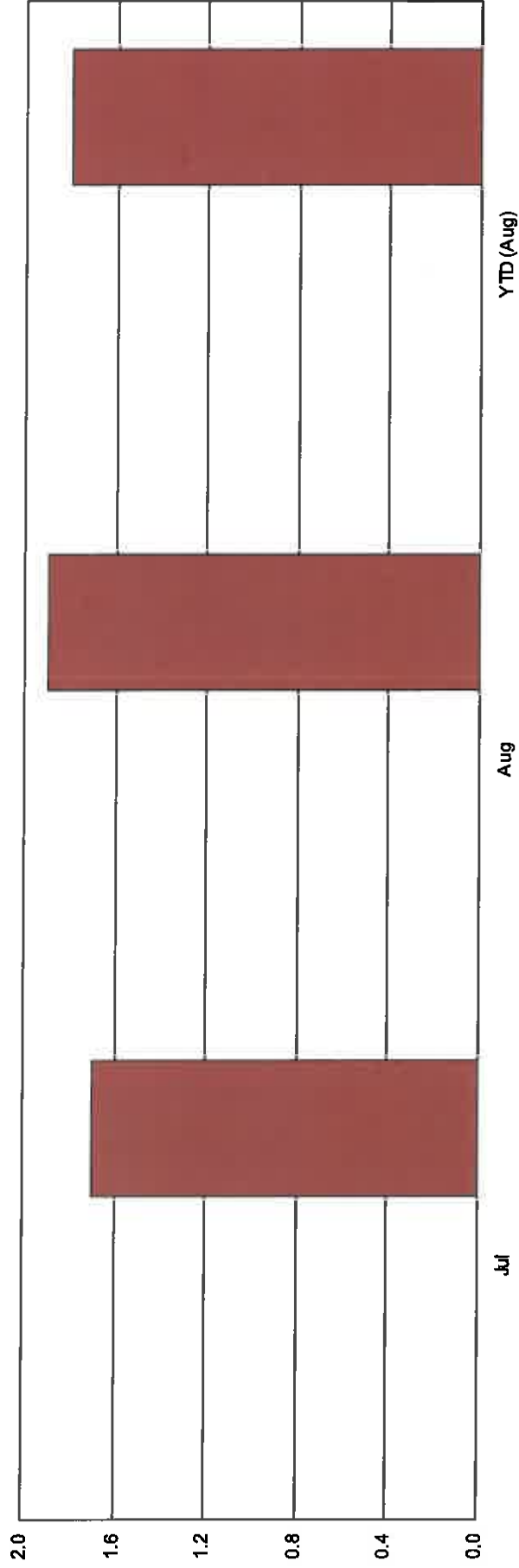
**Passengers Per Revenue Hour**

Target: None

Two Years Prior

Prior Year

Current Year



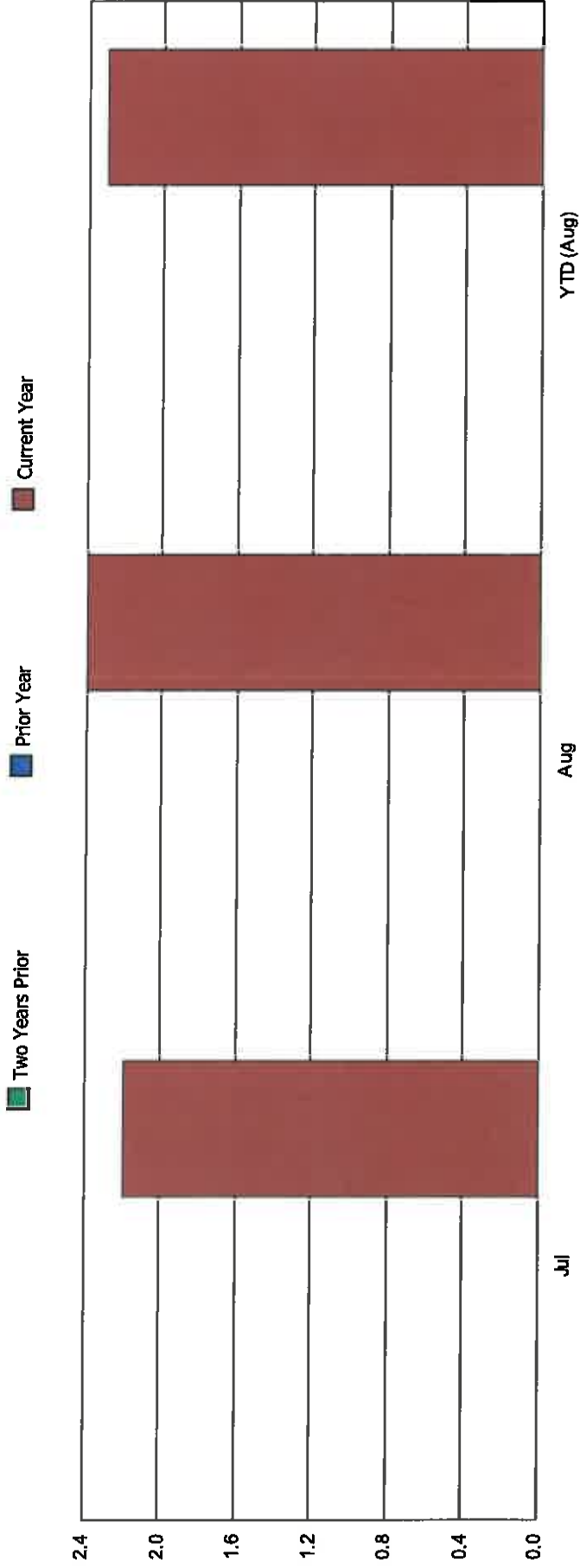


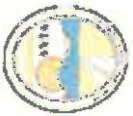
## FY 2016 -- Monthly Performance Charts

Program - Barstow Demand Response  
Year-To-Date through August  
All Routes

### Passengers Per Revenue Hour

Target: None

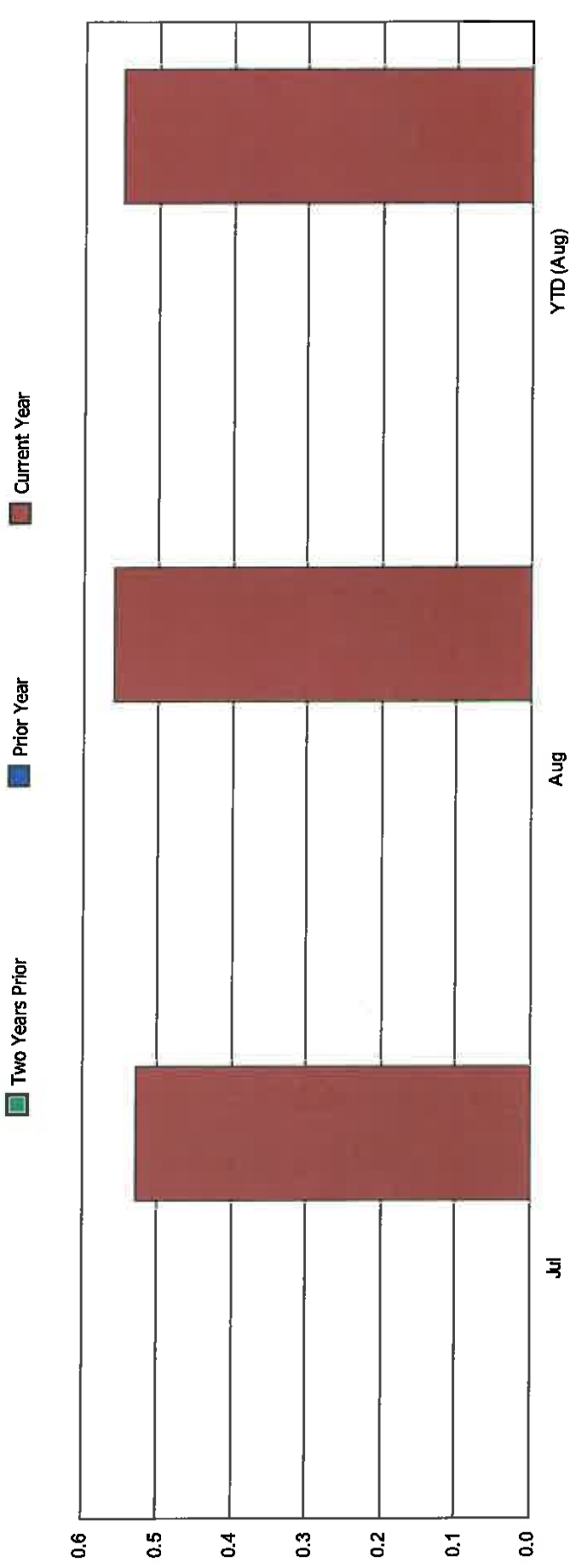




**FY 2016 -- Monthly Performance Charts**  
Program - Barstow City Fixed Routes  
Year-To-Date through August  
All Routes

**Passengers Per Revenue Mile**

Target: None

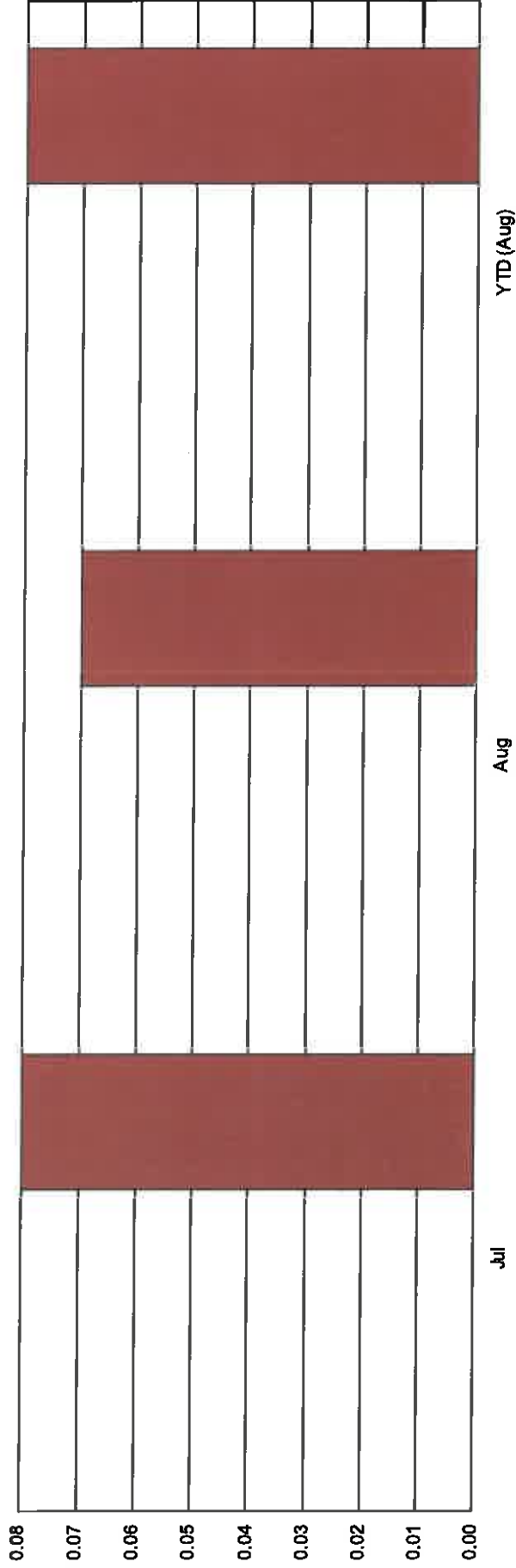




**FY 2016 -- Monthly Performance Charts**  
 Program - Barstow County Routes  
 Year-To-Date through August  
 All Routes

**Passengers Per Revenue Mile**  
 Target: None

Two Years Prior    Prior Year    Current Year





## FY 2016 -- Monthly Performance Charts

Program - Barstow Demand Response  
Year-To-Date through August  
All Routes

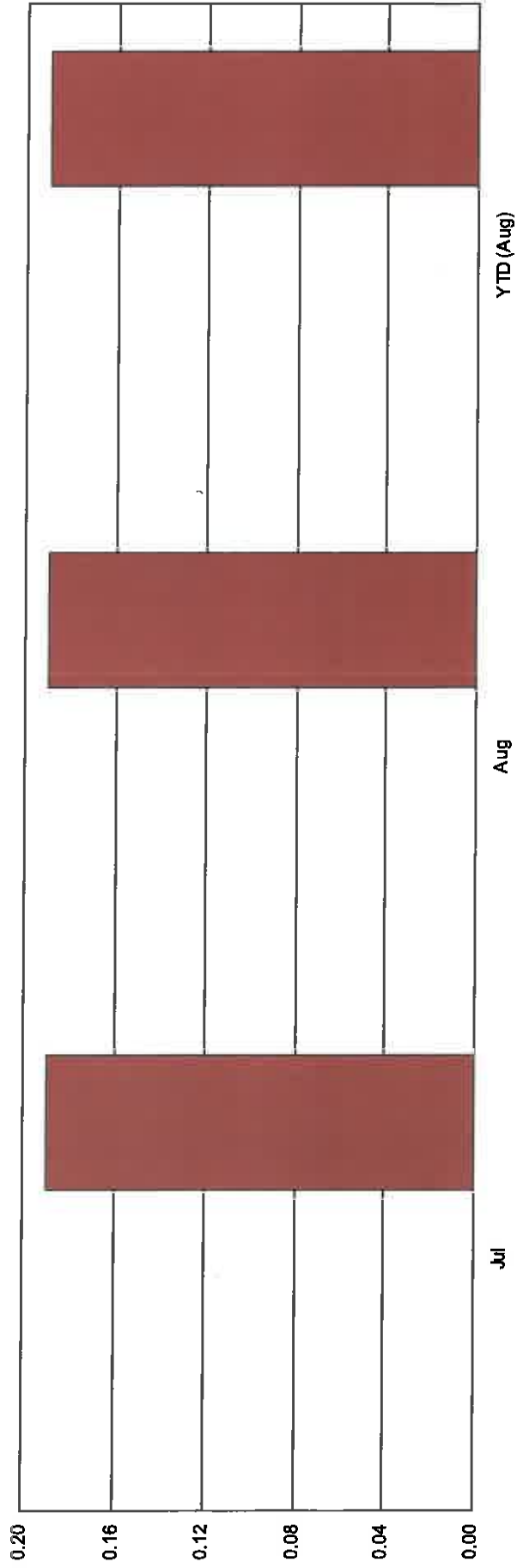
### Passengers Per Revenue Mile

Target: None

Two Years Prior

Prior Year

Current Year



**LIFT DEPLOYMENT REPORT**  
**FY 15-16**

Route #	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	YTD TOTAL
1	77	59											136
2	34	72											106
3	81	60											141
4	20	21											41
5	74	72											146
<b>TOTAL CURRENT</b>	<b>286</b>	<b>294</b>											<b>580</b>
<b>TOTAL LAST YEAR</b>	<b>N/A</b>	<b>N/A</b>											<b>0</b>

There were 0 wheel chair pass ups in August, 2015.

Prepared by: Debi Lorrach

**BIKE RACK**  
**FY 15-16**

Route #	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	YTD TOTAL
1	36	26											62
2	28	25											53
3	64	25											89
4	20	17											37
5	4	4											8
TOTAL, CURRENT	152	97	0	0	0	0	0	0	0	0	0	0	249
TOTAL, LAST YEAR	N/A	N/A											0

There were 0 bicycle pass ups in August 2015

Prepared by: Debi Lorrain

## Cash Fare Revenue

### BARSTOW AREA TRANSIT

<b>Fixed routes</b>	<b>FY 14/15</b>	<b>FY 15/16</b>
		Aug 15
<i>pre-pd sales</i>		\$17,747
cash fares		\$9,273
Pass Usage		N/A
total ridership		12,921
cash rev/riders		\$0.72
rev hrs		1,438
riders/rev hr		8.99
<b>County routes</b>		
		Aug 15
<i>pre-pd sales</i>		\$1,298
cash fares		\$296
Pass Usage		N/A
total ridership		772
cash rev/riders		\$0.38
rev hrs		411
riders/rev hr		1.88
<b>Demand Response</b>		
		Aug 15
<i>pre-pd sales</i>		\$450
cash fares		\$296
PCA's & children		N/A
Subscription		N/A
total ridership		1,410
cash rev/riders		\$0.21
rev hrs		582
riders/rev hr		2.42

## For the Month of AUGUST 2015

For the Month of AUGUST 2015

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# **Monthly Ridership Report** August, FY 2016

## **Total (All Day Types)**

Service	Passengers		Passengers Per Revenue Hour		Farebox Recovery Ratio	
	Prior Year	Current Year	Prior Year	Current Year	Prior Year	Current Year
<b>Route Subtotals</b>						
1		4,212		12.9		38.32%
101	4,467	4,175	7.6	7.0	54.14%	44.64%
15	1,649	5,771	9.6	10.8	57.57%	59.58%
15A	3,146		11.7		61.86%	
2		4,225		12.8		38.34%
20	325	160	1.0	0.5	1.72%	1.10%
21	2,197	1,932	4.9	4.3	8.13%	9.66%
22	2,338	1,427	5.6	3.5	8.88%	7.54%
23	2,321	1,481	5.3	3.3	8.04%	7.21%
3		4,458		6.8		20.16%
31	15,665	15,357	25.6	25.1	28.90%	34.12%
32	13,978	11,071	16.4	13.0	18.47%	17.61%
33	5,037	3,499	12.3	8.5	13.24%	11.13%
4		280		2.3		5.30%
40	2,807	1,902	7.0	4.7	8.08%	6.59%
41	21,450	18,647	17.6	15.3	20.98%	21.70%
43	13,055	11,165	23.7	20.2	26.15%	27.00%
44	8,256	8,091	9.7	9.5	11.23%	13.21%
45	17,630	17,221	22.5	22.0	26.13%	30.60%
45X		264		13.0		3.14%
46	2,798	2,327	7.0	5.9	8.31%	8.30%
47	2,389	2,229	6.0	5.6	7.12%	7.91%
48	5,923	6,032	11.9	12.0	14.06%	16.98%
5		492		1.7		3.96%
51	7,189	6,059	16.9	14.2	20.23%	20.24%
52	15,815	13,247	25.8	21.6	30.04%	30.14%
53	10,127	8,620	11.8	10.0	14.17%	14.32%
54	4,885	3,103	12.2	7.7	13.52%	10.37%
55	6,706	5,128	15.7	12.0	17.93%	16.49%
6		26		0.2		0.55%
ADA	9,692	9,499	2.6	2.5	9.85%	9.56%



# **Monthly Ridership Report** August, FY 2016

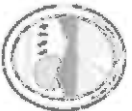
## **Total (All Day Types)**

Service	Passengers		Passengers Per Revenue Hour		Farebox Recovery Ratio	
	Prior Year	Current Year	Prior Year	Current Year	Prior Year	Current Year
DR - BAT		1,410		2.4		1.42%
SUB	3,152	3,240		5.3	19.97%	20.33%
VP - Enter	12,188	13,692		5.9		
VP - VPSI	31,939	36,049		6.3		
<b>Program Subtotals</b>						
Barstow City Fixed Routes		12,921		9.0		26.44%
Barstow County Routes		772		1.9		4.36%
Barstow Demand Response		1,410		2.4		1.42%
Community Transit	12,844	12,739		2.8	11.25%	11.05%
Commuter Bus	4,467	4,175	3.0	7.0	54.14%	44.64%
County Routes	7,181	5,000	4.4	3.1	7.10%	6.76%
Intercity	4,795	5,771	10.9	10.8	60.08%	59.58%
Regional Routes	153,710	133,962	15.8	13.8	18.34%	18.91%
Van Pools	44,127	49,741	6.3	6.2		
<b>System Total</b>	227,124	226,491	9.6	8.2	16.16%	16.27%



**FY 2016 -- Program Statistics**  
 Year-To-Date Through August  
 Regional Routes  
 All Routes

Operating Costs				
Target = \$8,527,280				
Month	FY 2015 Actual Costs	FY 2016 Budget Costs	FY 2016 Actual Costs	Budget Variance
Jul	\$720,569	\$710,607	\$726,709	\$16,103
Aug	\$695,829	\$710,607	\$707,188	(\$3,418)
YTD Total	\$1,416,398	\$1,421,213	\$1,433,898	\$12,684
				2.26%
				(0.48%)
				0.89%



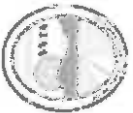
# **FY 2016 -- Program Statistics**

Year-To-Date Through August

County Routes

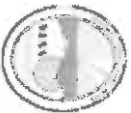
All Routes

Operating Costs				
Target = \$1,472,275				
Month	FY 2015 Actual Costs	FY 2016 Budget Costs	FY 2016 Actual Costs	Budget Variance
Jul	\$122,138	\$122,690	\$116,481	(\$6,208)
Aug	\$121,068	\$122,690	\$111,248	(\$11,441)
YTD Total	\$243,206	\$245,379	\$227,730	(\$17,649)
				(7.19%)



**FY 2016 -- Program Statistics**  
 Year-To-Date Through August  
 Community Transit  
 All Routes

Operating Costs Target = \$4,510,281				
Month	FY 2015 Actual Costs	FY 2016 Budget Costs	FY 2016 Actual Costs	Budget Variance
Jul	\$352,029	\$375,857	\$398,808	\$22,951
Aug	\$355,290	\$375,857	\$371,259	(\$4,598)
YTD Total	\$707,319	\$751,714	\$770,067	\$18,353
				6.10% (1.22%) 2.44%



**FY 2016 -- Program Statistics**  
 Year-To-Date Through August  
 Commuter Bus  
 All Routes

Operating Costs Target <= \$724,390				
Month	FY 2015 Actual Costs	FY 2016 Budget Costs	FY 2016 Actual Costs	Budget Variance
Jul	\$56,379	\$60,366	\$58,932	(\$1,434)
Aug	\$51,114	\$60,366	\$55,897	(\$4,469)
YTD Total	\$107,494	\$120,732	\$114,829	(\$5,902)
				(-4.88%)



# FY 2016 -- Program Statistics

Year-To-Date Through August

Intercity

All Routes

Operating Costs				
Target = \$478,792				
Month	FY 2015 Actual Costs	FY 2016 Budget Costs	FY 2016 Actual Costs	Budget Variance
Jul	\$33,798	\$39,899	\$42,757	\$2,858
Aug	\$31,109	\$39,899	\$37,818	(\$2,081)
YTD Total	\$64,907	\$79,799	\$80,576	\$777
				7.16% (5.21%) 0.97%



# FY 2016 -- Program Statistics

Year-To-Date Through August

Regional Routes

All Routes

Passenger Revenue					
Target > \$1,575,000					
Month	FY 2015 Actual Revenue	FY 2016 Budget Revenue	FY 2016 Actual Revenue	Budget Variance	% Variance
Jul	\$106,733	\$131,250	\$89,624	(\$41,626)	(31.71%)
Aug	\$127,584	\$131,250	\$133,763	\$2,513	1.91%
YTD Total	\$234,318	\$262,500	\$223,387	(\$39,113)	(14.90%)



**FY 2016 -- Program Statistics**  
 Year-To-Date Through August  
 County Routes  
 All Routes

Passenger Revenue Target > \$280,000				
Month	FY 2015 Actual Revenue	FY 2016 Budget Revenue	FY 2016 Actual Revenue	Budget Variance
Jul	\$8,689	\$23,333	\$6,498	(\$16,835)
Aug	\$8,601	\$23,333	\$7,518	(\$15,815)
YTD Total	\$17,290	\$46,667	\$14,017	(\$32,650)
				(72.14%)
				(67.77%)
				(69.96%)



**FY 2016 -- Program Statistics**  
**Year-To-Date Through August**  
**Community Transit**  
**All Routes**

Passenger Revenue				
Target > \$505,000				
Month	FY 2015 Actual Revenue	FY 2016 Budget Revenue	FY 2016 Actual Revenue	Budget Variance
Jul	\$40,816	\$42,083	\$39,808	(\$2,276)
Aug	\$39,955	\$42,083	\$41,018	(\$1,065)
YTD Total	\$80,770	\$84,167	\$80,826	(\$3,341)
				(3.96%)



**FY 2016 -- Program Statistics**  
 Year-To-Date Through August  
 Commuter Bus  
 All Routes

Passenger Revenue Target = \$330,000					
Month	FY 2015 Actual Revenue	FY 2016 Budget Revenue	FY 2016 Actual Revenue	Budget Variance	% Variance
Jul	\$28,535	\$27,500	\$23,768	(\$3,732)	(13.57%)
Aug	\$27,672	\$27,500	\$24,952	(\$2,548)	(9.26%)
YTD Total	\$56,207	\$55,000	\$48,719	(\$6,281)	(11.41%)



# FY 2016 -- Program Statistics

Year-To-Date Through August  
 InterCity  
 All Routes

Passenger Revenue					
Target > \$275,000					
Month	FY 2015 Actual Revenue	FY 2016 Budget Revenue	FY 2016 Actual Revenue	Budget Variance	% Variance
Jul	\$24,186	\$22,917	\$22,313	(\$603)	(2.63%)
Aug	\$18,691	\$22,917	\$22,534	(\$383)	(1.67%)
YTD Total	\$42,877	\$45,833	\$44,847	(\$986)	(2.15%)

Victor Valley Transit Authority

NTC-FT. IRWIN (REVENUES & EXPENSES)

	2016												Project to Date Totals	Avg (monthly)
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE		
Cash Fares	\$ 755	\$ 641											\$ 1,395	\$ 647.56
Prepaid Fares	\$ 23,013	\$ 24,311											\$ 47,324	\$ 23,662.13
Base Shuttle Subsidy	\$ 4,000	\$ 4,000											\$ 8,000	\$ 4,000.00
<b>Total Revenue</b>	<b>\$ 27,768</b>	<b>\$ 28,952</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 56,719</b>	<b>\$ 28,359.69</b>
Operations Exp	\$ 42,199	\$ 38,025											\$ 80,224	\$ 40,111.78
Fuel Exp	\$ 8,974	\$ 12,055											\$ 21,029	\$ 10,514.55
Bank Fees	\$ 700	\$ 987											\$ 1,687	\$ 843.42
Other Exp	\$ 175	\$ 339											\$ 515	\$ 257.35
<b>Total Expense</b>	<b>\$ 52,048</b>	<b>\$ 51,406</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 103,454</b>	<b>\$ 51,727.09</b>
<b>Net Activity</b>	<b>\$ (24,281)</b>	<b>\$ (22,454)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (46,735)</b>	<b>\$ (23,367.41)</b>
Income/Expense Ratio	53%	56%											55%	55%

# Victor Valley Transit Authority Monthly Report of Complaints Fiscal Year 2015/2016

Aug-15	SERVICE RELATED COMPLAINTS										DRIVER/DISPATCH RELATED COMPLAINTS					TOTAL COMPLAINTS		
	TIME		ROUTE	VEHICLE	FARES	MISC.	DISCOURTEOUS	OPERATING	UNSAFE	PICKUP	FAILURE TO	TRANSFER	DROP OFF	MISC.	CURRENT MONTH	YEAR TO DATE		
	FAST	SLOW																
	REGIONAL FIXED ROUTE	15/15A	101	31	32	33	40	41	43	44	45	46	47	48	51	52	53	54
						</												



## Employee Commendations!

### Month of August 2015

Very grateful passenger states Fixed Route driver, **Kathryn Duran**, is an awesome driver. “**Kathy** is so nice and helpful.” Passenger works with disabled adults and **Kathryn** is always so much help.

The following Fixed Route drivers were recognized for going above and beyond: **Debra Salisbury**, **Leslie Wieneke**, **Jeronimo Hernandez**, and **Kirk Brady**. Supervisor, **Michael Heslin** also received KUDOS on job well done. Extremely grateful rider claims that compared to Long Beach transit, riding VVTA’s buses is a treat and she is really enjoying the driver’s wonderful helpfulness and patience.

Direct Access passenger is appreciative for Dispatcher, **Jasmine Brown**. Caller says **Jasmine** called her to check and make sure passenger’s appointment was made. Passenger loves the way **Jasmine** made sure she was taken care of. States **Jasmine** is very dedicated, “Thank you **Jasmine**!”

**Sylvia Harris**, Customer Service Representative, was praised for being so instrumental, loving, kind, sweet, and non-judgmental. States **Sylvia** is so good with her job she deserves a raise! Caller also says **Sylvia** took care of her problem personally. Also states **Sylvia** has a wonderfully kind and pleasant voice. Passenger appreciates all VVTA and Transdev employees as we all take such good care of her. “Thank you all!”

Fixed Route driver, **Michelle Walker**, was complimented for being very friendly and sweet. Rider also claims **Michelle** is a marvelous driver!

Regular rider reports that **Donnell Evans** and **Ana McGraw**, Fixed Route drivers are very friendly and Customer Service oriented. Rider also added that their commute is enhanced by their routing performance and wants them both recognized.

**BIKE RACK REPORT  
FY 15-16**

Route #	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	YTD TOTAL
1015A	124	136											260
104	10	24											34
20	9	1											10
21	85	123											208
22	75	146											221
23	63	159											222
24	362	364											726
32	276	293											569
33	75	34											109
40	26	146											172
41	382	638											1020
42	365	397											762
44	239	269											508
46	489	617											1106
48	84	88											172
49	21	48											69
49	126	196											322
51	7	80											87
52	349	362											711
53	284	335											619
54	25	80											105
55	96	418											514
<b>TOTAL CURRENT</b>	<b>3,444</b>	<b>3,928</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,372</b>
<b>TOTAL LAST YEAR</b>	<b>3,771</b>	<b>2,658</b>											<b>6,429</b>

There were no pass-ups in the month of August 2015.

Prepared By: Debi Lorrain

LIFT DEPLOYMENT REPORT  
FY 15-16

Route #	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	YTD TOTAL
15/15A	15	12											27
181	18	2											20
20	6	0											6
21	2	0											2
22	19	6											25
23	13	16											29
31	305	197											502
32	18	21											39
39	5	10											15
40	3	7											10
41	122	144											266
43	303	211											514
44	57	69											126
45	456	362											818
46	12	5											17
47	26	20											46
48	21	19											40
51	110	66											176
52	36	126											162
53	62	20											82
54	3	4											7
55	26	39											65
<b>TOTAL CURRENT</b>	<b>1740</b>	<b>1328</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3068</b>
<b>TOTAL LAST YEAR</b>	<b>1334</b>	<b>1179</b>											<b>2513</b>

There were 0 wheel chair pass ups in August 2015.

Prepared by: Debi Lorrain



## For the Month of AUGUST 2015

For the Month of AUGUST 2015

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### ADA PARATRANSIT ON TIME PERFORMANCE

Aug-15

Rides Sampled	More Than 10 Minutes Before	More Than 30 Minutes After	TOTAL	% On Time
<b>12632</b>	<b>0</b>	<b>428</b>	<b>12204</b>	<b>96.61%</b>

### FIXED ROUTE ON TIME PERFORMANCE

Aug-15

Rides Sampled	Early	>5 Late	TOTAL	% On Time
<b>52706</b>	<b>0</b>	<b>8358</b>	<b>44348</b>	<b>84.14%</b>

### COUNTY ROUTE ON TIME PERFORMANCE

Aug-15

Rides Sampled	Early	>5 Late	TOTAL	% On Time
<b>3907</b>	<b>0</b>	<b>952</b>	<b>2955</b>	<b>75.63%</b>

### BARSTOW ROUTE 15 ON TIME PERFORMANCE

Aug-15

Rides Sampled	Early	>5 Late	TOTAL	% On Time
<b>1575</b>	<b>0</b>	<b>654</b>	<b>921</b>	<b>58.48%</b>

### FT. IRWIN ROUTE ON TIME PERFORMANCE

Aug-15

Rides Sampled	Early	>5 Late	TOTAL	% On Time
<b>2763</b>	<b>0</b>	<b>336</b>	<b>2427</b>	<b>87.84%</b>

## AUGUSTY 2015

### Miles between road calls - VVTA and Barstow

	Total Miles	Road Calls	Miles Between Road Calls
Demand Response	93,119	0	93,119
Commuter Bus	21,786	1	21,786
Motor Bus	226,887	19	11,941
<b>Total System</b>	<b>341,792</b>	<b>20</b>	<b>126,846</b>

# VICTOR VALLEY TRANSIT

## Policy Year Summary

Print Date: 08/31/2015

Page 1

Policy Year	Claim Count			Reserves			Payments			Total Incurred		
	Code	Open	Closed	Total	Indemnity	Expenses	Total	Indemnity	Expenses	Total	Indemnity	Expenses
FY1998		0	7	7	0	0	0	9,207	21,571	30,778	9,207	21,571
FY1999		0	3	3	0	0	0	0	0	0	0	0
FY2000		0	3	3	0	0	0	965	0	965	965	0
FY2001		0	4	4	0	0	0	0	0	0	0	0
FY2001NC		0	1	1	0	0	0	0	0	0	0	0
FY2002		0	7	7	0	0	0	0	0	0	0	0
FY2003		0	1	1	0	0	0	0	0	0	0	0
FY2004		0	3	3	0	0	0	0	0	0	0	0
FY2005		0	2	2	0	0	0	0	0	0	0	0
FY2006		0	3	3	0	0	0	0	0	0	0	0
FY2007		0	3	3	0	0	0	0	0	0	0	0
FY2008		0	2	2	0	0	0	0	0	0	0	0
FY2009		0	1	1	0	0	0	0	0	0	0	0
FY2010		0	1	1	0	0	0	0	0	0	0	0
FY2012		0	2	2	0	0	0	0	0	0	0	0
FY2013		1	2	3	0	0	0	0	0	0	0	0
FY2014		4	1	5	20,000	64,438	84,438	0	35,561	35,561	20,000	100,000
FY2015		2	0	2	0	0	0	0	0	0	0	0
Totals:		7	46	53	20,000	64,438	84,438	10,172	57,133	67,305	30,172	121,571
												151,743

## BARSTOW AREA TRANSIT

### SUMMARY

The attached Performance Reports are presented to the Board of Directors to provide an overview of the transit system's costs and performance.

- VVTA invoice for August services.
- Monthly Performance Charts – Passengers per Revenue hour and Passengers per Revenue Mile.
- Lift Deployment and Bike Rack Use Logs.
- Fare Revenue Report for August.
- ADA Denial Report.

### RECOMMENDED ACTION

Information items only.

**PRESENTED BY**  
Kevin Kane,  
Executive Director

**FISCAL IMPACT**  
  
N/A

**MEETING DATE**  
  
October 19, 2015

**Transdev**

Transportation Services  
1612 State St.  
Barstow Ca. 92311

INVOICE NO.

"0000815-INS-08B

DATE

09/08/15

BILL TO Victor Valley Transit Authority  
17150 Smoke Tree St.  
Hesperia, Calif 92345

CONTRACT NAME:  
Victor Valley

Attention: Mr. Kevin Kane  
Executive Director

MONTH August

BILLING PERIOD

08/01/15 to 08/31/15

	August 15 Budgeted HOURS	August 15 ACTUAL HOURS	August 15 Budgeted REVENUE	August 15 ACTUAL REVENUE	August 15 Variance (+ or - )
Fixed Route	1438.22	1438.00	\$82,237.42	\$82,224.84	(\$12.58)
County	296.00	411.00	\$16,925.28	\$23,500.98	\$6,575.70
DAR	653.00	582.00	\$42,523.36	\$37,899.84	(\$4,623.52)
<b>SUBTOTALS</b>	<b>2,387.22</b>	<b>2,431.00</b>	<b>\$141,686.06</b>	<b>\$143,625.66</b>	<b>\$1,939.60</b>

TOTAL INVOICE INCLUDING '

\$143,625.66

## Please REMIT TO:

Transdev Inc.  
4157 Collection Center Drive  
Chicago, IL 60693

\_\_\_\_\_  
Manager's Signature and Business Phone

**AGENDA ITEM  
FIVE**

## VICTOR VALLEY TRANSIT AUTHORITY

### AGENDA MATTER

**Public Hearing to Update the Conflict of Interest Code for the Victor Valley Transit Authority.**

### SUMMARY STATEMENT

The Political Reform Act requires that every local government agency reviews its Conflict of Interest Code biennially. The above stated changes fall within the guidelines that must be adhered to according to the Board of Supervisors for the County of San Bernardino.

The suggested changes to the Conflict of Interest Code includes adding the position of Deputy Executive Director, and removing the inactive positions of Deputy Director, in accordance with the County of San Bernardino's Biennial Notice for Conflict of Interest Code.

### RECOMMENDED ACTION

Authorize and approve the updated Conflict of Interest Code for VVTA.

**PRESENTED BY**  
Kevin Kane,  
Executive Director

**FISCAL IMPACT**  
  
N/A

**MEETING DATE**  
  
October 19, 2015

**ITEM NUMBER**  
  
5

## EXHIBIT "A"

### DESIGNATED POSITIONS

### DISCLOSURE CATEGORY

Deputy Executive Director	1
Deputy Director	1
Clerk of the Board	1
General Counsel	1
Director of Maintenance / Facilities	1
CTSA Director	1
Consultant*	1

### OFFICIALS WHO MANAGE PUBLIC INVESTMENTS:

It has been determined that the positions listed below manage public investments and will file a Statement of Economic Interests pursuant to Government Code Section 87200:

Members of Board of Directors  
Alternates to Members of Board of Directors  
Executive Director  
Finance Director

\*The chief executive officer may determine in writing that a particular consultant, although a "designated position" is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The chief executive officer's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.



## 2015 State Agency Biennial Notice

Name of Agency: Victor Valley Transit Authority  
Mailing Address: 17150 SmokeTree St., Mesquite, CA 92345  
Contact Person: Debi Lorrach Office Phone No: 760-948 4021 x 112  
E-Mail: dlorrach@vvta.org

This notice identifies whether a state agency must amend its conflict of interest code due to changed circumstances. The biennial review examines current programs to ensure that the agency's code requires disclosure by agency officials who make or participate in making governmental decisions. The code must also include disclosure categories that are tailored to work functions and ensure that officials report their financial interests that could foreseeably be affected by the official's decisions.

Each agency must identify whether an amendment is required or whether the agency's current conflict of interest code meets the requirements outlined in Government Code Section 87302.

Please identify which statement accurately defines your agency's status.

- ☐ This agency has reviewed its conflict of interest code. The current code designates all positions which make or participate in making of governmental decisions. The designated positions are assigned accurate disclosure categories that require disclosure of investments, business positions in business entities, interests in real property and sources of income. Disclosure categories relate to the job duties of the designated position. The code incorporates FPPC regulation 18730 so that all relevant Government Code Sections are referenced.
- ☒ This agency has reviewed its conflict of interest code and has determined that an amendment is necessary. An amendment may include the following:
- ☒ New positions which involve the making or participating in the making of decisions which may foreseeably have a material impact on a financial interest.
  - ☐ Current designated positions need renaming or deletion.
  - ☐ Statutorily required provisions of the code need to be addressed.
  - ☐ Disclosure categories need revision.

Note: Amendments to the agency's conflict of interest code should be submitted to the FPPC within 90 days.

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*I verify that this notice accurately identifies the status of the agency's conflict of interest code as required pursuant to Government Code Section 87306.*

---

Signature of Chief Executive Officer

---

Date

**Please return this notice no later than March 2, 2015 to [biennialnotice@fppc.ca.gov](mailto:biennialnotice@fppc.ca.gov) or to the address below.**

**AGENDA ITEM  
SIX**

## VICTOR VALLEY TRANSIT AUTHORITY

### AGENDA MATTER

Mutual Aid Agreement Memorandum of Understanding between VVTA and Omnitrans.

### SUMMARY STATEMENT

Over the years the county's transit agencies have always been willing to help each other in many ways including emergencies. After the recent North fire which shut down I - 15 in the Cajon Pass it was decided that VVTA, Omnitrans, and Mountain Transit should sit down and formalize agreements in the event of emergencies, service interruptions, breakdowns, etc.

Two meetings were attended by representatives of each of the agencies. At the second meeting consultant working on the SANBAG Efficiency Study. At this meeting the details of mutual aid agreements which are slightly different for VVTA/Omnitrans and Mountain Transit/Omnitrans were written up as a Memorandum of Understanding (MOU).

The VVTA MOU was forwarded to VVTA counsel for review and comment. The MOU in your agenda is a draft. There will be minor changes based on Omnitrans input. A final copy will be sent to all Board members or presented at the Board meeting.

### RECOMMENDED ACTION

Approve the memorandum of understanding/mutual aid agreement between VVTA and Omnitrans.

**PRESENTED BY**  
Kevin Kane,  
Executive Director

**FISCAL IMPACT**  
  
\$50,000

**MEETING DATE**  
  
October 19, 2015

**ITEM NUMBER**

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**OMNITRANS**  
**And**  
**VICTOR VALLEY TRANSIT AUTHORITY**  
**For**  
**MUTUAL AID**

This Memorandum of Understanding ("MOU") is effective on the Effective Date as defined herein, by and between Omnitrans ("OMNITRANS") whose address is 1700 West Fifth St., San Bernardino, California, 92411, and Victor Valley Transit Authority ("VVTA") whose address is address, 17150 Smoketree St., Hesperia, California, 92345. OMNITRANS and VVTA are each a "Party" and collectively the "Parties" as identified herein.

**RECITALS:**

**WHEREAS**, VVTA provides service that overlaps with the OMNITRANS service area and, should mutual aid be requested, it may be more timely and more cost-effective for OMNITRANS to respond to the incident; and

**WHEREAS**, the Parties desire to establish a mutual understanding to provide for OMNITRANS assistance should VVTA experience a service interruption during the course of service provision in the OMNITRANS service area; and

**WHEREAS**, OMNITRANS agrees to assist upon request and if manpower and equipment resources are available; and

**WHEREAS**, Omnitrans shall place a high priority on responding to service disruptions which occur on VVTA routes within OMNITRANS service areas, so long as such assistance does not negatively impact OMNITRANS' own transit operations; and

**WHEREAS**, this MOU shall supersede any and all previous Mutual Aid service agreements.

**NOW, THEREFORE**, OMNITRANS and VVTA in consideration of the mutual covenants hereinafter set forth and intending to be legally bound hereby agree as follows:

1. **Complete Agreement.** This MOU, including any exhibits and documents incorporated herein and made applicable by reference, constitutes the complete and exclusive statement of the terms and conditions of the MOU between OMNITRANS and VVTA, concerning the services provided, and supersedes all prior representations, understandings, and communications between the parties. The above-referenced Recitals are true and correct and are incorporated by reference herein.
2. **OMNITRANS Responsibilities.** OMNITRANS agrees to the following responsibilities for services provided:
  - a. Services ("SERVICES") may include, but not be limited to, the temporary provision of OMNITRANS' labor and/or contractors, installation of temporary

- signage, equipment including rolling stock, transit supervisor assistance/investigation services, coach operator services, maintenance services, tow services, bus storage, parts, and/or fuel.
- b. OMNITRANS shall perform SERVICES upon request by VVTA, to the extent that OMNITRANS' manpower and equipment are available and such services' provision does not interfere with OMNITRANS' own service provision.
  - c. OMNITRANS will promptly notify VVTA as soon as it is aware that its manpower and/or equipment will not be available to respond to the VVTA service interruption or request.
  - d. OMNITRANS shall submit an invoice to VVTA for SERVICES provided, by no later than the last day of the month following the month that SERVICES were provided. Each Invoice shall specify the total hours by position or service type provided, as well as any other direct costs attributed to the SERVICE provision. The invoice shall be based on the hourly rates and direct expenses identified in **Exhibit "A"**, Rate Schedule.
  - e. OMNITRANS is acting as an independent contractor under this MOU and shall pay all wages, salaries, and other amounts due to their own personnel in connection with any and all SERVICES provided under this MOU, as well as that which may be required by law. OMNITRANS shall be responsible for all reports and obligations respecting their own personnel, including, but not limited to social security taxes, income tax withholding, unemployment insurance, benefits and workers compensation insurance. OMNITRANS' employees or agents shall not be deemed VVTA employees or agents for any purpose.
  - f. OMNITRANS agrees to indemnify, defend and hold harmless VVTA, its member agencies, officers, directors, employees, and agents from and against any and all claims (including attorney's fees and reasonable expenses for litigation or settlement) for any loss or damages, bodily injuries, including death, damage to or loss of use of property caused by the negligent acts, omissions, or willful misconduct by OMNITRANS, its officers, directors, employees, or agents in connection with or arising out of the performance of services under this MOU.
3. **VVTA Responsibilities.** VVTA agrees to the following responsibilities for services provided:
- a. VVTA management shall make a formal request for the specific OMNITRANS' SERVICES by calling the OMNITRANS Dispatcher at the telephone numbers listed in **Exhibit "B"**, Mutual Aid Contact Information and Procedures, attached. OMNITRANS will make available the OMNITRANS Dispatcher Monday through Saturday 0300 to 2345, Sunday 0400 to 2030 with the exception of Omnitrans closed holidays.
  - b. OMNITRANS Dispatcher on duty may approve VVTA SERVICE request.
  - c. Complete and accurate invoices submitted by OMNITRANS shall be paid by VVTA within thirty (30) days of receipt.
  - d. VVTA agrees to indemnify, defend and hold harmless OMNITRANS, its member agencies, officers, directors, employees, and agents from and against any and all claims (including attorney's fees and reasonable expenses for litigation or settlement) for any loss or damages, bodily injuries, including death, damage to or loss of use of property caused by the negligent acts, omissions, or willful misconduct by VVTA, its officers, directors, employees, or agents in connection with or arising out of the performance of this MOU.
4. **The Parties Mutually Understand and Agree** to the following mutual responsibilities regarding the SERVICE:

- a. This MOU shall commence upon execution by the Parties, and shall continue in full force unless terminated as provided in this MOU.
- b. This MOU may be amended in writing at any time by the mutual consent of the Parties. No amendment shall have any force or effect unless executed in writing by the Parties. The Parties agree that non-financial administrative changes, such as changes in key personnel, emergency response procedures, etc., may be approved administratively without re-approval by the Agencies' Boards of Directors.
- c. OMNITRANS or VVTA may terminate this MOU, without cause, by delivering written notice of termination to the other Party not less than thirty (30) calendar days before the date of termination.
- d. The persons executing this MOU on behalf of the parties hereto warrant that they are duly authorized to execute this MOU on behalf of said parties and that, by so executing this MOU, the parties hereto are formally bound to the provisions of this MOU.
- e. All notices hereunder and communications required or permitted by this MOU, or changes thereto, or by law to be served on, given to or delivered to any other Party hereto by any other Party to this MOU shall be in writing or authorized in writing, and may be sent by regular mail, email or FAX. Any such notice shall be addressed to:

Notices to OMNITRANS:

Name: Mr. Scott Graham  
 Title: Chief Executive Officer/General Manager  
 Address: 1700 West Fifth St.  
 City, State Zip: San Bernardino, California, 92411  
 Email: Scott.Graham@omnitrans.org  
 FAX: 909-889-5779

Notices to VVTA:

Name: Mr. Kevin Kane  
 Title: Executive Director  
 Address: 17150 Smoketree St  
 City, State Zip: Hesperia, California, 92345  
 Email: kkane@vvta.org  
 FAX:

- f. The headings of all sections of this MOU are inserted solely for the convenience of reference and are not part of and not intended to govern, limit, or aid in the construction or interpretation of any terms or provision thereof.
- g. The provision of this MOU shall bind and insure to the benefit of each of the parties hereto and all successors or assigns of the parties hereto.
- h. If any term, provision, covenant, or condition of this MOU is held to be invalid, void or otherwise unenforceable, to any extent, by any court of competent jurisdiction, the remainder to this MOU shall not be affected thereby, and each term, provision, covenant or condition of this MOU shall be valid and enforceable to the fullest extent permitted by law.
- i. This MOU may be executed and delivered in any number of counterparts, each of which, when executed and delivered shall be deemed an original and all of which together shall constitute the same MOU. Secure electronic signatures will be permitted.

- j. Neither this MOU, nor any of a Party's rights, obligations or duties hereunder may be assigned in whole or in part by either Party without the prior written consent of the other Party. Any such attempt of assignment shall be deemed void and of no force and effect. Consent to one assignment shall not be deemed consent to any subsequent assignment, nor the waiver of any right to consent to such subsequent assignment.
- k. The Parties warrant that, in the performance of this MOU, they shall comply with all applicable federal, state and local laws, statutes and ordinances and lawful orders, rules and regulations promulgated thereunder.
- l. Either Party shall be excused from performing its obligations under this MOU during the time and to the extent that it is prevented from performing by an unforeseeable cause beyond its control, including but not limited to: any incidence of fire, flood, acts of God, commandeering of material, products, plants or facilities by the federal, state or local government, national fuel shortage, or a material act or omission by the other party, when satisfactory evidence of such cause is presented to the other party, and provided further that such nonperformance is unforeseeable, beyond the control and is not due to the fault or negligence of the party not performing.
- m. The services provided by Omnitrans under this MOU have a not-to-exceed amount of \$50,000. The Amount shall not be exceeded unless amended in writing by the mutual consent of the Parties.
- n. This MOU shall be construed and interpreted solely in accordance with the laws of the State of California.

**IN WITNESS WHEREOF**, this MOU constitutes the entire understanding of the Parties hereto, and there are no other requirements, premises, warranties, covenants or undertakings with respect thereto, and have made and executed this MOU as of the day and year first above written.

**OMNITRANS**

**Victor Valley Transit Authority**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED AS TO FORM:**

**APPROVED AS TO FORM:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

## Exhibit “A”, Rate Schedule

## OMNITRANS' RATE SCHEDULE AND OTHER DIRECT COSTS

Below is a list of OMNITRANS Positions that may likely be assigned to a Mutual Aid request:

Position and/or Service	Fully Burdened Hourly Rate* or Fully-Allocated Cost
Omnitrans Field Supervisor	\$39.65
Omnitrans Road Call Mechanic and Truck (2 hour minimum)	\$35.96

\*These rates are based on current OMNITRANS budgeted rates for fully burdened employees. Hourly rates are subject to change over time based on employee salary and benefit increases. Other Direct Costs anticipated, may include but not be limited to:

[illegible]

## Exhibit "B"

### Mutual Aid Contact Information and Procedures

DATE: Tuesday, September 08, 2015  
SUBJECT: Transit Mutual Aid Agreements

1. Point of contact (POC):

Each agency's Dispatcher

Ask Metrolink to make announcements on train if VVTA impacted by road closures:

"Connecting to VVTA please continue to Santa Fe Depot or SBTC"

2. Agency Dispatcher Emergency number:

Omnitrans (909) 884-9580

SANBAG (Metrolink)

MARTA (909) 963-7422

VVTA (760) 948-4021 ex 260 or 261

San Bernardino County Office of Emergency Services (OES)

3. Passenger collection point:

San Bernardino Transit Center (SBTC) Primary location

Normal hours of operations: M-F 0600 – 2100; Sat/Sun 0900 – 1700

24/7 security

Public Lobby

Public Restrooms

Nearby Grocery Store & Restaurants

San Bernardino Metrolink Lobby Alternate location

Lobby hours of operations: M-F 0400 - 2330

4. Locations of effected passenger stops (sweep locations):

VVTA SBTC, Santa Fe Depot, ARMC, Kaiser Fontana, Fontana TC

MARTA SBTC, E & Court, 40<sup>th</sup> & Waterman, Santa Fe Depot, 2<sup>nd</sup> & G, 4<sup>th</sup> & Arrowhead, Greyhound Station, Highland & Boulder

5. Location to temporarily stow buses:

San Bernardino Transit Center (SBTC) Primary location

Omnitrans - EV Alternate location

6. Fuel availability:

CNG Omnitrans (East Valley Yard)

Diesel County fueling stations

7. Invoicing Scenarios:

Bus Breakdown Mutual Aid Agreement

Roads Closed Mutual Aid Agreement

Metrolink Problems Metrolink Bus Bridge Agreement

**8. Accident/Incident Investigations:**

VVTA desires that Omnitrans' Field Supervisors be able to respond to accidents or incidents. Need ensure that Omnitrans forms & policies cover VVTA needs.

**9. Dissemination of Information on Changes to Transit Customers:**

Social Media

Apps

Facebook

Twitter

Online Resources

Websites

ie511.org (SANBAG site)

Other Agencies

**VVTA emergency contact list:**

GM:	Simon Herrera.....	909-208-0000
AGM:	Eduardo Espiritu.....	626-710-6363
Operations:	Lora Sanchez.....	760-792-5778
Lead Supervisor:	Brent Johnson.....	760-508-9954
Contract Administrator:	Shelly Cable.....	760-559-8041

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**AGENDA ITEM  
SEVEN**

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## VICTOR VALLEY TRANSIT AUTHORITY

### AGENDA MATTER

#### **Claim for Completed Article 3 Pedestrian Access to Transit Facilities Projects.**

### SUMMARY STATEMENT

In March of 2013, SANBAG released a call for projects for Transportation Development Act – Article 3 Transit Stop Access Improvement Projects. In July of 2013, VVTA was notified of awarded projects. A project in the Town of Apple Valley was the only project submitted within the VVTA service area. Typically, path of travel projects are prioritized based on a combination of criteria including numbers of boardings and alightings, availability of right of way, feasibility, unmet needs testimony, and passenger and driver input. The local match is \$7,000 LTF as well as \$3,500 CDBG funds contributed by the Town of Apple Valley.

The Town of Apple Valley has completed their submitted project located on Powhatan Road east of Powhatan Court. This bus stop serves the James Woody Park, commercial businesses on Navajo Rd. and many nearby multi-family residential apartments. This path of travel project has greatly improved bus stop accessibility by installing a bus turn out, shelter and additional sidewalk to connect with the nearest accessible driveway, corner or sidewalk.

### RECOMMENDED ACTION

Authorize Staff to file an Article 3 reimbursement claim for \$24,500 and local match to SANBAG for the completed Article 3 project as presented.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Nancie Goff, Deputy Executive Director	\$24,500 Article 3 \$7,000 LTF \$3,500 CDGB	October 19, 2015	7

**San Bernardino County Transportation Commission  
Local Transportation Fund - Article 3  
Pedestrian, Bicycle Facilities and Access to Transit**

**Claim Form**

**Fiscal Year:** FY 2015/2016

**Claimant:** VVTA  
17150 Smoke Tree Street  
Hesperia CA 92345

**Attention:** Nancie Goff  
**Phone #:** 760-995-3495  
**mailto:** [ngoff@vvta.org](mailto:ngoff@vvta.org)

**Amount:** \$ 24,500.00

**PURPOSE:** ( ) Article 3, PUC Section 99234a Pedestrian Facilities  
( ) Article 3, PUC Section 99234a Bicycle Facilities  
(X) Article 3, PUC Section 99234a Pedestrian Access to Transit Facilities

**Authorizing Signature:**  
(Claimant's Chief Administrator or Financial Officer)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Type Name & Title)

**Condition of Approval:**

Approval of this claim and payment by the County Auditor to this claimant are subject to monies being available and to the provision that such monies will be used only in accordance with the allocation instruction.



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**CORRESPONDENCE  
/PRESS CLIPS**



## MDAQMD Recognizes 2015 Clean Air Calendar Poster Contest Winners

2015 Calendars are still available! To obtain your FREE Calendar, call (760)245-1661, ext. 6101 or email [christier@mdaqmd.ca.gov](mailto:christier@mdaqmd.ca.gov).

**"G**o Green to Breathe Clean!" was the theme of the MDAQMD's 20th Annual Clean Air Month Poster Contest. The competition drew more than 300 entries from fledgling

artists throughout the MDAQMD's jurisdiction, which encompasses the High Desert portion of San Bernardino County and Riverside County's Palo Verde Valley.

Twelve winners were selected in four grade categories—K-2; 3-5; 6-8; and 9-12. During an awards ceremony held at the MDAQMD on May 28th, winners received gift cards ranging in denomination from \$25 to \$100, depending on place awarded. Teachers whose students were selected as contest winners were also recognized for encouraging their participation. Each winning poster and its artist will be featured in the MDAQMD's 2016 calendar, which will be published this fall and made available to the public.

The contest was co-sponsored by the Daily Press, the Air & Waste Management Association's Mojave Desert Chapter and Victor Valley Transit Authority, which also awarded bicycles to two contest participants, whose names were drawn at random from all entries received.

The MDAQMD's annual poster contest is held each May as a vehicle for raising awareness amongst High Desert youngsters regarding the pivotal role individual actions and choices play in protecting local air quality.



Contest Winners pictured left to right, top row, are: Barb Stanton, MDAQMD Board Member and Mayor Pro Tem, Town of Apple Valley; Kathleen Gonzalez, 2nd Place, Oak Hills High School, Hesperia, Grades 9-12; Makaylee Moore, 3rd Place, Sycamore Rocks, Apple Valley, Grades 6-8; Michael Huff, 1st Place, High Desert Premier Academy, Apple Valley, Grades 6-8; Rebecca Garcia, 3rd Place, Riverside Prep High School, Oro Grande, Grades 9-12; Alejandra Espinosa, 1st Place, Hesperia Middle School, Grades 9-12, and Alan De Salvo, Deputy Director Mojave Desert AQMD Operations. Bottom row: Antonio Rivera, 3rd Place, George Visual & Performing Arts Magnet, Adelanto, Grades K-2; Alexa Marquez, 1st Place, George Visual & Performing Arts Magnet, Adelanto, Grades K-2; Joshua Jones, 1st Place, Hesperia, Grades 3-5; Hope Hamilton, 3rd Place, Mariana Academy, Apple Valley, Grades 3-5. Not pictured: Maribel Abrego, 2nd Place, Grades 6-8; and Annalicia Uriaga, 2nd Place, Barstow STEM Academy, Barstow, Grades 3-5.