

**VICTOR VALLEY TRANSIT AUTHORITY
REGULAR MEETING OF
THE BOARD OF DIRECTORS
January 16, 2018, 9:30 A.M.**

**Victor Valley Transit Authority
17150 Smoke Tree Street
Hesperia, CA 92345**

Victor Valley Transit Authority Board of Directors

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

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 x112, (voice) or for Telephone Device for the Deaf (TDD) service, begin by calling 711 and provide the VVTA phone number and the office is located at 17150 Smoke Tree Street, Hesperia, CA. This agenda available and posted: Monday, January 8, 2018.

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.

ACTION ITEM NUMBER ONE

- Pg. 9 ***Item #1: Election of Chair and Vice-Chair for Calendar year 2018.***
Recommendation: Pursuant to Section 1.0024, nominate and elect a Chair and Vice Chair to fill the terms of office through December 31, 2018.
Presented by: N/A.

CONSENT CALENDAR

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

- Pg. 13 ***Item #2: Minutes from Regular Meeting of The Board of Directors Conducted on November 20, 2017.***
Recommendation: Move for approval.
Presented by: None.
- Pg. 19 ***Item #3: Warrants, October and November 2017.***
Recommendation: Move for approval.
Presented by: None.
- Pg. 29 ***Item #4: VVTA Annual National Transit Database (NTD) Statement for Fiscal Year Ending June 30, 2017 Completed by Vavrinek, Trine, Day and Company, LLP.***
Recommendation: Receive and File.
Presented by: None.
- Pg. 43 ***Item #5: VVTA Site Visit Completed by California Governor's Office of Emergency Services (Cal OES).***
Recommendation: Receive and File.
Presented by: None.
- Pg. 49 ***Item #6: Consider Approval of the Updated MOU between VVTA and SCAG.***
Recommendation: Approve the MOU between SCAG and VVTA.
Presented by: Kevin Kane, Executive Director.

REPORTS

- Pg. 67 ***Item #7: Meeting Notes From The Technical Advisory Committee Meeting Conducted on January 3, 2018.***
Recommendation: Information item only.
- Pg. 73 ***Item #8: Management Reports for VVTA and BAT – Verbal Report from Executive Director.***
Recommendation: Information item only.
Presented by: Kevin Kane, Executive Director.

ACTION ITEMS

- Pg. 135 ***Item #9: Approve the VVTA Consolidated Transportation Services Agency (CTSA) Subrecipient Monitoring, Driver Training, Vehicle Maintenance and Transit Ambassador Program Policies.***
Recommendation: Approve the CTSA Subrecipient Monitoring, Driver Training, Vehicle Maintenance and Transit Ambassador Program Policies.
Presented by: Aaron Moore, CTSA Director.
- Pg. 147 ***Item #10: VVTA RFQ 2018-01 CEQA Process for Barstow Facility - Award.***
Recommendation: Award the Contract to Carpenter/Robbins subcontractor Advanced Geo Environmental, Stockton, CA.
Presented by: Christine Plasting, Procurement Manager.
- Pg. 151 ***Item #11: Release of RFP 2017-21 for the Provision of Vanpool Services.***
Recommendation: Authorize the Executive Director to release RFP 2017-21 for the Provision of Vanpool Services.
Presented by: Aaron Moore, CTSA Director.
- Pg. 159 ***Item #12: Authorize the Filing and Submittal of Fiscal Year 2017-18 State of Good Repair (SGR) Certifications and Assurances, Authorized Agent, and Project List.***
Recommendation: Approve Resolution #18-01 to Authorize Submittal of FY 17/18 1B SGR Certifications and Assurances, Authorized Agent form and approval of the project list.
Presented by: Nancie Goff, Deputy Executive Director.
- Pg. 177 ***Item #13: VVTA FY17-18 Compensation policy review.***
Recommendation: Receive and File.
Presented by: Kevin Kane, Executive Director.

BOARD OF DIRECTORS COMMENTS

DATE OF NEXT MEETING

Tuesday, February 20th at 9:30 AM
Barstow City Council Chambers
220 East Mountain View Street, Barstow, CA 92311

ADJOURNMENT

Victor Valley Transit Acronym List

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ADA	Americans with Disabilities Act
APTA	American Public Transit Association
AQMP	Air Quality Management Plan
BAFO	Best and Final Offer
BEB	Battery Electric Bus
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
DAC	Disadvantaged Communities
DBE	Disadvantaged Business Enterprise
DBELO	Disadvantaged Business Enterprise Liaison Officer
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
FAST	Fixing America's Surface Transportation ACT
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
ITS	Intelligent Transportation Systems
JPA	Joint Powers Authority
LACMTA	Los Angeles County Metropolitan Transportation Authority
LAP	Language Assistance Plan
LCFS	Low Carbon Fuel Standard
LCTOP	Low Carbon Transit Operations Program
LD	Liquidated Damages
LEED	Leadership in Energy and Environmental Design
LEP	Limited English Proficiency
LTF	Local Transportation Fund

Victor Valley Transit Acronym List

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MAP-21	Moving Ahead for Progress in the 21 st Century
MBTA	Morongo Basin Transit Authority
MDAQMD	Mojave Desert Air Quality Management District
MDT	Mobile Display Terminal
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MTP	Metropolitan Transportation Planning
MTBP	Mass Transit Benefit Program
NEPA	National Environmental Policy Act of 1969
NTD	National Transit Database
OCTA	Orange County Transportation Authority
OWP	Overall Work Program
PASTACC	Public and Specialized Transportation Advisory and Coordinating Council
PCA	Personal Care Attendant
PTMISEA	Public Transportation Modernization Improvement and Service Enhancement
POP	Program of Projects
RCTC	Riverside County Transportation Commission
RDA	Redevelopment Agency
RTAC	Regional Transportation Agencies' Coalition
RTAP	Rural Technical Assistance Program
RTIP	Regional Transportation Improvement Program
RTP	Regional Transportation Plan
RTPA	Regional Transportation Planning Agencies
SBCTA	San Bernardino County Transportation Authority (formerly SANBAG)
SCAG	Southern California Association of Governments
SOV	Single-Occupant Vehicle
SRTP	Short Range Transit Plan
STAF	State Transit Assistance Funds
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TAM	Transit Asset Management
TCM	Transportation Control Measure
TDA	Transportation Development Act
TEA	Transportation Enhancement Activities
TEAM	Transportation Electronic Award and Management
TNC	Transportation Network Company
TOCP	Transit Operating and Capital Plan
TrAMS	Transit Award and Management System
TREP	Transportation Reimbursement Escort Program
TRIP	Transportation Reimbursement Incentive Program
TSSSDRA	Transit System Safety, Security and Disaster Response Account
TSM	Transportation Systems Management
ULEV	Ultra Low Emission Vehicle
UZAs	Urbanized Areas
VOMS	Vehicles Operated in Maximum Service
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, Barstow 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 17150 Smoke Tree Street, 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 exclude 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.

**AGENDA ITEM
ONE**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Election of Chair and Vice Chair.

SUMMARY STATEMENT

The process for election of a Chair and Vice Chair are outlined in the VVTA Administrative Rules and Guidelines, Section 1.0024 below:

1.0024 CHAIR; ELECTION AND TERM; DUTIES GENERALLY. The Chair shall be elected by the Board. He/she shall be elected to such office for a term of one (1) year. No Board Director may hold the office of Chair for more than two (2) successive terms of one (1) year each. The election for Chair shall be held at the meeting which occurs in January. The elected Chair shall service from January 1st to December 31st.

RECOMMENDED ACTION

Pursuant to Section 1.0024, nominate and elect a Chair and Vice Chair to fill the terms of office through December 31, 2018.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Kevin Kane, Executive Director	None	January 16, 2018	1

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**AGENDA ITEM
TWO**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Minutes from the Regular Meeting of the Board of Directors Conducted on November 20, 2017.

SUMMARY STATEMENT

Following are copies of the minutes from the regular meeting of the Board of Directors conducted on November 20, 2017.

RECOMMENDED ACTION

Move for approval.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Debi Lorrh, Clerk of the Board	N/A	January 16, 2018	2

**VICTOR VALLEY TRANSIT
REGULAR MEETING OF THE
BOARD OF DIRECTORS**

**NOVEMBER 20, 2017
MINUTES**

CALL TO ORDER

The Regular Meeting of the Board of Directors of the Victor Valley Transit Authority was called to order at 9:30 a.m. by Chair Gloria Garcia in the Barstow Council Chambers, 220 East Mountain View Street, Barstow, CA 92311.

ROLL CALL

Board Members Present: Chair Gloria Garcia
Vice-Chair Rich Harpole
Alternate-Director Dillon Lesovsky
Director Larry Bird
Director Barb Stanton

Board Members Absent: Director James Ramos

Staff Members Present:

Kevin Kane, VVTA	Christine Ortega, Transdev
Ro Ratliff, City of Victorville	Carol Greene, County Counsel
Jonathan McDowell, Transdev	Simon Herrera, VVTA
Debi Lorrach, Clerk of the Board	Barbara Miller, VVTA
Lora Sanchez, Transdev	Curt Mitchell, City of Barstow
Jesse Roach, Transdev	Cindy Prothro, City of Barstow
Aaron Moore, VVTA	Christine Plasting, VVTA
Nancie Goff, VVTA	

PLEDGE OF ALLEGIANCE

Vice-Chair Harpole led the audience in the pledge of allegiance.

ANNOUNCEMENTS

Former City of Hesperia Mayor, Thurston "Smitty" Smith presented VVTA with a sponsorship plaque for hosting the Victor Valley Bike Tour for the past three (3) years. Smitty stated how much the Bike Tour has grown over the years and the level of appreciation from the community.

Mr. Kane shared that Ms. Plasting has performed an outstanding job as the organizer for VVTA's participation in this event; this upcoming year, VVTA will provide bike socks as in the past, however, the new socks will have the VVTA logo on them.

Additionally, Mr. Kane informed the Board that VVTA will be taking inventory of the current iPads in use by the Board members, as well as upgrading the computer screens on the dais.

PUBLIC COMMENTS

None.

CONSENT CALENDAR

1. **Minutes from Regular Meeting of the Board of Directors Conducted on October 16, 2017.**
Recommendation: Move for approval.
2. **Warrants, September 2017.**
Recommendation: Move for approval.
3. **Calendar of Meetings, 2018.**
Recommendation: Move for Approval.

A MOTION WAS MADE BY Director Stanton to approve the Consent Calendar. Seconded by Vice-Chair Harpole. Alternate-Director Lesovsky abstained from Items #1 and #2. The motion passed unanimously.

REPORTS

4. **Management Reports for VVTA and BAT – Verbal Report from Executive Director.**
Recommendation: Information item only.

Mr. Kane reviewed the management reports, commenting the SBCTA will be working with VVTA on a strong marketing campaign in an effort to increase ridership. Vice-Chair Harpole said that VVTA should consider advertising at gas stations.

ACTION/DISCUSSION ITEMS

5. **Release of RFP 2017-13 for the Operations and Maintenance of VVTA Hesperia and Barstow Divisions.**
Recommendation: Authorize VVTA to issue a request for proposals (RFP No. 2017-13) for transit operations and maintenance services at VVTA's Hesperia and Barstow facilities.
Presented by: Simon Herrera, Senior Operations Manager.

Mr. Herrera stated that the current Operations and Maintenance contract will expire in June of 2018. While the current contract does have option years available, VVTA felt going out to bid was in the agency's best interest due to several service increases, driver turn over rate as well as other new requirements to be added to the contract.

Mr. Kane added the time option years include a clause to renegotiate and therefore it was felt a new RFP would allow for more competition.

Director Stanton inquired what VVTA expects with the new contract. Mr. Kane explained that some key areas for improvement are maintenance mechanic staff increases and driver wages; VVTA is aiming for more livable wages for drivers to decrease a high turnover rate.

During the Board discussion about the expectations from a new and updated contract, Ms. Greene reminded the Board that the drivers are not employed by VVTA and do not determine how much to pay the drivers, but the contractor does.

A MOTION WAS MADE BY Vice-Chair Harpole to approve the recommended action with approved changes. Seconded by Director Bird. The motion passed unanimously.

PRESS CLIPS/CORRESPONDENCE

None.

BOARD OF DIRECTORS COMMENTS

Vice-Chair Harpole invited everyone to enjoy the tree lighting ceremony in Barstow on December 1st; Chair Garcia and Director Stanton wished everyone Happy Holidays.

DATE OF NEXT MEETING

The next regularly scheduled Board meeting for December 18, 2017, will be dark for the holidays. The next scheduled Board meeting will be on Tuesday, January 16, 2018 at 9:30 am at 17150 Smoke Tree Street, Hesperia, CA 92345.

ADJOURNMENT

The meeting was adjourned at 9:54 a.m.

APPROVED: _____
Gloria Garcia, Chair

ATTEST: _____
Debi Lorrh, Clerk of the Board

**AGENDA ITEM
THREE**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Payrolls and Warrants for October 2017.

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>
10/13/2017	\$ 60,164.64	PR0187-10-17
10/27/2017	\$ 59,961.65	PR0188-10-17
Total Payroll	\$ 120,126.29	

Agency's Register of Warrants

<u>Register Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Register #</u>
10/02/2017	\$ 1,319,023.33	8560-8582	AP01833AAACQX
10/05/2017	\$ 47,257.55	8583-8601	AP01843AAACRY
10/16/2017	\$ 138,508.94	8602-8629	AP01845AAACRJ
10/20/2017	\$ 1,434,491.60	8630-8655	AP01849AAACRN
10/27/2017	\$ 118,518.16	8656-8675	AP01854AAACRS
	\$ 3,057,799.58		

RECOMMENDED ACTION

Approve VVTA's expenditures for October 2017.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Steven Riggs, Finance Director	\$ 3,177,925.87	January 16, 2018	3

Bank Register Report

Victor Valley Transit Authority

Oct-17

Check no.	Date	Payee Name / Description	Amount
008560	10/02/2017	ADArise.com	\$5,931.50
008561	10/02/2017	Applied Natural Gas Fuel	\$5,285.96
008562	10/02/2017	Arringdale Machine Shop	\$2,628.38
008563	10/02/2017	Bonnie Baker Senior Center	\$2,078.97
008564	10/02/2017	CalPERS Educational Forum	\$399.00
008565	10/02/2017	Civic Resource Group	\$1,403.00
008566	10/02/2017	Diamond	\$272.10
008567	10/02/2017	Southern California Edison	\$894.38
008568	10/02/2017	Enterprise Ride Share	\$64,215.00
008569	10/02/2017	FRONTIER-OFFICE LINES	\$53.58
008570	10/02/2017	Frontier	\$117.69
008571	10/02/2017	Golden State Water Company	\$828.95
008572	10/02/2017	DENISE MADRID	\$58.09
008573	10/02/2017	Principal Life Insurance Company	\$2,227.74
008574	10/02/2017	San Bernardino County Transportation Autl	\$34,976.00
008575	10/02/2017	Special District Risk Management	\$409.36
008576	10/02/2017	Southwest Gas Corporation	\$11.00
008577	10/02/2017	State Compensation Insurance Fund	\$2,980.00
008578	10/02/2017	Trona Community Senior Center	\$2,616.93
008579	10/02/2017	Transdev	\$1,176,797.53
008580	10/02/2017	Verizon	\$190.46
008581	10/02/2017	VRide	\$14,610.00
008582	10/02/2017	Wirz And Co Printing Inc	\$37.71
008583	10/05/2017	Void	\$0.00
008584	10/05/2017	Void	\$0.00
008585	10/05/2017	Void	\$0.00
008586	10/05/2017	Void	\$0.00
008587	10/05/2017	Void	\$0.00
008588	10/05/2017	Void	\$0.00
008589	10/05/2017	Void	\$0.00
008590	10/05/2017	Void	\$0.00
008591	10/05/2017	Void	\$0.00
008592	10/05/2017	Void	\$0.00
008593	10/05/2017	American Express	\$26,984.25
008594	10/05/2017	Marie Downing	\$293.25
008595	10/05/2017	Southern California Edison	\$7,568.40
008596	10/05/2017	Frontier	\$210.36
008597	10/05/2017	Fidel Gonzales	\$41.21
008598	10/05/2017	Type-Set-Go	\$6,836.74
008599	10/05/2017	Verizon-Security Phones	\$3,422.84
008600	10/05/2017	Verizon	\$190.05
008601	10/05/2017	Verizon	\$1,710.45
008602	10/16/2017	Allied Barton Security Services	\$3,914.40
008603	10/16/2017	Alltech Industries Inc	\$18,565.00
008604	10/16/2017	Applied Natural Gas Fuel	\$5,101.78
008605	10/16/2017	BARSTOW AREA CHAMBER OF COMME	\$235.00
008606	10/16/2017	State Board Of Equalization	\$830.90
008607	10/16/2017	SPECTRUM BUSINESS	\$133.74
008608	10/16/2017	Spectrum Business-Sec	\$90.00
008609	10/16/2017	Southern California Edison-CNG	\$15,768.76

008610	10/16/2017	Southern California Edison	\$763.24
008611	10/16/2017	Electronic Data Magnetics Inc	\$4,697.91
008612	10/16/2017	Federal Express Corp.	\$129.73
008613	10/16/2017	Flyers Energy LLC	\$20,425.77
008614	10/16/2017	Frontier	\$325.79
008615	10/16/2017	GEOGRAPHICS	\$7,833.94
008616	10/16/2017	Golden State Water Company	\$1,262.11
008617	10/16/2017	HI-Desert Communications	\$1,308.00
008618	10/16/2017	Raines Electric	\$200.00
008619	10/16/2017	San Bernardino County	\$1,196.90
008620	10/16/2017	Special District Risk Management	\$30,881.00
008621	10/16/2017	Segal Waters Consulting	\$10,000.00
008622	10/16/2017	SONIC SYSTEMS IT	\$3,385.28
008623	10/16/2017	Southwest Gas Corporation	\$178.79
008624	10/16/2017	Southwest Gas Corporation	\$534.68
008625	10/16/2017	Southwest Gas Corporation	\$104.92
008626	10/16/2017	State Compensation Insurance Fund	\$1,868.92
008627	10/16/2017	Transdev	\$3,510.00
008628	10/16/2017	City Of Victorville	\$2,762.38
008629	10/16/2017	Weaver Electric, Inc	\$2,500.00
008630	10/20/2017	ADARide.com	\$6,873.50
008631	10/20/2017	Applied Natural Gas Fuel	\$10,212.33
008632	10/20/2017	Apple Valley Chamber Of Commerce	\$275.00
008633	10/20/2017	Charles Meier	\$4,375.00
008634	10/20/2017	Lawrence Bird	\$125.00
008635	10/20/2017	SPECTRUM BUSINESS	\$2,146.64
008636	10/20/2017	Denco Sales	\$25,487.24
008637	10/20/2017	Desert Communities FCU	\$60.00
008638	10/20/2017	Electronic Data Magnetics Inc	\$3,232.50
008639	10/20/2017	Flyers Energy LLC	\$14,603.61
008640	10/20/2017	Gloria L. Garcia	\$125.00
008641	10/20/2017	GEOGRAPHICS	\$3,135.78
008642	10/20/2017	Knight Guard Alarm Services, LLC	\$650.00
008643	10/20/2017	Robert Lovingood	\$125.00
008644	10/20/2017	Mastercard	\$12.91
008645	10/20/2017	Pro Systems	\$295.00
008646	10/20/2017	Public Surplus	\$110.40
008647	10/20/2017	Shred Your Docs	\$80.00
008648	10/20/2017	SimplexGrinnell	\$967.59
008649	10/20/2017	SONIC SYSTEMS IT	\$2,825.00
008650	10/20/2017	Southwest Gas Corporation	\$34,799.31
008651	10/20/2017	Trona Community Senior Center	\$2,581.00
008652	10/20/2017	Transdev	\$1,320,483.00
008653	10/20/2017	VerizonBAT	\$849.37
008654	10/20/2017	Wirz And Co Printing Inc	\$61.42
008655	10/27/2017	Applied Natural Gas Fuel	\$4,912.48
008656	10/27/2017	Bonnie Baker Senior Center	\$1,929.59
008657	10/27/2017	Civic Resource Group	\$1,063.00
008658	10/27/2017	Diamond	\$272.10
008659	10/27/2017	EAGLE PRINT DYNAMICS	\$1,155.80
008660	10/27/2017	Southern California Edison	\$779.91
008661	10/27/2017	Enterprise Ride Share	\$73,635.00
008662	10/27/2017	ENTERPRISE CAR SHARE	\$1,927.39
008663	10/27/2017	Flyers Energy LLC	\$19,942.85
008664	10/27/2017	FRONTIER-OFFICE LINES	\$53.70
008665	10/27/2017	Frontier	\$117.86
008666	10/27/2017	Lincoln Financial Group	\$990.84
008667	10/27/2017	DENISE MADRID	\$46.93

008668	10/27/2017	Mastercard	\$211.18
008669	10/27/2017	Aaron Moore	\$381.61
008670	10/27/2017	Principal Life Insurance Company	\$2,227.74
008671	10/27/2017	Special District Risk Management	\$401.40
008672	10/27/2017	SOUTHWEST GAS CORPORATION	\$13.32
008673	10/27/2017	Verizon	\$190.46
008674	10/27/2017	Vehicle Registration Experts	\$275.00
008675	10/27/2017	VRide	\$7,990.00
TOTAL			<u>\$3,057,799.58</u>

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Payrolls and Warrants for November 2017.

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>
11/10/2017	\$ 60,948.45	PR0189-11-17
11/24/2017	\$ 59,564.29	PR0190-11-17
Total Payroll	\$ 120,512.74	

Agency's Register of Warrants

<u>Register Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Register #</u>
11/06/2017	\$ 38,794.57	8676-8689	AP01866AAACSE
11/10/2017	\$ 89,173.76	8690-8709	AP01870AAACSI
11/17/2017	\$ 1,464,559.27	8710-8728	AP01874AAACSM
11/29/2017	\$ 1,479,245.95	8729-8751	AP01890AAACTC
	\$ 3,071,773.55		

RECOMMENDED ACTION

Approve VVTA's expenditures for November 2017.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Steven Riggs, Finance Director	\$ 3,192,286.29	January 16, 2018	3

Bank Register Report
Victor Valley Transit Authority
Nov-17

Check no.	Date	Payee Name / Description	Amount
5244	11/03/2017	Vehicle Registration Experts	\$990.00
008676	11/06/2017	Void	\$0.00
008677	11/06/2017	Void	\$0.00
008678	11/06/2017	Void	\$0.00
008679	11/06/2017	Void	\$0.00
008680	11/06/2017	Void	\$0.00
008681	11/06/2017	Void	\$0.00
008682	11/06/2017	Void	\$0.00
008683	11/06/2017	American Express	\$22,388.10
008684	11/06/2017	Frontier	\$211.40
008685	11/06/2017	City Of Hesperia Water District	\$2,562.34
008686	11/06/2017	Kevin Kane	\$2,377.68
008687	11/06/2017	Passenger Transport	\$75.00
008688	11/06/2017	Segal Waters Consulting	\$10,000.00
008689	11/06/2017	Verizon	\$190.05
008690	11/10/2017	Allied Barton Security Services	\$3,914.40
008691	11/10/2017	Alltech Industries Inc	\$19,951.00
008692	11/10/2017	Applied Natural Gas Fuel	\$4,967.48
008693	11/10/2017	Spectrum Business-Sec	\$90.00
008694	11/10/2017	Southern California Edison-CNG	\$10,790.60
008695	11/10/2017	Southern California Edison	\$5,737.87
008696	11/10/2017	Flyers Energy LLC	\$114.97
008697	11/10/2017	Frontier	\$277.62
008698	11/10/2017	Simon Herrera	\$24.19
008699	11/10/2017	HI-Desert Communications	\$1,308.00
008700	11/10/2017	PFM Asset Management LLC	\$3,000.00
008701	11/10/2017	Special District Risk Management	\$30,881.00
008702	11/10/2017	SIC USA LLC	\$840.00
008703	11/10/2017	Southwest Gas Corporation	\$227.07
008704	11/10/2017	Southwest Gas Corporation	\$764.81
008705	11/10/2017	Southwest Gas Corporation	\$138.15
008706	11/10/2017	State Compensation Insurance Fund	\$1,868.92
008707	11/10/2017	Type-Set-Go	\$290.93
008708	11/10/2017	Verizon-Security Phones	\$2,276.30
008709	11/10/2017	Verizon	\$1,710.45
008710	11/17/2017	ADARide.com	\$6,313.50
008711	11/17/2017	Applied Natural Gas Fuel	\$4,947.83
008712	11/17/2017	Charles Meier	\$4,375.00
008713	11/17/2017	SPECTRUM BUSINESS	\$133.74
008714	11/17/2017	SPECTRUM BUSINESS	\$1,937.34
008715	11/17/2017	Flyers Energy LLC	\$42,645.18
008716	11/17/2017	GEOGRAPHICS	\$6,818.69
008717	11/17/2017	GFI Genfare	\$2,262.75
008718	11/17/2017	High Desert Laser Graphics	\$23.71
008719	11/17/2017	Mastercard	\$54.00
008720	11/17/2017	San Bernardino County	\$802.88
008721	11/17/2017	Simme LLC	\$30,865.00
008722	11/17/2017	SONIC SYSTEMS IT	\$2,975.00
008723	11/17/2017	Southwest Gas Corporation	\$35,543.80
008724	11/17/2017	Tops N Barricades	\$52.40

008725	11/17/2017	Torrance Transit System	\$750.00
008726	11/17/2017	Type-Set-Go	\$2,726.08
008727	11/17/2017	Transdev	\$1,320,483.00
008728	11/17/2017	VerizonBAT	\$849.37
008729	11/29/2017	Accountemps	\$3,156.05
008730	11/29/2017	Applied Natural Gas Fuel	\$4,888.41
008731	11/29/2017	BP Energy Company	\$13,467.08
008732	11/29/2017	Civic Resource Group	\$1,709.00
008733	11/29/2017	Decals By Design	\$1,453.63
008734	11/29/2017	Diamond	\$285.22
008735	11/29/2017	Southern California Edison	\$742.84
008736	11/29/2017	Enterprise Ride Share	\$75,645.00
008737	11/29/2017	ENTERPRISE CAR SHARE	\$2,061.81
008738	11/29/2017	GFI Genfare	\$60,079.88
008739	11/29/2017	High Desert Laser Graphics	\$11.85
008740	11/29/2017	High Desert Lock & Safe	\$3,640.66
008741	11/29/2017	Kevin Kane	\$930.11
008742	11/29/2017	Knight Guard Alarm Services, LLC	\$150.00
008743	11/29/2017	Lincoln Financial Group	\$910.92
008744	11/29/2017	Principal Life Insurance Company	\$2,072.72
008745	11/29/2017	Special District Risk Management	\$401.40
008746	11/29/2017	SOUTHWEST GAS CORPORATION	\$12.17
008747	11/29/2017	Syncromatics Corporation	\$54,229.00
008748	11/29/2017	Tops N Barricades	\$260.40
008749	11/29/2017	Type-Set-Go	\$1,540.83
008750	11/29/2017	Transdev	\$1,251,406.37
008751	11/29/2017	Verizon	\$190.60
			<hr/>
			\$3,071,773.55

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**AGENDA ITEM
FOUR**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

VVTA Annual National Transit Database (NTD) Statement for Fiscal Year Ending June 30, 2017 Completed by Vavrinek, Trine, Day and Company, LLP.

SUMMARY STATEMENT

This FY 2017 NTD report year is the fourth (4th) consecutive annual National Transit Database review for VVTA.

In 1974 Congress established the NTD to be the Nation's primary source for information and statistics on the transit systems of the United States and is used to calculate Federal funding formulas. Urban and rural transit grantees of Federal funding are required to report. The NTD also requires monthly operating and safety statistics reports from agencies such as VVTA that must file as a Full Reporter.

Transit agencies are responsible for the data that they report to the NTD. If the data do not follow NTD prescribed procedures or seem unreasonable or inaccurate—or an agency cannot provide a reasonable response to explain data—the NTD may publish the data with a 'questionable' notation.

Like many federal reviews, this in-depth review is performed for NTD by an Independent Auditor. The Independent auditor's statement is provided to the Board to receive and file. The results of the auditor's statement are that no events or instances of noncompliance were found that would require adjustment to or disclosure to the FFA-10 or Agreed Upon Procedures Report.

RECOMMENDED ACTION

Receive and file.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Nancie Goff, Deputy Executive Director	N/A	January 16, 2018	4

VICTOR VALLEY TRANSIT AUTHORITY

Agreed-Upon Procedures Performed
With Respect to the National Transit Database Report

For the Period
July 1, 2016 through June 30, 2017



**INDEPENDENT ACCOUNTANTS' REPORT ON
APPLYING AGREED-UPON PROCEDURES**

Board of Directors
Victor Valley Transit Authority
Hesperia, California

The Federal Transit Administration (FTA) has established the following standards with regard to the data reported to it in the Federal Funding Allocation Statistics Form FFA-10 (FFA-10) for the Victor Valley Transit Authority (VVTA) annual National Transit Database (NTD) report:

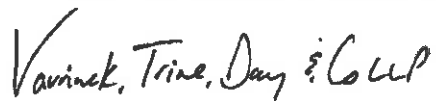
1. A system is in place and maintained for recording data in accordance with NTD definitions. The correct data are being measured and no systematic errors exist.
2. A system is in place to record data on a continuing basis and the data gathering is an ongoing effort.
3. Source documents are available to support the reported data and are maintained for FTA review and audit for a minimum of three years following FTA's receipt of the NTD report. The data are fully documented and securely stored.
4. A system of internal controls is in place to ensure the data collection process is accurate and that the recording system and reported comments are not altered. Documents are reviewed and signed by a supervisor, as required.
5. The data collection methods are those suggested by FTA or meet FTA requirements.
6. The deadhead miles, computed as the difference between the reported total actual vehicle miles data and the reported total actual vehicle revenue miles data, appear to be accurate.
7. Data are consistent with prior reporting periods and other facts known about VVTA's operations.

We have performed the procedures described in Attachment 1 of this report, which were agreed to by VVTA and the FTA and specified in the declarations section of the *2017 Policy Manual*, solely to assist you in evaluating whether VVTA complied with the standards described above and that the information included in the NTD report FFA-10 form for the year ended June 30, 2017, is presented in conformity with the requirements of the *Uniform System of Accounts and Records and Reporting System; Final Rule*, as specified in 49 CFR part 630, *Federal Register*, January 15, 1993 and as presented in the *2017 Policy Manual*. VVTA's management is responsible for VVTA's compliance with those standards and the accuracy of the FFA-10 form. The sufficiency of these procedures is solely the responsibility of VVTA and FTA. Consequently, we make no representation regarding the sufficiency of the procedures described in Attachment 1 either for the purpose for which this report has been requested or for any other purpose.

The procedures and findings described in Attachment 1 of this report, which are referenced in order to correspond to the *2017 Policy Manual* procedures, were performed separately to each of the information systems used to develop the reported vehicle revenue miles (VRM), passenger miles (PM), and operating expenses of VVTA for the year ended June 30, 2017, and for each of the following modes: (1) Motor Bus - purchased transportation (MBPT), (2) Commuter Bus – purchased transportation (CBPT), (3) Demand Response - purchased transportation (DRPT) and (4) Vanpool Service - purchased transportation (VPPT).

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to, and did not, conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on compliance with the procedures noted in Exhibit 68 of the *2017 Policy Manual* or on the FFA-10. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of VVTA management, VVTA Board of Directors and the FTA and is not intended to be and should not be used by anyone other than these specified parties.



Rancho Cucamonga, California
October 31, 2017

Excerpt from the FTA 2017 Policy Manual Exhibit 68 - Federal Funding Allocation Data Review Suggested Procedures:

FTA has specified and agreed to a set of procedures for the independent auditor to perform to satisfy the requirements of the Federal Funding Allocation data review. Several of the procedures below require the auditor to select a random sample of documents or data. The procedures do not specify the selected number (i.e., the percentage of the total documents/data). The auditor should use professional judgment to determine the percentage that will enable the auditor to make the required assurances.

The source documents and other records (such as data summaries) may be in the form of digital data files. The auditor should ensure that these files are securely stored and that a contingency plan is in place to ensure that the transit agency retains source documents for a minimum of three years:

- a. The procedures to be applied to each applicable mode and type of service (TOS) (directly- operated (DO) and purchased transportation (PT)) are: Obtain and read a copy of written system procedures for reporting and maintaining data in accordance with NTD requirements and definitions set forth in 49 CFR Part 630, Federal Register, dated January 15, 1993, and as presented in the 2017 Policy Manual. If there are no procedures available, discuss the procedures with the personnel assigned responsibility for supervising the NTD data preparation and maintenance.

Results - We obtained and read a copy of VVTA's Passenger Counting and Reporting (PCR) processing procedures. Based on our inquiry, we noted that VVTA maintains procedures that satisfy the NTD requirements and definitions set forth in 49 CFR Part 630, Federal Register, January 15, 1993 and as presented in the 2017 Policy Manual.

- b. Discuss the procedures (written or informal) with the personnel assigned responsibility for supervising the preparation and maintenance of NTD data to determine:
 - The extent to which the transit agency followed the procedures on a continuous basis, and
 - Whether these transit personnel believe such procedures result in accumulation and reporting of data consistent with NTD definitions and requirements set forth in 49 CFR Part 630, Federal Register, dated January 15, 1993, and as presented in the 2017 Policy Manual.

Results - We inquired regarding VVTA's procedures for the MBPT, CBPT, DRPT and VPPT services noting that the asserted procedures were consistently applied. In addition, based on our inquiry with the Deputy Executive Director and the CTSA Director, management asserted that the procedures resulted in the accumulation and reporting of data consistent with the NTD definitions and requirements set forth in 49 CFR Part 630, Federal Register, January 15, 1993 and as presented in the 2017 Policy Manual.

- c. Ask these same personnel about the retention policy that the transit agency follows as to source documents supporting NTD data reported on the Federal Funding Allocation Statistics form.

Results - We inquired with the Deputy Executive Director and the CTSA Director, regarding VVTA's retention policy for NTD data, Total Modal Operating Expenses data, Actual Vehicle Revenue Mile and Passenger Miles Traveled. Per inquiry, the current practice is to retain electronic data for more than the three year minimum.

- d. Based on a description of the transit agency's procedures from items (A) and (B) above, identify all the source documents that the transit agency must retain for a minimum of three years. For each type of source document, select three months out of the year and determine whether the document exists for each of these periods.

Results - We inspected the following source documents for each type of service, selected three months out of the year and determined that the documents existed for each of these periods:

<i>Type of Service</i>	<i>Source Document</i>	<i>Months Tested</i>
<i>MBPT</i>	<ul style="list-style-type: none"> • <i>MBPT Statistics Reports (queried from TransTrak system)</i> • <i>Random Sampling Database</i> • <i>Random Check Driver Trip Sheets</i> • <i>NTD Data Worksheets</i> • <i>Route plans</i> 	<ul style="list-style-type: none"> • <i>September 2016, January 2017 and March 2017.</i> • <i>Three years of data were noted to be archived on VVTA's network.</i>
<i>CBPT</i>	<ul style="list-style-type: none"> • <i>CBPT Statistics Reports (queried from TransTrak system)</i> • <i>Random Sampling Database</i> • <i>Random Check Driver Trip Sheets</i> • <i>NTD Data Worksheets</i> • <i>Route plans</i> 	<ul style="list-style-type: none"> • <i>September 2016, January 2017 and March 2017.</i> • <i>Three years of data were noted to be archived on VVTA's network.</i>
<i>DRPT</i>	<ul style="list-style-type: none"> • <i>DRPT Statistics Reports (queried from TransTrak system)</i> • <i>Random Sampling Database</i> • <i>NTD Data Worksheets</i> • <i>Contractor Route Productivity Reports</i> • <i>Contractor Provider Productivity Reports</i> • <i>Survey Trip Sheets</i> • <i>Driver Manifests</i> 	<ul style="list-style-type: none"> • <i>September 2016, January 2017 and March 2017.</i> • <i>Three years of data were noted to be archived on VVTA's network.</i>
<i>VPPT</i>	<ul style="list-style-type: none"> • <i>VPPT Statistics Reports (queried from TransTrak system)</i> • <i>Rider Log-in Website</i> • <i>Vanpool Route data from Website</i> • <i>NTD Data Worksheets</i> 	<ul style="list-style-type: none"> • <i>September 2016, January 2017 and March 2017.</i> • <i>Three years of data were noted to be archived on VVTA's network.</i>

- e. Discuss the system of internal controls. Inquire whether separate individuals (independent of the individuals preparing source documents and posting data summaries) review the source documents and data summaries for completeness, accuracy, and reasonableness and how often these individuals perform such reviews.

Results - We inquired regarding the system of internal controls noting that each respective mode/type of service is being reviewed by personnel independent of the preparation process. The review is performed monthly for the MBPT, CBPT, DRPT and VPPT modes.

- f. Select a random sample of the source documents and determine whether supervisors' signatures are present as required by the system of internal controls. If supervisors' signatures are not required, inquire how personnel document supervisors' reviews.

Results - We selected a haphazard sample of 40 Check Trip Sheets for the MBPT and CBPT services and noted supervisory signatures documenting reviews of the data presented without exception. For the DRPT service the Survey Trip Sheets are prepared and reviewed by the contractor who provides the survey data to VVTA. Management asserted that the data which is in electronic format is reviewed before being entered into the accumulation worksheets that compiles the NTD data. For VPPT, data is accumulated electronically by the drivers. Management asserted that the data which is in electronic format is reviewed before being entered into the accumulation worksheets that compiles the NTD data.

- g. Obtain the worksheets used to prepare the final data that the transit agency transcribes onto the Federal Funding Allocation Statistics form. Compare the periodic data included on the worksheets to the periodic summaries prepared by the transit agency. Test the arithmetical accuracy of the summaries.

Results - We obtained the worksheets utilized by VVTA to transcribe statistics to the Federal Funding Allocation Statistics form and compared the data to summaries without exception. We tested the arithmetical accuracy of the summarizations without exception.

- h. Discuss the procedure for accumulating and recording passenger miles traveled (PMT) data in accordance with NTD requirements with transit agency staff. Inquire whether the procedure is one of the methods specifically approved in the 2017 Policy Manual.

Results - Sampling was conducted for the MBPT, CBPT and DRPT modes. We inspected the sampling methodologies and noted that the sampling methodology used met the requirements of the 2017 Policy Manual.

The VPPT mode does not involve sampling. This mode used a 100% count of actual PM.

- i. Discuss with transit agency staff (the auditor may wish to list the titles of the persons interviewed) the transit agency's eligibility to conduct statistical sampling for PMT data every third year. Determine whether the transit agency meets NTD criteria that allow transit agencies to conduct statistical samples for accumulating PMT data every third year rather than annually. Specifically:

- According to the 2010 Census, the public transit agency serves an UZA with a population less than 500,000.
- The public transit agency directly operates fewer than 100 revenue vehicles in all modes in annual maximum revenue service (VOMS) (in any size UZA).
- Service purchased from a seller is included in the transit agency's NTD report.
- For transit agencies that meet one of the above criteria, review the NTD documentation for the most recent mandatory sampling year (2017) and determine that statistical sampling was conducted and meets the 95 percent confidence and ± 10 percent precision requirements.

- Determine how the transit agency estimated annual PMT for the current report year.

Results – VVTA meets NTD criteria that allow transit agencies to conduct statistical samples for accumulating PMT data every third year. The MBPT and CBPT modes conducted statistical sampling in the year ended June 30, 2016 due to the Barstow service merger occurring that year. Statistical sampling was conducted for the current year as the mandatory sampling year. The VPPT mode does not involve sampling. This modes use a 100% count of actual PMT.

- j. Obtain a description of the sampling procedure for estimation of PMT data used by the transit agency. Obtain a copy of the transit agency's working papers or methodology used to select the actual sample of runs for recording PMT data. If the transit agency used average trip length, determine that the universe of runs was the sampling frame. Determine that the methodology used to select specific runs from the universe resulted in a random selection of runs. If the transit agency missed a selected sample run, determine that a replacement sample run was random. Determine that the transit agency followed the stated sampling procedure.

Results – For the MBPT, CBPT and DRPT modes we obtained a copy of VVTA's methodology used in the statistical sampling to estimate Average PMT and determined that the methodology used by VVTA resulted in a random selection of runs and that the stated sampling procedure was followed.

The VPPT mode does not involve sampling since it uses a 100% count of actual PMT.

- k. Select a random sample of the source documents for accumulating PMT data and determine that the data are complete (all required data are recorded) and that the computations are accurate. Select a random sample of the accumulation periods and re-compute the accumulations for each of the selected periods. List the accumulations periods that were tested. Test the arithmetical accuracy of the summary.

Results - For MBPT and CBPT we randomly selected 40 surveyed routes from the statistical sampling performed for the current year. We verified the mathematical accuracy of the survey count sheets and that the data was properly input to the accumulation worksheet to perform the Average PMT calculation. No exceptions were found as a result of this procedure.

For DRPT we randomly selected 30 surveyed routes from the current year statistical sampling. We verified the mathematical accuracy of the survey count sheets and that the data was properly input to the accumulation worksheet to perform the Average PMT calculation. No exceptions were found as a result of this procedure.

For VPPT, we compared ridership being entered on the Vanpool internet database for September 2016, January 2017 and March 2017 against amounts uploaded to the Data Warehouse without exception. We also tested 6 Vanpool routes and verified the accuracy of calculations used to determine PMT with no exceptions noted as a result of these procedures.

- l. Discuss the procedures for systematic exclusion of charter, school bus, and other ineligible vehicle miles from the calculation of actual vehicle revenue miles with transit agency staff and determine that they follow the stated procedures. Select a random sample of the source documents used to record charter and school bus mileage and test the arithmetical accuracy of the computations.

Results - The procedure identified above is not applicable. Per inquiry with VVTA's management, VVTA did not provide charter, school bus or other ineligible services.

m. For actual vehicle revenue mile (VRM) data, document the collection and recording methodology and determine that deadhead miles are systematically excluded from the computation. This is accomplished as follows:

- If actual VRMs are calculated from schedules, document the procedures used to subtract missed trips. Select a random sample of the days that service is operated, and re-compute the daily total of missed trips and missed VRMs. Test the arithmetical accuracy of the summary.

Results - For the MBPT and CBPT modes, VVTA calculates actual missed vehicle revenue miles using the TransTrak system. The system generates an accumulation of missed revenue miles per trip which are subtracted from scheduled revenue miles. We selected a sample of 10 missed trips for MBPT and 10 missed trips for CBPT and noted that those trips were subtracted from the scheduled revenue miles. No exceptions with the arithmetic accuracy were noted as the result of these procedures.

- If actual VRMs are calculated from hubodometers, document the procedures used to calculate and subtract deadhead mileage. Select a random sample of the hubodometer readings and determine that the stated procedures for hubodometer deadhead mileage adjustments are applied as prescribed. Test the arithmetical accuracy of the summary of intermediate accumulations.

Results - This procedure is not applicable as VRMs are not calculated from hubodometers.

- If actual VRMs are calculated from vehicle logs, select random samples of the vehicle logs and determine that the deadhead mileage has been correctly computed in accordance with FTA definitions.

Results - For the DRPT mode, Revenue Miles are calculated by the Ecolane system based on the odometer readings from the first pickup to the last drop off. Deadhead miles are excluded from the Revenue Miles calculations. We randomly selected 4 trips to test and noted without exception that the deadhead miles are not included in the Revenue Miles calculations.

For the VPPT mode deadhead miles are automatically excluded because only commute miles are entered into the calculation of Revenue Miles and the results are reviewed by the CTSA Director.

n. For rail modes, review the recording and accumulation sheets for actual VRMs and determine that locomotive miles are not included in the computation.

Results - The procedure identified above is not applicable as VVTA does not provide rail service.

o. If fixed guideway or High Intensity Busway directional route miles (FG or HIB DRM) are reported, interview the person responsible for maintaining and reporting NTD data whether the operations meet FTA definition of fixed guideway (FG) or High Intensity Busway (HIB) in that the service is:

- Rail, trolleybus (TB), ferryboat (FB), or aerial tramway (TR); or
- Bus (MB, CB, or RB) service operating over exclusive or controlled access rights-of- way (ROW); and
 - i. Access is restricted;
 - ii. Legitimate need for restricted access is demonstrated by peak period level of service D or worse on a parallel adjacent highway;
 - iii. Restricted access is enforced for freeways; priority lanes used by other high occupancy vehicles (HOV) (i.e., vanpools (VP), carpools) must demonstrate safe operation; and

- iv. High Occupancy/Toll (HO/T) lanes meet FHWA requirements for traffic flow and use of toll revenues. The transit agency has provided the NTD a copy of the State's certification to the U.S. Secretary of Transportation stating that it has established a program for monitoring, assessing, and reporting on the operation of the HOV facility with HO/T lanes.

Results - The procedure identified above is not applicable as VVTA does not operate using fixed guideways or high intensity directional routes.

- p. Discuss the measurement of FG and HIB DRM with the person reporting NTD data and determine that the he or she computed mileage in accordance with FTA definitions of FG/HIB and DRM. Inquire of any service changes during the year that resulted in an increase or decrease in DRMs. If a service change resulted in a change in overall DRMs, re-compute the average monthly DRMs, and reconcile the total to the FG/HIB DRM reported on the Federal Funding Allocation Statistics form.

Results - The procedure identified above is not applicable as VVTA does not operate using fixed guideways or high intensity directional routes.

- q. Inquire if any temporary interruptions in transit service occurred during the report year. If these interruptions were due to maintenance or rehabilitation improvements to a FG segment(s), the following apply:

- Report DRMs for the segment(s) for the entire report year if the interruption is less than 12 months in duration. Report the months of operation on the FG/HIB segments form as 12. The transit agency should document the interruption.
- If the improvements cause a service interruption on the FG/HIB DRMs lasting more than 12 months, the transit agency should contact its NTD validation analyst to discuss. FTA will make a determination on how to report the DRMs.

Results - The procedure identified above is not applicable as VVTA does not operate using fixed guideways or high intensity directional routes.

- r. Measure FG/HIB DRM from maps or by retracing route.

Results - The procedure identified above is not applicable as VVTA does not operate using fixed guideways or high intensity directional routes.

- s. Discuss whether other public transit agencies operate service over the same FG/HIB as the transit agency. If yes, determine that the transit agency coordinated with the other transit agency (or agencies) such that the DRMs for the segment of FG/HIB are reported only once to the NTD on the Federal Funding Allocation form. Each transit agency should report the actual VRM, PMT, and OE for the service operated over the same FG/HIB.

Results - The procedure identified above is not applicable as VVTA does not operate using fixed guideways or high intensity directional routes.

- t. Review the FG/HIB segments form. Discuss the Agency Revenue Service Start Date for any segments added in the 2017 report year with the persons reporting NTD data. This is the commencement date of revenue service for each FG/HIB segment. Determine that the date reported is the date that the agency began revenue service. This may be later than the Original Date of Revenue Service if the transit agency is not the original operator. If a segment was added for the 2017 report year, the Agency Revenue Service Date must occur within the transit agency's 2017 fiscal year. Segments are grouped by like characteristics. Note that for apportionment purposes, under the State of Good Repair (§5337) and Bus and Bus Facilities (§5339) programs, the 7-year age requirement for fixed guideway/High Intensity Busway segments is based on the report year when the segment is first reported by any NTD transit agency. This pertains to segments reported for the first time in the current report year. Even if a transit agency can document an Agency Revenue Service Start Date prior to the current NTD report year, FTA will only consider segments continuously reported to the NTD.

Results - The procedure identified above is not applicable as VVTA does not operate using fixed guideways or high intensity directional routes.

- u. Compare operating expenses with audited financial data after reconciling items are removed.

Results - Operating expenses were compared to the trial balances subject to audit without exception.

- v. If the transit agency purchases transportation services, interview the personnel reporting the NTD data on the amount of PT-generated fare revenues. The PT fare revenues should equal the amount reported on the Contractual Relationship form.

Results - We identified the purchased transportation fare revenues reported on the B-30 and reconciled the amounts to the general ledger without exception.

- w. If the transit agency's report contains data for PT services and assurances of the data for those services are not included, obtain a copy of the IAS-FFA regarding data for the PT service. Attach a copy of the statement to the report. Note as an exception if the transit agency does not have an Independent Auditor Statement for the PT data.

Results - The data for purchased transportation are included in the reporting by VVTA and therefore no IAS for the purchased transportation services is included.

- x. If the transit agency purchases transportation services, obtain a copy of the PT contract and determine that the contract specifies the public transportation services to be provided; the monetary consideration obligated by the transit agency or governmental unit contracting for the service; the period covered by the contract (and that this period overlaps the entire, or a portion of, the period covered by the transit agency's NTD report); and is signed by representatives of both parties to the contract. Interview the person responsible for retention of the executed contract, and determine that copies of the contracts are retained for three years.

Results - We inspected the MBPT, CBPT, DRPT and VPPT service contracts and determined that they contained the items noted above without exception. We inquired with the Deputy Executive Director and the CTSA Director, regarding VVTA's retention policy for executed contracts for purchased transportation programs. Per inquiry, the current practice is to retain contracts for seven years.

- y. If the transit agency provides service in more than one UZA, or between an UZA and a non-UZA, inquire of the procedures for allocation of statistics between UZAs and non-UZAs. Obtain and review the FG segment worksheets, route maps, and urbanized area boundaries used for allocating the statistics, and determine that the stated procedure is followed and that the computations are correct.

Results – For the MBPT mode VVTA provides services between two UZA's and a non-UZA. Allocations to the urbanized and rural areas are in proportion to the \$5307 and \$5311 operating funding applied to the service, as required by NTD reporting rules. We matched the reported allocation to the summary of applied funding without exception.

The CBPT mode allocations to urbanized areas are based on trip pattern analysis. We analyzed the route maps and matched our calculation of the allocations to the reported allocations without exception.

All DRPT data is reported in one UZA.

The requirement to allocate VPPT data is not applicable per NTD reporting requirements.

- z. Compare the data reported on the Federal Funding Allocation Statistics Form to data from the prior report year and calculate the percentage change from the prior year to the current year. For actual VRM, PMT or OE data that have increased or decreased by more than 10 percent, or FG DRM data that have increased or decreased. Interview transit agency management regarding the specifics of operations that led to the increases or decreases in the data relative to the prior reporting period.

Results – The following fluctuations were noted on the FFA-10 Form:

- *A 12.1% increase in Revenue Miles for VPPT*
- *A 12.7% increase in Operating Expenses for VPPT*

No changes greater than 10% were noted for the MBPT and CBPT modes in Revenue Miles, Passenger miles or Operating Expenses.

A 12.1% increase in the Revenue Miles and a 12.7% increase in the Operating Expenses for VPPT were noted. Per inquiry with the Consolidated Transportation Services Agency Director, during the reporting year the program increased from 183 to 206 vanpools resulting in both the Revenue Miles and Operating Expense increases.

- aa. The auditor should document the specific procedures followed, documents reviewed, and tests performed in the work papers. The work papers should be available for FTA review for a minimum of three years following the NTD report year. The auditor may perform additional procedures, which are agreed to by the auditor and the transit agency, if desired. The auditor should clearly identify the additional procedures performed in a separate attachment to the statement as procedures that were agreed to by the transit agency and the auditor but not by FTA.

Results – We have documented the procedures followed based on the FTA 2017 Policy Manual Exhibit 68 - Federal Funding Allocation Data Review - Suggested Procedures, and noted the documents reviewed and tests performed in our workpapers. Additional procedures were not performed.

**AGENDA ITEM
FIVE**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

VVTA Site Visit Completed by California Governor's Office of Emergency Services (Cal OES).

SUMMARY STATEMENT

The Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act of 2006, approved by the voters as Proposition 1B on November 7, 2006, authorized general obligation bonds for specific purposes, including grants for transit system safety, security and disaster response project.

This Site Visit Summary is the result of the October 2017 visit that reviewed VVTA's statutory and regulatory compliance, focusing on administrative, programmatic, and fiscal compliance of grant funds.

The results of the auditor's statement indicate that all requested documents were well organized and accessible during the visit and no areas of concern were noted.

RECOMMENDED ACTION

Receive and file.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Nancie Goff, Deputy Executive Director	N/A	January 16, 2018	5



October 31, 2017

RECEIVED
NOV 29 2017
VVTA

Kevin Kane
Executive Director
Victor Valley Transit Authority
17150 Smoketree Street
Hesperia, CA 92345

Subject: SITE VISIT SUMMARY
PROPOSITION 1B GRANT PROGRAM
FY 2011-2012 Grant # 6461-0002 FIPS # 071-91163
FY 2012-2013 Grant # 6561-0002 FIPS # 071-91163
FY 2013-2014 Grant # 6661-0002 FIPS # 071-91163
FY 2014-2015 Grant # 6761-0002 FIPS # 071-91163

Dear Mr. Kane:

Thank you for the time and courtesy extended to our representative from California Governor's Office of Emergency Services (Cal OES) during our site visit on October 26, 2017. The purpose of this letter is to convey the results of our visit, which included a review of the Victor Valley Transit Authority's statutory and regulatory compliance, focusing on administrative, programmatic, and fiscal compliance.

Cal OES confirmed that the Victor Valley Transit Authority engages in eligible activities and demonstrated that state administrative requirements, accounting and fiscal management, procurement, inventory control and record keeping practices were in compliance with Prop 1B program guidelines.

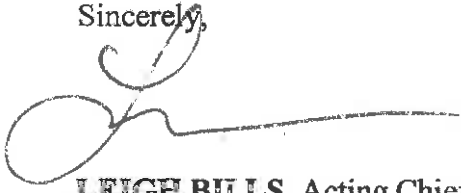
The Victor Valley Transit Authority accounting office receives payments, deposits funds, and accounts for each funded project. Each grant cycle is accounted for individually and earned interest is tracked and reported biannually. The grants coordinator keeps separate hard copies and a detailed spreadsheet to track the status of projects assuring separation of duties from the accounting office and accuracy.

All of the requested documents were well organized and accessible during the site visit and no areas of concern were noted. Additionally, an extensive site tour provided a review of transit projects.

Mr. Kane
October 31, 2017
Page 2

Again, we appreciate your cooperation with our site visit. If you have any questions, please feel free to contact your program representatives Raeann Jones at 916-845-8660 or Laurie Ballard at 916-845-8127.

Sincerely,

A handwritten signature in black ink, appearing to read "Leigh Bills", with a long horizontal flourish extending to the right.

LEIGH BILLS, Acting Chief
Public Safety Division

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**AGENDA ITEM
SIX**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Consider Approval of the Updated MOU between VVTA and SCAG.

SUMMARY STATEMENT

In 2007, SCAG established metropolitan planning agreements with the county transportation commissions (CTCs) and transit operators in the region. The regulatory basis for the metropolitan planning agreements is found in the Metropolitan Transportation Planning Final Rule issued by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) (see 23 CFR 450.314(a)), which states:

The MPO, the State(s), and the providers of public transportation shall cooperatively determine their mutual responsibilities in carrying out the metropolitan transportation planning process. These responsibilities shall be clearly identified in written agreements among the MPO, the State(s), and the providers of public transportation serving the MPA....The MPO, the State(s), and the providers of public transportation should periodically review and update the agreement, as appropriate, to reflect effective changes.

These agreements acknowledge the role of the CTCs (SBCTA) within the SCAG region for countywide planning and programming, and specify that the CTCs will coordinate with the transit operators in their respective county to ensure that transit projects, plans and programs are recommended to SCAG for inclusion in the Regional Transportation Plan (RTP) and Federal Transportation Improvement Program (FTIP). SCAG maintains the Regional Transit Technical Advisory Committee (RTTAC), of which VVTA participates, as a forum for transit operators and the CTCs to be included in the metropolitan planning process.

Continued

RECOMMENDED ACTION

Approve the MOU between SCAG and VVTA.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Kevin Kane, Executive Director	N/A	January 16, 2018	6

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Consider Approval of the Updated MOU between VVTA and SCAG.

SUMMARY STATEMENT

Since these MOU's were first executed in 2007, there have arisen several new federal requirements that must be incorporated, including the federal rulemaking to implement the performance-based planning provisions from the Moving Ahead for Progress in the 21st Century Act (MAP-21).¹ There are also issues that have arisen through the FTA's Triennial Review process and identified in FTA Circulars. For these reasons, SCAG has found it necessary to update the agreements.

SCAG has updated the MOU agreements and included the following required sections either in their entirety or by reference. A copy of the final draft of the MOU is also provided for signature by the VVTA Board Chair.

Metropolitan Transportation Planning Final Rule

23 CFR 450.314 – Metropolitan planning agreements

- Specific provisions for the development of financial plans that support the metropolitan transportation plan (see § 450.324) and metropolitan TIP (see § 450.326)
- Specific provisions for the development of the annual listing of obligated projects (see § 450.334)
 - attainment of critical outcomes for the region of the MPO (see § 450.306(d))
 - the collection of data for the State asset management plan for the NHS

Continued

¹ At this time, the only outstanding rule is the Public Transportation Agency Safety Plan Final Rule. The Notice of Proposed Rulemaking was issued on Feb. 5, 2016, and the Federal Transit Administration has not provided an expected schedule for the release of the Final Rule.

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Consider Approval of the Updated MOU between VVTA and SCAG.

SUMMARY STATEMENT

- Specific written provisions for cooperatively developing and sharing information related to:
 - transportation performance data;
 - the selection of performance targets;
 - the reporting of performance targets;
 - the reporting of performance to be used in tracking progress toward.

With regard to performance target setting, the Final Rule for Transit Asset Management provides additional clarification on coordination and the sharing of information.

Transit Asset Management (TAM) Final Rule

49 CFR 625.45(e) – Coordination with metropolitan planning process

- To the maximum extent practicable, a provider and group TAM plan sponsor must coordinate with the MPO in the selection of MPO performance targets.

49 CFR 625.53 – Recordkeeping for transit asset management

- To aid in the planning process, a provider must make available to the MPO its:
 - TAM plan;
 - any supporting records or documents;
 - performance targets;
 - investment strategies; and
 - the annual condition assessment report.

Continued

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Consider Approval of the Updated MOU between VVTA and SCAG.

SUMMARY STATEMENT

FTA 5307 Triennial Review Questions

The following questions from the FTA 5307 Triennial Review process are now addressed in the MOUs. This includes questions regarding operators' reliance on SCAG's public participation process. SCAG has worked with FTA to adjust the FTIP public notices in accordance with the requirements, and this too has been addressed in the metropolitan planning agreement.

Additional review questions regarding security and technical capacity, provided below, are now included in the updated metropolitan planning agreements, since they may require action and/or coordination between the MPO and transit providers.

Planning/Program of Projects (see FTA C. 9030.1E, Ch. V, Section 6)

Does the grantee rely on the MPO's public participation process to satisfy its public participation requirements for the program of projects (POP)?

- Does the MPO have an adopted public participation plan? What is the date of the document?
- Does the public notice for the TIP state that public notice of public participation activities and time established for public review of and comments on the TIP will satisfy POP requirements?
- Does the agreement with the MPO state whether the grantee will rely on the MPO's public participation process?

Continued

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Consider Approval of the Updated MOU between VVTA and SCAG.

SUMMARY STATEMENT

Security (see FTA C. 9030.1E, Ch. VI, Section 1 a. (13))

If the grantee is the designated recipient in an urbanized area (UZA) where there are more than one 5307 grantees, what process will be used to certify that at least one percent of Section 5307 expenditures in the UZA are spent on security projects, or that the expenditures are not necessary?

Technical Capacity (see FTA C. 9030.1E, Ch. V, Section 9)

Provide information that demonstrates that the grantee has met its Section 5307 associated transit improvement expenditure commitments (for 5307 funds obligated before Oct. 1, 2015). To ensure program funds are expended as proposed, the designated recipient, all recipients, or the MPO must submit an annual Associated Transit Improvement Report listing projects carried out in the preceding fiscal year.

SBCTA Contract 18-1001887

**Memorandum of Understanding
Among the Southern California Association of Governments, the
San Bernardino County Transportation Authority, Omnitrans, and Victor Valley Transit
Authority**

This Memorandum of Understanding (MOU), is entered into and effective this _____ day of _____, 2017, among the Southern California Association of Governments (SCAG), San Bernardino County Transportation Authority (SBCTA), Omnitrans, and Victory Valley Transit Authority (VVTA) to cooperatively determine their mutual responsibilities in carrying out the metropolitan transportation planning and programming processes, in accordance with 23 CFR 450.314. SCAG, SBCTA, Omnitrans, and VVTA, collectively referred to herein as the "Parties."

RECITALS

WHEREAS, SCAG is a Joint Powers Agency formed pursuant to Section 6502 of the California Government Code;

WHEREAS, SCAG is the designated Metropolitan Planning Organization (MPO) for the counties of Imperial, Los Angeles, Orange, Riverside, San Bernardino, and Ventura, pursuant to Title 23, United States Code Section 134(d);

WHEREAS, SCAG is responsible for maintaining a continuing, cooperative, and comprehensive transportation planning process which involves preparation, adoption and update of a Regional Transportation Plan (RTP) pursuant to Title 23, United States Code Section 134 *et seq.*, Title 49, United States Code Section 5303 *et seq.*, and Title 23, Code of Federal Regulations (CFR) Section 450 *et seq.*;

WHEREAS, SCAG is the multicounty designated transportation planning agency pursuant to Public Utilities Code Section 130004 and California Government Code Section 29532, and is responsible for preparation, adoption and update of the RTP every four years;

WHEREAS, pursuant to Senate Bill (SB) 375 (Steinberg, 2008) as codified in Government Code Section 65080(b) *et seq.*, SCAG is also required to prepare a Sustainable Communities Strategy (SCS) for incorporation into the RTP that demonstrates how the region will meet its greenhouse gas (GHG) reduction targets as set forth by the California Air Resources Board (ARB);

WHEREAS, the SCAG Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) sets forth the long-range regional plans and strategies for transportation improvements and regional growth throughout the SCAG region;

WHEREAS, the RTP/SCS consists of a financially constrained plan and strategic plan. The constrained plan includes projects that have committed, available or reasonably available revenue sources, and are thus probable for implementation. The strategic plan is for information purposes

only and identifies potential projects that require additional study, consensus building, and identification of funding sources before making the decision as to whether to include these projects in a future RTP/SCS constrained plan;

WHEREAS, SCAG is further responsible for preparing and adopting the Federal Transportation Improvement Program (FTIP) (known as the regional transportation improvement program under state law) every two years pursuant to Government Code Sections 14527 and 65082, and Public Utilities Code Section 130301 *et seq.*;

WHEREAS, in non-attainment and maintenance areas for transportation-related criteria pollutants, the MPO, as well as the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), must make a conformity determination on any updated or amended RTP in accordance with the federal Clean Air Act to ensure that federally supported highway and transit project activities conform to the purpose of the State Implementation Plan (SIP);

WHEREAS, pursuant to Government Code Section 65080(b)(2)(F) and federal public participation requirements including 23 CFR Section 450.316(b)(1)(iv), SCAG must prepare the RTP/SCS by providing adequate public notice of public involvement activities and time for public review. The SCAG Public Participation Plan, as amended and adopted on April 3, 2014, serves as a guide for SCAG's public involvement process, including the public involvement process to be used for the RTP/SCS and an enhanced outreach program that incorporates the public participation requirements under SB 375 and adds strategies to better serve the underrepresented segments of the region;

WHEREAS, in 2007, to coordinate metropolitan transportation planning in accordance with federal law, SCAG entered into Memoranda of Understanding with providers of public transportation in the region, including County Transportation Commissions (CTCs) and transit operators (referred to herein as "2007 MOU");

WHEREAS, SCAG now seeks to update and enter into new Memoranda of Understanding to reflect most recent metropolitan transportation planning regulations as set forth under 23 CFR Section 450.314(a), which requires SCAG, the State and providers of public transportation to cooperatively determine their mutual responsibilities in carrying out the metropolitan transportation planning process, including specific provisions for the development of financial plans that support the RTP and FTIP and development of the annual listing of obligated projects;

WHEREAS, SCAG has entered into a separate Memorandum of Understanding with the State of California Department of Transportation, updated and effective July 7, 2017, in accordance with 23 CFR Section 450.314;

WHEREAS, the SBCTA is a County Transportation Commission created pursuant to Public Utilities Code Section 130800 *et seq.* and is charged pursuant thereto for approval of all projects utilizing federal and state highway and transit funds and responsible for transportation

programming and short range transportation planning for San Bernardino County, and is the Congestion Management Agency pursuant to Government Code Section 65088 *et seq.* responsible for updating the Congestion Management Program for San Bernardino County;

WHEREAS, Omnitrans is a Joint Powers Agency created pursuant to Section 6503.5 of the California Government Code to provide public transit service within the urbanized San Bernardino Valley portion of San Bernardino County and which desires to enter into an agreement with SCAG and SBCTA to specify its role in transportation planning and programming and the congestion management process;

WHEREAS, VVTA is a Joint Powers Agency created pursuant to Section 6503.5 of the California Government Code to provide public transit service within the urbanized Victor Valley, and unurbanized areas of Adelanto and Barstow portion of San Bernardino County and which desires to enter into an agreement with SCAG and SBCTA to specify its role in transportation planning and programming and the congestion management process;

WHEREAS, SCAG and SBCTA entered into a 1979 Memorandum of Understanding for the purpose of defining the roles and relationships in meeting the transportation planning and programming responsibilities; and

WHEREAS, the Parties desire to integrate and clarify consistently with the above referenced agreements, the roles, responsibilities and coordination of the metropolitan transportation planning requirements and to utilize this agreement to fulfill the requirements of state and federal law and in particular the requirements set forth in 23 CFR 450.314 and any successors thereto, and as may be subject to any final adopted federal regulations.

NOW, THEREFORE IN CONSIDERATION OF THE MUTUAL PROMISES AND COVENANTS PROVIDED FOR HEREIN, THE PARTIES HEREBY AGREE AS FOLLOWS:

Section I

PLANNING AND COORDINATION PROCESS

- 1.1 **SCAG's Role:** The Parties recognize SCAG is the agency with overall responsibility for continuous, comprehensive and coordinated regional transportation planning in the six county SCAG region. In accordance with applicable federal and state laws, these responsibilities primarily include but are not limited to preparation and adoption of the RTP/SCS and FTIP.

- 1.2 **County Transportation Commission Role:** The Parties recognize SBCTA is responsible for preparing the short and long range county transportation plans, programming state and federal transit funds and updating the congestion management program within San Bernardino County.

In developing the county plans, SBCTA is responsible to ensure that the transit capital and operating needs identified in short range transit plans or through other transit plans are considered in developing countywide transportation plans and in funding countywide transit programs. SBCTA is also responsible for ensuring that the transit projects, plans and programs identified in the countywide transportation planning and congestion management process are recommended to SCAG for inclusion in the regional transportation planning studies, the FTIP, and in the development of the RTP.

1.3 Transit Operator Role: Omnitrans and VVTA, in coordination with SBCTA, shall prepare biennially a short range transit plan which includes transit studies, transit capital and operating needs for a five-year period. Omnitrans and VVTA shall participate in the SBCTA transportation planning process, including the development of corridor and sub-regional studies, the development of short range and long range county transportation plans and the updating of the congestion management program.

1.4 Coordination Process: SCAG shall engage in a consultative process with SBCTA, Omnitrans and VVTA, in accordance with applicable federal and state laws and regulations, and successors thereto, pertaining to the roles and responsibilities of the Parties in carrying out the metropolitan transportation planning process.

- a. SCAG shall provide the opportunity to comment on its Draft RTP and Draft FTIP to the parties and the opportunity to participate in Overall Work Program development.
- b. SCAG shall provide SBCTA, in consultation with Omnitrans and VVTA, the opportunity to submit information, including but not limited to project scope, cost, schedule and revenue assumptions that support the proposed priority order for projects, necessary for the development of the RTP and FTIP financial plans.
- c. SCAG shall continue to maintain the Regional Transit Technical Advisory Committee or a successor group, to provide a forum for SBCTA, Omnitrans and VVTA to participate in the metropolitan transportation planning process.
- d. SBCTA, Omnitrans and VVTA agree to participate in SCAG's Technical Working Group or any successor group established to serve the same function which shall also serve as a forum to ensure that local transportation projects, plans and programs are effectively integrated into the RTP and FTIP.
- e. The Executive Officers of SCAG and SBCTA shall continue to meet regularly with the Executive Officers of the other county transportation commissions to ensure executive coordination of regional/county/local transportation issues, including issues regarding transit coordination.
- f. The Parties shall cooperatively develop an annual listing of projects for which funds under 23 U.S.C. or 49 U.S.C. Chapter 53 were obligated in the preceding program year, in accordance with 23 CFR 450.334.
- g. The Parties shall cooperatively develop estimates of funds that will be available to support RTP/SCS implementation, and reasonable financial principles and information that support revenue and cost estimates, to be used in the RTP/SCS

- and FTIP financial plan, in accordance with 23 CFR 450.324(f)(11).
- h. The Parties agree to collaborate to implement federal performance reporting and performance-based planning provisions in accordance with 23 CFR 450.306(d)(2)(iii), and subject to applicable final rulemaking. The Parties further agree to coordinate to the maximum extent practicable in the selection of performance targets, and will cooperatively develop and share information related to transportation performance data, the selection of performance targets, the reporting of performance targets, and the reporting of performance to be used in tracking progress toward attainment of critical outcomes for the SCAG region, in accordance with 23 CFR 450.314(h)(1).
 - i. To aid in the planning process, SBCTA, Omnitrans and VVTA shall make available to SCAG their Transit Asset Management Plan and any supporting records or documents, performance targets, investment strategies, and annual condition assessment report, upon request of SCAG and in accordance with the RTP/SCS development schedule, in order to fulfill requirements of 49 CFR 625.53.
 - j. SCAG shall integrate in the metropolitan transportation planning process, directly or by reference, the goals, objectives, performance measures, and targets described in the Transit Asset Management Plans and Public Transportation Agency Safety Plans developed by providers of public transportation, in accordance with 23 CFR 450.306(d)(4).
 - k. Transit Operators may choose to rely on SCAG's public participation process associated with the FTIP development to satisfy the requirement for public participation in developing the FTA Section 5307 program of projects (POP). SCAG agrees to incorporate in the FTIP document(s) an explicit statement and sufficient details reflecting that public notice of public involvement activities and time established for public review and comment on the FTIP will satisfy the POP requirements of the Section 5307 program.

1.5 **Certification and Assurances:** In carrying out their respective responsibilities under this MOU, each party shall comply with the requirements and any successors thereto, referenced in SCAG's annual Certifications and Assurances (FHWA and FTA "Metropolitan Transportation Planning Process Certification") submitted as part of SCAG's Overall Work Program, including but not limited to:

- a. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21 and related federal guidelines including but not limited to FTA Circular 4702.1;
- b. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- c. Section 1101(b) of the FAST Act (Pub. L. 114-94) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
- d. 23 CFR part 230, regarding the implementation of an equal employment

- e. opportunity program on Federal and Federal-aid highway construction contracts; The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
- f. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- g. Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- h. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

Section 2

General Provisions

- 2.1 Drafting:** This MOU has been prepared by all parties and has been reviewed and endorsed by each.
- 2.2 Amendments:** This MOU may be amended only by the execution by all parties of a written amendment.
- 2.3 Termination:** Any party may terminate this MOU upon ninety (90) days written notice to each party, providing that the notice of termination set forth the effective date of termination and the reason for termination. Additionally, the notice of termination shall provide that the parties during the period prior to the effective date of termination shall meet to try to resolve any dispute. In the event that the termination is for cause, the termination shall not be effective if the party claimed to have defaulted cures the default in its performance within the ninety day period. SCAG shall notify FTA of the termination of this MOU by any party.
- 2.4 Indemnity:** Each of the parties to this MOU is a public entity. Pursuant to Government Code Section 895.4, each party to this MOU shall indemnify, defend and hold each of the other parties, and their respective officers, agents and employees harmless from and against any liability and expenses, including defense costs, any costs or liability on account of bodily injury, death or personal injury of any person or for damage to or loss of risk of property, any legal fees and any claims for damages attributable only to performance of the responsibilities as set forth in Section 1 (Planning and Coordination Process) of this MOU by the indemnifying party (Indemnitor) or its officers, agents employees, contractors and subcontractors under this MOU, except to the extent caused by the negligence or willful misconduct of an indemnified party (Indemnitee).
- 2.5 Jurisdiction and Venue:** This MOU shall be deemed an Agreement under the laws of the State of California, and for all purposes shall be interpreted in accordance with such laws.

All parties hereby agree and consent to the exclusive jurisdiction of the courts of the State of California and that the venue of any action brought hereunder shall be in Los Angeles County, California.

- 2.6 **Non-assignment:** No party may assign this MOU, or any part thereof, without the written consent of each party to this MOU.
- 2.7 **Notice:** Any notice or notices required or permitted to be given pursuant to this agreement may be personally served on the other party by the party giving such notice, or may be served by certified mail, return receipt requested, to the following addresses:

Executive Director
Southern California Association of Governments
818 West 7th Street, 12th Floor
Los Angeles, California 90017-3435

Executive Director
San Bernardino County Transportation Authority
1170 W. 3rd Street, 2nd Floor
San Bernardino, California 92410-1715

General Manager/Chief Executive Officer
Omnitrans
1500 West 5th Street
San Bernardino, CA 92411

Executive Director
Victor Valley Transit Authority
17150 Smoke Tree St.
Hesperia, CA 92345

Each undersigned party agrees to notify the other parties of any changes to the address for receipt of Notices.

- 2.8 **Effective Date:** This Agreement shall be effective on the date (meaning the last date indicated below) all parties have fully executed this Agreement. This MOU shall supersede and replace all prior agreements including but not limited to the 2007 MOU among the Parties concerning metropolitan planning agreements required to be developed pursuant to 23 CFR 450.314 and predecessors thereto.
- 2.9 **Execution of Agreement or Amendments:** This MOU, or any amendment related thereto (Amendment), may be executed in multiple counterparts, each of which shall be deemed to be an original, but all of which shall constitute one and the same agreement. The signature page of this MOU or any Amendment may be executed by way of a manual

or authorized digital signature. Delivery of an executed counterpart of a signature page to this MOU or an Amendment by electronic transmission scanned pages shall be deemed effective as a delivery of a manually or digitally executed counterpart to this MOU or any Amendment.

[SIGNATURE PAGES TO FOLLOW]

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives.

The Southern California Association of Governments (“SCAG”)

By: _____ Date: _____
Hasan Ikhata
Executive Director

Approved as to Form:

_____ Date: _____
Joanna Africa
Chief Counsel/Director of Legal Services

San Bernardino County Transportation Authority (“SBCTA”)

By: _____ Date: _____

Approved as to Form:

_____ Date: _____

Omnitrans

By: _____ Date: _____

Approved as to Form:

_____ Date: _____

Victor Valley Transit Authority (“VTA”)

By: _____ Date: _____
Kevin Kane, Executive Director

Approved as to Form:

_____ Date: _____
Carol Greene, County Counsel

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**AGENDA ITEM
SEVEN**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Meeting Notes from The Technical Advisory Committee Meeting Conducted on January 3, 2018.

SUMMARY STATEMENT

Meeting Notes from the Technical Advisory Committee meeting conducted on January 3, 2018.

RECOMMENDED ACTION

Information item only.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Debi Lorrh, Clerk of the Board	N/A	January 16, 2018	7

**VICTOR VALLEY TRANSIT AUTHORITY
TECHNICAL ADVISORY COMMITTEE**

January 3, 2018

MEETING NOTES

The meeting of the Technical Advisory Committee (TAC) of Victor Valley Transit Authority was opened at 3:02 p.m. at Victor Valley Transit Authority, Board room, 17150 Smoketree Street, Hesperia, CA.

ROLL CALL

TAC Members

Present:	Orlando Acevedo, Town of AV	Tina Souza, City of Hesperia
	Cindy Prothro, City of Barstow	Dillon Lesovsky, Co. of SB
Staff Present:	Kevin Kane, VVTA	Debi Lorrach, VVTA
	Nancie Goff, VVTA	Marie Downing, VVTA
	Ron Zirges, VVTA	Simon Herrera, VVTA
	David Flowers, VVTA	Christine Plasting, VVTA
	Steven Riggs, VVTA	Aaron Moore, VVTA
	Fidel Gonzales, VVTA	

1. Public Comments.

None.

2. Review Draft Board Agenda.

a. NTD AUP Report.

Mr. Riggs commented that this is a complex audit that reviews financial and performance data, and Ms. Goff, Mr. Moore and staff did an excellent job; the lack of findings in this audit show the hard work that was involved.

b. CAL OES Site visit summary.

This site visit encompassed several years at one time, Ms. Goff explained. Ms. Downing completed her first grants project gathering documents and organizing files for this site visit and the auditor was impressed with VVTA's organization and facility tour.

c. SB1 State of Good Repair.

Ms. Goff shared that this is the first year of SB1 funding; SBCTA has allocated \$680,000 in funding for which VVTA will purchase and replace buses. This funding will assist with matching fund requirements that Prop1B used to provide.

d. CTSA Policies and Procedures update.

In the past, the CTSA has been operating by best practices, Mr. Kane stated; this item is to adopt formal policies and procedures per the Federal Register.

e. SCAG MOU

Mr. Kane explained that this Memorandum of Understanding (MOU) is updated from the 2007 original MOU. SBCTA updated their MOU with SCAG and VVTA is adopting the same. This latest version has been reviewed by Counsel.

f. Compensation Study.

Mr. Riggs explained that the consultants that performed this study, Segal Waters, Inc., will be presenting their finding to the Board as a receive and file item. Additionally, Mr. Riggs shared that the firm used nine (9) comparators in the public sector including other transit agencies and a few local agencies such as the Mojave Desert Air Quality Management District. VVTA will present the recommendations based on the study at a later date.

g. LCTOP.

This item is moved to the February agenda.

h. Article 3.

This item is moved to the February agenda.

I Award CEQA process to subcontractor of Carpenter/Robbins.

While VVTA's Procurement Manager, Christine Plasting, was attending an event for the Hesperia Chamber of Commerce, she became aware that VVTA is required to complete the CEQA process before construction can begin on the Barstow facility.

Mr. Acevedo and Ms. Souza offered information regarding this process and Ms. Plasting will await further correspondence from Ms. Prothro.

j. Release RFP for vanpool services.

Mr. Moore explained that in 2016, the two vanpool providers that VVTA was contracted with merged; Enterprise became the one contracted provider. Since that merger took place, the service provided has declined and the rates have increased, in some cases as much as \$1,200 per month. While VVTA only provides a subsidy for the vanpool program, it is in our customers best interest to seek out more cost-effective bids from other vanpool providers.

The vanpool miles positively affect VVTA's passenger miles, Mr. Kane explained, which has given VVTA a \$3 million increase in funding each year.

3. Barstow Facility/Operations.

Mr. Herrera stated that the Barstow operations is running well thanks to an effective Operations Manager there.

4. Bus stop shelters/benches/lighting.

While there is no new news on this item, Mr. Kane shared that he has seen several Simmi-Seats installed and in use.

5. SBCTA Update.
None.

6. COA Update.
None.

7. Other Business.

Mr. Kane said that there is a parcel of land between the Hesperia Post Office and the shopping center at G and Main Street that VVTA is currently negotiating purchase. VVTA hopes to be able to get the buses off the street with the launch of this new transfer point. Additionally, Mr. Kane shared that this month is the Board elections and Chair Garcia and Vice-Chair Harpole are eligible for re-election.

8. Adjournment: 3:48 pm

**AGENDA ITEM
EIGHT**

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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 October and November, VVTA and BAT.
- Monthly Performance Charts: Passengers Per Revenue Hour, VVTA and BAT.
- Monthly Performance Statistics Systemwide Summary.
- Monthly Ridership Report.
- Program Statistics: Operating Costs and Passenger Revenue, VVTA and BAT.
- Fort Irwin Revenue and Expenses through November.
- Monthly Complaint and Compliment Reports.
- Lift Deployment and Bike Rack Use Logs, VVTA and BAT.
- Monthly ADA Denial Report.
- Transdev On Time Performance Report FY 2017.
- Miles Between Roadcalls for October and November.
- PERMA Loss Detail Report for October and November.
- Veterans Pass Sales Update.

RECOMMENDED ACTION

Information items only.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Kevin Kane, Executive Director	N/A	January 16, 2018	8

Transdev
Transportation Services
 17150 Smoke Tree St.
 Hesperia Calif. 92345

INVOICE NO. "0001017-IN0010-Revlsed

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

DATE 11/20/17

CONTRACT NAME:
 Victor Valley Transit

Attention: Mr. Kevin Kane
 Executive Director

MONTH October

BILLING PERIOD 02/ 10/01/17 to 10/31/17

	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	3,522.00	3,582.00	\$238,862.04	\$242,931.24	\$4,069.20	\$955,448.16	\$914,121.36	(41,326.80)
Subscription	1,055.00	1,239.00	\$71,550.10	\$84,028.98	\$12,478.88	\$286,200.40	\$311,497.26	25,296.86
Regional Fixed Rt	10,654.75	10,641.00	\$636,940.96	\$636,118.98	(\$821.97)	\$2,441,360.21	\$2,436,453.41	(4,906.80)
County	2,568.51	2,569.00	\$153,545.53	\$153,574.82	\$29.29	\$513,772.64	\$513,569.98	(202.66)
Dead Head LV-Rte.#23	15.50	15.50	\$926.59	\$926.59	\$0.00	\$3,616.69	\$3,616.69	0.00
Rte. 200	40.00	36.00	\$2,391.20	\$2,152.08	(\$239.12)	\$10,162.60	\$9,564.80	(\$597.80)
B.V. Link/Lifeline	636.68	637.00	\$38,060.73	\$38,079.86	\$19.13	\$148,676.44	\$148,613.08	(63.36)
Dead Head BV	22.00	22.00	\$1,315.16	\$1,315.16	\$0.00	\$5,081.30	\$5,081.30	0.00
Fort Irwin	635.80	630.00	\$38,008.12	\$37,661.40	(\$346.72)	\$144,702.87	\$144,010.02	(692.85)
Dead Head FI	82.50	82.50	\$4,931.85	\$4,931.85	\$0.00	\$19,054.88	\$19,054.61	(0.27)
SUBTOTALS	19,232.74	19,454.00	\$1,186,532.28	\$1,201,720.96	\$15,188.68	\$4,528,076.19	\$4,505,582.51	(22,493.68)

* County routes Include 20,21,22,23 and 24

TOTAL INVOICE INCLUDING VARIANCE

\$1,201,720.96

Please REMIT TO:
 Transdev Inc.
 4157 Collection Center Drive
 Chicago, IL 60693

Manager's Signature and Business Phone

Transdev

Transportation Services
1612 State St.
Barstow Ca. 92311

INVOICE NO. "0001017-INS-10B

DATE 11/20/17

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

CONTRACT NAME:
Victor Valley

Attention: Mr. Kevin Kane
Executive Director

MONTH October BILLING PERIOD 10/01/17 to 10/31/17

	October 17 Budgeted HOURS	October 17 ACTUAL HOURS	October 17 Budgeted REVENUE	October 17 ACTUAL REVENUE	October 17 Variance (+ or -)	Budgeted Expense Year-to-date	Actual Expense Year-to-date	Variance (+ or -) Year-to-date
Fixed Route	1926.71	1927.00	\$115,178.72	\$115,196.06	\$17.34	\$417,426.40	\$421,030.54	\$3,604.14
County	791.52	791.00	\$47,317.07	\$47,285.98	(\$31.09)	\$131,724.03	\$154,411.74	\$22,687.71
DAR	582.00	395.00	\$39,471.24	\$26,788.90	(\$12,682.34)	\$234,792.84	\$150,221.30	(\$84,571.54)
SUBTOTALS	3,300.23	3,113.00	\$201,967.03	\$189,270.94	(\$12,696.09)	\$783,943.27	\$725,663.58	(\$58,279.69)

TOTAL INVOICE \$189,270.94

Please REMIT TO:
Transdev Inc.
4157 Collection Center Drive
Chicago, IL 60693

Manager's Signature and Business Phone

Transdev
Transportation Services
 17150 Smoke Tree St.
 Hesperia Calif. 92345

INVOICE NO. "0001117-IN0011-Revised

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

DATE 12/11/2017

CONTRACT NAME:
 Victor Valley Transit

Attention: Mr. Kevin Kane
 Executive Director

MONTH November

BILLING PERIOD 02/ 11/01/17 to 11/30/17

	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	3,522.00	3,262.00	\$238,862.04	\$221,228.84	(\$17,633.20)	\$1,194,310.20	\$1,135,350.20	(58,960.00)
Subscription	1,055.00	1,128.00	\$71,550.10	\$76,500.96	\$4,950.86	\$357,750.50	\$387,998.22	30,247.72
Regional Fixed Rt	10,072.99	10,065.00	\$602,163.34	\$601,685.70	(\$477.64)	\$3,043,523.55	\$3,038,139.11	(5,384.44)
County	2,421.45	2,421.00	\$144,754.28	\$144,727.38	(\$26.90)	\$658,526.92	\$658,297.36	(229.56)
Dead Head LV-Rte.#23	14.50	14.50	\$866.81	\$866.81	\$0.00	\$4,483.50	\$4,483.50	0.00
Rte. 200	40.00	40.00	\$2,391.20	\$2,391.20	\$0.00	\$12,553.80	\$11,956.00	(597.80)
B.V. Link/Lifeline	611.68	612.00	\$36,566.23	\$36,585.36	\$19.13	\$185,242.67	\$185,198.44	(44.23)
Dead Head BV	21.00	21.00	\$1,255.38	\$1,255.38	\$0.00	\$6,336.68	\$6,336.68	0.00
Fort Irwin	606.90	607.00	\$36,280.48	\$36,286.46	\$5.98	\$180,983.35	\$180,296.48	(686.87)
Dead Head FI	78.75	78.75	\$4,707.68	\$4,707.68	\$0.00	\$23,762.56	\$23,762.29	(0.27)
SUBTOTALS	18,444.27	18,249.25	\$1,139,397.54	\$1,126,235.77	-\$13,161.78	\$5,667,473.73	\$5,631,818.28	(35,655.45)

* County routes include 20,21,22,23 and 24

TOTAL INVOICE INCLUDING VARIANCE

\$1,126,235.77

Please REMIT TO:
 Transdev Inc.
 4157 Collection Center Drive
 Chicago, IL 60693

Manager's Signature and Business Phone

Transdev
 Transportation Services
 1612 State St.
 Barstow Ca. 92311

INVOICE NO. "0001117-INS-11B"

DATE 12/12/2017

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

CONTRACT NAME:
 Victor Valley

Attention: Mr. Kevin Kane
 Executive Director

MONTH November BILLING PERIOD 11/01/17 to 11/30/17

	November 17 Budgeted HOURS	November 17 ACTUAL HOURS	November 17 Budgeted REVENUE	November 17 ACTUAL REVENUE	November 17 Variance (+ or -)	Budgeted Expense Year-to-date	Actual Expense Year-to-date	Variance (+ or -) Year-to-date
Fixed Route	1812.89	1813.00	\$108,374.56	\$108,381.14	\$6.58	\$525,800.96	\$529,411.68	3,610.72
County	745.29	745.00	\$44,553.44	\$44,536.10	(\$17.34)	\$176,277.47	\$198,947.84	22,670.37
DAR	582.00	363.00	\$39,471.24	\$24,618.66	(\$14,852.58)	\$274,264.08	\$174,839.96	(99,424.12)
SUBTOTALS	3,140.18	2,921.00	\$192,399.24	\$177,535.90	(14,863.34)	\$976,342.51	\$903,199.48	(73,143.03)

TOTAL INVOICE \$177,535.90

Please REMIT TO:
 Transdev Inc.
 4157 Collection Center Drive
 Chicago, IL 60693

 Manager's Signature and Business Phone



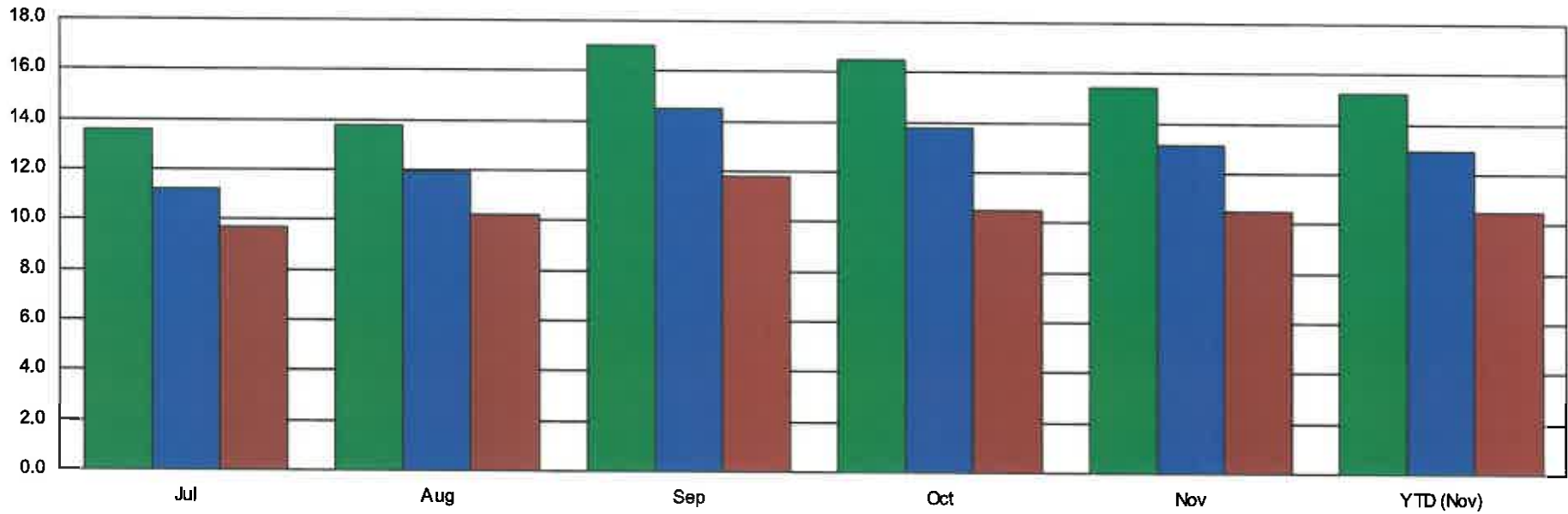
FY 2018 -- Monthly Performance Charts

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

Passengers Per Revenue Hour

Target: None

Two Years Prior Prior Year Current Year





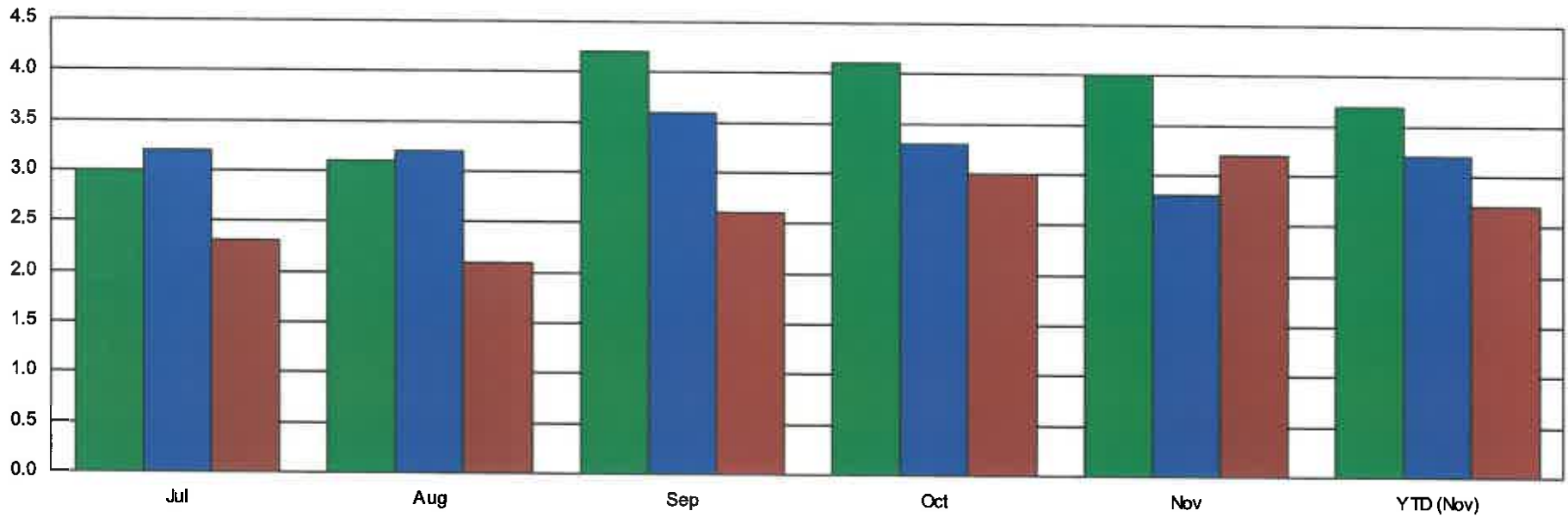
FY 2018 -- Monthly Performance Charts

Program - County Routes
Year-To-Date through November
All Routes

Passengers Per Revenue Hour

Target: None

Two Years Prior Prior Year Current Year





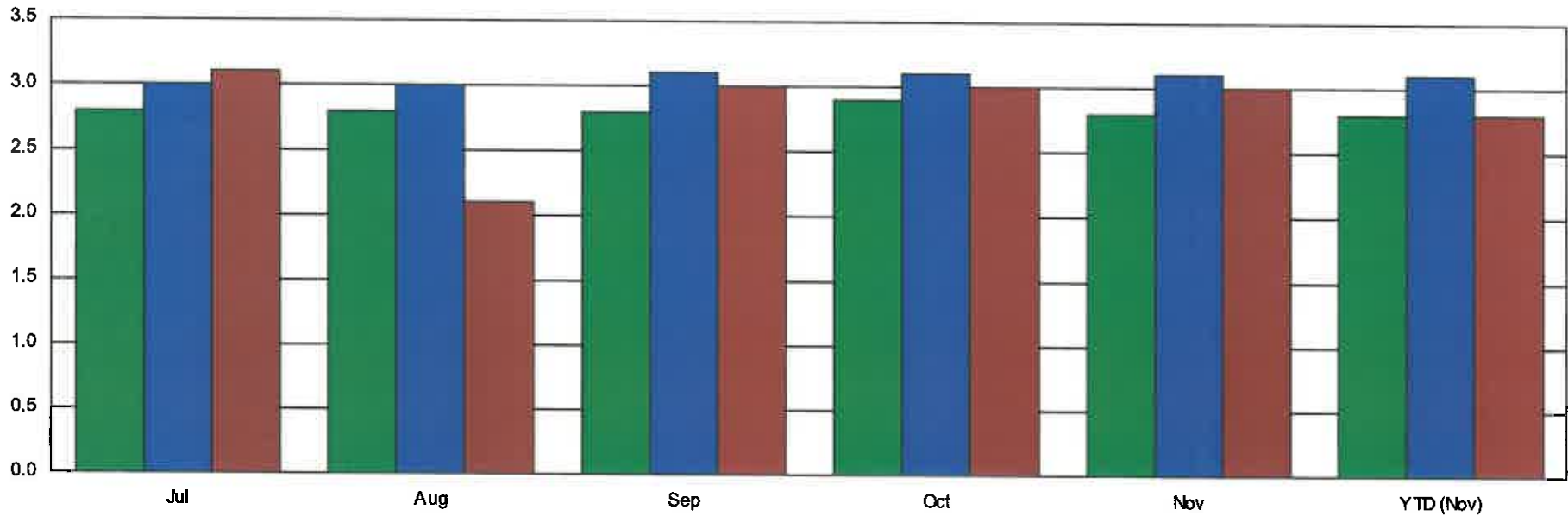
FY 2018 -- Monthly Performance Charts

Program - Community Transit
Year-To-Date through November
All Routes

Passengers Per Revenue Hour

Target: None

Two Years Prior Prior Year Current Year



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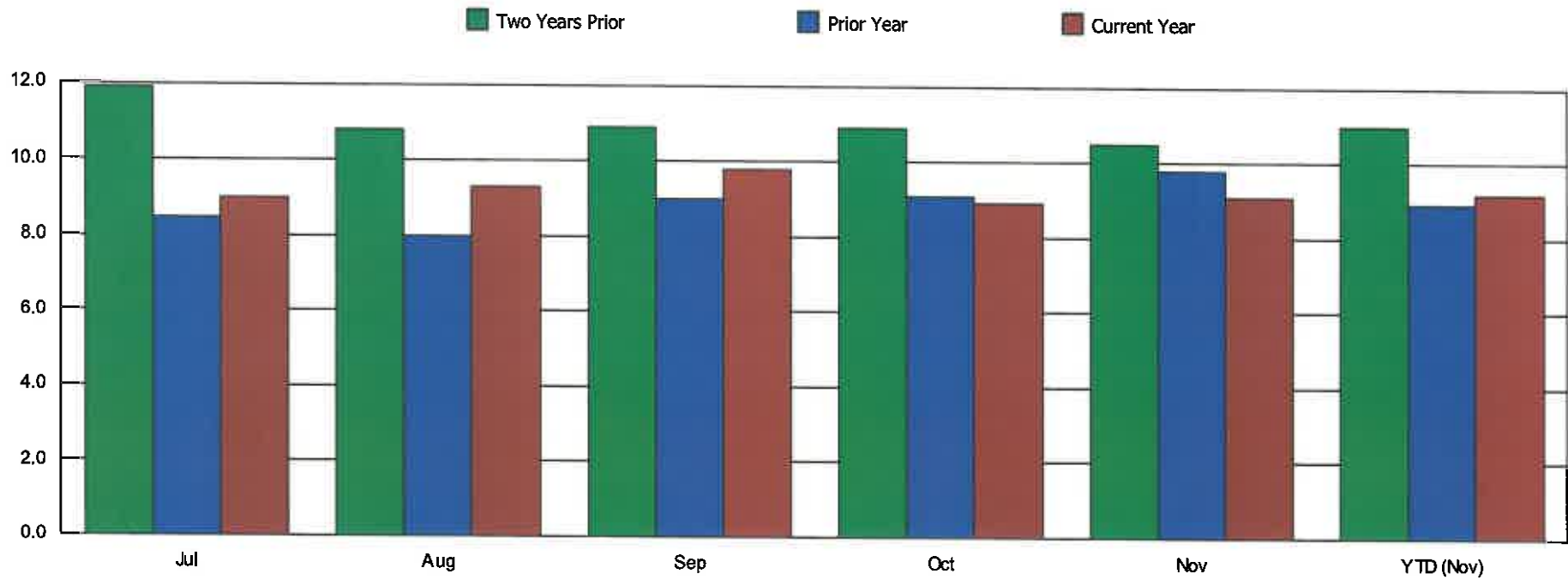


FY 2018 -- Monthly Performance Charts

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

Passengers Per Revenue Hour

Target: None





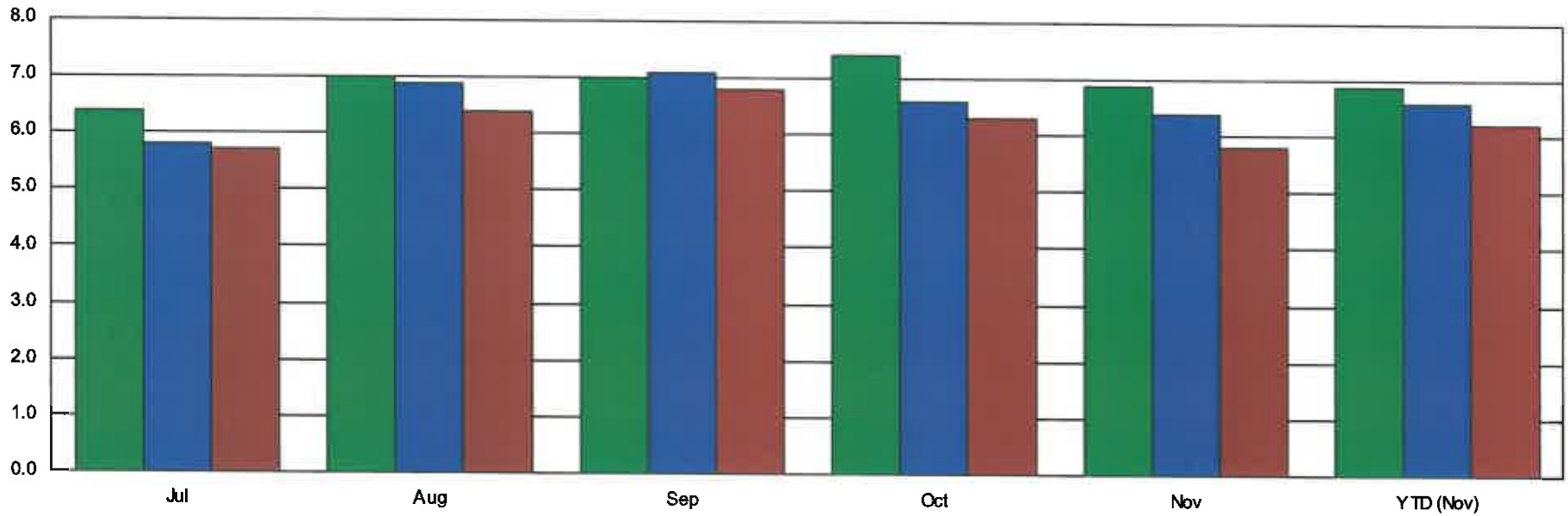
FY 2018 -- Monthly Performance Charts

Program - Commuter Bus
Year-To-Date through November
All Routes

Passengers Per Revenue Hour

Target: None

Two Years Prior Prior Year Current Year



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FY 2018 -- Monthly Performance Charts

Program - Barstow City Fixed Routes

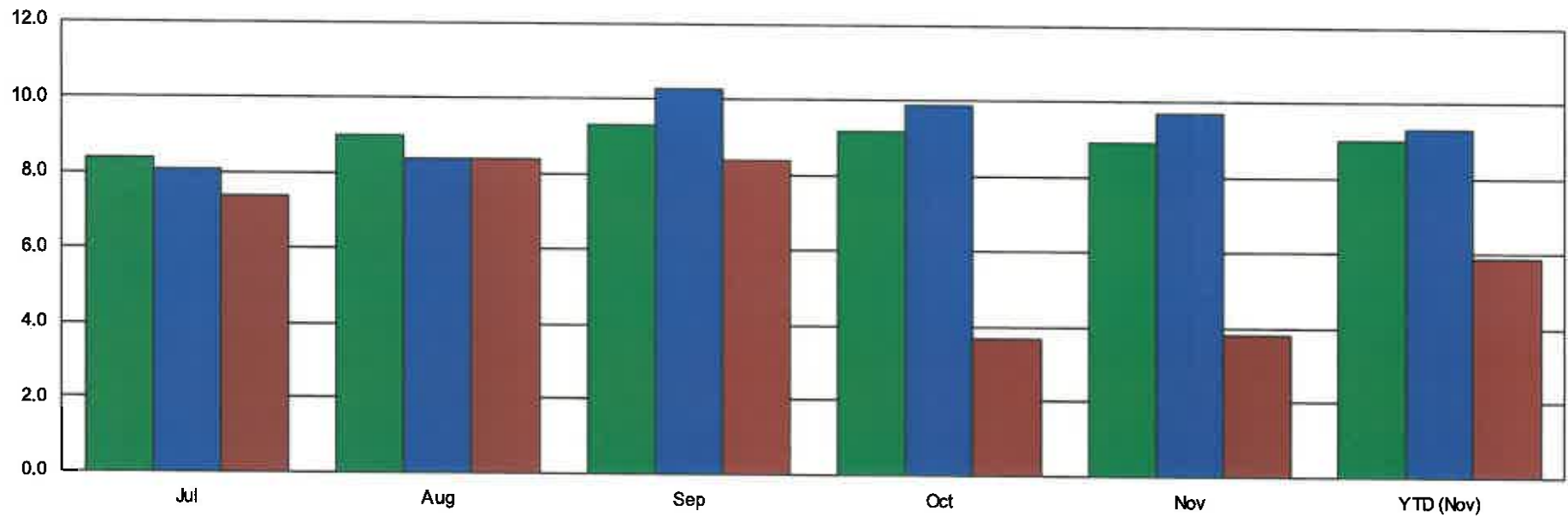
Year-To-Date through November

All Routes

Passengers Per Revenue Hour

Target: None

Two Years Prior Prior Year Current Year





FY 2018 -- Monthly Performance Charts

Program - Barstow County Routes

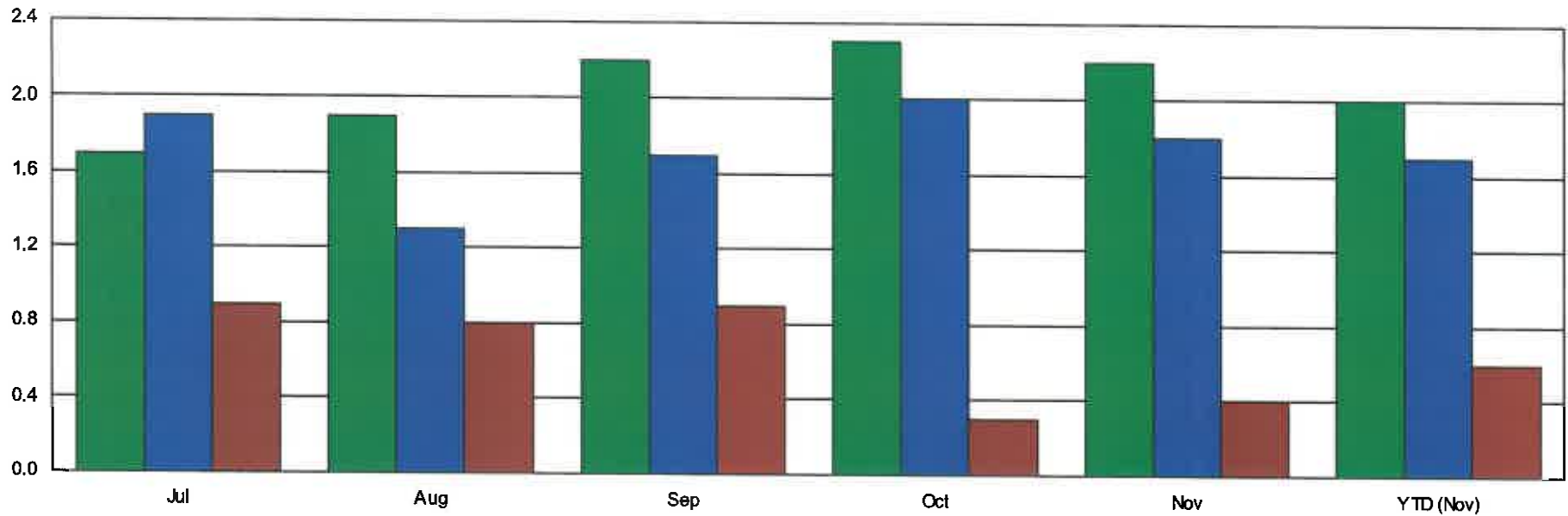
Year-To-Date through November

All Routes

Passengers Per Revenue Hour

Target: None

■ Two Years Prior ■ Prior Year ■ Current Year



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FY 2018 -- Monthly Performance Charts

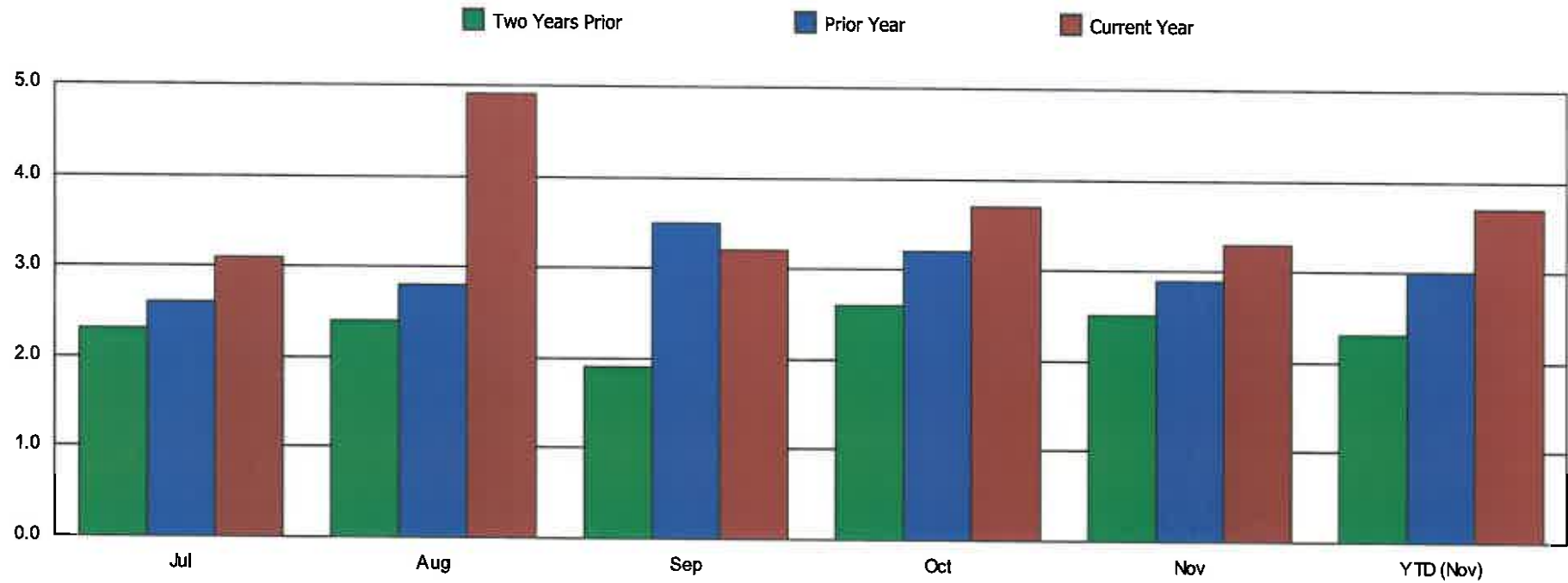
Program - Barstow Demand Response

Year-To-Date through November

All Routes

Passengers Per Revenue Hour

Target: None



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FY 2018 -- Monthly Performance Statistics
Systemwide Summary
All Routes

Performance Statistics for October

Level Item	Passengers	Revenue Hours	Operating Costs	Passenger Revenue	Passengers Per Rev. Hour	Operating Cost Per Passenger	Operating Cost Per Rev. Hour	Passenger Revenue Per Passenger	Passenger Revenue Per Rev. Hour	Farebox Recovery Ratio
Reporting Route #:										
1	2,434	385.0	\$26,279	\$3,327	6.3	\$10.80	\$68.26	\$1.37	\$8.64	12.66%
2	1,256	386.5	\$26,427	\$1,717	3.2	\$21.04	\$68.37	\$1.37	\$4.44	6.50%
3	1,910	768.7	\$53,088	\$2,611	2.5	\$27.79	\$69.06	\$1.37	\$3.40	4.92%
6	1,441	386.5	\$26,538	\$1,970	3.7	\$18.42	\$68.66	\$1.37	\$5.10	7.42%
15	5,979	636.7	\$54,485	\$27,582	9.4	\$9.11	\$85.58	\$4.61	\$43.32	50.62%
21	1,517	863.4	\$60,864	\$2,086	1.8	\$40.12	\$70.50	\$1.38	\$2.42	3.43%
22	1,262	410.2	\$29,342	\$1,735	3.1	\$23.25	\$71.53	\$1.38	\$4.23	5.91%
23	1,502	448.9	\$32,327	\$2,065	3.3	\$21.52	\$72.01	\$1.38	\$4.60	6.39%
24	3,357	846.0	\$59,221	\$4,616	4.0	\$17.64	\$70.00	\$1.38	\$5.46	7.79%
28	96	398.0	\$27,058	\$1,064	0.2	\$281.85	\$67.99	\$11.09	\$2.67	3.93%
29	175	393.3	\$26,754	\$1,940	0.4	\$152.88	\$68.02	\$11.09	\$4.93	7.25%
31	11,084	621.1	\$48,578	\$8,362	17.8	\$4.38	\$78.21	\$0.75	\$13.46	17.21%
32	10,073	852.8	\$68,143	\$7,600	11.8	\$6.76	\$79.90	\$0.75	\$8.91	11.15%
33	3,645	412.3	\$34,102	\$2,750	8.8	\$9.36	\$82.71	\$0.75	\$6.67	8.06%
40	1,323	404.9	\$31,553	\$998	3.3	\$23.85	\$77.92	\$0.75	\$2.47	3.16%
41	15,558	1,239.5	\$93,886	\$11,738	12.6	\$6.03	\$75.74	\$0.75	\$9.47	12.50%
42	1,439	868.8	\$70,062	\$1,086	1.7	\$48.69	\$80.65	\$0.75	\$1.25	1.55%
43	8,072	559.5	\$45,044	\$6,090	14.4	\$5.58	\$80.50	\$0.75	\$10.88	13.52%
47	1,633	404.5	\$30,811	\$1,232	4.0	\$18.87	\$76.17	\$0.75	\$3.05	4.00%
50	13,368	854.7	\$65,422	\$10,085	15.6	\$4.89	\$76.54	\$0.75	\$11.80	15.42%
50X	2,023	121.5	\$9,474	\$1,526	16.7	\$4.68	\$77.98	\$0.75	\$12.56	16.11%
51	5,100	428.0	\$32,041	\$3,848	11.9	\$6.28	\$74.87	\$0.75	\$8.99	12.01%
52	9,191	1,003.2	\$75,470	\$6,934	9.2	\$8.21	\$75.23	\$0.75	\$6.91	9.19%
53	9,307	793.7	\$60,023	\$7,022	11.7	\$6.45	\$75.62	\$0.75	\$8.85	11.70%



FY 2018 -- Monthly Performance Statistics
Systemwide Summary
All Routes

Performance Statistics for October

Level Item	Passengers	Revenue Hours	Operating Costs	Passenger Revenue	Passengers Per Rev. Hour	Operating Cost Per Passenger	Operating Cost Per Rev. Hour	Passenger Revenue Per Passenger	Passenger Revenue Per Rev. Hour	Farebox Recovery Ratio
54	3,427	404.9	\$31,539	\$2,585	8.5	\$9.20	\$77.89	\$0.75	\$6.39	8.20%
55	7,948	429.5	\$32,881	\$5,996	18.5	\$4.14	\$76.55	\$0.75	\$13.96	18.24%
66	2,173	403.9	\$32,456	\$1,639	5.4	\$14.94	\$80.36	\$0.75	\$4.06	5.05%
68	6,447	854.1	\$67,042	\$4,864	7.5	\$10.40	\$78.50	\$0.75	\$5.69	7.26%
101	3,971	629.7	\$56,976	\$38,785	6.3	\$14.35	\$90.48	\$9.77	\$61.59	68.07%
200	24	35.6	\$171	\$111	0.7	\$7.13	\$4.81	\$4.61	\$3.11	64.70%
ADA	9,124	3,582.0	\$302,138	\$29,137	2.5	\$33.11	\$84.35	\$3.19	\$8.13	9.64%
DR - BAT	1,473	395.3	\$29,825	\$727	3.7	\$20.25	\$75.45	\$0.49	\$1.84	2.44%
SUB	5,466	1,238.8	\$107,497	\$17,455	4.4	\$19.67	\$86.77	\$3.19	\$14.09	16.24%
VP - Enter	20,012	3,904.2	\$64,391		5.1	\$3.22	\$16.49			
VP - VPSI	29,810	5,342.6	\$86,803		5.6	\$2.91	\$16.25			
Program:										
Barstow City Fixed Routes	7,041	1,926.7	\$132,332	\$9,624	3.7	\$18.79	\$68.68	\$1.37	\$5.00	7.27%
Barstow County Routes	271	791.3	\$53,812	\$3,004	0.3	\$198.57	\$68.00	\$11.09	\$3.80	5.58%
Barstow Demand Response	1,473	395.3	\$29,825	\$727	3.7	\$20.25	\$75.45	\$0.49	\$1.84	2.44%
Community Transit	14,590	4,820.8	\$409,635	\$46,592	3.0	\$28.08	\$84.97	\$3.19	\$9.66	11.37%
Commuter Bus	3,971	629.7	\$56,976	\$38,785	6.3	\$14.35	\$90.48	\$9.77	\$61.59	68.07%
County Routes	7,638	2,568.5	\$181,754	\$10,503	3.0	\$23.80	\$70.76	\$1.38	\$4.09	5.78%
Intercity	6,003	672.3	\$54,656	\$27,693	8.9	\$9.10	\$81.30	\$4.61	\$41.19	50.67%
Regional Routes	111,811	10,657.1	\$828,526	\$84,355	10.5	\$7.41	\$77.74	\$0.75	\$7.92	10.18%
Van Pools	49,822	9,246.8	\$151,194		5.4	\$3.03	\$16.35			
Mode:										
Bus (Motorbus)	132,764	16,615.9	\$1,251,080	\$135,179	8.0	\$9.42	\$75.29	\$1.02	\$8.14	10.81%
Commuter Bus	3,971	629.7	\$56,976	\$38,785	6.3	\$14.35	\$90.48	\$9.77	\$61.59	68.07%



FY 2018 -- Monthly Performance Statistics
Systemwide Summary
All Routes

Performance Statistics for October

Level Item	Passengers	Revenue Hours	Operating Costs	Passenger Revenue	Passengers Per Rev. Hour	Operating Cost Per Passenger	Operating Cost Per Rev. Hour	Passenger Revenue Per Passenger	Passenger Revenue Per Rev. Hour	Farebox Recovery Ratio
Demand Response	16,063	5,216.1	\$439,460	\$47,319	3.1	\$27.36	\$84.25	\$2.95	\$9.07	10.77%
Vanpool	49,822	9,246.8	\$151,194		5.4	\$3.03	\$16.35			
System Total:	202,620	31,708.5	\$1,898,710	\$221,283	6.4	\$9.37	\$59.88	\$1.09	\$6.98	11.65%

06



FY 2018 -- Monthly Performance Statistics
Systemwide Summary
All Routes

Performance Statistics for November

Level Item	Passengers	Revenue Hours	Operating Costs	Passenger Revenue	Passengers Per Rev. Hour	Operating Cost Per Passenger	Operating Cost Per Rev. Hour	Passenger Revenue Per Passenger	Passenger Revenue Per Rev. Hour	Farebox Recovery Ratio
Reporting Route #:										
1	2,319	362.2	\$25,005	\$2,262	6.4	\$10.78	\$69.03	\$0.98	\$6.25	9.05%
2	1,071	363.7	\$25,132	\$1,045	2.9	\$23.47	\$69.10	\$0.98	\$2.87	4.16%
3	1,991	723.3	\$50,360	\$1,942	2.8	\$25.29	\$69.63	\$0.98	\$2.69	3.86%
6	1,588	363.7	\$25,203	\$1,549	4.4	\$15.87	\$69.30	\$0.98	\$4.26	6.15%
15	5,887	611.7	\$51,219	\$21,971	9.6	\$8.70	\$83.73	\$3.73	\$35.92	42.90%
21	1,443	813.1	\$56,639	\$1,325	1.8	\$39.25	\$69.66	\$0.92	\$1.63	2.34%
22	1,464	387.1	\$27,325	\$1,345	3.8	\$18.66	\$70.59	\$0.92	\$3.47	4.92%
23	1,363	423.4	\$30,039	\$1,252	3.2	\$22.04	\$70.95	\$0.92	\$2.96	4.17%
24	3,524	796.9	\$55,146	\$3,237	4.4	\$15.65	\$69.20	\$0.92	\$4.06	5.87%
28	114	374.8	\$25,409	\$990	0.3	\$222.88	\$67.79	\$8.68	\$2.64	3.90%
29	160	370.5	\$25,095	\$1,389	0.4	\$156.85	\$67.74	\$8.68	\$3.75	5.54%
31	9,740	588.7	\$43,393	\$15,038	16.5	\$4.46	\$73.71	\$1.54	\$25.55	34.66%
32	9,662	808.8	\$60,492	\$14,918	11.9	\$6.26	\$74.79	\$1.54	\$18.45	24.66%
33	3,279	392.8	\$30,088	\$5,063	8.3	\$9.18	\$76.60	\$1.54	\$12.89	16.83%
40	1,404	385.0	\$28,309	\$2,168	3.6	\$20.16	\$73.53	\$1.54	\$5.63	7.66%
41	14,538	1,173.2	\$84,630	\$22,446	12.4	\$5.82	\$72.14	\$1.54	\$19.13	26.52%
42	1,321	819.5	\$61,675	\$2,040	1.6	\$46.69	\$75.26	\$1.54	\$2.49	3.31%
43	7,824	527.3	\$39,647	\$12,080	14.8	\$5.07	\$75.19	\$1.54	\$22.91	30.47%
47	1,583	384.7	\$27,852	\$2,444	4.1	\$17.59	\$72.40	\$1.54	\$6.35	8.78%
50	11,853	805.3	\$58,493	\$18,301	14.7	\$4.93	\$72.64	\$1.54	\$22.73	31.29%
50X	1,623	114.8	\$8,446	\$2,506	14.1	\$5.20	\$73.61	\$1.54	\$21.84	29.67%
51	4,659	403.2	\$28,858	\$7,193	11.6	\$6.19	\$71.57	\$1.54	\$17.84	24.93%
52	9,982	947.3	\$68,030	\$15,412	10.5	\$6.82	\$71.81	\$1.54	\$16.27	22.65%
53	8,750	754.4	\$54,356	\$13,510	11.6	\$6.21	\$72.05	\$1.54	\$17.91	24.85%



FY 2018 -- Monthly Performance Statistics
Systemwide Summary
All Routes

Performance Statistics for November

Level Item	Passengers	Revenue Hours	Operating Costs	Passenger Revenue	Passengers Per Rev. Hour	Operating Cost Per Passenger	Operating Cost Per Rev. Hour	Passenger Revenue Per Passenger	Passenger Revenue Per Rev. Hour	Farebox Recovery Ratio
54	3,513	385.0	\$28,301	\$5,424	9.1	\$8.06	\$73.51	\$1.54	\$14.09	19.17%
55	6,913	402.1	\$29,211	\$10,674	17.2	\$4.23	\$72.65	\$1.54	\$26.55	36.54%
66	2,195	384.1	\$28,823	\$3,389	5.7	\$13.13	\$75.04	\$1.54	\$8.82	11.76%
68	6,512	804.7	\$59,455	\$10,054	8.1	\$9.13	\$73.88	\$1.54	\$12.49	16.91%
101	3,534	606.9	\$55,745	\$34,706	5.8	\$15.77	\$91.85	\$9.82	\$57.19	62.26%
200	24	40.0	\$71	\$90	0.6	\$2.94	\$1.77	\$3.73	\$2.24	126.83%
ADA	8,160	3,261.3	\$271,702	\$25,159	2.5	\$33.30	\$83.31	\$3.08	\$7.71	9.26%
DR - BAT	1,192	363.1	\$27,400	\$4,256	3.3	\$22.99	\$75.46	\$3.57	\$11.72	15.53%
SUB	5,166	1,128.0	\$95,631	\$15,928	4.6	\$18.51	\$84.78	\$3.08	\$14.12	16.66%
VP - Enter	18,802	3,658.8	\$55,337		5.1	\$2.94	\$15.12			
VP - VPSI	28,411	5,025.4	\$74,890		5.7	\$2.64	\$14.90			
Program:										
Barstow City Fixed Routes	6,969	1,812.9	\$125,700	\$6,798	3.8	\$18.04	\$69.34	\$0.98	\$3.75	5.41%
Barstow County Routes	274	745.3	\$50,504	\$2,379	0.4	\$184.32	\$67.76	\$8.68	\$3.19	4.71%
Barstow Demand Response	1,192	363.1	\$27,400	\$4,256	3.3	\$22.99	\$75.46	\$3.57	\$11.72	15.53%
Community Transit	13,326	4,389.3	\$367,333	\$41,087	3.0	\$27.57	\$83.69	\$3.08	\$9.36	11.19%
Commuter Bus	3,534	606.9	\$55,745	\$34,706	5.8	\$15.77	\$91.85	\$9.82	\$57.19	62.26%
County Routes	7,794	2,420.5	\$169,149	\$7,159	3.2	\$21.70	\$69.88	\$0.92	\$2.96	4.23%
Intercity	5,911	651.7	\$51,289	\$22,060	9.1	\$8.68	\$78.70	\$3.73	\$33.85	43.01%
Regional Routes	105,351	10,080.8	\$740,060	\$162,660	10.5	\$7.02	\$73.41	\$1.54	\$16.14	21.98%
Van Pools	47,213	8,684.2	\$130,226		5.4	\$2.76	\$15.00			
Mode:										
Bus (Motorbus)	126,299	15,711.2	\$1,136,702	\$201,057	8.0	\$9.00	\$72.35	\$1.59	\$12.80	17.69%
Commuter Bus	3,534	606.9	\$55,745	\$34,706	5.8	\$15.77	\$91.85	\$9.82	\$57.19	62.26%

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FY 2018 -- Monthly Performance Statistics
Systemwide Summary
All Routes

Performance Statistics for November

Level Item	Passengers	Revenue Hours	Operating Costs	Passenger Revenue	Passengers Per Rev. Hour	Operating Cost Per Passenger	Operating Cost Per Rev. Hour	Passenger Revenue Per Passenger	Passenger Revenue Per Rev. Hour	Farebox Recovery Ratio
Demand Response	14,518	4,752.4	\$394,733	\$45,343	3.1	\$27.19	\$83.06	\$3.12	\$9.54	11.49%
Vanpool	47,213	8,684.2	\$130,226		5.4	\$2.76	\$15.00			
System Total:	191,564	29,754.7	\$1,717,407	\$281,106	6.4	\$8.97	\$57.72	\$1.47	\$9.45	16.37%

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Monthly Ridership Report

October, FY 2018

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
Route Subtotals						
1	5,296	2,434	16.2	6.3	35.74%	12.66%
101	3,931	3,971	6.6	6.3	64.01%	68.07%
15	6,002	5,979	9.6	9.4	38.71%	50.62%
2	3,981	1,256	12.1	3.2	26.81%	6.50%
20	306		0.9		9.63%	
200	23	24	0.6	0.7	21.20%	64.70%
21	2,078	1,517	4.7	1.8	47.05%	3.43%
22	2,022	1,262	4.9	3.1	48.10%	5.91%
23	1,352	1,502	3.0	3.3	29.56%	6.39%
24	71	3,357	0.6	4.0	6.60%	7.79%
28	214	96	1.6	0.2	5.60%	3.93%
29	399	175	2.3	0.4	7.97%	7.25%
3	3,659	1,910	5.6	2.5	12.31%	4.92%
31	14,231	11,084	23.3	17.8	18.21%	17.21%
32	10,585	10,073	12.4	11.8	9.65%	11.15%
33	3,888	3,645	9.5	8.8	7.08%	8.06%
40	2,904	1,323	7.2	3.3	5.77%	3.16%
41	18,731	15,558	15.4	12.6	12.62%	12.50%
42		1,439		1.7		1.55%
43	9,803	8,072	17.8	14.4	13.57%	13.52%
44	6,548		7.7		6.16%	
47	1,761	1,633	4.4	4.0	3.61%	4.00%
48	5,051		10.1		8.27%	
50	17,430	13,368	22.3	15.6	17.83%	15.42%
50X	2,805	2,023	24.4	16.7	19.34%	16.11%
51	4,937	5,100	11.5	11.9	9.54%	12.01%
52	13,282	9,191	21.7	9.2	17.38%	9.19%
53	9,061	9,307	10.5	11.7	8.73%	11.70%
54	3,989	3,427	9.9	8.5	7.63%	8.20%
55	7,819	7,948	18.3	18.5	14.46%	18.24%
6		1,441		3.7		7.42%

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Monthly Ridership Report

October, FY 2018

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
66	2,438	2,173	6.1	5.4	5.00%	5.05%
68		6,447		7.5		7.26%
ADA	10,045	9,124	2.7	2.5	8.23%	9.64%
DR - BAT	2,133	1,473	3.2	3.7	3.51%	2.44%
SUB	4,635	5,466	4.3	4.4	12.85%	16.24%
VP - Enter	15,057	20,012	5.4	5.1		
VP - VPSI	29,184	29,810	5.9	5.6		
Program Subtotals						
Barstow City Fixed Routes	12,936	7,041	9.9	3.7	21.78%	7.27%
Barstow County Routes	613	271	2.0	0.3	6.94%	5.58%
Barstow Demand Response	2,133	1,473	3.2	3.7	3.51%	2.44%
Community Transit	14,680	14,590	3.1	3.0	9.28%	11.37%
Commuter Bus	3,931	3,971	6.6	6.3	64.01%	68.07%
County Routes	5,829	7,638	3.3	3.0	33.41%	5.78%
Intercity	6,025	6,003	9.1	8.9	38.59%	50.67%
Regional Routes	135,263	111,811	13.8	10.5	11.00%	10.18%
Van Pools	44,241	49,822	5.7	5.4		
System Total	225,651	202,620	8.2	6.4	14.54%	11.65%

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Monthly Ridership Report

November, FY 2018

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
Route Subtotals						
1	4,886	2,319	15.6	6.4	29.48%	9.05%
101	3,791	3,534	6.4	5.8	75.06%	62.26%
15	6,169	5,887	10.3	9.6	118.16%	42.90%
2	3,441	1,071	11.0	2.9	20.59%	4.16%
20	250		0.8		2.95%	
200	25	24	0.7	0.6	62.82%	126.83%
21	1,855	1,443	4.4	1.8	16.15%	2.34%
22	1,946	1,464	5.0	3.8	17.87%	4.92%
23	1,200	1,363	2.9	3.2	10.15%	4.17%
24	208	3,524	0.5	4.4	1.95%	5.87%
28	195	114	1.7	0.3	6.87%	3.90%
29	324	160	1.8	0.4	7.56%	5.54%
3	3,780	1,991	6.1	2.8	11.31%	3.86%
31	12,591	9,740	21.4	16.5	33.79%	34.66%
32	9,728	9,662	12.1	11.9	19.01%	24.66%
33	3,868	3,279	9.9	8.3	14.96%	16.83%
40	2,381	1,404	6.2	3.6	9.98%	7.66%
41	17,645	14,538	15.1	12.4	24.83%	26.52%
42		1,321		1.6		3.31%
43	8,842	7,824	16.8	14.8	25.93%	30.47%
44	5,962		7.4		11.95%	
47	1,728	1,583	4.5	4.1	7.47%	8.78%
48	4,749		10.1		16.53%	
50	14,882	11,853	20.1	14.7	32.50%	31.29%
50X	2,560	1,623	22.3	14.1	35.66%	29.67%
51	4,379	4,659	10.9	11.6	18.13%	24.93%
52	12,500	9,982	21.2	10.5	34.28%	22.65%
53	8,029	8,750	9.8	11.6	16.24%	24.85%
54	4,153	3,513	10.8	9.1	16.86%	19.17%
55	6,414	6,913	15.8	17.2	25.28%	36.54%
6		1,588		4.4		6.15%

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Monthly Ridership Report

November, FY 2018

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
66	2,298	2,195	6.0	5.7	9.91%	11.76%
68		6,512		8.1		16.91%
ADA	9,264	8,160	2.7	2.5	10.63%	9.26%
DR - BAT	1,690	1,192	2.9	3.3	5.40%	15.53%
SUB	4,439	5,166	4.4	4.6	17.06%	16.66%
VP - Enter	15,040	18,802	5.5	5.1		
VP - VPSI	28,801	28,411	5.7	5.7		
Program Subtotals						
Barstow City Fixed Routes	12,107	6,969	9.7	3.8	18.15%	5.41%
Barstow County Routes	519	274	1.8	0.4	7.29%	4.71%
Barstow Demand Response	1,690	1,192	2.9	3.3	5.40%	15.53%
Community Transit	13,703	13,326	3.1	3.0	12.11%	11.19%
Commuter Bus	3,791	3,534	6.4	5.8	75.06%	62.26%
County Routes	5,459	7,794	2.8	3.2	10.23%	4.23%
Intercity	6,194	5,911	9.8	9.1	117.74%	43.01%
Regional Routes	122,709	105,351	13.1	10.5	21.11%	21.98%
Van Pools	43,841	47,213	5.6	5.4		
System Total	210,013	191,564	7.8	6.4	20.68%	16.37%

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FY 2018 -- Program Statistics

Year-To-Date Through November

Regional Routes

All Routes

Operating Costs					
Target = \$9,440,103					
Month	FY 2017 Actual Costs	FY 2018 Budget Costs	FY 2018 Actual Costs	Budget Variance	% Variance
Jul	\$715,929	\$786,675	\$781,116	(\$5,559)	(0.70%)
Aug	\$775,746	\$786,675	\$794,008	\$7,333	0.93%
Sep	\$744,842	\$786,675	\$791,918	\$5,243	0.66%
Oct	\$784,924	\$786,675	\$828,526	\$41,851	5.31%
Nov	\$723,247	\$786,675	\$740,060	(\$46,615)	(5.92%)
YTD Total	\$3,744,688	\$3,933,376	\$3,935,629	\$2,253	0.05%



FY 2018 -- Program Statistics

Year-To-Date Through November

County Routes

All Routes

Operating Costs					
Target = \$1,878,132					
Month	FY 2017 Actual Costs	FY 2018 Budget Costs	FY 2018 Actual Costs	Budget Variance	% Variance
Jul	\$114,309	\$156,511	\$155,446	(\$1,065)	(0.68%)
Aug	\$122,181	\$156,511	\$148,888	(\$7,623)	(4.87%)
Sep	\$116,569	\$156,511	\$146,072	(\$10,439)	(6.66%)
Oct	\$131,141	\$156,511	\$181,754	\$25,243	16.12%
Nov	\$141,738	\$156,511	\$169,149	\$12,638	8.07%
YTD Total	\$625,937	\$782,555	\$801,308	\$18,753	2.39%



FY 2018 -- Program Statistics

Year-To-Date Through November

Community Transit

All Routes

Operating Costs					
Target = \$4,943,141					
Month	FY 2017 Actual Costs	FY 2018 Budget Costs	FY 2018 Actual Costs	Budget Variance	% Variance
Jul	\$370,326	\$411,928	\$379,628	(\$32,301)	(7.84%)
Aug	\$414,502	\$411,928	\$423,015	\$11,086	2.69%
Sep	\$411,644	\$411,928	\$404,312	(\$7,617)	(1.84%)
Oct	\$414,590	\$411,928	\$409,635	(\$2,293)	(0.55%)
Nov	\$370,485	\$411,928	\$367,333	(\$44,595)	(10.82%)
YTD Total	\$1,981,546	\$2,059,642	\$1,983,922	(\$75,720)	(3.67%)

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FY 2018 -- Program Statistics

Year-To-Date Through November

Intercity

All Routes

Operating Costs					
Target = \$749,516					
Month	FY 2017 Actual Costs	FY 2018 Budget Costs	FY 2018 Actual Costs	Budget Variance	% Variance
Jul	\$48,321	\$62,460	\$56,368	(\$6,092)	(9.75%)
Aug	\$53,859	\$62,460	\$54,904	(\$7,555)	(12.09%)
Sep	\$51,924	\$62,460	\$54,970	(\$7,490)	(11.99%)
Oct	\$55,594	\$62,460	\$54,656	(\$7,804)	(12.49%)
Nov	\$49,611	\$62,460	\$51,289	(\$11,170)	(17.88%)
YTD Total	\$259,309	\$312,298	\$272,187	(\$40,111)	(12.84%)

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FY 2018 -- Program Statistics

Year-To-Date Through November

Commuter Bus

All Routes

Operating Costs					
Target = \$705,266					
Month	FY 2017 Actual Costs	FY 2018 Budget Costs	FY 2018 Actual Costs	Budget Variance	% Variance
Jul	\$58,058	\$45,833	\$53,649	\$7,816	17.05%
Aug	\$67,358	\$45,833	\$59,766	\$13,933	30.39%
Sep	\$57,937	\$45,833	\$54,720	\$8,887	19.38%
Oct	\$58,285	\$45,833	\$56,976	\$11,143	24.31%
Nov	\$58,242	\$45,833	\$55,745	\$9,912	21.62%
YTD Total	\$299,881	\$229,165	\$280,856	\$51,691	22.55%

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FY 2018 -- Program Statistics

Year-To-Date Through November

Barstow City Fixed Routes

All Routes

Operating Costs					
Target = \$1,752,575					
Month	FY 2017 Actual Costs	FY 2018 Budget Costs	FY 2018 Actual Costs	Budget Variance	% Variance
Jul	\$89,798	\$146,048	\$95,364	(\$50,684)	(34.70%)
Aug	\$97,900	\$146,048	\$91,343	(\$54,705)	(37.45%)
Sep	\$90,996	\$146,048	\$89,961	(\$56,087)	(38.40%)
Oct	\$92,456	\$146,048	\$132,332	(\$13,715)	(9.39%)
Nov	\$88,010	\$146,048	\$125,700	(\$20,348)	(13.93%)
YTD Total	\$459,160	\$730,240	\$534,700	(\$195,540)	(26.77%)

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FY 2018 -- Program Statistics

Year-To-Date Through November

Barstow County Routes

All Routes

Operating Costs					
Target = \$701,443					
Month	FY 2017 Actual Costs	FY 2018 Budget Costs	FY 2018 Actual Costs	Budget Variance	% Variance
Jul	\$24,928	\$58,454	\$34,406	(\$24,048)	(41.13%)
Aug	\$35,444	\$58,454	\$39,050	(\$19,403)	(33.19%)
Sep	\$31,876	\$58,454	\$37,256	(\$21,197)	(36.26%)
Oct	\$23,841	\$58,454	\$53,812	(\$4,642)	(7.94%)
Nov	\$22,448	\$58,454	\$50,504	(\$7,950)	(13.59%)
YTD Total	\$138,537	\$292,268	\$215,028	(\$77,240)	(26.42%)

F01



FY 2018 -- Program Statistics

Year-To-Date Through November

Barstow Demand Response

All Routes

Operating Costs					
Target = \$608,847					
Month	FY 2017 Actual Costs	FY 2018 Budget Costs	FY 2018 Actual Costs	Budget Variance	% Variance
Jul	\$42,273	\$50,737	\$41,106	(\$9,631)	(18.98%)
Aug	\$41,387	\$50,737	\$38,807	(\$11,930)	(23.51%)
Sep	\$46,122	\$50,737	\$32,373	(\$18,364)	(36.19%)
Oct	\$53,317	\$50,737	\$29,825	(\$20,912)	(41.21%)
Nov	\$46,934	\$50,737	\$27,400	(\$23,337)	(45.99%)
YTD Total	\$230,033	\$253,686	\$169,512	(\$84,175)	(33.18%)

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FY 2018 -- Program Statistics

Year-To-Date Through November

Regional Routes

All Routes

Passenger Revenue					
Target = \$1,350,000					
Month	FY 2017 Actual Revenue	FY 2018 Budget Revenue	FY 2018 Actual Revenue	Budget Variance	% Variance
Jul	\$84,121	\$112,500	\$72,952	(\$39,548)	(35.15%)
Aug	\$129,998	\$112,500	\$87,423	(\$25,077)	(22.29%)
Sep	\$121,169	\$112,500	\$98,721	(\$13,779)	(12.24%)
Oct	\$86,374	\$112,500	\$84,355	(\$28,145)	(25.01%)
Nov	\$152,678	\$112,500	\$162,660	\$50,160	44.58%
YTD Total	\$574,341	\$562,500	\$506,111	(\$56,389)	(10.02%)

901



FY 2018 -- Program Statistics

Year-To-Date Through November

County Routes

All Routes

Passenger Revenue					
Target = \$160,000					
Month	FY 2017 Actual Revenue	FY 2018 Budget Revenue	FY 2018 Actual Revenue	Budget Variance	% Variance
Jul	\$5,637	\$13,333	\$7,579	(\$5,755)	(43.16%)
Aug	\$13,667	\$13,333	\$47,584	\$34,251	256.88%
Sep	\$8,594	\$13,333	\$6,380	(\$6,953)	(52.14%)
Oct	\$43,812	\$13,333	\$10,503	(\$2,830)	(21.22%)
Nov	\$14,500	\$13,333	\$7,159	(\$6,174)	(46.30%)
YTD Total	\$86,208	\$66,667	\$79,205	\$12,539	18.80%

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FY 2018 -- Program Statistics

Year-To-Date Through November

Community Transit

All Routes

Passenger Revenue					
Target = \$555,000					
Month	FY 2017 Actual Revenue	FY 2018 Budget Revenue	FY 2018 Actual Revenue	Budget Variance	% Variance
Jul	\$42,533	\$46,250	\$41,113	(\$5,137)	(11.10%)
Aug	\$43,101	\$46,250	\$43,072	(\$3,178)	(6.87%)
Sep	\$44,709	\$46,250	\$48,824	\$2,574	5.56%
Oct	\$38,492	\$46,250	\$46,592	\$342	0.73%
Nov	\$44,870	\$46,250	\$41,087	(\$5,163)	(11.16%)
YTD Total	\$213,705	\$231,250	\$220,687	(\$10,563)	(4.56%)

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FY 2018 -- Program Statistics

Year-To-Date Through November

Intercity

All Routes

Passenger Revenue					
Target = \$327,150					
Month	FY 2017 Actual Revenue	FY 2018 Budget Revenue	FY 2018 Actual Revenue	Budget Variance	% Variance
Jul	\$20,004	\$27,263	\$22,440	(\$4,823)	(17.68%)
Aug	\$21,925	\$27,263	\$20,874	(\$6,389)	(23.43%)
Sep	\$21,269	\$27,263	\$24,229	(\$3,033)	(11.12%)
Oct	\$21,454	\$27,263	\$27,693	\$430	1.57%
Nov	\$58,414	\$27,263	\$22,060	(\$5,202)	(19.08%)
YTD Total	\$143,065	\$136,313	\$117,296	(\$19,016)	(13.95%)

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FY 2018 -- Program Statistics

Year-To-Date Through November

Commuter Bus

All Routes

Passenger Revenue					
Target = \$550,000					
Month	FY 2017 Actual Revenue	FY 2018 Budget Revenue	FY 2018 Actual Revenue	Budget Variance	% Variance
Jul	\$27,866	\$45,833	\$35,094	(\$10,739)	(23.43%)
Aug	\$48,909	\$45,833	\$37,138	(\$8,695)	(18.97%)
Sep	\$34,928	\$45,833	\$29,978	(\$15,856)	(34.59%)
Oct	\$37,308	\$45,833	\$38,785	(\$7,049)	(15.37%)
Nov	\$43,715	\$45,833	\$34,706	(\$11,128)	(24.27%)
YTD Total	\$192,727	\$229,167	\$175,701	(\$53,466)	(23.33%)

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FY 2018 -- Program Statistics

Year-To-Date Through November

Barstow City Fixed Routes

All Routes

Passenger Revenue					
Target = \$150,000					
Month	FY 2017 Actual Revenue	FY 2018 Budget Revenue	FY 2018 Actual Revenue	Budget Variance	% Variance
Jul	\$5,722	\$12,500	\$13,011	\$511	4.08%
Aug	\$9,217	\$12,500	\$29,667	\$17,167	137.33%
Sep	\$6,597	\$12,500	\$10,298	(\$2,202)	(17.61%)
Oct	\$20,137	\$12,500	\$9,624	(\$2,876)	(23.00%)
Nov	\$15,974	\$12,500	\$6,798	(\$5,702)	(45.61%)
YTD Total	\$57,647	\$62,500	\$69,398	\$6,898	11.03%

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FY 2018 -- Program Statistics

Year-To-Date Through November

Barstow County Routes

All Routes

Passenger Revenue					
Target = \$25,000					
Month	FY 2017 Actual Revenue	FY 2018 Budget Revenue	FY 2018 Actual Revenue	Budget Variance	% Variance
Jul	\$598	\$2,083	\$583	(\$1,500)	(72.01%)
Aug	\$1,445	\$2,083	\$1,075	(\$1,009)	(48.41%)
Sep	\$1,955	\$2,083	\$1,041	(\$1,042)	(50.03%)
Oct	\$1,656	\$2,083	\$3,004	\$921	44.21%
Nov	\$1,635	\$2,083	\$2,379	\$296	14.21%
YTD Total	\$7,289	\$10,417	\$8,082	(\$2,334)	(22.40%)



FY 2018 -- Program Statistics

Year-To-Date Through November

Barstow Demand Response

All Routes

Passenger Revenue					
Target = \$29,000					
Month	FY 2017 Actual Revenue	FY 2018 Budget Revenue	FY 2018 Actual Revenue	Budget Variance	% Variance
Jul	\$2,335	\$2,417	\$2,797	\$380	15.71%
Aug	\$2,248	\$2,417	\$3,215	\$798	33.01%
Sep	\$2,574	\$2,417	\$709	(\$1,707)	(70.64%)
Oct	\$1,872	\$2,417	\$727	(\$1,689)	(69.90%)
Nov	\$2,533	\$2,417	\$4,256	\$1,839	76.11%
YTD Total	\$11,562	\$12,083	\$11,704	(\$380)	(3.14%)

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Victor Valley Transit Authority

NTC-FT. IRWIN (REVENUES & EXPENSES)

	<u>JULY</u>	<u>AUGUST</u>	<u>SEPTEMBER</u>	<u>OCTOBER</u>	<u>NOVEMBER</u>	<u>DECEMBER</u>	<u>2018</u>						<u>Project to</u>	<u>Avg</u>
							<u>JANUARY</u>	<u>FEBRUARY</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>Date Totals</u>	<u>(monthly)</u>
Cash Fares	\$ 357	\$ 375	\$ 803	\$ 532	\$ 426								\$ 2,493	\$ 498.64
Prepaid Fares	\$ 34,738	\$ 36,763	\$ 29,175	\$ 38,253	\$ 34,280								\$ 173,208	\$ 34,641.50
Base Shuttle Subsidy	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000								\$ 20,000	\$ 4,000.00
Total Revenue	\$ 39,094	\$ 41,138	\$ 33,978	\$ 42,785	\$ 38,706	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 195,701	\$ 39,140
Operations Exp	\$ 38,319	\$ 43,893	\$ 38,259	\$ 42,593	\$ 40,994								\$ 204,059	\$ 40,811.75
Fuel Exp	\$ 4,745	\$ 8,760	\$ 6,458	\$ 6,316	\$ 6,624								\$ 32,904	\$ 6,580.74
Bank Fees	\$ 1,303	\$ 1,155	\$ 1,257	\$ 1,330	\$ 1,411								\$ 6,457	\$ 1,291.32
Other Exp	\$ 273	\$ 460	\$ 751	\$ 470	\$ 473								\$ 2,427	\$ 485.39
Total Expense	\$ 44,640	\$ 54,268	\$ 46,726	\$ 50,709	\$ 49,503	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 245,846	\$ 49,169
Net Activity	\$ (5,545)	\$ (13,130)	\$ (12,748)	\$ (7,925)	\$ (10,797)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (50,145)	\$ (10,029.06)
Income/Expense Ratio	88%	76%	73%	84%	78%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	80%	80%

Victor Valley Transit Authority

Monthly Report of Complaints

Fiscal Year 2017/2018

Oct-16	SERVICE RELATED COMPLAINTS						DRIVER/DISPATCH RELATED COMPLAINTS						TOTAL COMPLAINTS	
	TIME		ROUTE	VEHICLE	FARES MISC.		DISCOURTEOUS	UNSAFE	FAILURE TO			CURRENT MONTH	YEAR TO DATE	
	FAST	SLOW	DESIGN	CONDITION				OPERATING	PICKUP	TRANSFER	DROP OFF			MISC.
Regional Fixed Route														
1									1				1	1
2													0	0
3													0	0
6 Barstow College													0	0
15/15A								1					1	1
101													0	0
24		1											1	6
31													0	1
32	1												1	3
33													1	1
40													0	1
41													0	1
43									1	1			2	3
44													0	1
45/45X													0	0
46													0	0
47													0	1
48													0	0
50/50X													0	0
51										1			1	3
52													0	2
53													0	0
54													0	21
55													0	0
66													0	0
68													0	0
TOTAL REGIONAL FIXED RT	1	1	0	0	0	1	0	2	3	0	0	0	7	46
County Routes														
4 Barstow County													0	0
5 Barstow County													0	0
20 Tri-Comm Deviation.													0	0
21 Tri-Comm.													0	0
22 Helendale								1					1	2
23 Lucerne Valley										1			1	1
28 Hinkley/Helendale													0	0
29 Yermo/Newberry Springs													0	0
TOTAL COMMUNITY ROUTES	0	0	0	0	0	0	1	0	1	0	0	0	2	3
ADA Paratransit														
Direct Access								1					1	2
Subscription													0	0
TOTAL ADA PARATRANSIT	0	0	0	0	0	0	1	0	0	0	0	0	1	2
Personnel														
Customer Service													0	0
Routing & Scheduling													0	0
Dispatch										2			2	4
Passenger to Passenger													0	0
TOTAL PERSONNEL	0	0	0	0	0	0	0	0	2	0	0	0	2	4
TOTAL COMPLAINTS	1	1	0	0	0	1	2	2	6	0	0	0	12	55

Victor Valley Transit Authority

Monthly Report of Complaints

Fiscal Year 2017/2018

Nov-16	SERVICE RELATED COMPLAINTS						DRIVER/DISPATCH RELATED COMPLAINTS						TOTAL COMPLAINTS	
	TIME		ROUTE	VEHICLE		FARES	MISC.	DISCOURTEOUS	UNSAFE OPERATING	FAILURE TO			CURRENT MONTH	YEAR TO DATE
	FAST	SLOW	DESIGN	CONDITION	PICKUP					TRANSFER	DROP OFF	MISC.		
Regional Fixed Route														
1													0	0
2							1						1	1
3													0	0
6 Barstow College													0	4
15/15A													0	0
101													0	5
24													0	1
31													0	2
32													0	0
33													0	1
40													0	1
41													0	1
42	1												1	1
43													0	1
44													0	0
45/45X													0	0
46													0	1
47													0	0
48													0	0
50/50X								1					1	3
51													0	2
52													0	0
53		2											2	23
54													0	0
55													0	0
66										1			1	1
68													0	0
TOTAL REGIONAL FIXED RT	1	2	0	0	0	0	0	1	1	0	0	0	4	48
County Routes														
4 Barstow County													0	0
5 Barstow County													0	0
20 Tri-Comm Deviation.													0	0
21 Tri-Comm.													0	0
22 Helendale													0	1
23 Lucerne Valley													0	0
28 Hinkley/Helendale													0	0
29 Yermo/Newberry Springs													0	0
TOTAL COMMUNITY ROUTES	0	0	0	0	0	0	0	0	0	0	0	0	0	1
ADA Paratransit														
Direct Access							1						1	2
Subscription													0	0
TOTAL ADA PARATRANSIT	0	0	0	0	0	0	1	0	0	0	0	0	1	2
Personnel														
Customer Service													0	0
Routing & Scheduling													0	0
Dispatch													0	2
Passenger to Passenger													0	0
TOTAL PERSONNEL	0	0	0	0	0	0	0	0	0	0	0	0	0	2
TOTAL COMPLAINTS	1	2	0	0	0	0	1	1	1	0	0	0	5	53



Employee Commendations! Month of October 2017

Fixed route passenger is extremely impressed and appreciative with **Victor Gonzalez's** expertise. **Victor** maintained his professionalism and cool while dealing with difficult and rude passengers.

Sabrina Kruger was praised for operating safely and professionally in a school zone, while parents were driving recklessly. "I just want to thank VVTA for everything you do for our community" passenger added.

Passenger thanks **LaNitra Wallace** for her excellent work. Driver is always kind, sweet and professional.



Commendations!

Month of November 2017

Passenger new to the area was extremely thankful for **Patty Hernandez** in fixed route. “Patty explained everything to me and made it very simple for me. The service provided was so much better than Omni Trans’ service” passenger stated.

ADA passenger Jane is exceptionally appreciative with **Deborah Foreyt’s** caring, helpful and professional ways. **Deborah** continuously goes above and beyond for her, by always assisting her with her bags.

Passenger expressed how thankful she was with **Jonathan McDowell’s** outstanding customer service. **Jonathan** picked up customer making sure she got to class on time.

Fixed route passenger praised **John Solario and John Poulos** for her excellent customer service. “Both drivers have a brightening personality and positive attitude. Always friendly and outgoing” passenger stated.

ADA passenger Carolyn praises **Nicole Dimperio** for always being nice and courteous. Also states that **Nicole** is an excellent driver.

LIFT DEPLOYMENT REPORT
FY 17-18

Route #	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	YTD TOTAL
101	9	17	15	8	11								60
15	16	17	18	17	26								94
20	0	2	0	0	0								2
21	0	3	4	14	4								25
22	11	2	9	12	4								38
23	8	11	0	3	3								25
24	7	7	2	23	23								62
31	150	154	124	151	119								698
32	49	50	93	169	73								434
33	18	13	17	30	24								102
40	9	6	3	4	3								25
41	113	156	160	128	149								706
42	0	0	0	0	4								4
43	44	96	102	62	79								383
44	27	43	68	0	0								138
45	48	65	71	0	0								184
46	3	0	4	0	0								7
47	31	27	15	24	13								110
48	15	14	6	0	0								35
50	0	0	0	78	80								158
51	30	39	26	38	29								162
52	35	25	66	43	61								230
53	20	39	58	43	41								201
54	19	17	4	11	22								73
55	42	99	64	75	29								309
66	0	0	0	0	13								13
68	0	0	0	46	25								71
TOTAL, CURRENT	679	866	896	908	760	0	0	0	0	0	0	0	4191
TOTAL, LAST YEAR	1035	1117	1080	947	812								4991

There were 0 wheel chair pass ups in the month of October and November, 2017.

Prepared by: Debi Lorrach

LIFT DEPLOYMENT REPORT - BARSTOW
FY 17-18

Route #	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	YTD TOTAL
1	215	170	185	132	143								845
2	56	114	108	83	62								423
3	96	131	110	97	104								538
4	1	6	13	0	0								20
5	4	0	1	0	0								5
6	0	0	0	76	40								116
28	0	0	0	22	20								42
29	0	0	0	7	0								7
TOTAL, CURRENT	372	421	417	417	369	0	0	0	0	0	0	0	1996
TOTAL, LAST YEAR	268	183	178	275	227								1131

There were 0 wheel chair pass ups in October and November, 2017.

Prepared by: Debi Lorrh

BIKE RACK REPORT
FY 17-18

Route #	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	YTD TOTAL
101	11	14	19	30	22								96
15	79	148	147	90	131								595
20	5	15	25	0	0								45
21	26	66	82	64	93								331
22	18	38	61	38	82								237
23	18	31	49	52	15								165
24	51	74	44	118	93								360
31	310	321	298	294	319								1542
32	139	201	120	129	120								709
33	76	78	97	108	80								439
40	11	23	23	41	13								111
41	456	497	430	318	406								2107
42	0	0	0	16	60								76
43	285	352	279	216	310								1442
44	76	119	108	0	0								300
45	340	226	264	0	0								830
46	34	39	24	0	0								97
47	17	34	22	23	15								111
48	108	98	118	0	0								322
50	0	0	0	191	178								369
51	76	52	63	99	87								382
52	131	153	129	151	175								739
53	106	165	123	156	220								770
54	44	59	52	89	44								288
55	103	156	162	132	135								688
56	0	0	0	1	22								23
68	0	0	0	82	52								134
TOTAL, CURRENT	2,425	2,779	2,551	2,318	2,519	0	0	0	0	0	0	0	13,329
TOTAL, LAST YEAR	2,641	2,883	2,792	2,646	2,435								13,397

There were no pass-ups in the month of October and November, 2017.

Prepared By: Debi Lorrain

BIKE RACK - BARSTOW
FY 17-18

Route #	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	YTD TOTAL
1	44	63	52	20	29								208
2	8	17	7	3	1								36
3	53	57	48	42	40								240
4	1	3	0	0	0								4
5	2	4	7	0	0								13
6	0	0	0	13	18								31
28	0	0	0	0	0								0
29	0	0	0	9	7								16
TOTAL, CURRENT	108	144	114	87	95	0	0	0	0	0	0	0	548
TOTAL, LAST YEAR	140	113	120	165	160								698

There were 0 bicycle pass ups in October and November, 2017.

Prepared by: Debi Lorrach

ADA Dispatch Denial Report
For the Month of October 2017

Barstow

Date	Reservationist Name	Passenger Name	Time Requested	Reason for Denial	Was An Alternate Ride Provided?
ALL RIDES NEGOTIATED					

ADA Dispatch Denial Report
For the Month of November 2017

Hesperia

Date	Reservationist Name	Passenger Name	Time Requested	Reason for Denial	Was An Alternate Ride Provided?
ALL RIDES NEGOTIATED					

ADA Dispatch Denial Report
For the Month of November 2017

Barstow

Date	Reservationist Name	Passenger Name	Time Requested	Reason for Denial	Was An Alternate Ride Provided?
ALL RIDES NEGOTIATED					



For the Month of October 2017

ADA PARATRANSIT ON TIME PERFORMANCE

Oct-17

Rides Sampled	More Than 10 Minutes Before	More Than 30 Minutes After	TOTAL	% On Time
16102	0	34	16068	99.79%

FIXED ROUTE ON TIME PERFORMANCE

Oct-17

Rides Sampled	Early	>5 Late	TOTAL	% On Time
49108	0	13786	35322	71.93%

COUNTY ROUTE ON TIME PERFORMANCE

Oct-17

Rides Sampled	Early	>5 Late	TOTAL	% On Time
2005	0	683	1322	65.94%

BV Link ROUTE 15 ON TIME PERFORMANCE

Oct-17

Rides Sampled	Early	>5 Late	TOTAL	% On Time
1846	0	220	1626	88.08%

FT. IRWIN ROUTE ON TIME PERFORMANCE

Oct-17

Rides Sampled	Early	>5 Late	TOTAL	% On Time
3152	0	136	3016	95.69%



For the Month of November 2017

ADA PARATRANSIT ON TIME PERFORMANCE

Nov-17

Rides Sampled	More Than 10 Minutes Before	More Than 30 Minutes After	TOTAL	% On Time
13314	0	28	13286	99.79%

FIXED ROUTE ON TIME PERFORMANCE

Nov-17

Rides Sampled	Early	>5 Late	TOTAL	% On Time
27768	0	3387	24381	87.80%

COUNTY ROUTE ON TIME PERFORMANCE

Nov-17

Rides Sampled	Early	>5 Late	TOTAL	% On Time
3649	0	525	3124	85.61%

BV Link ROUTE 15 ON TIME PERFORMANCE

Nov-17

Rides Sampled	Early	>5 Late	TOTAL	% On Time
1778	0	201	1577	88.70%

FT. IRWIN ROUTE ON TIME PERFORMANCE

Nov-17

Rides Sampled	Early	>5 Late	TOTAL	% On Time
3045	0	188	2857	93.83%

OCTOBER 2017
Major and Non-Major
Miles between road calls - VVTA and Barstow

	Total Miles	Road Calls	Miles Between Road Calls
Demand Response	75,282	3	25,094
Commuter Bus	22,701	2	11,351
Motor Bus	289,784	41	7,068
Total System	387,767	46	43,512

NOVEMBER 2017
Major and Non-Major
Miles between road calls - VVTA and Barstow

	Total Miles	Road Calls	Miles Between Road Calls
Demand Response	75,819	4	18,955
Commuter Bus	21,882	2	10,941
Motor Bus	274,192	37	7,411
Total System	371,893	43	37,306

VICTOR VALLEY TRANSIT

Policy Year Summary

Policy Year	Claim Count			Reserves			Payments			Total Incurred			
	Code	Open	Closed	Total	Indemnity	Expenses	Total	Indemnity	Expenses	Total	Indemnity	Expenses	Total
FY1998		0	7	7	0	0	0	9,207	21,571	30,778	9,207	21,571	30,778
FY1999		0	3	3	0	0	0	0	0	0	0	0	0
FY2000		0	3	3	0	0	0	965	0	965	965	0	965
FY2001		0	4	4	0	0	0	0	0	0	0	0	0
FY2001NC		0	1	1	0	0	0	0	0	0	0	0	0
FY2002		0	7	7	0	0	0	0	0	0	0	0	0
FY2003		0	1	1	0	0	0	0	0	0	0	0	0
FY2004		0	3	3	0	0	0	0	0	0	0	0	0
FY2005		0	2	2	0	0	0	0	0	0	0	0	0
FY2006		0	3	3	0	0	0	0	0	0	0	0	0
FY2007		0	3	3	0	0	0	0	0	0	0	0	0
FY2008		0	2	2	0	0	0	0	0	0	0	0	0
FY2009		0	1	1	0	0	0	0	0	0	0	0	0
FY2010		0	1	1	0	0	0	0	0	0	0	0	0
FY2012		0	2	2	0	0	0	0	0	0	0	0	0
FY2013		0	3	3	0	0	0	0	0	0	0	0	0
FY2014		1	4	5	0	0	0	0	19,206	19,206	0	19,206	19,206
FY2015		0	4	4	0	0	0	0	0	0	0	0	0
FY2016		2	5	7	0	0	0	2,991	0	2,991	2,991	0	2,991
FY2017		7	0	7	0	0	0	0	0	0	0	0	0
Totals:		10	59	69	0	0	0	13,164	40,777	53,941	13,164	40,777	53,941

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VICTOR VALLEY TRANSIT

Policy Year Summary

Policy Year	Claim Count			Reserves			Payments			Total Incurred			
	Code	Open	Closed	Total	Indemnity	Expenses	Total	Indemnity	Expenses	Total	Indemnity	Expenses	Total
FY1998		0	7	7	0	0	0	9,207	21,571	30,778	9,207	21,571	30,778
FY1999		0	3	3	0	0	0	0	0	0	0	0	0
FY2000		0	3	3	0	0	0	965	0	965	965	0	965
FY2001		0	4	4	0	0	0	0	0	0	0	0	0
FY2001NC		0	1	1	0	0	0	0	0	0	0	0	0
FY2002		0	7	7	0	0	0	0	0	0	0	0	0
FY2003		0	1	1	0	0	0	0	0	0	0	0	0
FY2004		0	3	3	0	0	0	0	0	0	0	0	0
FY2005		0	2	2	0	0	0	0	0	0	0	0	0
FY2006		0	3	3	0	0	0	0	0	0	0	0	0
FY2007		0	3	3	0	0	0	0	0	0	0	0	0
FY2008		0	2	2	0	0	0	0	0	0	0	0	0
FY2009		0	1	1	0	0	0	0	0	0	0	0	0
FY2010		0	1	1	0	0	0	0	0	0	0	0	0
FY2012		0	2	2	0	0	0	0	0	0	0	0	0
FY2013		0	3	3	0	0	0	0	0	0	0	0	0
FY2014		1	4	5	0	0	0	0	19,206	19,206	0	19,206	19,206
FY2015		0	4	4	0	0	0	0	0	0	0	0	0
FY2016		2	5	7	0	0	0	2,991	0	2,991	2,991	0	2,991
FY2017		8	0	8	0	0	0	0	0	0	0	0	0
FY2018		1	0	1	0	0	0	0	0	0	0	0	0
Totals:		12	59	71	0	0	0	13,164	40,777	53,941	13,164	40,777	53,941

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Veterans Ridership

FY 17	Veterans
July 2016	60
August 2016	76
September 2016	46
October 2016	30
November 2016	43
December 2016	
January 2017	
February 2017	
March 2017	
April 2017	
May 2017	
June 2017	
Total	255

FY 18	Veterans
July 2017	15
August 2017	107
September 2017	133
October 2017	54
November 2017	41
December 2017	
January 2018	-
February 2018	-
March 2018	-
April 2018	-
May 2018	-
June 2018	-
Total	350

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**AGENDA ITEM
NINE**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Approve the VVTA Consolidated Transportation Services Agency (CTSA) Subrecipient Monitoring, Driver Training, Vehicle Maintenance and Transit Ambassador Program Policies.

SUMMARY STATEMENT

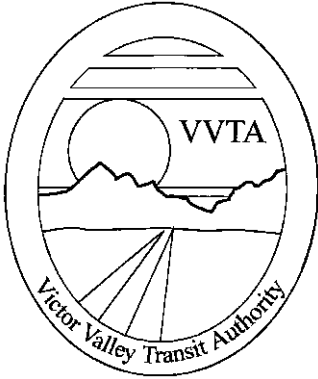
In May of 2015 VVTA was designated by the San Bernardino County Transportation Authority (then SANBAG) as the Consolidated Transportation Services Agency (CTSA) for the North Desert and High Desert Regions of San Bernardino County. Since this time, the VVTA/CTSA has initiated and operated twelve unique mobility management programs which provide transportation options to seniors, persons with disabilities and low income individuals throughout the Victor Valley, Barstow and surrounding unincorporated areas.

While all of these programs have operational procedures in place, several require that formal policies be adopted. VVTA/CTSA staff have developed the necessary policies for the Subrecipient Monitoring Program, as well as the Driver Training, Vehicles Maintenance, and Transit Ambassador programs. These have been included for the Board's review and approval.

RECOMMENDED ACTION

Approve the CTSA Subrecipient Monitoring, Driver Training, Vehicle Maintenance and Transit Ambassador Program Policies No 1.16.18.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Aaron Moore, CTSA Director	N/A	January 16, 2018	9



VFTA CTSA SUBRECIPIENT MONITORING POLICY

Organization Affected:

VFTA Administration Operations Contractor

Effective Date: 1/16/18

Approved by: Kevin Kane, Executive Director

As Authorized by the
Board of Directors on: 1/16/18

Attest: Debi Lorrah

POLICY / PROCEDURE NO. 1.16.18

VFTA SUBRECIPIENT MONITORING, VEHICLE MAINTENANCE PROGRAM, DRIVER TRAINING PROGRAM AND VOLUNTEER FINGER PRINTING POLICY

Policy Overview

This policy was developed by the Director of the Consolidated Transportation Services Agency (CTSA) Department of Victor Valley Transit Authority. Managing and providing oversight to regional nonprofit and social service agencies are among the duties and responsibilities delegated to the staff of the CTSA department. As such, proper management and oversight of such entities which enter into a partnership with VFTA as a subrecipient, is part and parcel of the fiduciary duty and managerial responsibility of this department. The present policy was developed in order to provide guidance to the various CTSA staff members charged with carrying out the abovementioned oversight, as well as to provide assurances to interested federal entities and personnel that VFTA's CTSA Department is in compliance with current regulations and requirements outlined in 2 CFR 200, also know as the federal "Super Circular," Subpart D, concerning the management and monitoring of subrecipient partner agencies.

Pertinent Definitions and Determinate Factors

§200.330 Subrecipient and contractor determinations.

A non-Federal entity may concurrently receive Federal awards as a recipient, a subrecipient, and a contractor, depending on the substance of its agreements with Federal awarding agencies and pass-through entities. Therefore, a pass-through entity must make case-

by-case determinations whether each agreement it makes for the disbursement of Federal program funds casts the party receiving the funds in the role of a subrecipient or a contractor. The Federal awarding agency may supply and require recipients to comply with additional guidance to support these determinations provided such guidance does not conflict with this section.

(a) *Subrecipients.* A subaward is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship with the subrecipient. See §200.92 Subaward. Characteristics which support the classification of the non-Federal entity as a subrecipient include when the non-Federal entity:

- (1) Determines who is eligible to receive what Federal assistance;
- (2) Has its performance measured in relation to whether objectives of a Federal program were met;
- (3) Has responsibility for programmatic decision making;
- (4) Is responsible for adherence to applicable Federal program requirements specified in the Federal award; and
- (5) In accordance with its agreement, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.

(b) *Contractors.* A contract is for the purpose of obtaining goods and services for the non-Federal entity's own use and creates a procurement relationship with the contractor. See §200.22 Contract. Characteristics indicative of a procurement relationship between the non-Federal entity and a contractor are when the contractor:

- (1) Provides the goods and services within normal business operations;
- (2) Provides similar goods or services to many different purchasers;
- (3) Normally operates in a competitive environment;
- (4) Provides goods or services that are ancillary to the operation of the Federal program; and
- (5) Is not subject to compliance requirements of the Federal program as a result of the agreement, though similar requirements may apply for other reasons.

(c) *Use of judgment in making determination.* In determining whether an agreement between a pass-through entity and another non-Federal entity casts the latter as a subrecipient or a contractor, the substance of the relationship is more important than the form of the agreement. All of the characteristics listed above may not be present in all cases, and the pass-

through entity must use judgment in classifying each agreement as a subaward or a procurement contract.

[78 FR 78608, Dec. 26, 2013, as amended at 80 FR 54409, Sept. 10, 2015]

Subsequent Responsibilities for the CTSA as the Managing Entity

This policy is intended to provide guidance for CTSA Department staff when it is functioning as a “pass-through entity,” in relation to federal grant funding. Under the definitions and regulatory guidelines outlined in the “Super Circular,” VVTA, acting as the regional CTSA, *when* engaged in the work of managing other regional entities as sub-award recipients of federal funding via the pass-through of grant or other federal program funding, meets the federal definition of a “pass-through entity,” and its staff is therefore responsible for the following:

I. Ensuring that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, include the changes in subsequent subaward modification. When some of this information is not available, CTSA department staff must provide the best information available to describe the Federal award and subaward. Required information includes:

(1) Federal Award Identification.

(i) Subrecipient name (which must match the name associated with its unique entity identifier);

(ii) Subrecipient's unique entity identifier;

(iii) Federal Award Identification Number (FAIN);

(iv) Federal Award Date (see §200.39 Federal award date) of award to the recipient by the Federal agency;

(v) Subaward Period of Performance Start and End Date;

(vi) Amount of Federal Funds Obligated by this action by the CTSA to the subrecipient;

(vii) Total Amount of Federal Funds Obligated to the subrecipient by the CTSA including the current obligation;

(viii) Total Amount of the Federal Award committed to the subrecipient by the CTSA;

(ix) Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA);

(x) Name of Federal awarding agency, and contact information for awarding official of the authorized signatory at VVTA (i.e. the current Executive Director);

(xi) CFDA Number and Name; the CTSA must identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement;

(xii) Identification of whether the award is R&D; and

(xiii) Indirect cost rate for the Federal award (including if the de minimis rate is charged per §200.414 Indirect (F&A) costs).

(2) All requirements imposed by the CTSA on the subrecipient so that the Federal award is used in accordance with Federal statutes, regulations and the terms and conditions of the Federal award;

(3) Any additional requirements that the CTSA imposes on the subrecipient in order for the CTSA to meet its own responsibility to the Federal awarding agency including identification of any required financial and performance reports;

(4) An approved federally recognized indirect cost rate negotiated between the subrecipient and the Federal Government or, if no such rate exists, either a rate negotiated between the CTSA and the subrecipient (in compliance with this part), or a de minimis indirect cost rate as defined in §200.414 Indirect (F&A) costs, paragraph (f);

(5) All agreements or contracts must include a requirement that the subrecipient permit the CTSA and federal, state and local auditors to have access to the subrecipient's records and financial statements as necessary for the CTSA to meet the requirements of this part, as well as appropriate terms and conditions concerning closeout of the subaward.

(b) Evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring described in paragraphs (d) and (e) of this section, which may include consideration of such factors as:

(1) The subrecipient's prior experience with the same or similar subawards;

(2) The results of previous audits including whether or not the subrecipient receives a Single Audit in accordance with Subpart F—Audit Requirements of this part, and the extent to which the same or similar subaward has been audited as a major program;

(3) Whether the subrecipient has new personnel or new or substantially changed systems; and

(4) The extent and results of Federal awarding agency monitoring (e.g., if the subrecipient also receives Federal awards directly from a Federal awarding agency).

(c) CTSA staff must consider imposing specific subaward conditions upon a subrecipient if appropriate as described in the “Super Circular” section §200.207 entitled Specific Conditions.

(d) CTSA staff must monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved. The CTSA monitoring of the subrecipient must include:

(1) Reviewing financial and performance reports.

(2) Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the CTSA as detected through audits, on-site reviews, and other means.

(3) Issuing a management decision for audit findings pertaining to the Federal award provided to the subrecipient as required by the “Super Circular” in section §200.521 entitled Management Decision.

(e) Depending upon the pass-through entity's assessment of risk posed by the subrecipient (as described in paragraph (b) of this section), the following monitoring tools may be used by the CTSA staff as stratagems to ensure proper accountability and compliance with program requirements and achievement of performance goals:

(1) Providing subrecipients with training and technical assistance on program-related matters; and

(2) Performing on-site reviews of the subrecipient's program operations;

(3) Arranging for agreed-upon-procedures engagements as described in “Super Circular” in section §200.425 entitled Audit Services.

(f) Verify that every subrecipient is audited as required by Subpart F of the “Super Circular,” entitled Audit Requirements, when it is expected that the subrecipient's Federal awards expended during the fiscal year under consideration equaled or exceeded the threshold set forth in section §200.501 of the “Super Circular.”

(g) Consider whether the results of the subrecipient's audits, on-site reviews, or other monitoring indicate conditions that necessitate adjustments to the CTSA's own records.

(h) Consider taking enforcement action against noncompliant subrecipients as described in section §200.338 of the “Super Circular,” entitled Remedies for Noncompliance.

Driver Training and Vehicle Maintenance Program Policy

This policy is intended to provide guidance for CTSA Department staff when nonprofit entities and human service agencies are seeking to participate in, and receive the benefits thereof, the VVTA Nonprofit Driver Training and Vehicle Maintenance programs. In order to participate in these programs, the authorized staff from the aforementioned organizations must agree to:

- I. be considered as a subrecipient under the above definition, and comply with the requirements outlined in the above subrecipient monitoring portion of this policy, to the extent deemed necessary by CTSA staff. This requirement is to be applied irrespective of the actual subrecipient status of the organization seeking to participate in the Driver Training and Vehicle Maintenance programs.
- II. attend an informational meeting during which CTSA staff will explain all of the requirements and obligations which the agency in question will need to fulfill.
- III. the organization must have received a vehicle through the Victor Valley Transit Authority Vehicle Donation Program and must have signed an agreement with VVTA in accordance with the rules and regulations of that program.
- IV. comply with all of the reporting requirements as outlined in the executed vehicle donation agreement.
- V. participate in an in-person interview with appropriate program staff to determine the level of overall need in relation to each program.
- VI. provide the name(s) and title(s) of the individual(s) who will be receiving the driver training and/or will be responsible for operating the vehicle which will be maintained.
- VII. provide the name(s) and title(s) of the individual(s) who will function as the primary point(s) of contact with VVTA in relation to the Driver Training and Vehicle Maintenance programs.

Prior to accepting an agency into the Vehicle Maintenance and/or Driver Training programs, the CTSA staff will:

- I. execute a thorough review of the applicable documentation submitted on behalf of the agency in the form of a request to participate in either of the programs under consideration.
- II. conduct at least one in-person, pre-acceptance site visit to the agency's place of business, or primary location of operation.

- III. complete the required informational meeting during which CTSA staff will explain all of the requirements and obligations which the agency in question will need to fulfill.
- IV. complete the in-person interview with the authorized personnel from the agency to determine the level of overall need in relation to each program.

CTSA Volunteer Screening Policy

This policy is intended to provide guidance for CTSA Department staff when selecting individuals to function as volunteers in relation to the Transit Ambassador program or any of the other CTSA mobility management programs. In order to participate as a volunteer in relation to any of the abovementioned programs, the eligible individuals under consideration must agree to:

- I. attend an informational meeting during which CTSA staff will explain all of the requirements and obligations which the agency in question will need to fulfill.
- II. submit a written program application form that includes information regarding educational background and training, employment history, and experience working with the seniors, disabled individuals and children.
- III. participate in an in-person interview with appropriate program staff.
- IV. provide the names of two or more references who are unrelated to the applicant.
- V. authorize the program to perform a national, state, and local criminal records check, and a sex offender registry check.
- VI. participate in and successfully complete a minimum of 20 hours of service training provided by the CTSA staff.

Prior to accepting an applicant as a volunteer the CTSA staff will:

- I. execute a thorough review of the written application submitted.
- II. conduct at least one in-person interview with the applicant.
- III. contact each of the applicant's references, by mail, email, or telephone, to examine their appropriateness for the position.
- IV. complete and document all national, state, and local criminal records check, and sex offender registry check.

- V. assess the volunteer's appropriateness as a program volunteer during all face-to-face interactions and observations throughout the screening and training processes, and for the duration of the volunteer's tenor

Criminal History Policy:

Any applicant found to have been convicted of, or having charges pending for a felony or misdemeanor involving a sex offense, adult or child abuse or neglect, or related acts that would pose risks to the individuals receiving service from the Mobility program, or to the program's credibility are not accepted.

When an applicant is found to have committed a misdemeanor or felony that is unrelated to, or would not negatively impact the credibility of the program, the following is considered:

- I. the extent of the rehabilitation since the misdemeanor or felony was committed.
- II. other factors that may influence the decision to accept the applicant.

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

VVTA RFQ 2018-01 CEQA Process for Barstow Facility - Award.

SUMMARY STATEMENT

On July 17, 2017, the Hesperia Chamber of Commerce included a presentation regarding the California Environmental Quality Act (CEQA) process and its requirements when doing construction within the State of California. In August 2017, the Procurement Manager attended the Federal Real Estate Requirements course presented by the FTA which covered the National Environmental Protection Act (NEPA) process. Fortunately, VVTA will not be using Federal Funds to construct the new Barstow facility. This exempts VVTA from federally required and very long NEPA process. Still, VVTA is required to have the CEQA process completed before the construction of the new Barstow Maintenance and Operations Facility.

On September 29, 2017, VVTA released a Request for Quote for the CEQA process. Three responses were received from:

AECOM, New York, NY -	\$80,897.00
Carpenter/Robbins – Advanced Geo Environmental, Stockton, CA	45,770.00
Carpenter/Robbins – LSA Associates, Inc., Riverside, CA	66,240.00

The recommendation is to award the contract to Carpenter/Robbins – Advanced Geo Environmental, Stockton, CA, whose quote was the lowest price.

Funds for this project will come from the profits of the sale of CNG fuels from the Barstow station.

RECOMMENDED ACTION

Award the Contract to Carpenter/Robbins subcontractor Advanced Geo Environmental, Stockton, CA.

PRESENTED BY
Christine Plasting,
Procurement Manager

FISCAL IMPACT
Not to Exceed
\$45,770.00

MEETING DATE
January 16, 2018

ITEM NUMBER
10

CEQA Process
Quote Comparison

	AECOM	Carpenter/ Robbins	Carpenter/ Robbins	Carpenter/ Robbins	Koury Engineering
Task 1 Management and Coordination	\$ 2,857.00	Included	\$ 2,500.00	No Bid	
Task 2 Barstow O&M Facility Concept Plan	\$ 5,641.00	Included	included		
Task 3 Initial Study	\$ 12,614.00	\$ 18,300.00	\$ 8,500.00		
Task 4 Biological Survey and Letter Report	\$ 2,781.00	\$ 13,000.00	\$ 26,600.00		
Traffic, Jurisdictional Study	\$ -	\$ -	\$ 15,500.00		
Task 5 Cultural Resources Survey and Letter Report	\$ 5,701.00	\$ 8,500.00	\$ 4,000.00		
Total Labor	\$ 29,594.00	\$ 39,800.00	\$ 57,100.00		
Other Direct Costs					
Travel	\$ 900.00		\$ 500.00		
Truck Rental for Field Surveys	\$ 200.00				
Photocopies	\$ 100.00				
Archeology Records Search	\$ 1,500.00				
Palentological Records Search	\$ 720.00				
Total Labor	\$ 29,954.00				
Overhead (138%)	\$ 40,839.00				
Fees (10%)	\$ 7,043.00				
Total Direct Expenses	\$ 3,420.00				
Total Project Cost	\$ 81,256.00	\$ 39,800.00	\$ 57,600.00		
Fee	\$ 80,897.00	\$ 5,970.00	\$ 8,640.00		
(Bid form has for Total Project Cost)					
Total	\$ 80,897.00	\$ 45,770.00	\$ 66,240.00		
Time line	19 weeks	34 weeks	31 weeks		

**AGENDA ITEM
ELEVEN**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Release of RFP 2017-21 for the Provision of Vanpool Services.

SUMMARY STATEMENT

Since August of 2012, VVTA staff have operated a very successful vanpool program in the High Desert and North Desert regions of San Bernardino County. At the program's inception, VVTA had contracted with two leasing agencies, Enterprise Rideshare and vRide. These agencies provided vanpool vehicle leases to program participants in accordance with the guidelines of the VVTA Regional Vanpool Program.

In June of 2016, Enterprise Holdings, the parent company of Enterprise Rideshare acquired all of the holdings and corporate interests associated with the vanpool contractor vRide. The acquisition was made complete as of April 1, 2017, with VVTA staff receiving notification that the vRide contract would be terminated and consolidated under the current contract with Enterprise Rideshare. Since this time, however, VVTA staff have noticed that the services provided by Enterprise Rideshare have declined in quality. VVTA staff have also received notification from a number of the vanpools participating in the program that Enterprise Rideshare has raised their rates significantly. In some cases, vanpools have experienced a rate increase of as much as 60% over their original lease rate.

It has become apparent to VVTA staff that it is necessary to release an RFP to determine whether any additional contractors are available to provide vehicle leasing services in accordance with the guidelines of the VVTA Regional Vanpool Program. This increased competition will provide the leasing agencies contracted in association with the vanpool program to provide more competitive leasing rates and better customer service.

RECOMMENDED ACTION

Authorize the Executive Director to release RFP 2017-21 for the Provision of Vanpool Services.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Aaron Moore, CTSA Director	No additional fiscal impact is anticipated.	January 16, 2018	11

VVTA RFP 2017-21 SB REGIONAL VANPOOL PROVIDERS
ATTACHMENT A-SCOPE OF WORK

SCOPE OF WORK

VVTA shall pay Contractor up to \$400.00 per month for each vanpool registered in the Regional Vanpool Subsidy Program (Subsidy Program). This amount is determined by VVTA in accordance with the Federal Transit Administration (FTA) Capital Cost of Contracting policies. VVTA reserves the right to rescind the Subsidy Program at any time, for whatever reason, including, but not limited to lack of funding.

The subsidy amount shall not exceed 50 percent of the total lease cost of each van unit. Where the subsidy is found to be in excess of 50% of the total lease cost of an individual van unit, the subsidy shall be reduced to an amount that is within the 50 percent threshold. For example, a van with a total lease cost of \$700.00 would receive a reduced subsidy of \$350.00 for that unit. Each van will be examined on an individual basis. Averages of fleet-wide lease costs will not be considered.

Vanpools, which are not submitted for approval on the 15th of the month, will not begin its subsidy until the first of the following month. Therefore, starting months will not be prorated.

The following duties provide a framework for the Contractor to operate within while participating in the Subsidy Program. VVTA does not administer van leases nor does it provide direct customer service. Instead, it is the goal of this Scope of Work, this program, and this RFP, to create a relationship between VVTA and the Contractor that nurtures prompt and coherent communication, respectful competition within the marketplace, and the best value and service to the customer.

Contractor agrees to perform the following at no additional cost to VVTA or the customer:

- A. Provide vehicles that will seat a minimum of seven (7) passengers to a maximum of fifteen (15) passengers. The vehicles shall not be more than three (3) model years old at the inception of the agreement between Contractor and the vanpool driver. No vehicle leased to a Subsidy Program participant shall ever exceed four (4) model years in age, or 100,000 miles. Contractor shall replace any vehicle at which time, or before, that vehicle exceeds these limits. The vehicle shall be replaced with a vehicle no more than three (3) model years old. All vehicles will be in compliance with Federal Motor Vehicle Safety Standards (FMVSS). Vendors are responsible for vehicle inspections, licensing, and registration in accordance with applicable federal, state, and local laws.
- B. Provide, at minimum, the following equipment with each vehicle at the time of delivery:
 - First Aid Kit, fully stocked with supplies for five or more people,
 - Fire extinguisher rated for at least Type A, B, and C fires, and

- Two reflective safety yield triangles OR three emergency road flares.
- C. Provide vehicles primarily for commute trips. Personal use of the vehicle may be negotiable between the vanpool driver and Contractor.
 - D. Charge Participants in the Regional Vanpool Program a monthly lease rate not to exceed the Contractor's annual pricing information. Actual lease rates may be less. The Contractor's annual pricing information will be updated prior to executing each new task order. All lease agreements are to be on a month-to—month basis (RFP Attachment 2, Part 1 and Part 2- Vanpool Vehicle Cost Matrix).
 - E. Primarily seek to grow the regional vanpool program by soliciting new customers and adding more vanpools to the region. Contractor shall not directly solicit existing customers with the intention of gaining customers without contributing to the overall growth of the vanpool program.
 - F. Provide insurance of no less than \$5,000,000 per vanpool. VVTA, its employees, Board, and its agents shall be named as additional insured.
 - G. Employ a scheduled maintenance and unscheduled repair program to ensure continued reliability and performance of the vehicles used in the Subsidy Program.
 - H. Arrange for vehicle repair service locations that are within ten (10) miles of either the vanpool driver's home or work location.
 - I. Develop a set of procedures that provides vanpool drivers for reimbursement for incidental expenses or emergency repairs incurred by vanpool drivers. Such procedures shall be approved by VVTA.
 - J. Establish vanpool driver selection and orientation procedures to be approved by VVTA.
 - K. Provide comprehensive vehicle delivery and pick-up services within San Bernardino County for all start-up, replacement, and terminated vans.
 - L. Provide personnel necessary to offer timely and effective customer service and support to participants in the Subsidy Program.
 - M. Provide personnel and tools necessary to offer timely and accurate monthly and yearly reporting. Assist VVTA with marketing the Subsidy Program by providing promotional materials that clearly describe vendor services. A copy of all marketing materials shall be provided to VVTA for review and archive.
 - N. Attend quarterly sales/marketing meetings with VVTA to focus new start-up efforts and coordinate any regional vanpool program changes and/or outreach or marketing efforts the SANBAG Rideshare Program may be initiating. Each quarter, Contractor shall provide VVTA with a written report on all regional sales activities. VVTA will maintain all sales information confidentially.
 - O. Affix on all vans enrolled in the Subsidy Program, a decal displaying the program's logo and/or 511 phone number. Decals will be provided by VVTA.
 - P. Allow for placement of VVTA or partner materials in the interior of the van and/or placement of small ad space on exterior of van.
 - Q. Contractor shall have commuters applying for the Subsidy Program, to prequalify for the program online through VVTA. Upon prequalification and executing a lease with the Contractor, then a formal application will be submitted through the VVTA online system. VVTA will provide online a PDF of its Vanpool Participation Agreement which the driver shall sign and upload back into the system. All online applications must be entered into

the VVTA system by the 15th of each month in order for the vanpool to be considered for enrollment in the program for the following month.

- R. Contractor will comply with applicable state and federal laws and regulations, including driver and vehicle certification, licenses, and vehicle registration. Contractor is responsible for obtaining DMV Form DL-51 from all vanpool drivers no matter what size vehicle they will operate. Contractor is responsible for obtaining DMV Form DL-51 from vanpool drivers every three years.
- S. Contractor shall electronically submit, within five (5) working days of the occurrence, a "Vendor Communications Form" which will contain changes to any Contractor's vanpool and serve as a written notice of the following:
- Termination of a vanpool, including the reason for termination
 - Driver change for an existing vanpool
 - Address or phone number change for current driver
 - Vehicle change within an existing vanpool
 - Vendor change of a vanpool

Contractor shall provide proper and accurate information regarding the changes described above through submission of the VVTA-approved and provided "Vendor Communication Form". NO OTHER FORMS WILL BE ACCEPTED TO REPORT THESE CHANGES. These forms must be submitted electronically into the VVTA online system, within five (5) working days of the occurrence.

- T. Provide monthly Vanpool Incident Report. The following guidelines must be followed when preparing the incident report: Vanpool Incident Report must be submitted to VVTA into its online system, within ten (10) working days of the end of the month in which the incident occurred. Declaration must be made of any major or non-major vehicle incident. Classifications are defined as follows:
- Major: Any incident resulting in a fatality or property damage in excess of \$25,000.
 - Non-Major: Any incident that results in more than \$7,500 but less than \$25,000 in property damage and/or results in any injury that requires medical attention away from the scene of the incident.
 - Declaration must be made if no major or non-major incidents occurred.
 - Printed name and signature of authorized vendor representative responsible for declarations must be included.
 - Declaration of Major or Non-Major incidents will be followed by further inquiry by VVTA and further reporting requirements.

Failure to provide the monthly Vanpool Incident Reports within the time requirements stated in this section will result in a 10% withholding of the associated monthly invoice amount until the Vanpool Incident Reports are submitted.

- U. Provide monthly invoice including accompanying spreadsheet no later than the 20th day of each month for the previous month's services. Invoices submitted for subsidies not yet approved will not be paid until the month after vanpool service was provided. If invoice has too many discrepancies it will be returned to vendor for corrections and

then resubmitted to VVTA. Invoices must include the following information per billable item:

- Van unit number
 - Driver's name
 - Actual monthly van lease cost
 - Actual monthly amount billed to the customer
- V. Provide Annual Reports based on VVTA's fiscal year (July 1 through June 30th). Contractor will submit the information into the VVTA online system by the 1st day of September of each year. The reports available online will include:
- Customer lease cost summary includes:
 - i. Van unit number
 - ii. Driver's first and last name
 - iii. Lease cost listed monthly per van unit that the driver has been assigned to
 - All information necessary for VVTA submission of annual report to the National Transit Database (NTD). This information includes, but is not limited to, odometer reading summary detailing starting and ending mileage for ALL vehicles used throughout the year. The summary should include the following information:
 - i. Year, make, model, passenger capacity, and style (luxury or bench) for each fleet
 - ii. Van unit numbers
 - iii. Starting and ending odometer information for each fleet vehicle, ONLY FOR MILES TRAVELLED BY VVTA-SPONSORED VANPOOLS. Mileage accrued while a vehicle was in service for another region should not be included.
 - Detail of vendor's cost incurred (as required on NTD Form F-40) including the following three categories:
 - i. Administrative
 - ii. Operating
 - iii. Maintenance

This Financial Report (NTD) Form F-40) will not be accepted unless costs are separated in the above three categories.

- Detail of vehicle failures (as required on NTD Form R-20).
- Detail of energy report (as required on NTD Form R-30).

Failure to provide the Annual Reports within the time requirements stated in this section above will result in 10% of the monthly invoiced amounts being withheld until the Annual Reports are submitted.

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**AGENDA ITEM
TWELVE**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Authorize the Filing and Submittal of Fiscal Year 2017-18 State of Good Repair (SGR) Certifications and Assurances, Authorized Agent, and Project List.

SUMMARY STATEMENT

The Road Repair and Accountability Act of 2017 (SB 1) was signed by Governor Brown on April 28, 2017. SB 1 provides funding annually to transit operators in California for eligible transit maintenance, rehabilitation, and capital projects. This investment in public transit will be referred to as the State of Good Repair (SGR) program. This Program is funded from a portion of a new Transportation Improvement Fee on vehicle registrations. A portion of this fee will be transferred to the State Controller's Office (SCO) for the SGR Program. In collaboration with the SCO, Caltrans has been tasked with the management and administration of the SGR Program. These funds will be allocated under the State Transit Assistance (STA) Program formula to eligible agencies pursuant to Public Utilities Code (PUC) section 993152.1. Under the SGR program, transit operators throughout the state will be allocated fiscal resources in accordance with formulas developed to divide the program funding, taking into account variables such as regional population and demographics.

VVTA has been allocated \$612,354 (population share) and \$69,493 (operator share) in FY 17/18 SGR funding for eligible transit projects, as stated in the minute excerpt from the January 4, 2018 Agenda Item #21 for SBCTA as listed below:

"Replacement Buses - \$681,847: Consistent with VVTA's vehicle replacement plan, VVTA systematically replaces transit coaches that are currently part of the active fleet. VVTA has been utilizing Proposition 1B Public Transportation Modernization, Improvement and Service Enhancement Account (PTMISEA) funds as a matching fund source to the Federal Transit Administration (FTA) grants VVTA obtains for replacement vehicles.

Continued

RECOMMENDED ACTION

Approve Resolution #18-01 to Authorize Submittal of FY 17/18 1B SGR Certifications and Assurances, Authorized Agent form and approval of the project list.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Nancie Goff, Deputy Executive Director	Allocated SGR \$681,847	January 16, 2018	12

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Authorize the Filing and Submittal of Fiscal Year 2017-18 State of Good Repair (SGR) Certifications and Assurances, Authorized Agent, and Project List.

SUMMARY STATEMENT

Implemented in 2006, the PTMISEA Program was to provide funding for capital projects over a ten-year period. With the cessation of PTMISEA funding, the SGR Program provides an alternate matching fund source to the FTA grants VVTA receives for vehicle replacement."

Staff recommends VVTA's SGR funds be used in support of the capital replacement of buses, including local match for federal funding toward the replacement of buses that are beyond their useful life.



Authorized Agent

The following individual(s) are hereby authorized to execute for and on behalf of the named Regional Entity/Transit Operator, and to take any actions necessary for the purpose of obtaining State Transit Assistance State of Good Repair funds provided by the California Department of Transportation, Division of Rail and Mass Transportation. This form is valid at the beginning of Fiscal Year 2017-2018 until the end of the State of Good Repair Program. If there is a change in the authorized agent, the project sponsor must submit a new form. This form is required even when the authorized agent is the executive authority himself.

_____ OR
(Name and Title of Authorized Agent)

_____ OR
(Name and Title of Authorized Agent)

(Name and Title of Authorized Agent)

AS THE _____
(Chief Executive Officer / Director / President / Secretary)

OF THE _____
(Name of County/City Organization)

_____ (Print Name) _____ (Title)

(Signature)

Approved this _____ day of _____, 20____

State Transit Assistance State of Good Repair Program

Recipient Certifications and Assurances

Recipient: Victor Valley Transit Authority

Effective Date: January 16, 2018

In order to receive State of Good Repair Program (SGR) funds from the California Department of Transportation (Department), recipients must agree to following terms and conditions:

A. General

- (1) The recipient agrees to abide by the State of Good Repair Guidelines as may be updated from time to time.
- (2) The potential recipient must submit to the Department a State of Good Repair Program Project List annually, listing all projects proposed to be funded by the SGR program. The project list should include the estimated SGR share assigned to each project along with the total estimated cost of each project.
- (3) The recipient must submit a signed Authorized Agent form designating the representative who can submit documents on behalf of the recipient and a copy of the board resolution authorizing the agent.

B. Project Administration

- (1) The recipient certifies that required environmental documentation will be completed prior to expending SGR funds. The recipient assures that each project approved for SGR funding comply with Public Resources Code § 21100 and § 21150.
- (2) The recipient certifies that SGR funds will be used for transit purposes and SGR funded projects will be completed and remain in operation for the estimated useful lives of the assets or improvements.
- (3) The recipient certifies that it has the legal, financial, and technical capacity to deliver the projects, including the safety and security aspects of each project.

- (4) The recipient certifies that there is no pending litigation, dispute, or negative audit findings related to any SGR project at the time an SGR project is submitted in the annual list.
- (5) Recipient agrees to notify the Department immediately if litigation is filed or disputes arise after submission of the annual project list and to notify the Department of any negative audit findings related to any project using SGR funds.
- (6) The recipient must maintain satisfactory continuing control over the use of project equipment and/or facilities and will adequately maintain project equipment and/or facilities for the estimated useful life of each project.
- (7) Any and all interest the recipient earns on SGR funds must be reported to the Department and may only be used on approved SGR projects or returned to the Department.
- (8) The recipient must notify the Department of any proposed changes to an approved project list by submitting an amended project list.
- (9) Funds will be expended in a timely manner.

C. Reporting

- (1) Per Public Utilities Code § 99312.1 (e) and (f), the recipient must submit the following SGR reports:
 - a. Annual Expenditure Reports within six months of the close of the fiscal year (by December 31st) of each year.
 - b. The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of SGR funds. A copy of the audit report must be submitted to the Department within six months of the close of each fiscal year in which SGR funds have been received or expended.

D. Cost Principles

- (1) The recipient agrees to comply with Title 2 of the Code of Federal Regulations Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- (2) The recipient agrees, and will assure that its contractors and subcontractors will be obligated to agree, that (a) Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allowability of individual project cost items and (b) those parties shall

comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

- (3) Any project cost for which the recipient has received payment that are determined by subsequent audit to be unallowable under 2 CFR, Part 200, are subject to repayment by the recipient to the State of California (State). Should the recipient fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the recipient from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

E. Record Retention

- (1) The recipient agrees, and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the recipient, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices. All accounting records and other supporting papers of the recipient, its contractors and subcontractors connected with SGR funding shall be maintained for a minimum of three (3) years from the date of final payment and shall be held open to inspection, copying, and audit by representatives of the State and the California State Auditor. Copies thereof will be furnished by the recipient, its contractors, and subcontractors upon receipt of any request made by the State or its agents. In conducting an audit of the costs claimed, the State will rely to the maximum extent possible on any prior audit of the recipient pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the recipient's external and internal auditors may be relied upon and used by the State when planning and conducting additional audits.
- (2) For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with the performance of the recipient's contracts with third parties pursuant to Government Code § 8546.7, the recipient, its contractors and subcontractors and the Department shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times during the entire project period and for three (3) years from the date of final payment. The State, the California State Auditor, or any duly authorized representative of the State, shall each have access to any books, records, and documents that are pertinent to a

project for audits, examinations, excerpts, and transactions, and the recipient shall furnish copies thereof if requested.

- (3) The recipient, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by the State, for the purpose of any investigation to ascertain compliance with this document.

F. Special Situations

- (1) Recipient acknowledges that if a project list is not submitted timely, the recipient forfeits its apportionment for that fiscal year.
- (2) Recipients with delinquent expenditure reports may risk future eligibility for future SGR funding.
- (3) Recipient acknowledges that the Department shall have the right to perform an audit and/or request detailed project information of the recipient's SGR funded projects at the Department's discretion from SGR award through 3 years after the completion and final billing of any SGR funded project. Recipient agrees to provide any requested project information.

I certify all of these conditions will be met.

AGENCY NAME

BY: _____
Kevin Kane, Executive Director

ATTACHMENT I

RESOLUTION # 18-01

**AUTHORIZATION FOR THE EXECUTION OF THE
CERTIFICATIONS AND ASSURANCES
FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM**

WHEREAS, the Victor Valley Transit Authority is an eligible project sponsor and may receive State Transit Assistance funding from the State of Good Repair Account (SGR) now or sometime in the future for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 1 (2017) named the Department of Transportation (Department) as the administrative agency for the SGR; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing SGR funds to eligible project sponsors (local agencies); and

WHEREAS, the Victor Valley Transit Authority wishes to delegate authorization to execute these documents and any amendments thereto to the Executive Director

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Victor Valley Transit Authority that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all SGR funded transit projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that the Executive Director be authorized to execute all required documents of the SGR program and any Amendments thereto with the California Department of Transportation.

PASSED, APPROVED and ADOPTED this 16th day of January 2018.

Gloria Garcia, VVTA Board Chair

APPROVED AS TO FORM:

Carol Greene, VVTA Legal Counsel

Minute Action

AGENDA ITEM: 21

Date: *January 4, 2018*

Subject:

Fiscal Year 2017/2018 State of Good Repair Program Allocations

Recommendation:

That the Board, acting as the San Bernardino County Transportation Authority (SBCTA):

A. Allocate \$3,360,533 of State of Good Repair (SGR) Program funds to the following projects:

- i. SBCTA – Santa Fe Depot Structural Rehab & Repair - \$687,300
- ii. Omnitrans – I Street Facility Upgrades - \$1,558,464
- iii. Mountain Transit – Bus Stop Improvements - \$73,623
- iv. Morongo Basin Transit Authority (MBTA) – Facility Lighting Upgrades - \$10,100
- v. MBTA – Bus Stop Upgrades - \$67,436
- vi. MBTA – Security Surveillance Upgrades - \$3,030
- vii. MBTA – Vehicle Rehabilitation - \$23,706
- viii. Victor Valley Transit Authority (VVTA) – Replacement Buses - \$681,847
- ix. City of Needles – Preventative Maintenance - \$7,201
- x. Southern California Regional Rail Authority (SCRRA) – Metrolink Capital Maintenance - \$247,826

B. Approve Resolution No. 18-024 authorizing the SBCTA Executive Director, or his designee, to submit project nominations to the California Department of Transportation for Fiscal Year 2017/2018 SGR funds for the projects listed above, and execute the Certifications and Assurances and other required documents for the SGR Program.

Background:

Senate Bill (SB) 1, also known as the Road Repair and Accountability Act of 2017, was approved on April 28, 2017, and will provide over \$50 billion in new transportation funding over the next decade to improve transit service and repair highways, bridges, and local roads. The State of Good Repair (SGR) Program, derived from the approval of SB 1, will be funded from a portion of a new Transportation Improvement Fee on vehicle registrations and will provide approximately \$105 million annually to transit operators in California for eligible maintenance, rehabilitation, and capital projects. While SB 1 addresses a variety of transportation needs, the SGR Program has a specific goal of keeping transit systems in a state of good repair including the maintenance and rehabilitation of transit facilities and vehicles and the purchase of new transit vehicles.

To be administered by the California Department of Transportation (Caltrans), SGR Program funds are apportioned to eligible agencies utilizing the State Transit Assistance (STA) Program

Entity: San Bernardino County Transportation Authority

formula. The formula apportions fifty percent of the SGR funds by population and the remaining fifty percent by operator revenues from the prior fiscal year in accordance with Public Utilities Commission (PUC) 99313 and PUC 99314, respectively. The State Controller's Office (SCO) is responsible for determining the estimated funding levels for PUC 99313 (Population Share) and PUC 99314 (Operator Share) funds. For the San Bernardino region, the SCO estimated an apportionment of \$2,869,511 in Population Share funds and \$491,022 in Operator Share funds, for a total of \$3,360,533 in Fiscal Year 2017/2018.

SBCTA, as the regional transportation planning agency, will receive direct allocations of SGR funds in accordance with PUC Section 99312.2(c) and is responsible for allocating SGR-Population Share funds to projects based on local need and sub-allocating SGR-Operator Share funds to the transit operators in the San Bernardino region based on the amounts published by the SCO. SBCTA is further responsible for providing a list annually to Caltrans of all projects proposed to be funded with SGR funds made available to San Bernardino County. Agencies eligible to receive SGR funds include SBCTA, Omnitrans, VVTA, MBTA, Mountain Transit, City of Needles, and SCRRA.

Consistent with the PUC 99313 funding formula utilized by the SCO, SBCTA staff recommends apportioning SGR-Population Share funds to the Valley and Mountain/Desert areas based on the ratio of the population of these subareas to the total population of San Bernardino County. Table 1 indicates the Valley and Mountain/Desert SGR-Population Share apportionments based on a population formula.

Table 1 - Fiscal Year 2017/2018 SGR-Population Share Apportionment

Fiscal Year 2017/2018 SGR Funds Per PUC Section 99313			Formula Share
			\$ 2,869,511
Apportionment Area	Population	Percentage	Fiscal Year 2017/2018 Apportionment
Valley	1,568,083	72.59%	\$2,082,978
Mountain/Desert	592,173	27.41%	\$786,533
Total	2,160,256	100.00%	\$2,869,511

Population Source: California Department of Finance and County Demographic Research Unit January 2017

As indicated in Table 2, SBCTA staff recommends further apportioning the Mountain/Desert SGR-Population Share apportionment to the Mountain/Desert transit operators in accordance with the population of their respective service areas. The Valley SGR-Population Share apportionment will be allocated to Omnitrans, SBCTA, and SCRRA based on need. As required, SGR-Operator Share funds will be sub-allocated to the transit operators in the San Bernardino region based on the amounts published by the SCO.

Table 2 – Recommended Fiscal Year 2017/2018 SGR Allocations

Fiscal Year 2017/2018 SGR Funds			
Agency	PUC 99313 Population Share	PUC 99314 Operator Share	Total SGR Allocation
SBCTA	\$ 687,300	\$ -	\$ 687,300
Omnitrans	\$ 1,395,678	\$ 162,786	\$ 1,558,464
Mountain Transit	\$ 68,868	\$ 4,755	\$ 73,623
MBTA	\$ 98,711	\$ 5,561	\$ 104,272
VVTA	\$ 612,354	\$ 69,493	\$ 681,847
City of Needles	\$ 6,600	\$ 601	\$ 7,201
SCRRA	\$ -	\$ 247,826	\$ 247,826
Total	\$ 2,869,511	\$ 491,022	\$ 3,360,533

In October 2017, SBCTA staff contacted all transit operators and the SBCTA Department of Transit and Rail requesting the submission of a proposed list of projects to be funded with SGR funds. It should be noted that MBTA has elected to fund multiple projects with their allocation of SGR funds, as indicated below. Based on project list submittals and coordination with the operators concerning the availability of funds, SBCTA staff is recommending the following projects for Fiscal Year 2017/2018 SGR allocations:

Santa Fe Depot Structural Rehab & Repair - \$687,300

SBCTA will utilize SGR funds to perform various structural repairs in the east and west wing basements of the San Bernardino Santa Fe Depot and the Masonry Arch of the Harvey House.

I Street Facility Upgrades - \$1,558,464

Omnitrans is in the process of converting its Paratransit fleet to Compressed Natural Gas (CNG) and the facility on I Street is currently not equipped to maintain CNG vehicles. Omnitrans will use SGR funds to perform various upgrades to the I Street Facility which will include CNG vehicle maintenance upgrades and a methane detection system for safety purposes.

Bus Stop Improvements - \$73,623

With SGR funds, Mountain Transit will improve bus stops in the Mountain Transit service area. The bus stop improvements will include design plans, construction of the bus pad and shelter, and solar lighting. Americans with Disabilities (ADA) improvements will be implemented as necessary.

Facility Lighting Upgrades - \$10,100

In order to improve safety and visibility, MBTA will perform upgrades to the facility lighting system at the MBTA Operations Center located in Joshua Tree. The Facility Lighting Upgrade Project will consist of replacing the current lighting system to a more efficient LED lighting system.

San Bernardino County Transportation Authority

Bus Stop Upgrades - \$67,436

MBTA will upgrade the bus stop located at State Route 62 and Elk Trail in Yucca Valley to improve accessibility and safety. The upgraded bus stop will include an ADA accessible ramp, sidewalk, concrete bus shelter pad, and a bus shelter.

Security Surveillance Upgrades - \$3,030

MBTA will utilize SGR funds to upgrade various security cameras and related equipment in or around the MBTA facilities located in Joshua Tree, Yucca Valley, and Twentynine Palms.

Vehicle Rehabilitation -- \$23,706

In order to ensure passenger safety and service reliability, MBTA will use SGR funds to fund vehicle rehabilitations which may include engine or transmission replacements.

Replacement Buses - \$681,847

Consistent with VVTA's vehicle replacement plan, VVTA systematically replaces transit coaches that are currently part of the active fleet. VVTA has been utilizing Proposition 1B Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) funds as a matching fund source to the Federal Transit Administration (FTA) grants VVTA obtains for replacement vehicles. Implemented in 2006, the PTMISEA Program was to provide funding for capital projects over a ten-year period. With the cessation of PTMISEA funding, the SGR Program provides an alternate matching fund source to the FTA grants VVTA receives for vehicle replacement costs.

Preventative Maintenance - \$7,201

Per an agreement with the City of Needles, McDonald Transit Associates, Inc. provides Needles Area Transit service and facilitates preventative maintenance on the vehicles used for service. The City of Needles will utilize SGR funds to partially fund the preventative maintenance portion of the McDonald Transit Associates, Inc. contract.

Metrolink Capital Maintenance - \$247,826

SCRRA will utilize SGR funds to rehabilitate, reconstruct, or replace various Metrolink structures and equipment vital to Metrolink service including track, track beds, signals, communication systems, facilities and stations, platforms, signage, and rolling stock.

SB 1 emphasizes the importance of accountability and transparency in the delivery of California's transportation programs. Therefore, in order to maintain eligibility for SGR funding, eligible recipients must comply with various reporting requirements. Additionally, each recipient must submit to Caltrans a signed Authorized Agent Form (Attachment A) and an approved Certifications and Assurances document (Attachment B) prior to receiving their first SGR allocation. The submittal of these documents is a one-time requirement; however, a re-submittal of an amended Authorized Agent form is required should a recipient undergo a change to the approved authorized agents.

Board of Directors Agenda Item
January 4, 2018
Page 5

SBCTA staff intends on passing through the suballocations of SGR funds to the appropriate subrecipients. Disbursements will occur on a quarterly basis with the Fiscal Year 2017/2018 expected to occur in May and August 2018. Memorandums of understanding between SBCTA and the subrecipients outlining the roles and responsibilities related to the administration of the SGR Program will be presented to the SBCTA Board of Directors prior to the first disbursement.

Financial Impact:

This item is consistent with the adopted Fiscal Year 2017/2018 Budget.

Reviewed By:

This item was reviewed and unanimously recommended for approval by the Transit Committee on December 14, 2017.

Responsible Staff:

Andrea Zureick, Director of Fund Administration

Approved
Board of Directors
Date: January 4, 2018

Witnessed By:

San Bernardino County Transportation Authority

RESOLUTION NO. 18-024

RESOLUTION OF THE SAN BERNARDINO COUNTY TRANSPORTATION AUTHORITY AUTHORIZING THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM AND FOR THE PROJECTS FUNDED BY CALIFORNIA STATE OF GOOD REPAIR PROGRAM FUNDS

WHEREAS, the San Bernardino County Transportation Authority (SBCTA) is an eligible project sponsor and may receive State Transit Assistance funding from the State of Good Repair Account (SGR) now or sometime in the future for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 1 (2017) named the Department of Transportation (Department) as the administrative agency for the SGR; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing SGR funds to eligible project sponsors (local agencies); and

WHEREAS, SBCTA wishes to delegate authorization to execute these documents and any amendments thereto to Raymond W. Wolfe, Executive Director; and

WHEREAS, SBCTA wishes to implement the SGR Projects listed below.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Bernardino County Transportation Authority, as follows:

Section 1. The fund recipient, SBCTA, agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and the Authorized Agent documents and applicable statutes, regulations and guidelines for all SGR funded transit projects.

Section 2. The SBCTA Executive Director, Raymond W. Wolfe, is authorized to execute all required documents of the SGR program, and any Amendments thereto with the Department.

Section 3. The submittal of the following project nominations to the Department for Fiscal Year 2017/2018 SGR funds is hereby authorized:

- Santa Fe Depot Structural Rehab & Repair
- I Street Facility Upgrades
- Bus Stop Improvements
- Facility Lighting Upgrades
- Bus Stop Upgrades

Attachment: RESOLUTION 18-024 SGR (4352 : Fiscal Year 2017/2018 State of Good Repair Program Allocations)

Security Surveillance Upgrades
Vehicle Rehabilitation
Replacement Buses
Preventative Maintenance
Metrolink Capital Maintenance

Section 4. This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED at a meeting of the San Bernardino County Transportation Authority held on January 4, 2018.

Alan D. Wapner, President

ATTEST:

Clerk of the Board

Attachment: RESOLUTION 18-024 SGR (4362 : Fiscal Year 2017/2018 State of Good Repair Program Allocations)

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

VVTA FY17-18 Compensation policy review.

SUMMARY STATEMENT

In 2010 VVTA brought the administration staff "in house". Prior to that time, VVTA had no employees and as a result had no Human Resources policies or procedures. At the direction of the VVTA Board of Directors (BOD), staff commissioned a compensation study to identify a common framework for compensation ranges for the types of positions currently associated with the operations of the VVTA administration. These included identification of salary "ranges", salary "steps" within those ranges, and the placement of positions within the ranges. One of the stated goals of the plan was to "ensure VVTA's ability to meet the present and future business objectives of the organization, maintain a salary program which will give maximum incentive to real accomplishments, and compensate individuals on the basis of merit without discrimination, while providing necessary administrative control of salary costs, and provide salary structures, which are internally equitable and externally competitive". The final Compensation Policy was adopted by the VVTA BOD on March 18, 2013.

Article 8 of the VVTA Compensation Policy requires a formal evaluation "every five years" in which "VVTA will evaluate its compensation structure, programs, and policies to assess market competitiveness, effectiveness, and compliance with State Law". In compliance with this policy, on June 19, 2017, the VVTA BOD approved the competitive award of contract to Segal Waters Consulting, a nationally recognized compensation consulting firm, to perform this evaluation. Segal Waters will be presenting their findings and recommendations to the VVTA BOD at the January 16, 2017 public meeting.

Article 8 of the VVTA Compensation Policy additionally includes a staff review of the findings of the commissioned study, and in order to make recommendations to the Board for "adjustments to the compensation structure". VVTA staff plans to perform such a review and will report back to the Board at the February 2017 meeting.

RECOMMENDED ACTION

Receive and File.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Kevin Kane, Executive Director	N/A	January 16, 2017	13

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DAILY PRESS

Commuters lose transit, parking, biking benefits in tax bill

By Joan Lowy, The Associated Press

Posted Dec 16, 2017 at 12:17 AM

Updated Dec 16, 2017 at 12:17 AM

WASHINGTON (AP) — Count commuters among the losers in the Republican tax bill that the House and Senate are expected to vote on next week.

The final bill agreed to by Republican negotiators and released late Friday eliminates the tax incentive for private employers that subsidize their employees' transit, parking and bicycle commuting expenses.

Currently, companies can provide parking or transit passes worth up to \$255 a month to employees as a benefit to help pay for their commuting expenses, and then deduct the costs from their corporate taxes. That amount was set to increase to \$260 a month on Jan. 1.

The reasoning behind the elimination of the deduction is that since the tax bill substantially lowers the corporate tax rate, smaller tax breaks that complicate the tax code are no longer necessary. Companies could still provide the parking and transit passes to employees, but they would no longer get the tax deduction. And employees who pay for their own transportation costs can still use pre-tax income.

The elimination of the subsidy has transit agencies worried that fewer commuters will opt for transit.

"It's clearly a negative for commuters who are spending a lot of money on public transportation," said Rob Healy, vice president for governmental affairs at the American Public Transportation Association. The employer subsidies are generally more lucrative for commuters than the ability to use pre-tax income for transportation costs, he said.

"The concern is that if employers can't write it off, they won't offer it. And if they don't offer it, it's a loss to the employees," Healy said. "It could ultimately hurt the ridership."

Businesses that provide their employees with \$20 per month to cover the expense of commuting by bicycle would also no longer be able to write off the benefit under the tax bill. Without that incentive, the relatively few employers offering the benefit may discontinue it, said Ken McLeod, policy director for the League of American Bicyclists.

Bicyclists can use the benefit to offset the cost of a new bicycle or pay for helmets, locks, lights or maintenance like new tires, McLeod said. The money doesn't count toward employee earnings, he said.

Getting rid of the bicycle benefit, which was adopted in 2009, would save the government a relatively low \$5 million a year, McLeod said. By comparison, the parking benefit costs the government about \$7.3 billion a year in foregone taxes, according to a report by TransitCenter, a transit advocacy group.

The House version of the tax bill retained the benefit, but the Senate version eliminated it even though more than 1,500 bicyclists contacted members of the Senate Finance Committee to try to persuade them to keep the write-off, he said.

"Growth in commuting by bicycle contributes to reducing congestion, promoting good health and supporting a low-cost mode of transportation for all Americans," 20 bicycle, community, and sports and outdoor industry groups said in a letter to the committee's chairman, Sen. Orrin Hatch, R-Utah, and senior Democrat, Sen. Ron Wyden, D-Oregon.

What bothers bicyclists the most, McLeod said, isn't so much the money, but "just that it feels like the federal government doesn't support biking.

"I don't know if that is something the legislators meant to express," he said, "but that's something we're definitely hearing."

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Office + Style Colored 28 Mm Paper Clips, 480 Pcs