

**VICTOR VALLEY TRANSIT AUTHORITY
REGULAR MEETING OF
THE BOARD OF DIRECTORS
March 19, 2018, 9:30 A.M.**

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

Victor Valley Transit Authority Board of Directors

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

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 VFTA phone number and the office is located at 17150 Smoke Tree Street, Hesperia, CA. This agenda available and posted: Monday, March 12, 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.

CONSENT CALENDAR

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

- Pg. 9 ***Item #1: Minutes from Regular Meeting of The Board of Directors Conducted on February 20, 2018.***
Recommendation: Move for approval.
Presented by: None.
- Pg. 17 ***Item #2: Warrants, January 2018.***
Recommendation: Move for approval.
Presented by: None.
- Pg. 23 ***Item #3: Memorandum of Understanding (MOU) Between SBCTA and VVTA for the Purpose of Administering SB (1) Funds.***
Recommendation: Move for approval.
Presented by: None.

REPORTS

- Pg. 35 ***Item #4: Meeting Notes From The Technical Advisory Committee Meeting Conducted on March 7, 2018.***
Recommendation: Information item only.
- Pg. 43 ***Item #5: Management Reports for Hesperia and Barstow Divisions – Verbal Report from Executive Director.***
Recommendation: Information item only.
Presented by: Kevin Kane, Executive Director.

ACTION ITEMS

- Pg. 93 ***Item #6: Exercise Contract Option year for Contract 2015-06, ADARIDE.COM to provide ADA Complementary Paratransit Eligibility Certification Evaluation Service for VVTA for One Twelve (12) Month Period.***
Recommendation: Approve Contract Option year for Contract 2015-06 ADARIDE.COM, LLC, to Provide ADA Complementary Paratransit Eligibility Certification Evaluation Services for VVTA for One Twelve (12) Month Period.
Presented by: Christine Plasting, Procurement Manager.

CONFLICT OF INTEREST

- Pg. 99 **Conflict of Interest form for VVTA IFB 2016-34 Audio Visual to Golden Star Technologies.**
- Pg. 103 ***Item #7: Award VVTA IFB 2016-34 Audio Visual to Golden Star Technologies.***
Recommendation: Approve Award of Contract 2016-34 to Golden Star Technologies, Corona, CA.
Presented by: Christine Plasting, Procurement Manager.
- Pg. 107 ***Item #8: Release RFP 2018-02 Security Services for VVTA.***
Recommendation: Authorize Staff to Release RFP 2018-02 for Security Services for VVTA.
Presented by: Christine Plasting, Procurement Manager.
- Pg. 113 ***Item #9: Authorize the Filing of Grant Applications through the Low Carbon Transit Operations Program (LCTOP) for the 2017-18 Fiscal Year Allocations.***
Recommendation: Adopt Resolutions 18-02 and 18-03 authorizing the filing of Low Carbon Transit Operations Program (LCTOP) allocation requests, authorized agent forms, and certification and assurances
Presented by: Nancie Goff, Deputy Executive Director.
- Pg. 121 ***Item #10: Amend the VVTA Fiscal Year 2017-18 Annual Operating and Capital Budget, Short Range Transit Plan and TDA Claim to Include a Project for Support Vehicles (2).***
Recommendation: Amend the VVTA Fiscal Year 2017-18 Annual Operating and Capital Budget, Short Range Transit Plan and TDA Claim to Include a Project for Support Vehicles (2).
Presented by: Nancie Goff, Deputy Executive Director.

- Pg. 125 **Item #11: Claim for Completed Article 3 Transit Stop Access Improvement Project.**
Recommendation: Authorize Staff to file an Article 3 reimbursement claim for \$47,115 and local over match to SBCTA for the completed Article 3 project within the City of Victorville as presented.
Presented by: Nancie Goff, Deputy Executive Director.
- Pg. 145 **Item #12: Appoint Executive Director, Kevin Kane, as the Identified Representative to Act as Labor Negotiator with Regard to all Other VVTA Employees.**
Recommendation: Appoint Executive Director, Kevin Kane as the designated representative to act as Labor Negotiator with Regard to all Other VVTA Employees.
Presented by: Kevin Kane, Executive Director.
- Pg. 149 **Item #13: Closed Session.**
Closed Session.
BOARD BUSINESS
Conference with Labor Negotiator per Government Code Section 54957.6(A) with Kevin Kane, Designated Labor Negotiator with regard to all other VVTA employees, with the exception of Executive Director.
Recommendation: Approve recommendation of the Board.
Presented by: Kevin Kane, Executive Director.

BOARD OF DIRECTORS COMMENTS

DATE OF NEXT MEETING

Monday, April 16th at 9:30 AM
Victor Valley Transit Authority Board Room
17150 Smoke Tree Street, Hesperia, CA 92345

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
S RTP	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

Minutes from the Regular Meeting of the Board of Directors Conducted on February 20, 2018.

SUMMARY STATEMENT

Following are copies of the minutes from the regular meeting of the Board of Directors conducted on February 20, 2018.

RECOMMENDED ACTION

Move for approval.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Debi Lorrh, Clerk of the Board	N/A	March 19, 2018	1

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

**FEBRUARY 20, 2018
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 Vice-Chair Barb Stanton in the Barstow Council Chambers, 220 East Mountain View Street, Barstow, CA 92311

ROLL CALL

Board Members Present: Vice-Chair Barb Stanton
Director Robert Lovingood
Director Larry Bird
Director Gloria Garcia
Alternate-Director Sandy Baca

Board Members Absent: Chair Rich Harpole

Staff Members Present:

Kevin Kane, VVTA	Christine Ortega, Transdev
Doug Matthews, City of Victorville	Curt Mitchell, City of Barstow
Jonathan McDowell, Transdev	Simon Herrera, VVTA
Debi Lorrach, Clerk of the Board	Barbara Miller, VVTA
Lora Sanchez, Transdev	Orlando Acevedo, Town of Apple Valley
Cindy Prothro, City of Barstow	Ro Ratliff, City of Victorville
Aaron Moore, VVTA	Christine Plasting, VVTA
Nancie Goff, VVTA	Ron Zirges, VVTA
Steven Riggs, VVTA	

PLEDGE OF ALLEGIANCE

Director Garcia led the audience in the pledge of allegiance.

ANNOUNCEMENTS

Mr. Kane mentioned that the Senior Fair is taking place in Barstow today and the CTSA staff is in attendance to join this event after the Board meeting.

PUBLIC COMMENTS

Speaker: Mike Hernandez, Barstow, CA
Mr. Hernandez stated that there are many bus stops in Barstow that do not have any shelters or benches. Additionally, he shared concern regarding the bus stop at the entrance to WalMart having a 15-foot drop off right behind the stop.

Speaker: Josh Gross, Beverly Hills Weekly (via email)
Mr. Kelly submitted a letter via email requesting service between the Victorville Transfer Point and Palmdale. This request will be added to the unmet needs list.

CONSENT CALENDAR

1. **Minutes from Regular Meeting of The Board of Directors Conducted on November 20, 2017.**
Recommendation: Move for approval.
Presented by: None.
2. **Warrants, December 2017.**
Recommendation: Move for approval.
Presented by: None.

A MOTION WAS MADE BY Director Lovingood to approve the Consent Calendar, abstaining from Item #2. Seconded by Director Garcia. The motion passed unanimously.

REPORTS

3. **Meeting Notes from The Technical Advisory Committee Meeting Conducted on February 7, 2018.**
Recommendation: Information item only.
4. **Management Reports for Hesperia and Barstow Divisions – Verbal Report from Executive Director.**
Recommendation: Information item only.
Presented by: Kevin Kane, Executive Director.

Mr. Kane discussed the California Air Resources Board (CARB) upcoming clean transit vote to take place over the summer as well as future requirements; all transit operators must operate with fully electric/hydro buses by 2040. Mr. Kane added that these buses are 50% more expensive than current CNG buses and would like to see this change happen in a sustainable manner.

SBCTA is in the processing of beginning their own Vanpool program, Mr. Kane shared, focusing on participants down in the Valley and possibly the Riverside area. Director Lovingood mentioned that the High Desert Corridor would greatly assist with vanpools as well as provide quicker access to the Palmdale area.

The Board also briefly discussed SB1 and the strong call for a recall vote; Director Lovingood mentioned that if SB1 is rescinded, there is a two (2) year period where full funding will be provided.

ACTION/DISCUSSION ITEMS

- 5. Amend the VVTA Fiscal Year 2017-18 Annual Operating and Capital Budget, Short Range Transit Plan and TDA Claim to Include the Awarded Transit Stop Access Improvement Project and Funding.**

Recommendation: Amend the VVTA Fiscal Year 2017-18 Annual Operating and Capital Budget, Short Range Transit Plan and TDA Claim to include the Awarded Transit Stop Access Improvement Project and Funding.

Presented by: Nancie Goff, Deputy Executive Director.

Article 3 awarded \$87,000 to the project submitted by VVTA for the City of Hesperia and the City plans to use Measure I local over-matching funds to fund the balance of the project cost total. Ms. Goff explained this amendment is to include the project and those funds in the budget.

A MOTION WAS MADE BY Director Bird to approve the recommended action.
Seconded by Director Garcia. The motion passed unanimously.

- 6. VVTA Annual Financial Audit Report for Fiscal Year Ending June 30, 2017 Completed by Vavrinek, Trine, Day and Company, LLP.**

Recommendation: Receive and file

Presented by: Steven Riggs, Finance Director.

The annual financial audit is required; recruited and paid for by SBCTA. Mr. Riggs explained that VVTA's audit for FY16-17, ending June 30, 2017, resulted in no findings and no management recommendations for the third year in a row. Mr. Riggs highlighted that these audit results were a testament to the fiscally responsible management of VVTA's finances and was the result of a team effort where all levels of management cooperatively focused on supporting VVTA's conservative and compliant processes.

Vice-Chair Stanton mentioned farebox ratio fluctuations; Mr. Kane responded that when Social services agencies purchase passes in bulk, that will affect the numbers in TransTrack

- 7. FY17-18 Mid-Year Budget Review.**

Recommendation: Receive and file.

Presented by: Steven Riggs, Finance Director.

Mr. Riggs briefly reviewed the mid-year budget numbers for July 1st through December 31st, highlighting the fact VVTA expenses were greatly offset by RIN's credits that VVTA receives from the sale of clean energy (CNG/LNG) from its public fueling stations. Additionally, it is projected VVTA will end this fiscal year at budget or 0.1% above budget.

8. **Release of RFP 2018-05 Mid-Life Bus Rehabilitation.**

Recommendation: Authorize VVTA to release RFP 2018-05 Mid-Life Bus Rehabilitation.

Presented by: Ron Zirges, Facilities and Maintenance Director.

During the FY 16/17 Budget process, the VVTA Board approved a Mid-Life Bus Rehabilitation. Mr. Zirges explained that the new goal for the bus maintenance plan is to extend the life of the buses from 12 years/500,000 miles to 15 years/800,000 miles. In 2017 VVTA requested quotes for remanufactured Cummins engines; this option put buses out of service for a minimum of two (2) months at a time and was not acceptable and eventually these engines were no longer manufactured.

Recently Cummins improved these engines to reduce NOX emissions and Green House Gases and renamed them L9N near zero engine, Mr. Zirges explained. These will work in VVTA's buses as a factory approved replacement.

A MOTION WAS MADE BY Director Lovingood to approve the recommended action with approved changes. Seconded by Director Garcia. The motion passed unanimously.

9. **VVTA FY17-18 Compensation Study Presentation.**

Recommendation: Review for possible future action.

Presented by: Steven Riggs, Finance Director.

Mr. Riggs stated that this presentation, now in a PowerPoint format, is simply a requirement of the Board approved compensation policy created in 2013. After conversation between all Board members, a sub-committee was created in order to review the policy as well as the study; the sub-committee consists of Director Lovingood, Director Garcia and Vice-Chair Stanton. Mr. Kane suggested that Chair Harpole be allowed the opportunity to join this sub-committee as well.

The Board also discussed a list of items that they may like to see included in the study, such as including Yucca Valley and 29 Palms, including dollar amounts vs. percentages, costs of purchased transportation including an estimate of the increase for the upcoming contract and would like to see benefits included in the study.

PRESS CLIPS/CORRESPONDENCE

Director Bird complimented VVTA's driver referenced in the article for protecting the passengers during an emergency.

BOARD OF DIRECTORS COMMENTS

Director Lovingood invited all to a Career Pathway for Children taking place at the San Bernardino County Fairgrounds on February 22, 2018.

DATE OF NEXT MEETING

The next scheduled Board meeting will be on Monday, March 19, 2018 at 9:30 am at Victor Valley Transit Authority Board Room, 17150 Smoke Tree Street, Hesperia, CA 92345

ADJOURNMENT

The meeting was adjourned at 10:56 a.m.

APPROVED: _____
Barb Stanton, Vice-Chair

ATTEST: _____
Debi Lorrh, Clerk of the Board

**AGENDA ITEM
TWO**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Payrolls and Warrants for January 2018.

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>
01/05/2018	\$ 59,788.54	PR0193-01-18
01/19/2018	\$ 59,897.84	PR0194-01-18
Total Payroll	\$ 119,686.38	

Agency's Register of Warrants

<u>Register Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Register #</u>
01/05/2018	\$ 173,216.47	8810-8841	AP01912AAACTY
01/12/2018	\$ 146,981.25	8842-8865	AP01921AAACUH
01/19/2018	\$ 248,451.85	8866-8889	AP01927AAACUN
01/26/2018	\$ 109,463.08	8890-8905	AP01939AAACUZ
	\$ 678,112.65		

RECOMMENDED ACTION

Approve VVTA's expenditures for January, 2018.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Steven Riggs, Finance Director	\$ 797,799.03	March 19, 2018	2

Bank Register Report

Victor Valley Transit Authority

check	Date	Payee Name	Amount
008810	01/05/2018	Accountemps	\$157.12
008811	01/05/2018	Alltech Industries Inc	\$18,808.38
008812	01/05/2018	VOID	\$0.00
008813	01/05/2018	VOID	\$0.00
008814	01/05/2018	American Express	\$3,388.02
008815	01/05/2018	Applied Natural Gas Fuel	\$15,396.69
008816	01/05/2018	Bikelid LLC	\$10,982.69
008817	01/05/2018	Bonnie Baker Senior Center	\$1,897.29
008818	01/05/2018	BP Energy Company	\$19,776.61
008819	01/05/2018	Calif Asoc Of Coordinated Transport	\$955.00
008820	01/05/2018	Jazmin Castro	\$77.07
008821	01/05/2018	Creative Bus Sales	\$11.74
008822	01/05/2018	Civic Resource Group	\$961.00
008823	01/05/2018	California Transit Association	\$3,968.00
008824	01/05/2018	Desert Communities FCU	\$60.00
008825	01/05/2018	Diamond	\$285.22
008826	01/05/2018	Southern California Edison	\$7,474.34
008827	01/05/2018	FRONTIER-OFFICE LINES	\$54.70
008828	01/05/2018	Frontier	\$508.86
008829	01/05/2018	GOVERNMENT FINANCE OFFICE ACC	\$160.00
008830	01/05/2018	City Of Hesperia Water District	\$2,365.78
008831	01/05/2018	HI DESERT ALARM	\$180.00
008832	01/05/2018	Mojave Desert AQMD	\$900.16
008833	01/05/2018	Principal Life Insurance Company	\$2,174.32
008834	01/05/2018	San Bernardino County Transportation F	\$56,961.00
008835	01/05/2018	Special District Risk Management	\$401.40
008836	01/05/2018	Shred Your Docs	\$80.00
008837	01/05/2018	Tops N Barricades	\$258.00
008838	01/05/2018	Transdev	\$19,351.20
008839	01/05/2018	Verizon-Security Phones	\$5,107.46
008840	01/05/2018	Verizon	\$380.81
008841	01/05/2018	Wirz And Co Printing Inc	\$133.61
008842	01/12/2018	Allied Barton Security Services	\$8,695.56
008843	01/12/2018	Applied Natural Gas Fuel	\$5,669.17
008844	01/12/2018	State Of CA Board Of Equalization	\$10,147.97
008845	01/12/2018	SPECTRUM BUSINESS	\$133.84
008846	01/12/2018	Spectrum Business-Sec	\$90.00
008847	01/12/2018	Southern California Edison-CNG	\$10,914.24
008848	01/12/2018	Southern California Edison	\$517.67
008849	01/12/2018	Flyers Energy LLC	\$38,893.29
008850	01/12/2018	HI-Desert Communications	\$1,308.00
008851	01/12/2018	Segal Waters Consulting	\$15,000.00
008852	01/12/2018	SONIC SYSTEMS IT	\$334.01
008853	01/12/2018	Southwest Gas Corporation	\$33,484.58
008854	01/12/2018	SOUTHWEST GAS CORPORATION	\$346.78
008855	01/12/2018	State Compensation Insurance Fund	\$1,868.92
008856	01/12/2018	Tops N Barricades	\$62.40
008857	01/12/2018	VOID	\$0.00
008858	01/12/2018	VOID	\$0.00
008859	01/12/2018	VOID	\$0.00
008860	01/12/2018	VOID	\$0.00
008861	01/12/2018	VOID	\$0.00

008862	01/12/2018	US BANK	\$12,108.14
008863	01/12/2018	Transdev	\$4,843.36
008864	01/12/2018	VerizonBAT	\$852.87
008865	01/12/2018	Verizon	\$1,710.45
008866	01/19/2018	ADAride.com	\$5,291.50
008867	01/19/2018	Adelanto Chamber Of Commerce	\$175.00
008868	01/19/2018	Applied Natural Gas Fuel	\$5,659.75
008869	01/19/2018	Charles Meier	\$4,375.00
008870	01/19/2018	Lawrence Bird	\$125.00
008871	01/19/2018	SPECTRUM BUSINESS	\$259.98
008872	01/19/2018	Christianbelle Electric Inc	\$800.00
008873	01/19/2018	Civic Resource Group	\$825.00
008874	01/19/2018	Cummins Pacific	\$59,322.45
008875	01/19/2018	Diamond	\$285.22
008876	01/19/2018	Enterprise Ride Share	\$154,640.00
008877	01/19/2018	ENTERPRISE CAR SHARE	\$2,640.17
008878	01/19/2018	Gloria L. Garcia	\$125.00
008879	01/19/2018	GEOGRAPHICS	\$3,719.55
008880	01/19/2018	Richard Harpole	\$125.00
008881	01/19/2018	Lincoln Financial Group	\$1,027.32
008882	01/19/2018	Robert Lovingood	\$125.00
008883	01/19/2018	San Bernardino County	\$979.35
008884	01/19/2018	Southern California Fleet Services Inc	\$283.46
008885	01/19/2018	SONIC SYSTEMS IT	\$2,885.00
008886	01/19/2018	Southwest Gas Corporation	\$1,132.48
008887	01/19/2018	Southwest Gas Corporation	\$2,596.57
008888	01/19/2018	Southwest Gas Corporation	\$929.05
008889	01/19/2018	Barbara Stanton	\$125.00
008890	01/26/2018	Alltech Industries Inc	\$18,895.00
008891	01/26/2018	Asset Panda LLC	\$3,123.58
008892	01/26/2018	Bonnie Baker Senior Center	\$1,862.38
008893	01/26/2018	BP Energy Company	\$49,218.86
008894	01/26/2018	SPECTRUM BUSINESS	\$1,677.69
008895	01/26/2018	Daily Press	\$204.40
008896	01/26/2018	Southern California Edison	\$791.48
008897	01/26/2018	Frontier	\$117.95
008898	01/26/2018	Principal Life Insurance Company	\$2,099.14
008899	01/26/2018	Ron Turley Associates, Inc	\$2,500.00
008900	01/26/2018	Southern California Fleet Services Inc	\$1,383.32
008901	01/26/2018	Sehi Computer Products Inc	\$18,572.29
008902	01/26/2018	Dustin Strandberg	\$482.00
008903	01/26/2018	Transdev	\$3,550.36
008904	01/26/2018	Verizon	\$190.54
008905	01/26/2018	City Of Victorville	\$4,794.09

TOTAL \$678,112.65

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**AGENDA ITEM
THREE**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Memorandum of Understanding (MOU) Between SBCTA and VVTA for the Purpose of Administering SB (1) Funds.

SUMMARY STATEMENT

On January 4, 2018, the SBCTA Board approved this Memorandum of Understanding (MOU) between SBCTA and VVTA defining roles and responsibilities for the administration of Senate Bill 1 (SB1), State of Good Repair Program funds.

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.

This MOU will complete VVTA's portion of the pass-through funding process.

RECOMMENDED ACTION

Approve the Memorandum of Understanding Between SBCTA and VVTA for the Purpose of Administering SB (1) Funds and authorize the Executive Director to sign with minor changes as reviewed and approved by Counsel.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Kevin Kane, Executive Director	N/A	March 19, 2018	3

MEMORANDUM OF UNDERSTANDING
BETWEEN
SAN BERNARDINO COUNTY TRANSPORTATION AUTHORITY
AND
VICTOR VALLEY TRANSIT AUTHORITY
Contract No. 18-1001919

This Memorandum of Understanding (MOU) is made and entered into this _____, 2018, by and between the San Bernardino County Transportation Authority (“SBCTA”) and Victor Valley Transit Authority (“AGENCY”) for the purpose of defining the roles and responsibilities of the two parties with respect to the receipt of State of Good Repair (“SGR”) Program Funds allocated to SBCTA pursuant to Public Utilities Code section 99312.1, hereinafter referred to as “SGR Funds”.

RECITALS

WHEREAS, AGENCY is a public entity operating transit services; and

WHEREAS, SBCTA, must serve as a direct recipient for SGR Funds that are available to the San Bernardino region and that are allocated to AGENCY by SBCTA in accordance with State of California Public Utilities Code section 99312.2(c); and

WHEREAS, SBCTA desires to work as a partner with AGENCY in ensuring the execution and completion of AGENCY’s projects funded by SGR Funds and included in the SGR Program Project List(s) approved by the SBCTA Board of Directors and approved by the California Department of Transportation (Caltrans or Department); and

WHEREAS, this Memorandum of Understanding addresses the roles and responsibilities for the administration of the SGR Funds allocated to AGENCY by SBCTA; and

WHEREAS, the parties understand that the SGR Funds allocated to AGENCY by SBCTA will be remitted directly to SBCTA from the State; and

WHEREAS, the parties understand that the disbursement of SGR Funds allocated to AGENCY by SBCTA is contingent on SBCTA receiving remittance of SGR Funds from the State; and

WHEREAS, the parties acknowledge that certain administrative and financial functions will be necessary in order for the SGR Funds remitted to SBCTA to be used for approved capital projects to be completed by AGENCY.

NOW, THEREFORE, it is mutually understood and agreed by SBCTA and AGENCY as follows:

ARTICLE I. RESPONSIBILITIES OF SBCTA AND AGENCY

A. SBCTA shall notify AGENCY of the estimated funding levels identified by the State Controller's Office (SCO) for the SGR Funds and the proposed sub-allocation amounts for AGENCY.

B. AGENCY shall assist SBCTA in determining eligible capital projects for AGENCY and the amount of SGR Funds required for each eligible AGENCY project.

C. The SBCTA Board of Directors shall approve the SGR Program Project List(s) in accordance with SGR Program Guidelines developed by Caltrans and in accordance with the estimated funding levels identified by the SCO.

D. AGENCY will prepare, with assistance from SBCTA as needed, all documentation required to be submitted to Caltrans to receive allocations of SGR Funds from the SCO. SBCTA will submit required documents to Caltrans, in accordance with the SGR Program Guidelines developed by Caltrans, for mutually agreed upon eligible projects.

E. SBCTA, through the County of San Bernardino, shall disburse SGR Funds to AGENCY as SBCTA receives SGR Funds from the SCO whether that is quarterly, semi-annually, or otherwise. Disbursement amounts to AGENCY will be disbursed in accordance with the ratio of AGENCY's approved SGR Fund allocation amount per any given fiscal year to the total amount of all approved SGR Fund allocations within that same fiscal year.

F. AGENCY shall deposit their SGR Funds into an interest-bearing bank account dedicated only to SGR Funds for transparency of fund receipt and in accordance with the SGR Program Guidelines developed by Caltrans. If a separate account is not possible, AGENCY must show documents or a subaccount dedicated to SGR Funds.

G. AGENCY shall prepare, with assistance from SBCTA as needed, all required reports related to receipt and expenditure of SGR Funds, including close out reports, in accordance with the SGR Program Guidelines developed by Caltrans. SBCTA will submit the finalized reports to Caltrans on the behalf of AGENCY.

H. SBCTA shall include the verification of receipt and appropriate disbursement of the SGR Funds made available to AGENCY in SBCTA's annual Transportation Development Act (TDA) fiscal and compliance audit. The annual TDA fiscal and compliance audit of AGENCY, facilitated by SBCTA and conducted in accordance with Public Utilities Code section 99245, shall include verification of receipt and appropriate expenditure of the SGR funds disbursed to AGENCY by SBCTA.

I. AGENCY is responsible for ensuring the project is completed as described in the SGR Program Project List(s) approved by the SBCTA Board of Directors and Caltrans and ensuring compliance with all requirements included in the Certifications and Assurances document as described in Attachment A, included herein and made a part of this agreement.

J. AGENCY is responsible for notifying SBCTA expeditiously should any circumstances prevent AGENCY from completing the project as described in SGR Program Project List(s) approved by the SBCTA Board of Directors and Caltrans. AGENCY will provide all documentation required in order for SBCTA to submit a modified SGR Program Project List to Caltrans for approval.

K. AGENCY is responsible for ensuring SGR Funds are expended within the timeframe indicated in the SGR Program Guidelines developed by Caltrans.

ARTICLE II. GENERAL PROVISIONS

A. Term of MOU: This MOU shall be effective upon execution by SBCTA. The MOU shall remain in effect until terminated by mutual written consent of both parties.

B. Legal Authority: SBCTA and AGENCY warrant that they are duly authorized to execute this MOU on behalf of said parties and that, by so executing the MOU, the parties hereto are formally bound to the provisions of this MOU.

C. Assignment: Neither this MOU, nor any of the parties' rights, obligations, duties or authority under this MOU may be assigned in whole or in part by either party without the proper written consent of the other party in its sole and absolute discretion. Any such attempt of assignment shall be deemed void and of no force and effect. Consent to any assignment shall not be deemed consent to any subsequent assignment.

D. Governing Law: The laws of the State of California and applicable local and federal laws, regulations and guidelines shall govern this agreement.

E. Withdrawal and Termination: Any party may withdraw from this MOU upon thirty (30) days written notice to each party, providing that the notice of withdrawal sets forth the effective date of the withdrawal and the reason for the withdrawal.

F. Notices: Any notices, requests, or demands made between the parties pursuant to this MOU are to be directed as follows:

Victor Valley Transit Authority
17150 Smoke Tree Street
Hesperia, CA 923445
ATTN: Kevin Kane
Executive Director
760-948-4021 x114

San Bernardino County Transportation Authority
1170 W Third Street, 2nd Floor
San Bernardino, CA 92410
Attn: Vanessa Schoenewald
Management Analyst III
(909) 884-8276

G. Severability: If any term, provision, covenant, or condition of this MOU is held to be invalid, void or otherwise unenforceable, to any extent, by any court of competent jurisdiction, the remainder of this MOU shall not be affected thereby, and each term, provision, covenant or condition of this MOU shall be valid and enforceable to the fullest extent permitted by law.

H. Counterparts of MOU: This MOU may be executed and delivered in any number of counterparts, each of which, when executed and delivered shall be deemed an original and all of which together shall constitute the same agreement. Facsimile signatures will be permitted.

I. Force Majeure: Either party shall be excused from performing its obligations under this MOU during the time and to the extent that it is prevented from performing by an unforeseeable cause beyond its control, including but not limited to: any incidence of fire, flood, acts of God, commandeering of material, products, plants or facilities by the federal, state or local government, national fuel shortage or a material act or omission by the other party, when satisfactory evidence of such cause is presented to the other party and provided further that such nonperformance is unforeseeable beyond the control and is not due to the fault of negligence of the party not performing.

J. The Recitals are incorporated into and made a part of this MOU.

In Witness Whereof, the Parties have executed this Memorandum of Understanding on the dates below.

SBCTA

Victor Valley Transit Authority

Alan D. Wapner
Board President

Rich Harpole
Board Chair

Date

Date

Approved as to Form:

Approved as to Form:

Eileen Monaghan Teichert
SBCTA General Counsel

Carol Greene, County Counsel

Date

Date

ATTACHMENT A

State Transit Assistance State of Good Repair Program

Recipient Certifications and Assurances

Recipient: Victor Valley Transit Authority.

Effective Date: _____.

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.

Victor Valley Transit Authority

BY:

 Rich Harpole, Board Chair

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Meeting Notes from The Technical Advisory Committee Meeting Conducted on March 7, 2018.

SUMMARY STATEMENT

Meeting Notes from the Technical Advisory Committee meeting conducted on March 7, 2018.

RECOMMENDED ACTION

Information item only.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Debi Lorrh, Clerk of the Board	N/A	March 19, 2018	4

**VICTOR VALLEY TRANSIT AUTHORITY
TECHNICAL ADVISORY COMMITTEE**

March 7, 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 Smoke Tree Street, Hesperia, CA.

ROLL CALL

TAC Members

Present: Orlando Acevedo, Town of AV Tina Souza, City of Hesperia
Ro Ratliff, City of Victorville Brian Wolfe, City of Adelanto
Cindy Prothro, City of Barstow Dillion Lesovsky, Co. of SB
Doug Matthews, City of Victorville

Staff Present: Kevin Kane, VVTA Debi Lorrach, VVTA
Nancie Goff, VVTA Marie Downing, VVTA
Christine Plasting, VVTA Steven Riggs, VVTA
Aaron Moore, VVTA Simon Herrera, VVTA
Craig Barnes, VVTA David Flowers, VVTA

1. Public Comment.

3:37 pm Public Comment card submitted.

Speaker: Blanca Gomez, Victorville, CA

Ms. Gomez requested a copy of a flyer, if available, for ride-share week and more information about Dump the Pump day. Ms. Gomez also commented that one of her constituents reported that drivers receive no training and people may need help reading schedules.

2. Review Draft Board Agenda.

a. ADA Ride – Exercise First Option Year.

Ms. Plasting said that there have been no issues with the contractor's performance and VVTA would like to exercise the first twelve-month (12) option period in the current contract.

Mr. Lesovsky made a motion to recommend the Board approve the staff recommendation, seconded by Mr. Acevedo. The motion passed unanimously.

b. Audio/Visual Contract Award.

VVTA staff has noticed that much of the original audio/visual equipment needs repair, is outdated and out of warranty, Ms. Plasting explained. When the original vendor was contacted for repairs, their estimate was far beyond a reasonable amount; this is when VVTA made the decision to go out to bid for new and updated equipment. After receiving bids, VVTA sought out value engineering from two of

the most responsive firms and the lowest bid is now recommended for award of the contract.

Ms. Prothro made a motion to recommend the Board approve the staff recommendation, seconded by Mr. Acevedo. The motion passed unanimously.

c. Release RFP 2018-02 for Security Services.

Ms. Plasting explained that our current security provider has not been performing to standard. A DBE certificate was never provided as promised and some of the guards at various locations are less than effective. It was deemed in VVTA's best interest to release an RFP for Security Services.

Mr. Lesovsky made a motion to recommend the Board approve the staff recommendation, seconded by Ms. Ratliff. The motion passed unanimously.

d. LCTOP Allocation Request and supporting documents authorization.

The LCTOP funds for FY17-18 allocation have now been release, Ms. Goff explained, and will be programmed in the budget for FY18-19. Ms. Goff highlighted these funds are for four (4) projects: Barstow Community College bus pass program, the CTSA's fare media subsidy program, free ride day promotions and new and expanded service in Barstow.

Ms. Prothro made a motion to recommend the Board approve the staff recommendation, seconded by Ms. Ratliff. The motion passed unanimously.

e. Budget Amendment for Two (2) Service Vehicles.

Ms. Goff said that with the COA changes and adding three new routes to VVTA's system, VVTA has discovered a need for more support vehicles. Support vehicles are used to relieve drivers for lunches and breaks as well as provide Operations with real time, on-street evaluations of things such as accidents, weather, road conditions and traffic conditions; these vehicles will include internal light bars. Therefore, Ms. Goff stated, this item is to reallocate surplus local funds with no need for additional LTF funding.

Ms. Prothro inquired as to fuel type for these vehicles. Mr. Kane responded that they will likely be either hybrid or zero emissions; VVTA will assess costs for each through a request for quotes.

Ms. Ratliff asked about driver staffing and if more drivers will be hired for these vehicles; Mr. Kane stated that driver turn over has long been an issue and will be addressed with the new operations and maintenance contract. Driver turn over will be addressed in the new contract.

Ms. Prothro made a motion to recommend the Board approve the staff recommendation, seconded by Ms. Ratliff. The motion passed unanimously.

f. Article 3 Path of Travel Reimbursement for the City of Victorville Project.
Ms. Goff stated that all the approved projects within the City of Victorville have been completed. Therefore, staff is requesting the Board authorize the filing of the Article 3 claim form and authorize the submission of the reimbursement request.

Ms. Ratliff made a motion to recommend the Board approve the staff recommendation, seconded by Ms. Souza. The motion passed unanimously.

g. Memorandum of Understanding (MOU) between VVTA and SBCTA.
This MOU is between VVTA and SBCTA for the purpose of passing through funds generated by SB1, Mr. Kane Stated. All agencies under the umbrella of SBCTA are in the process of signing this MOU as well.

Ms. Souza made a motion to recommend the Board approve the staff recommendation, seconded by Ms. Ratliff. The motion passed unanimously.

3. Barstow Facility/Operations.

Mr. Kane shared that VVTA's Facilities and Maintenance Director is currently out on medical leave. The review committee for the Barstow facility met prior to the TAC meeting and it was decided that both responsive bidders will receive the RFP that will be released soon.

4. Bus stop shelters/benches/lighting.

Ms. Cable shared that all bus stop amenities have been delivered to the proper jurisdictions. Ms. Prothro updated TAC that Ms. Cable and Barstow's Public Works representative inspected the Wal-Mart bus stop that was commented on at the February Board meeting. The current stop cannot be relocated due to routing at that location, however, Wal-Mart has been contacted in regards to installing a fence behind the stop to avoid carts from rolling down the hill.

5. SBCTA Update.

None.

6. LCTOP Marketing Presentation.

Mr. Kane shared a marketing presentation with TAC; this effort is assisted by SBCTA and LCTOP funds to market VVTA's services to increase ridership and transit awareness.

7. Innovative Clean Transit Presentation.

This presentation will be mailed to TAC and shared with the Board, Mr. Kane stated. Many transit agencies are concerned with the CARB (California Air Resources Board) regulation that will require all transit agencies to operate Zero Emissions Buses (ZEB) by 2040. Mr. Kane also commented that CalACT members are working together to find solutions to the problem.

8. Other Business.

CalACT Conference, April 3-6th, Newport Beach, CA: Mr. Kane stated that only one Board member has shown interest in attending this conference and VVTA will

CalACT Conference, April 3-6th, Newport Beach, CA: Mr. Kane stated that only one Board member has shown interest in attending this conference and VVTA will open it up for TAC members after they have had a chance to discuss attendance with their Board members.

TDA Site Visit: Ms. Goff said that the site visit went very well, and the reviewers appeared pleased with VVTA's staff efforts. Mr. Kane commented that this site visit is the first and smallest of two (2); FTA Triennial Review site visit is scheduled for August.

Roadeo: Mr. Barnes and Mr. Kane, as well as several Transdev staff, attended the Paratransit State-wide Roadeo up in Vallejo for CalACT. VVTA drivers placed in a few different events and took second place overall in the entire state.

MDAQMD Meeting: Mr. Kane shared that VVTA staff met with MDAQMD staff to discuss more funding for both parties, beneficial to green gas efforts.

9. Adjournment: 4:07 pm

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**AGENDA ITEM
FIVE**

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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 January, 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 January.
- 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 January.
- PERMA Loss Detail Report for January.
- Veterans Pass Sales Update.
- Innovative Transit Summary of Comments.

RECOMMENDED ACTION

Information items only.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Kevin Kane, Executive Director	N/A	March 19, 2018	5

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

INVOICE NO. "000118-IN0001-Revised

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

DATE 02/08/2018

CONTRACT NAME:
 Victor Valley Transit

Attention: Mr. Kevin Kane
 Executive Director

MONTH January

BILLING PERIOD 02/01/01/18 to 01/31/18

	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	3,485.00	\$238,862.04	\$236,352.70	(\$2,509.34)	\$1,672,034.28	\$1,578,418.26	(93616.02)
Subscription	1,055.00	1,209.00	\$71,550.10	\$81,994.38	\$10,444.28	\$500,850.70	\$540,389.76	39539.06
Regional Fixed Rt	10,461.90	10,446.00	\$625,412.38	\$624,461.88	(\$950.50)	\$4,275,553.48	\$4,268,232.17	(7321.31)
County	2,510.82	2,506.00	\$150,096.82	\$149,808.68	(\$288.14)	\$956,175.73	\$955,523.52	(652.21)
Dead Head LV-Rte.#23	15.00	15.00	\$896.70	\$896.70	\$0.00	\$6,276.90	\$6,276.90	0.00
Rte. 200	40.00	34.00	\$2,391.20	\$2,032.52	(\$358.68)	\$17,934.00	\$16,678.62	(1255.38)
B.V. Link/Lifeline	636.68	635.00	\$38,060.73	\$37,960.30	(\$100.43)	\$259,670.56	\$259,504.98	(165.58)
Dead Head BV	22.00	22.00	\$1,315.16	\$1,315.16	\$0.00	\$8,847.44	\$8,847.44	0.00
Fort Irwin	635.80	635.00	\$38,008.12	\$37,960.30	(\$47.82)	\$253,544.31	\$252,809.62	(734.69)
Dead Head FI	82.50	82.50	\$4,931.85	\$4,931.85	\$0.00	\$33,177.91	\$33,177.64	(0.27)
SUBTOTALS	18,981.70	19,069.50	\$1,171,525.11	\$1,177,714.47	\$6,189.36	\$7,984,065.31	\$7,919,858.91	(64206.40)

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

TOTAL INVOICE INCLUDING VARIANCE

\$1,177,714.47

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. "00001318-INS-01B"

DATE 02/08/2018

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

CONTRACT NAME:
 Victor Valley

Attention: Mr. Kevin Kane
 Executive Director

MONTH January BILLING PERIOD 01/01/18 to 01/31/18

	January 18 Budgeted HOURS	January 18 ACTUAL HOURS	January 18 Budgeted REVENUE	January 18 ACTUAL REVENUE	January 18 Variance (+ or -)	Budgeted Expense Year-to-date	Actual Expense Year-to-date	Variance (+ or -) Year-to-date
Fixed Route	1882.20	1882.00	\$112,517.92	\$112,505.96	(\$11.96)	\$747,853.81	\$751,374.64	\$3,520.83
County	774.30	774.00	\$46,287.65	\$46,269.72	(\$17.93)	\$267,418.05	\$290,052.56	\$22,634.51
DAR	620.00	303.00	\$42,048.40	\$20,549.46	(\$21,498.94)	\$358,360.88	\$217,837.84	(\$140,523.04)
SUBTOTALS	3,276.50	2,959.00	\$200,853.97	\$179,325.14	(\$21,528.83)	\$1,373,632.74	\$1,259,265.04	(\$114,367.70)

TOTAL INVOICE \$179,325.14

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

 Manager's Signature and Business Phone



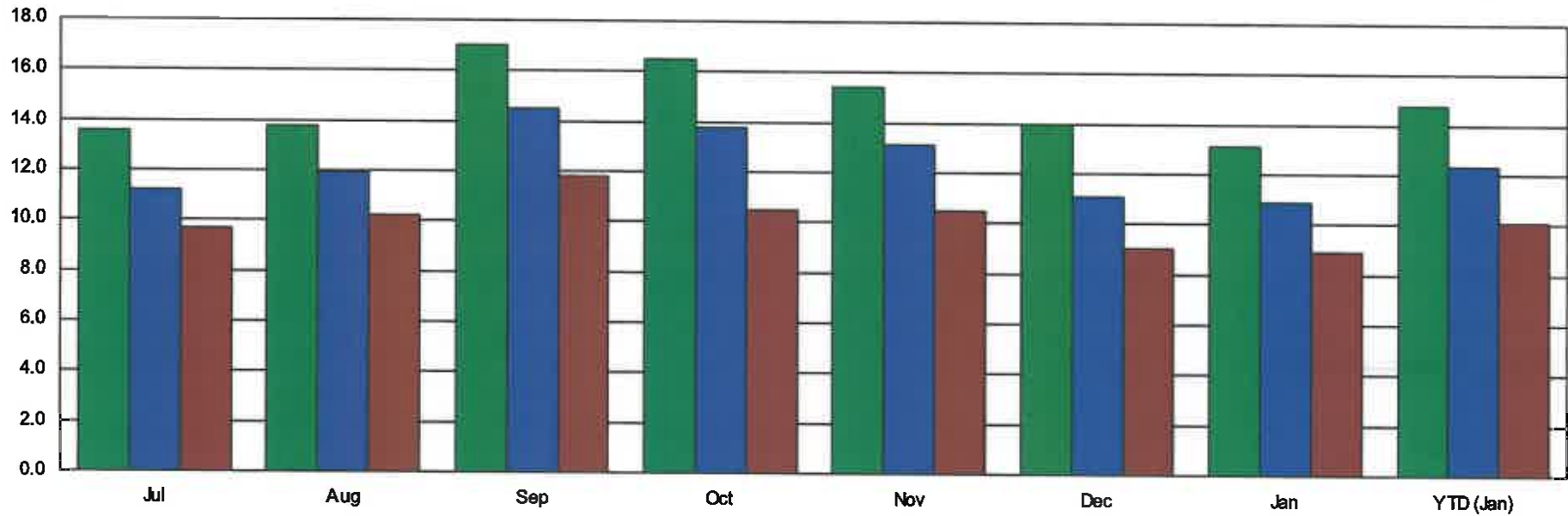
FY 2018 -- Monthly Performance Charts

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

Passengers Per Revenue Hour

Target: None

Two Years Prior Prior Year Current Year





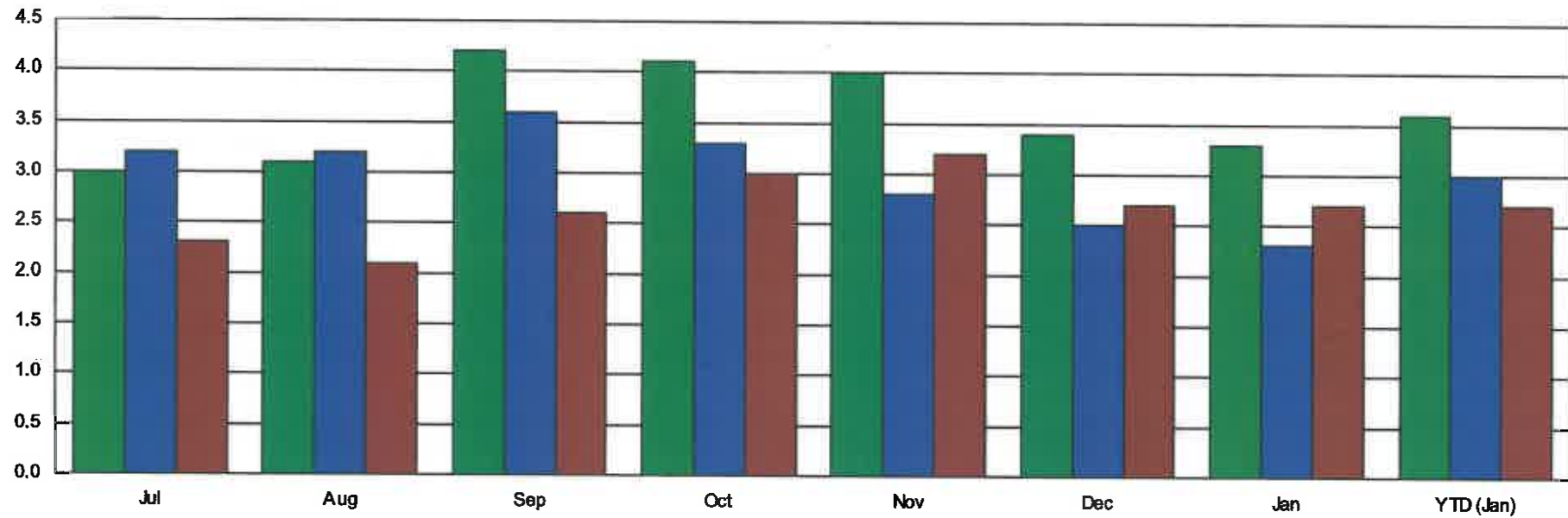
FY 2018 -- Monthly Performance Charts

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

Passengers Per Revenue Hour

Target: None

Two Years Prior Prior Year Current Year





FY 2018 -- Monthly Performance Charts

Program - Community Transit

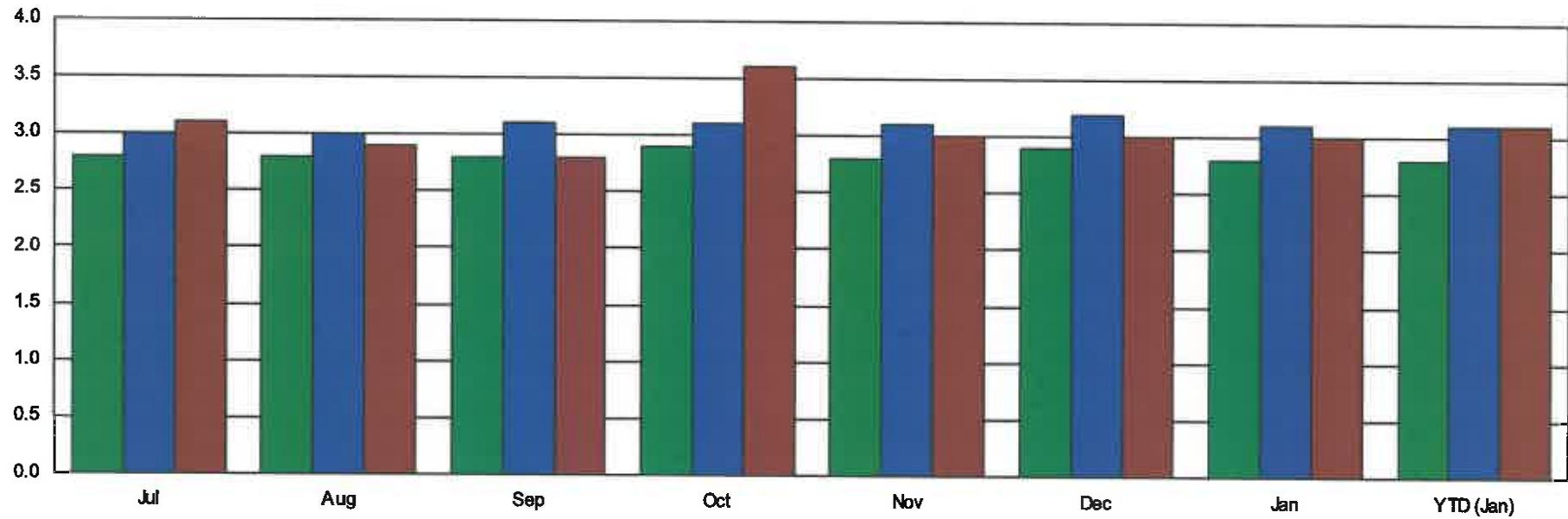
Year-To-Date through January

All Routes

Passengers Per Revenue Hour

Target: None

Two Years Prior Prior Year Current Year





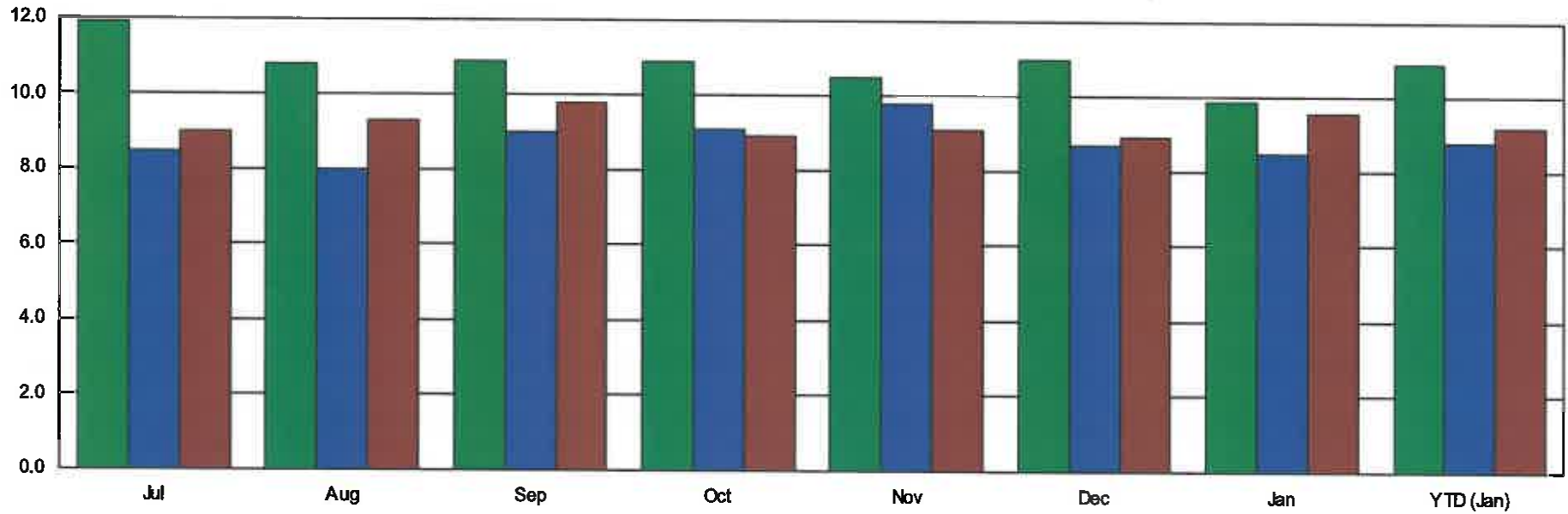
FY 2018 -- Monthly Performance Charts

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

Passengers Per Revenue Hour

Target: None

Two Years Prior Prior Year Current Year





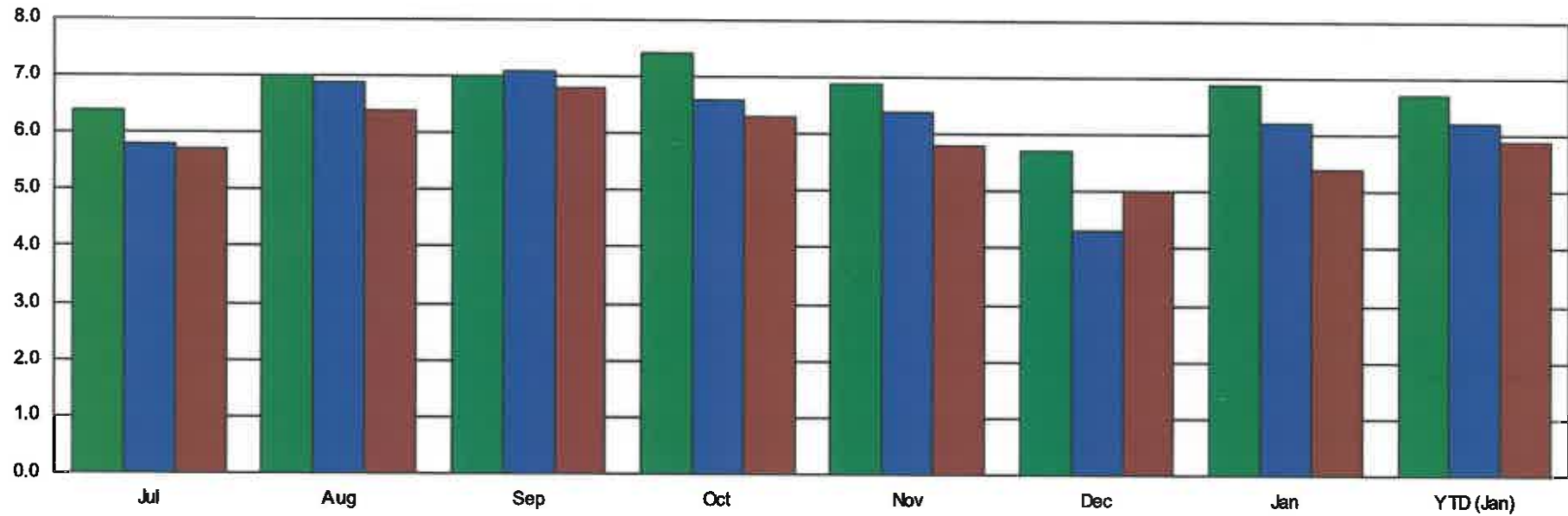
FY 2018 -- Monthly Performance Charts

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

Passengers Per Revenue Hour

Target: None

Two Years Prior Prior Year Current Year



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FY 2018 -- Monthly Performance Charts

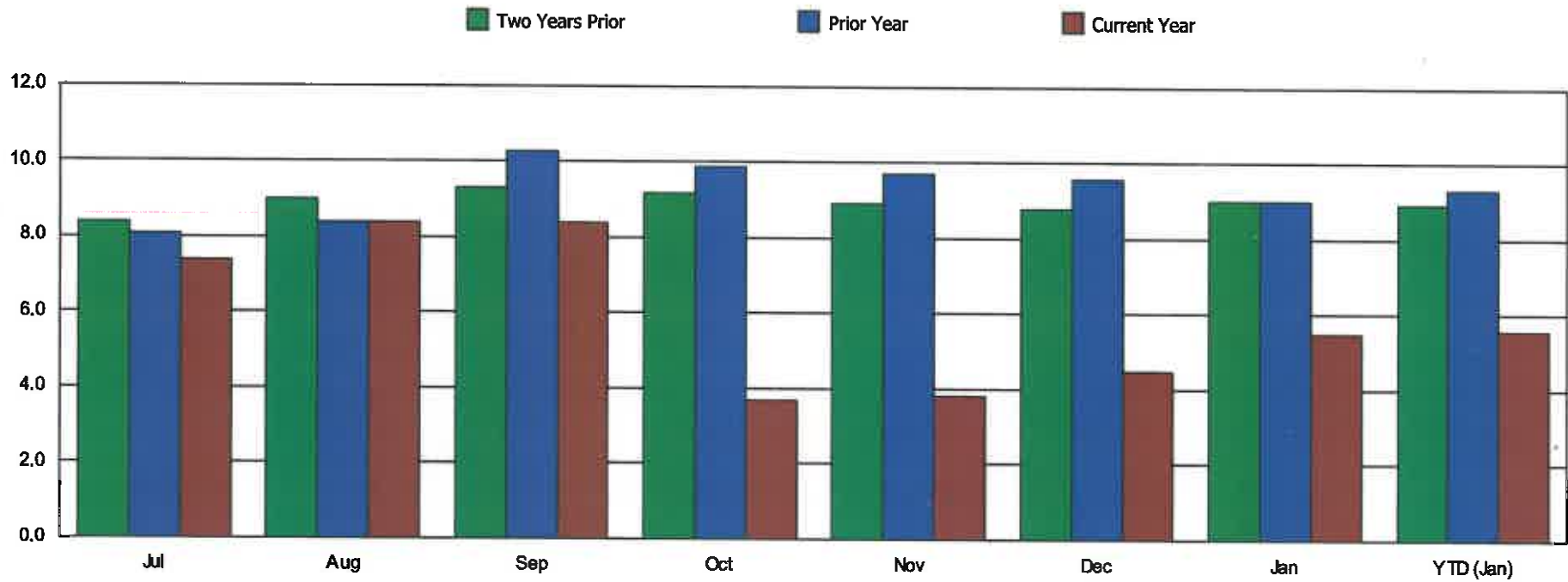
Program - Barstow City Fixed Routes

Year-To-Date through January

All Routes

Passengers Per Revenue Hour

Target: None





FY 2018 -- Monthly Performance Charts

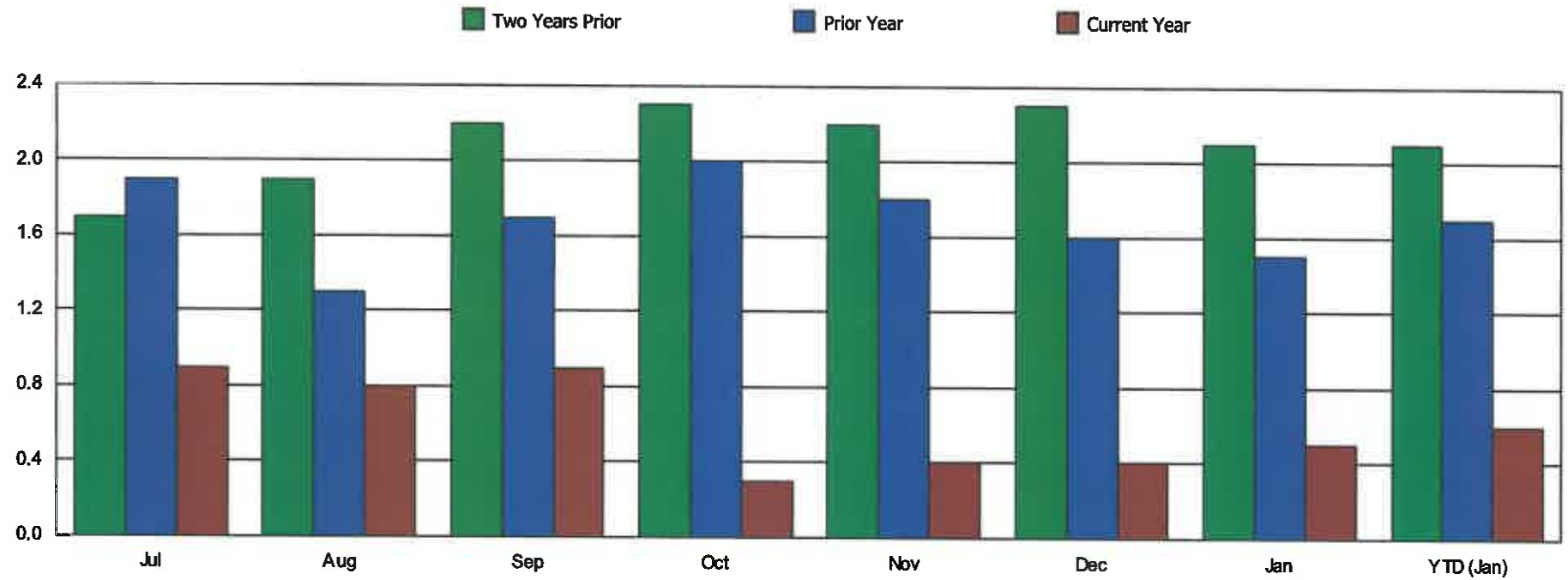
Program - Barstow County Routes

Year-To-Date through January

All Routes

Passengers Per Revenue Hour

Target: None





FY 2018 -- Monthly Performance Charts

Program - Barstow Demand Response

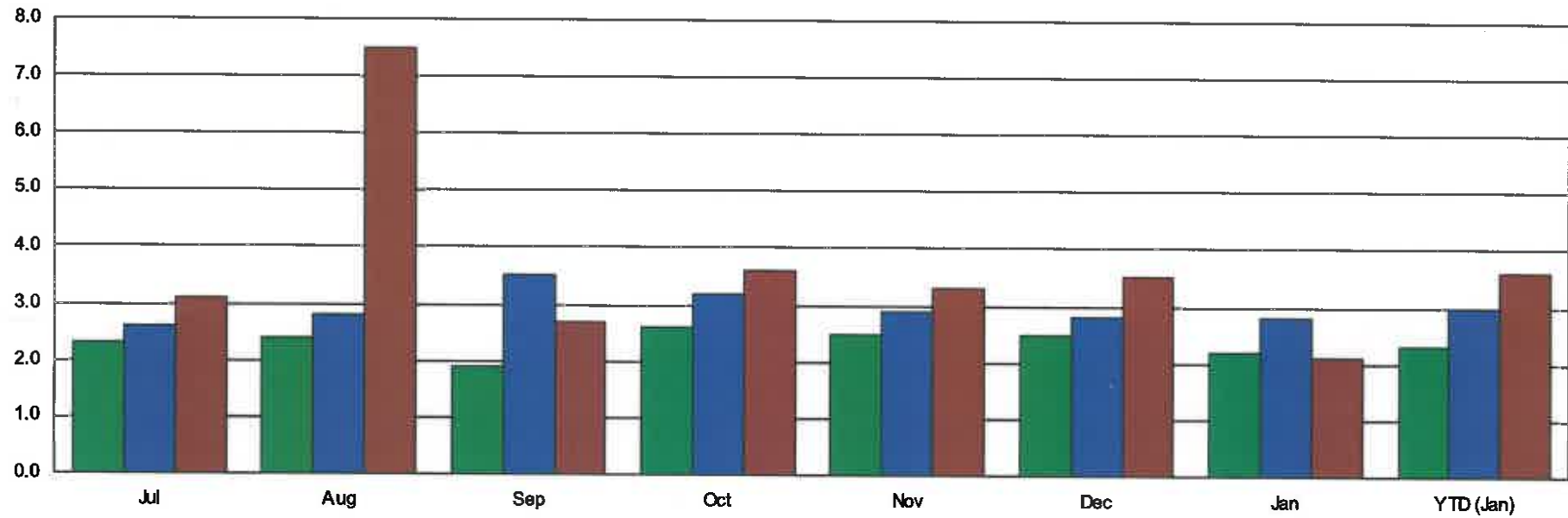
Year-To-Date through January

All Routes

Passengers Per Revenue Hour

Target: None

■ Two Years Prior ■ Prior Year ■ Current Year





FY 2018 -- Monthly Performance Statistics
Systemwide Summary
All Routes

Performance Statistics for January

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	3,445	376.1	\$26,661	\$3,476	9.2	\$7.74	\$70.89	\$1.01	\$9.24	13.04%
2	2,253	377.6	\$26,919	\$2,273	6.0	\$11.95	\$71.29	\$1.01	\$6.02	8.44%
3	2,766	750.6	\$55,078	\$2,791	3.7	\$19.91	\$73.38	\$1.01	\$3.72	5.07%
6	1,875	377.6	\$27,311	\$1,892	5.0	\$14.57	\$72.33	\$1.01	\$5.01	6.93%
15	6,385	634.9	\$57,427	\$24,917	10.1	\$8.99	\$90.46	\$3.90	\$39.25	43.39%
21	1,244	843.8	\$62,038	\$2,574	1.5	\$49.87	\$73.52	\$2.07	\$3.05	4.15%
22	1,345	398.6	\$30,074	\$2,783	3.4	\$22.36	\$75.44	\$2.07	\$6.98	9.26%
23	1,264	437.5	\$33,428	\$2,616	2.9	\$26.45	\$76.41	\$2.07	\$5.98	7.83%
24	2,870	826.2	\$59,996	\$5,939	3.5	\$20.90	\$72.62	\$2.07	\$7.19	9.90%
28	190	389.4	\$27,751	\$1,445	0.5	\$146.06	\$71.26	\$7.61	\$3.71	5.21%
29	227	384.9	\$27,506	\$1,726	0.6	\$121.17	\$71.46	\$7.61	\$4.49	6.28%
31	9,214	612.6	\$48,795	\$8,191	15.0	\$5.30	\$79.66	\$0.89	\$13.37	16.79%
32	9,359	836.9	\$68,159	\$8,320	11.2	\$7.28	\$81.44	\$0.89	\$9.94	12.21%
33	3,344	407.0	\$34,393	\$2,973	8.2	\$10.29	\$84.50	\$0.89	\$7.30	8.64%
40	2,551	399.5	\$31,705	\$2,268	6.4	\$12.43	\$79.37	\$0.89	\$5.68	7.15%
41	13,466	1,217.8	\$93,657	\$11,971	11.1	\$6.96	\$76.91	\$0.89	\$9.83	12.78%
42	1,178	833.1	\$68,867	\$1,047	1.4	\$58.46	\$82.67	\$0.89	\$1.26	1.52%
43	6,147	549.6	\$45,161	\$5,465	11.2	\$7.35	\$82.17	\$0.89	\$9.94	12.10%
47	1,348	399.6	\$30,932	\$1,198	3.4	\$22.95	\$77.41	\$0.89	\$3.00	3.87%
50	9,536	834.0	\$64,993	\$8,478	11.4	\$6.82	\$77.93	\$0.89	\$10.17	13.04%
50X	1,217	121.5	\$9,601	\$1,082	10.0	\$7.89	\$79.02	\$0.89	\$8.90	11.27%
51	4,335	416.0	\$31,600	\$3,854	10.4	\$7.29	\$75.97	\$0.89	\$9.27	12.20%
52	9,137	986.5	\$75,332	\$8,123	9.3	\$8.24	\$76.36	\$0.89	\$8.23	10.78%
53	6,800	785.5	\$60,271	\$6,045	8.7	\$8.86	\$76.73	\$0.89	\$7.70	10.03%



FY 2018 -- Monthly Performance Statistics
Systemwide Summary
All Routes

Performance Statistics for January

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	2,789	397.1	\$31,533	\$2,479	7.0	\$11.31	\$79.40	\$0.89	\$6.24	7.86%
55	4,023	419.6	\$32,665	\$3,577	9.6	\$8.12	\$77.85	\$0.89	\$8.52	10.95%
66	1,615	395.7	\$32,551	\$1,436	4.1	\$20.16	\$82.27	\$0.89	\$3.63	4.41%
68	6,571	834.4	\$66,876	\$5,842	7.9	\$10.18	\$80.15	\$0.89	\$7.00	8.74%
101	3,437	634.9	\$61,051	\$37,812	5.4	\$17.76	\$96.16	\$11.00	\$59.56	61.94%
200	16	34.5	\$238	\$62	0.5	\$14.88	\$6.91	\$3.90	\$1.81	26.22%
ADA	8,185	3,484.7	\$299,223	\$20,070	2.3	\$36.56	\$85.87	\$2.45	\$5.76	6.71%
DR - BAT	699	336.5	\$27,438	\$2,303	2.1	\$39.25	\$81.55	\$3.29	\$6.84	8.39%
SUB	5,826	1,208.7	\$107,352	\$14,286	4.8	\$18.43	\$88.82	\$2.45	\$11.82	13.31%
VP - Enter	22,700	4,267.8	\$77,197		5.3	\$3.40	\$18.09			
VP - VPSI	28,938	5,109.3	\$89,905		5.7	\$3.11	\$17.60			
Program:										
Barstow City Fixed Routes	10,339	1,881.9	\$135,969	\$10,431	5.5	\$13.15	\$72.25	\$1.01	\$5.54	7.67%
Barstow County Routes	417	774.3	\$55,257	\$3,171	0.5	\$132.51	\$71.36	\$7.61	\$4.10	5.74%
Barstow Demand Response	699	336.5	\$27,438	\$2,303	2.1	\$39.25	\$81.55	\$3.29	\$6.84	8.39%
Community Transit	14,011	4,693.4	\$406,575	\$34,356	3.0	\$29.02	\$86.63	\$2.45	\$7.32	8.45%
Commuter Bus	3,437	634.9	\$61,051	\$37,812	5.4	\$17.76	\$96.16	\$11.00	\$59.56	61.94%
County Routes	6,723	2,506.1	\$185,535	\$13,913	2.7	\$27.60	\$74.03	\$2.07	\$5.55	7.50%
Intercity	6,401	669.3	\$57,665	\$24,980	9.6	\$9.01	\$86.15	\$3.90	\$37.32	43.32%
Regional Routes	92,630	10,446.3	\$827,089	\$82,349	8.9	\$8.93	\$79.18	\$0.89	\$7.88	9.96%
Van Pools	51,638	9,377.1	\$167,102		5.5	\$3.24	\$17.82			
Mode:										
Bus (Motorbus)	116,510	16,277.9	\$1,261,515	\$134,844	7.2	\$10.83	\$77.50	\$1.16	\$8.28	10.69%
Commuter Bus	3,437	634.9	\$61,051	\$37,812	5.4	\$17.76	\$96.16	\$11.00	\$59.56	61.94%



FY 2018 -- Monthly Performance Statistics
Systemwide Summary
All Routes

Performance Statistics for January

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	14,710	5,029.9	\$434,013	\$36,659	2.9	\$29.50	\$86.29	\$2.49	\$7.29	8.45%
Vanpool	51,638	9,377.1	\$167,102		5.5	\$3.24	\$17.82			
System Total:	186,295	31,319.7	\$1,923,681	\$209,316	5.9	\$10.33	\$61.42	\$1.12	\$6.68	10.88%

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Monthly Ridership Report

January, 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	4,767	3,445	14.7	9.2	18.45%	13.04%
101	3,861	3,437	6.2	5.4	75.03%	61.94%
15	5,692	6,385	9.1	10.1	37.12%	43.39%
2	3,109	2,253	9.5	6.0	11.93%	8.44%
20	87		0.3		0.48%	
200	8	16	0.2	0.5	5.16%	26.22%
21	1,572	1,244	3.6	1.5	6.42%	4.15%
22	1,594	1,345	3.9	3.4	6.91%	9.26%
23	1,224	1,264	2.8	2.9	4.90%	7.83%
24	250	2,870	0.6	3.5	1.09%	9.90%
28	175	190	1.4	0.5	4.29%	5.21%
29	269	227	1.7	0.6	4.96%	6.28%
3	3,756	2,766	5.8	3.7	7.22%	5.07%
31	11,215	9,214	18.3	15.0	17.84%	16.79%
32	8,795	9,359	10.5	11.2	10.20%	12.21%
33	3,677	3,344	9.0	8.2	8.48%	8.64%
40	2,235	2,551	5.6	6.4	5.55%	7.15%
41	15,547	13,466	12.7	11.1	12.91%	12.78%
42		1,178		1.4		1.52%
43	7,939	6,147	14.5	11.2	13.85%	12.10%
44	5,359		6.4		6.37%	
47	1,375	1,348	3.5	3.4	3.51%	3.87%
48	4,273		8.7		8.82%	
50	12,519	9,536	16.3	11.4	16.23%	13.04%
50X	1,677	1,217	13.8	10.0	13.60%	11.27%
51	3,960	4,335	9.5	10.4	9.64%	12.20%
52	10,297	9,137	16.8	9.3	16.76%	10.78%
53	6,777	6,800	7.9	8.7	8.04%	10.03%
54	3,320	2,789	8.3	7.0	8.02%	7.86%
55	4,882	4,023	11.6	9.6	11.44%	10.95%
6		1,875		5.0		6.93%



Monthly Ridership Report

January, 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	1,902	1,615	4.8	4.1	4.85%	4.41%
68		6,571		7.9		8.74%
ADA	9,051	8,185	2.8	2.3	10.11%	6.71%
DR - BAT	1,523	699	2.8	2.1	4.18%	8.39%
SUB	4,578	5,826	4.3	4.8	15.57%	13.31%
VP - Enter	16,810	22,700	5.3	5.3		
VP - VPSI	31,426	28,938	5.7	5.7		
Program Subtotals						
Barstow City Fixed Routes	11,632	10,339	9.0	5.5	11.19%	7.67%
Barstow County Routes	444	417	1.5	0.5	4.67%	5.74%
Barstow Demand Response	1,523	699	2.8	2.1	4.18%	8.39%
Community Transit	13,629	14,011	3.1	3.0	11.46%	8.45%
Commuter Bus	3,861	3,437	6.2	5.4	75.03%	61.94%
County Routes	4,727	6,723	2.3	2.7	4.16%	7.50%
Intercity	5,700	6,401	8.5	9.6	36.80%	43.32%
Regional Routes	105,749	92,630	10.9	8.9	10.77%	9.96%
Van Pools	48,236	51,638	5.5	5.5		
System Total	195,501	186,295	6.9	5.9	12.32%	10.88%



FY 2018 -- Program Statistics

Year-To-Date Through January

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	\$799,974	\$13,298	1.69%
Sep	\$744,842	\$786,675	\$790,049	\$3,373	0.42%
Oct	\$784,924	\$786,675	\$827,767	\$41,092	5.22%
Nov	\$723,247	\$786,675	\$738,743	(\$47,932)	(6.09%)
Dec	\$1,067,254	\$786,675	\$1,073,654	\$286,979	36.47%
Jan	\$751,591	\$786,675	\$827,089	\$40,414	5.13%
YTD Total	\$5,563,533	\$5,506,727	\$5,838,392	\$331,665	6.02%



FY 2018 -- Program Statistics

Year-To-Date Through January

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	\$150,103	(\$6,408)	(4.09%)
Sep	\$116,569	\$156,511	\$145,726	(\$10,785)	(6.89%)
Oct	\$131,141	\$156,511	\$181,410	\$24,899	15.90%
Nov	\$141,738	\$156,511	\$168,870	\$12,359	7.89%
Dec	\$211,182	\$156,511	\$245,949	\$89,438	57.14%
Jan	\$147,193	\$156,511	\$185,535	\$29,024	18.54%
YTD Total	\$984,311	\$1,095,577	\$1,233,039	\$137,462	12.54%



FY 2018 -- Program Statistics

Year-To-Date Through January

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	\$380,528	(\$31,400)	(7.62%)
Aug	\$414,502	\$411,928	\$412,550	\$621	0.15%
Sep	\$411,644	\$411,928	\$407,489	(\$4,439)	(1.07%)
Oct	\$414,590	\$411,928	\$407,304	(\$4,624)	(1.12%)
Nov	\$370,485	\$411,928	\$366,753	(\$45,175)	(10.96%)
Dec	\$492,021	\$411,928	\$460,647	\$48,719	11.82%
Jan	\$375,468	\$411,928	\$406,575	(\$5,354)	(1.29%)
YTD Total	\$2,849,035	\$2,883,499	\$2,841,846	(\$41,653)	(1.44%)



FY 2018 -- Program Statistics

Year-To-Date Through January

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	\$55,298	(\$7,161)	(11.46%)
Sep	\$51,924	\$62,460	\$54,860	(\$7,600)	(12.16%)
Oct	\$55,594	\$62,460	\$54,485	(\$7,975)	(12.76%)
Nov	\$49,611	\$62,460	\$51,216	(\$11,244)	(18.00%)
Dec	\$73,373	\$62,460	\$73,565	\$11,106	17.78%
Jan	\$55,727	\$62,460	\$57,665	(\$4,794)	(7.67%)
YTD Total	\$388,409	\$437,218	\$403,458	(\$33,760)	(7.72%)



FY 2018 -- Program Statistics

Year-To-Date Through January

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	\$60,171	\$14,338	31.28%
Sep	\$57,937	\$45,833	\$54,632	\$8,799	19.19%
Oct	\$58,285	\$45,833	\$56,724	\$10,891	23.76%
Nov	\$58,242	\$45,833	\$55,677	\$9,844	21.47%
Dec	\$78,890	\$45,833	\$70,679	\$24,846	54.21%
Jan	\$57,987	\$45,833	\$61,051	\$15,218	33.20%
YTD Total	\$436,758	\$320,831	\$412,584	\$91,753	28.59%

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FY 2018 -- Program Statistics

Year-To-Date Through January

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	\$91,754	(\$54,294)	(37.17%)
Sep	\$90,996	\$146,048	\$89,608	(\$56,440)	(38.64%)
Oct	\$92,456	\$146,048	\$132,449	(\$13,599)	(9.31%)
Nov	\$88,010	\$146,048	\$125,503	(\$20,545)	(14.06%)
Dec	\$95,030	\$146,048	\$130,070	(\$15,978)	(10.94%)
Jan	\$94,573	\$146,048	\$135,969	(\$10,079)	(6.90%)
YTD Total	\$648,763	\$1,022,335	\$800,716	(\$221,620)	(21.67%)



FY 2018 -- Program Statistics

Year-To-Date Through January

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	\$39,179	(\$19,275)	(32.97%)
Sep	\$31,876	\$58,454	\$37,110	(\$21,344)	(36.51%)
Oct	\$23,841	\$58,454	\$53,860	(\$4,594)	(7.85%)
Nov	\$22,448	\$58,454	\$50,423	(\$8,030)	(13.73%)
Dec	\$24,179	\$58,454	\$52,244	(\$6,209)	(10.62%)
Jan	\$22,972	\$58,454	\$55,257	(\$3,197)	(5.46%)
YTD Total	\$185,688	\$409,175	\$322,479	(\$86,696)	(21.18%)



FY 2018 -- Program Statistics

Year-To-Date Through January

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	\$41,207	(\$9,531)	(18.78%)
Aug	\$41,387	\$50,737	\$38,234	(\$12,503)	(24.64%)
Sep	\$46,122	\$50,737	\$35,857	(\$14,881)	(29.32%)
Oct	\$53,317	\$50,737	\$32,546	(\$18,191)	(35.85%)
Nov	\$46,934	\$50,737	\$29,902	(\$20,835)	(41.06%)
Dec	\$43,563	\$50,737	\$28,360	(\$22,377)	(44.10%)
Jan	\$45,488	\$50,737	\$27,438	(\$23,299)	(45.92%)
YTD Total	\$319,084	\$355,161	\$233,544	(\$121,617)	(34.24%)



FY 2018 -- Program Statistics

Year-To-Date Through January

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%)
Dec	\$8,983	\$12,500	\$2,266	(\$10,234)	(81.87%)
Jan	\$10,586	\$12,500	\$10,431	(\$2,069)	(16.55%)
YTD Total	\$77,216	\$87,500	\$82,095	(\$5,405)	(6.17%)



FY 2018 -- Program Statistics

Year-To-Date Through January

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%
Dec	\$1,442	\$2,083	\$3,136	\$1,053	50.55%
Jan	\$1,073	\$2,083	\$3,171	\$1,088	52.22%
YTD Total	\$9,805	\$14,583	\$14,390	(\$193)	(1.32%)

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FY 2018 -- Program Statistics

Year-To-Date Through January

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%
Dec	\$2,644	\$2,417	\$3,111	\$694	28.72%
Jan	\$1,900	\$2,417	\$2,303	(\$114)	(4.70%)
YTD Total	\$16,105	\$16,917	\$17,118	\$201	1.18%



FY 2018 -- Program Statistics

Year-To-Date Through January

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%
Dec	\$78,827	\$112,500	\$84,466	(\$28,034)	(24.91%)
Jan	\$80,964	\$112,500	\$82,349	(\$30,151)	(26.80%)
YTD Total	\$734,132	\$787,500	\$672,927	(\$114,573)	(14.54%)

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FY 2018 -- Program Statistics

Year-To-Date Through January

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%)
Dec	\$4,676	\$13,333	\$8,573	(\$4,760)	(35.70%)
Jan	\$6,126	\$13,333	\$13,913	\$580	4.34%
YTD Total	\$97,010	\$93,333	\$101,691	\$8,358	8.95%

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FY 2018 -- Program Statistics

Year-To-Date Through January

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%)
Dec	\$45,565	\$46,250	\$44,026	(\$2,224)	(4.80%)
Jan	\$43,027	\$46,250	\$34,356	(\$11,894)	(25.71%)
YTD Total	\$302,297	\$323,750	\$299,070	(\$24,680)	(7.62%)

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FY 2018 -- Program Statistics

Year-To-Date Through January

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%)
Dec	\$20,868	\$27,263	\$33,380	\$6,118	22.44%
Jan	\$20,506	\$27,263	\$24,980	(\$2,283)	(8.37%)
YTD Total	\$184,439	\$190,838	\$175,656	(\$15,181)	(7.95%)

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FY 2018 -- Program Statistics

Year-To-Date Through January

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%)
Dec	\$42,114	\$45,833	\$41,799	(\$4,035)	(8.80%)
Jan	\$43,507	\$45,833	\$37,812	(\$8,021)	(17.50%)
YTD Total	\$278,348	\$320,833	\$255,312	(\$65,522)	(20.42%)

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	\$ 584	\$ 442						\$ 3,519	\$ 502.75
Prepaid Fares	\$ 34,738	\$ 36,763	\$ 29,175	\$ 38,253	\$ 34,280	\$ 41,215	\$ 37,370						\$ 251,793	\$ 35,970.36
Base Shuttle Subsidy	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000						\$ 28,000	\$ 4,000.00
Total Revenue	\$ 39,094	\$ 41,138	\$ 33,978	\$ 42,785	\$ 38,706	\$ 45,799	\$ 41,812	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 283,312	\$ 40,473
Operations Exp	\$ 38,319	\$ 43,893	\$ 38,259	\$ 42,593	\$ 40,994	\$ 39,036	\$ 42,892						\$ 285,987	\$ 40,855.32
Fuel Exp	\$ 4,745	\$ 8,760	\$ 6,458	\$ 6,316	\$ 6,624	\$ 8,254	\$ 8,442						\$ 49,600	\$ 7,085.69
Bank Fees	\$ 1,303	\$ 1,155	\$ 1,257	\$ 1,330	\$ 1,411	\$ 1,370	\$ 1,664						\$ 9,490	\$ 1,355.71
Other Exp	\$ 273	\$ 460	\$ 751	\$ 470	\$ 473	\$ 473	\$ 471						\$ 3,371	\$ 481.59
Total Expense	\$ 44,640	\$ 54,268	\$ 46,726	\$ 50,709	\$ 49,503	\$ 49,134	\$ 53,469	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 348,448	\$ 49,778
Net Activity	\$ (5,545)	\$ (13,130)	\$ (12,748)	\$ (7,925)	\$ (10,797)	\$ (3,335)	\$ (11,656)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (65,136)	\$ (9,305.20)
Income/Expense Ratio	88%	76%	73%	84%	78%	93%	78%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	81%	81%

Victor Valley Transit Authority Monthly Report of Complaints

Fiscal Year 2017/2018

Jan-18	SERVICE RELATED COMPLAINTS						DRIVER/DISPATCH RELATED COMPLAINTS						TOTAL COMPLAINTS	
	TIME		ROUTE	VEHICLE	FARES	MISC.	UNSAFE		FAILURE TO				CURRENT	YEAR
	FAST	SLOW	DESIGN	CONDITION			DISCOURTEOUS	OPERATING	PICKUP	TRANSFER	DROP OFF	MISC.	MONTH	TO DATE
Regional Fixed Route														
1												0	1	
2												0	1	
3						1						1	1	
6 Barstow College												0	4	
15/15A												0	1	
101												0	6	
24												1	2	
31	1								1			2	4	
32	1											1	3	
33		1										1	4	
40	1											1	3	
41						2	1		1			4	6	
42												0	1	
43												0	2	
44												0	0	
45/45X												0	0	
46												0	1	
47												0	0	
48												0	0	
50/50X								1				1	4	
51												0	2	
52												0	0	
53												0	2	
54												0	0	
55												0	0	
66	1								1			2	4	
68												0	0	
TOTAL REGIONAL FIXED RT	3	1	0	0	0	3	1	1	4	0	0	14	52	
County Routes														
4 Barstow County												0	0	
5 Barstow County												0	0	
20 Tri-Comm Deviation.												0	0	
21 Tri-Comm.												0	2	
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	3	
ADA Paratransit														
Direct Access												0	2	
Subscription												0	0	
TOTAL ADA PARATRANSIT	0	0	0	0	0	0	0	0	0	0	0	0	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	2	
TOTAL COMPLAINTS	3	1	0	0	0	3	1	1	4	0	0	14	69	



Employee Commendations! Month of January 2018

Fixed route passenger is extremely appreciative of Customer Service Representative Parrie Taylor for not only going above and beyond to assist her, but also for calming her down when she was very irate when first calling in.

ADA passenger called in to compliment Jodie Hector, ADA Dispatcher, for making his day brighter; she was the ultimate professional.

Fixed route passenger wanted to compliment driver Michael Ziegler for being a real gentleman; passenger feels driver is pleasant, friendly and cares about the safety of the passengers.

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	155	85						1085
2	56	114	108	83	62	83	37						543
3	96	131	110	97	104	89	45						672
4	1	6	13	0	0	0	0						20
5	4	0	1	0	0	0	0						5
6	0	0	0	76	40	37	17						170
28	0	0	0	22	20	13	14						69
29	0	0	0	7	0	0	4						11
TOTAL, CURRENT	372	421	417	417	369	377	202	0	0	0	0	0	2575
TOTAL, LAST YEAR	268	183	178	275	227	198	193						1522

There were 0 wheel chair pass ups in January 2018.

Prepared by: Debi Lorrh

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	29	30						267
2	8	17	7	3	1	3	4						43
3	53	57	48	42	40	69	42						351
4	1	3	0	0	0	0	0						4
5	2	4	7	0	0	0	0						13
6	0	0	0	13	18	34	29						94
28	0	0	0	0	0	2	0						2
29	0	0	0	9	7	6	9						31
TOTAL, CURRENT	108	144	114	87	95	143	114	0	0	0	0	0	805
TOTAL, LAST YEAR	140	113	120	165	160	156	117						971

There were 0 bicycle pass ups in January 2018.

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	15	13						124
15	79	140	147	90	131	108	147						850
20	5	15	26	0	0	0	0						46
21	26	66	82	64	93	83	103						617
22	18	36	61	38	82	26	126						391
23	18	31	49	52	15	10	22						197
24	51	74	44	118	93	129	69						578
31	310	321	298	294	319	286	164						1992
32	139	201	120	129	120	100	131						993
33	76	78	97	106	80	99	58						596
40	11	23	23	41	13	80	58						229
41	456	497	430	318	406	374	279						2760
42	0	0	0	16	60	28	80						184
43	285	352	279	216	310	220	158						1818
44	76	118	108	0	0	0	0						300
45	340	226	264	0	0	0	0						630
46	34	39	24	0	0	0	0						97
47	17	34	22	23	15	9	6						126
48	108	98	116	0	0	0	0						322
50	0	0	0	191	178	143	142						659
51	76	52	68	99	87	66	65						513
52	131	153	129	151	175	230	200						1169
53	106	165	123	156	220	161	139						1070
54	44	59	52	89	44	49	61						398
55	103	156	162	132	135	148	39						675
66	0	0	0	1	22	11	56						90
68	0	0	0	82	52	148	193						475
TOTAL CURRENT	2,426	2,779	2,551	2,318	2,519	2,388	2,199	0	0	0	0	0	18,189
TOTAL LAST YEAR	2,641	2,883	2,792	2,846	2,435	2,236	2,255						17,888

There were no pass-ups in the month of December, 2017.

Prepared By: Debi Lorrach

**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	13	12						85
15	16	17	18	17	26	21	19						134
20	0	2	0	0	0	0	0						2
21	0	3	4	14	4	1	5						31
22	11	2	9	12	4	2	23						63
23	8	11	0	3	3	1	4						30
24	7	7	2	23	23	24	43						129
31	150	154	124	151	119	137	139						974
32	49	50	93	169	73	56	81						571
33	18	13	17	30	24	19	22						143
40	9	6	3	4	3	10	14						49
41	113	156	160	128	149	90	132						928
42	0	0	0	0	4	2	5						11
43	44	96	102	62	79	73	76						532
44	27	43	68	0	0	0	0						138
45	48	65	71	0	0	0	0						184
46	3	0	4	0	0	0	0						7
47	31	27	15	24	13	30	35						175
48	15	14	6	0	0	0	0						35
50	0	0	0	78	80	62	55						275
51	30	39	26	38	29	26	31						219
52	35	25	66	43	61	68	49						347
53	20	39	58	43	41	29	38						268
54	19	17	4	11	22	26	16						115
55	42	99	64	75	29	44	58						411
66	0	0	0	0	13	2	5						20
68	0	0	0	46	25	36	35						142
TOTAL, CURRENT	679	866	896	908	760	700	897	0	0	0	0	0	6018
TOTAL, LAST YEAR	1035	1117	1080	947	812	762	1057						6810

There were 0 wheel chair pass ups in the month of January 2018.

January 2018 lift deployment is an average utilizing numbers from July 2017 - December 2017 due to Syncromatic installation bugs..

Prepared by: Debi Lorrach



For the Month of January 2018

ADA PARATRANSIT ON TIME PERFORMANCE				
Data from Ecolane Software				
Jan-18				
Rides Sampled	More Than 10 Minutes Before	More Than 30 Minutes After	TOTAL	% On Time
15080	0	6	15074	99.96%

FIXED ROUTE ON TIME PERFORMANCE	
Data from Syncromatics Software	
Jan-18	
	% On Time
	73.00%

COUNTY ROUTE ON TIME PERFORMANCE	
Data from Syncromatics Software	
Jan-18	
	% On Time
	67.00%

BV Link ROUTE 15 ON TIME PERFORMANCE	
Data from Syncromatics Software	
Jan-18	
	% On Time
	59.00%

FT. IRWIN ROUTE ON TIME PERFORMANCE	
Data from Syncromatics Software	
Jan-18	
	% On Time
	71.00%

Syncromatics Installation errors occurred in the month of January, 2018

JANUARY 2018
Major and Non-Major
Miles between road calls - VVTA and Barstow

	Total Miles	Road Calls	Miles Between Road Calls
Demand Response	284,161	3	94,720
Commuter Bus	22,891	1	22,891
Motor Bus	75,025	34	2,207
Total System	382,077	38	119,818

VICTOR VALLEY TRANSIT
Policy Year Summary

Print Date: 01/31/2018
Page 1

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		1	6	7	0	0	0	2,991	0	2,991	2,991	0	2,991
FY2017		7	1	8	0	0	0	0	0	0	0	0	0
FY2018		1	0	1	0	0	0	0	0	0	0	0	0
Totals:		10	61	71	0	0	0	13,164	40,777	53,941	13,164	40,777	53,941

Veterans Ridership

FY 16	Veterans
July 2015	31
August 2015	29
September 2015	43
October 2015	18
November 2015	94
December 2015	47
January 2016	6
February 2016	
March 2016	
April 2016	
May 2016	
June 2016	
Total	268

FY 17	Veterans
July 2016	60
August 2016	76
September 2016	46
October 2016	30
November 2016	43
December 2016	54
January 2017	139
February 2017	
March 2017	
April 2017	
May 2017	
June 2017	
Total	448

FY 18	Veterans
July 2017	15
August 2017	107
September 2017	133
October 2017	54
November 2017	41
December 2017	45
January 2018	16
February 2018	
March 2018	-
April 2018	-
May 2018	-
June 2018	-
Total	411

December 2015 ICT Proposal Overview

Outline of the key elements of the ICT proposed regulation described in the discussion document at <https://arb.ca.gov/msprog/ict/meeting/mt171215/171215ictconcept.pdf>

Applicability

- All buses with GVWR > 14,000 lbs.
- Cutaway, standard, motor coach, articulated, trolley bus, and other
- Fleet size number of buses in active fleet as of 2019
 - Large (>= 100 buses), medium (30-99 buses), and small fleet (less than 30 buses)

ZEB Requirements

- At time of normal new bus purchase (contract execution)
 - Details and duration of purchase process
 - Purchase cycle and fleet schedule
- Starting 2020 25% of bus purchases must be ZEB for large transit fleets
- Starting 2023 50% of bus purchases must be ZEB for medium and large transit fleets
- Starting 2026 75% of bus purchases must be ZEB for all transit fleets
- Starting 2029 100% of bus purchases must be ZEB for all transit fleets
- Joint compliance option

Early Action Credit

- ZEB credits for early actions and for exceeding the minimum requirements
- Encourages early action to remain eligible for funding
- How does proposal affect individual fleet's ability to access funding?

ZEB Purchase Provisions

- Utilities unable to provide service in timely manner
- Unforeseeable delay in infrastructure installation (both hydrogen & electricity)
- ZEB not passed Altoona testing (cutaways)
- Permitting/safety barriers
- Others (range/ space, etc.?)

Innovative Zero Emission Mobility

Renewable fuel for large fleets

Low NOx Engines (except at depots in NOx exempt area)

Reporting Requirements

- Bus purchases
- Data for performance based option development

Summary of Transit Fleets' Comments Received

After the 12-15-17 Innovative Clean Transit (ICT) Workshop

- The timeline is too aggressive and does not allow for sufficient opportunities to access funding nor to assess technology, availability, and economic implications prior to enforcement.
- The proposed date of 2022 for an informational update to the Air Resources Board may be too early to give an accurate and complete picture of transit agencies' experience with ZEBs and initial review of technology readiness or should be conducted before the initial requirements begin.
- ICT proposal is based on ZEB ranges that have not been demonstrated in service for extended periods of time and fleets continue to be concerned with performance, reliability, and maintainability for available zero emission buses.
- The primary cost drivers would require re-assessment of the current operating infrastructure to include a revamp of the existing power grid for BEB which for capital infrastructure costs are daunting and still currently carry a premium in price with a financial uncertainty on utilities cost for electricity.
- ZEB deployment could have financial and operational impacts on transit agencies which could have unintended consequences of reduction in transit service and/or fare increases and could have negative ramifications on future potential funding.
- Cutaway style/smaller ZEB class 4-5 vehicles in ICT proposal is a major concern when no Altoona-tested vehicles are available on the market. The ICT proposal should either exclude or defer requirements and engage in a larger conversation with transit agencies about the types of buses that would be subject to the regulation until the technology is proven.
- Purchase provisions are not sufficiently developed and should be expanded with transit fleet participation. CARB should add a grace period for all transit agencies if any requirement is found to be technologically or economically infeasible.

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**AGENDA ITEM
SIX**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Exercise Contract Option Year for Contract 2015-06, ADARIDE.COM to Provide ADA Complementary Paratransit Eligibility Certification Evaluation Service for VVTA for One Twelve (12) Month Period.

SUMMARY STATEMENT

In July 2015, VVTA competitively bid and awarded a contract to ADARIDE.COM, LLC, to provide Americans with Disabilities Act (ADA) Complementary Paratransit Eligibility Certification Evaluation Services. The contractor is currently performing as contracted with no issues.

VVTA uses an outside contractor to review and approve or deny applications per the American with Disabilities Act (ADA). The use of an outside contractor provides VVTA an "arm's length" with regard to the Federal ADA application process. Applicants who are denied eligibility have the right to appeal and this process is included in the VVTA policy.

ADA Ride the current contractor has performed satisfactorily over the past several years. They have a 5.6% denial rate which is above industry standards; a less than 1% appeal rate; and over the past 4 years VVTA has received only 4 complaints with over 4,000 evaluations completed.

Continued

RECOMMENDED ACTION

Approve Contract Option year for Contract 2015-06 ADARIDE.COM, LLC, to Provide ADA Complementary Paratransit Eligibility Certification Evaluation Services for VVTA for One Twelve (12) Month Period.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Christine Plasting Procurement Manager	Not to Exceed \$90,000.00	March 19, 2018	6

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Exercise Contract Option year for Contract 2015-06, ADARIDE.COM to provide ADA Complementary Paratransit Eligibility Certification Evaluation Service for VVTA for One Twelve (12) Month Period.

SUMMARY STATEMENT

Staff is seeking Board approval for VVTA to issue Amendment No. 1 to contract 2015-06, which will exercise the option to extend the contract for one (1) year. The amount per application proposed in the RFP and contract for Option Year One is \$21.00 per applications received, \$71.50 per application completed, and \$900.00 per Session for ADA Training.

The Total Contract Amount is amended not to exceed \$90,000.00 for extended period. This amount is consistent with the annual amount spent during the initial three-year contract period and is not expected to increase above that amount.

The effective date for the optional year extension is July 19, 2018.

**CONTRACT 2016-05
AMENDMENT NO. 1
BY AND BETWEEN
VICTOR VALLEY TRANSIT AUTHORITY
AND
ADARIDE.COM, LLC**

This Amendment No. 1 to VVTA CONTRACT 2015-06 is made and entered commencing on July 20, 2018, by and between Victor Valley Transit Authority (hereinafter referred to as "VVTA") and ADARIDE.COM, LLC, (hereinafter referred to as "CONTRACTOR".) VVTA and CONTRACTOR are each a "Party" and collectively "Parties" herein.

RECITALS:

WHEREAS, VVTA and CONTRACTOR have entered into an agreement dated July 20, 2015, to provide American Disabilities Act (ADA) Complementary Paratransit Eligibility Certification Evaluation Services; and

WHEREAS, as stated in Contract 2015-06, there are two one-year options to extend the contract; and

WHEREAS, the Parties desire to amend Agreement 2015-06 in order to exercise the option for the one-year of additional service and to increase the Agreement dollar amount per the agreed amount in the CONTRACTOR RFP response for the extension during "Year 4".

The Parties agree as follows:

Exercise the first of the option years for renewal to extend the duration of the contract from July 20, 2018, through July 19, 2019.

The Total Contract Amount is amended not to exceed \$90,000.00. This amount is an estimate based on the first three years of service provided by the contractor, as approved by the Board of Director in July 2015.

Except as changed by the Amendment, all provisions of Agreement 2015-06, including, without limitation of indemnity and insurance provisions, shall remain in full force and effect and shall govern the actions of the Parties under this Agreement.

IN WITNESS WHEREOF, VVTA and CONTRACTOR have each caused the Amendment No. 1 to be subscribed by its respective duly authorized officers on its respective behalf:

VICTOR VALLEY TRANSIT AUTHORITY

ADARIDE.COM.

By:

By:

Kevin Kane, VVTA Executive Director

Art Hulscher, President/CEO

Date: _____

Date: _____

**DISCLOSURE
POTENTIAL
CONFLICTS OF
INTEREST ISSUES**

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VICTOR VALLEY TRANSIT AUTHORITY

representing the communities of Apple Valley, Adelanto, Hesperia,
Victorville and San Bernardino County

MEMORANDUM

Date: March 19, 2018

To: Victor Valley Transit Board of Directors

From: Victor Valley Transit Executive Director

Subject: Disclosure(s) regarding recommendations for action by the VVTA Board of Directors.

Staff hereby provides the Victor Valley Transit Board of Directors with a listing of principals and subcontractors associated with action items on the agenda for the Board meeting on March 19, 2018.

Agenda Item No.	Contract No.	Principals and Agents	Subcontractors
10	2016-34	Jackson Mares Golden Star Technologies 1337 Walker Lane Corona, CA 92879	N/A
		Adam Newton Spinitar 16751 Knott Avenue La Mirada, CA 90638	
		Carol McAloney Intellitech 1652 Yeager Avenue La Verne, CA 91750	

The foregoing information has no financial impact on the Agency and is provided relative to potential conflicts of interests, which may precipitate member abstentions under California Government Code 84308.



VICTOR VALLEY TRANSIT AUTHORITY

representing the communities of Apple Valley, Adelanto, Hesperia,
Victorville and San Bernardino County

Conflict of Interest Form

Purpose: This form is provided to assist members of the VVTA Board of Directors in meeting requirements of Government Code Section 84308 and 87100 in documenting conflict of interest as related to VVTA Board/Committee agenda items.

Instructions: Under certain circumstances, VVTA Board of Directors may be required to disclose and disqualify themselves from participating in, influencing, or voting on an agenda item due to personal income, real property interests, investments, business positions, or receipt of campaign contributions. If applicable, Board members must personally state the following information, for entry into the public record, prior to consideration of the involved agenda item(s) and turn in the completed form to the Clerk of the Board prior to leaving the meeting.

I. Board Member Information

Board Member Name	City/County Name	Meeting Date

II. Campaign Contributions

- I have a disqualifying campaign of over \$250 from _____
(Name of Company and/or individual)
and therefore I am abstaining from participation on Agenda Item _____ Subject: _____
- I have a disqualifying campaign of over \$250 from _____
(Name of Company and/or individual)
and therefore I am abstaining from participation on Agenda item _____ Subject: _____
- I have a disqualifying campaign of over \$250 from _____
(Name of Company and/or individual)
and therefore I am abstaining from participation on Agenda item _____ Subject: _____
- I have a disqualifying campaign of over \$250 from _____
(Name of Company and/or individual)
and therefore I am abstaining from participation on Agenda item _____ Subject: _____

III. Financial Interest

- I have a financial interest of _____, from/in _____
(State income, real property interest, or business position) (Identify company or property location)
and therefore I am abstaining from participation on Agenda Item _____ Subject: _____
- I have a financial interest of _____, from/in _____
(State income, real property interest, or business position) (Identify company or property location)
and therefore I am abstaining from participation on Agenda Item _____ Subject: _____

IV. Signature

Board Member Signature: _____ Date: _____

Please remember you must state the information into the public record prior to consideration of the involved agenda item(s) and turn in the complete form to the Recording Secretary prior to leaving the meeting.

**AGENDA ITEM
SEVEN**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Award VVTA IFB 2016-34 Audio Visual to Golden Star Technologies.

SUMMARY STATEMENT

Prior to a number of Board meetings late 2016 and early 2017, the hardware and key software running the VVTA Audio-Visual system stopped functioning as it should, and staff had to expedite service to the system in order for the system to work. It became apparent that it was time to update the Audio-Visual system in the Board room, as well as other conference rooms where controllers stopped functioning properly. It has been in excess of six years since the original system was installed and all warranties have expired. Some Board members may recall staff has been experiencing ongoing issues with the original system as related to the Board room.

To address these issues staff felt it best to go out to bid and repair and update many of the affected audio-visual systems and equipment.

On April 27, 2017, VVTA released an Invitation for Bid. Three responses were received from:

Spinitar, La Mirada, CA -	\$202,936.94
Golden Star Technology (GST), Corona, CA	165,495.30

A Notice of Intent to Award was sent to GST, but after a number of attempts, no response was received. In an effort to determine if the bid from Spinitar was fair and reasonable, a request for quote was requested from another vendor who was participating in a separate solicitation:

Intellitech, Laverne, CA	\$164,280.06
--------------------------	--------------

In October 2017, GST responded to the Notice of Intent to Award. There were staffing changes and VVTA's original correspondence was not making it to the new staff on board. Staff requested GST to come in and do a Best and Final Offer (BAFO), which lowered the final cost of the project by \$32,503.69 to \$132,991.61

The recommendation is to award the contract to Golden Star Technology whose bid and subsequent BAFO is the lowest price. Funds for this project will come from STA funds that were previously included and approved by the Board as part of past budget (FY11/12) but not yet expended.

RECOMMENDED ACTION

Approve Award of Contract 2016-34 to Golden Star Technologies, Corona, CA.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Christine Plasting, Procurement Manager	Not to Exceed \$132,991.61	March 19, 2018	7

Revised Quote comparison
2016-34 Audio Visual Update

	GSTES	Intellitech	Spinitar
Hardware	\$ 34,513.80	\$ 19,752.00	\$ 112,798.54
	\$ 2,540.37	\$ 1,688.00	
	\$ 1,811.76	\$ 3,996.00	
	\$ 5,127.35	\$ 298.00	
	\$ 19,569.70	\$ 7,100.00	
	\$ 3,146.09	\$ 254.00	
	\$ 7,333.23	\$ 1,110.00	
	\$ 123.53	\$ 15,642.00	
	\$ 123.53	\$ 2,744.00	
	\$ 3,981.88	\$ 4,575.00	
	\$ 2,673.88	\$ 686.00	
	\$ 2,452.13	\$ 1,920.00	
	\$ 6,427.35	\$ 229.00	
		\$ 3,476.00	
		\$ 55.00	
		\$ 1,158.00	
		\$ 729.00	
subtotal	\$ 89,824.60	\$ 65,412.00	
Tax	\$ 7,340.05	\$ 5,360.06	
Ewaste	\$ 7.00	\$ 87.00	
Labor	\$ 13,893.84	\$ 3,750.00	\$ 63,190.00
	\$ 2,331.14	\$ 54,000.00	6074.33
	\$ 1,164.82		6074.33
	\$ 2,100.51		6074.33
	\$ 4,662.28		6074.33
	\$ 2,100.51		
	\$ 1,632.66		
	\$ 467.85		
	\$ 467.85		
	\$ 1,632.66		
	\$ 2,100.51		
	\$ 2,100.51		
	\$ 1,164.82		
Total Labor	\$ 35,819.96	\$ 57,750.00	
Subtotal		\$ 128,609.06	
3rd Party Software		\$ 35,671.00	
Total	\$ 132,991.61	\$ 164,280.06	\$ 202,936.94
Original Bid	\$ 165,495.30	(Quote was received outside of the bidding process)	
Savings	\$ 32,503.69		

**AGENDA ITEM
EIGHT**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Release RFP 2018-02 Security Services for VVTA.

SUMMARY STATEMENT

Per Board request VVTA has been providing security services at the Victor Valley Transportation Center on D Street and the 395 & Joshua Park & Ride since approximately 2004. Within the last three years security service has been added at VVTA's main transfer station on 7th St. and Lorene (COSTCO). Additionally, VVTA reimburses the Mall of Victor Valley for security at the Mall bus stop location.

Currently, Alltech Security Solutions provides security guard services at the Victor Valley Transportation Center, and the Costco Transfer Station at 7th and Lorene in Victorville Mondays through Fridays from 5:00AM to 9:00PM, on Saturdays in Victorville only from 7:00AM to 8:00PM and Sundays in Victorville only from 8:00 am to 6:00 pm. Security guard services for the Hesperia Park and Ride lot at Joshua and Route 395 are only provided Monday through Friday from 6:00AM to 9:00PM.

VVTA is currently in its final year of its three (3) year contract of with Alltech Security Solutions. Staff believes it is in the best interest of the agency to go back out to bid for these services

The RFP is for an estimated 15,000 hours of security guard services. The cost for this service will exceed the VVTA Formal Bid limit of \$150,000.00, which requires Board action to release the RFP.

Staff recommends the Board authorize staff to release VVTA RFP 2018-02 Security Services. These services are funded with LTF funds from the City of Hesperia for the Joshua & 395 location, the City of Victorville for the D Street location, and by an equal share from all entities for COSTCO and the Mall.

RECOMMENDED ACTION

Authorize Staff to Release RFP 2018-02 for Security Services for VVTA.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Christine Plasting Procurement Manager	N/A	March 19, 2018	8

VVTA RFP 2018-02 SECURITY SERVICES ATTACHMENT A – SCOPE OF WORK

The Victor Valley Transit Authority (VVTA) is seeking the services of a Contractor to provide unarmed security guard services at various Transit Center locations within VVTA's service area. Security guard service is currently being contracted for the Victor Valley Transportation Center located on D and 6th Street in Victorville (M-F 6:00AM to 9:00PM; Sat 7:00AM to 8:00PM; Sunday 8:00AM to 6:00PM); at the Hesperia Park & Ride lots located at Joshua and Route 395 (M-F 6:00AM to 9:00PM); and at the 7th and Lorene Transfer (behind Costco) (M-F 6:00AM to 9:00PM; Sat 7:00AM to 8:00PM; Sunday 8:00AM to 6:00PM). VVTA is in the process of acquiring land for two additional locations. Once these locations have finished construction and are ready for service, an amendment to the resulting contract will add these two additional locations to the security services contract.

A. HESPERIA PARK AND RIDE LOT

1. Contractor shall make random rounds on foot throughout all parking areas. A minimum of one trip per hour is required; documentation is required in reports, use of confirmation method is required.
2. Contractor staff shall provide high visibility as a crime deterrent.
3. Contractor shall prepare and submit, by the 8th day of the following month, a monthly report of activities, incidents, issues etc. in a format acceptable to VVTA.
4. Contractor shall report to VVTA immediately any incident requiring police / fire involvement.

B. VICTOR VALLEY TRANSPORTATION CENTER

The Victor Valley Transportation Center is a 4.88-acre site located on D Street at 6th Street in the City of Victorville including a 5,720 square foot building, a bus boarding/alighting area, a park and ride lot, and a Greyhound ticket office. The parking area holds 170 vehicles. The bus boarding and alighting area accommodates approximately 17 Greyhound buses per day, one Amtrak bus, an occasional Super Shuttle drop off from local prisons, and VVTA bus routes which will stop at the center up to 16 times per day each between approximately 6:00 AM and 9:00 PM Monday through Friday and 7:00 am and 8:00 pm Saturdays and 8:00 am to 6:00 pm Sundays. There are also 10 outdoor bicycle lockers.

1. Contractor shall make random rounds on foot throughout all parking areas. A minimum of one trip per hour is required; documentation is required in reports, use of a confirmation method is required.
2. Contractor shall meet all VVTA buses arriving at the Victor Valley Transportation Center.
3. Contractor staff shall answer the public's questions regarding VVTA bus service and schedules (VVTA will provide one-time training.).
4. Greyhound is the major tenant of the Transportation Center. The main door by the restrooms shall be unlocked by Greyhound. During these hours the only persons that are permitted to use the restrooms will be VVTA and Greyhound passengers with a valid pass or ticket. The Contractor shall enforce this rule. Greyhound employees are responsible for the pull-down gate to be unlocked and locked according to their business hours. The Contractor shall not lock nor unlock the pull-down gate. The only persons allowed to **use** the restrooms after Greyhound

VVTA RFP 2018-02 SECURITY SERVICES ATTACHMENT A – SCOPE OF WORK

business hours or at other times when the Greyhound office may be closed will be VVTA and Greyhound drivers and VVTA and Greyhound passengers with a valid pass or ticket.

5. VVTA will provide an office within the Transportation Center.
 - a. The contractor is responsible for keeping the office clean & neat. Failure to do so may jeopardize the contract.
 - b. At termination of the contract, the Contractor shall return the office to VVTA in the same condition as received excepting normal wear and tear. VVTA will withhold the final payment pending office inspection.
 - c. Contractor shall bear the expense to return the office to VVTA in an acceptable condition.
6. VVTA shall provide telephone service to this office.
 - a. The Contractor shall monitor the surveillance system including the functionality of the cameras and computer.
 - b. Contractor shall notify VVTA of any malfunctions of the security system within 15 minutes of any occurrence. Failure to report the malfunctions may jeopardize the contract.
7. The Contractor is required to review and copy footage of incidents upon request by VVTA or San Bernardino Sherriff's Department.
 - a. Contractor shall make certain equipment is recording properly and reset recorder if needed. Failure to do so may jeopardize the contract.
8. Contractor shall prepare and submit by the 8th day of the following month a monthly report of activities, incidents, issues etc. The report must be in a format acceptable to VVTA.
9. Contractor shall report to VVTA immediately any incident requiring police involvement.
10. The computer provided by VVTA shall be used for security monitoring purposes only.
 - a. Unauthorized use of the VVTA supplied computer by Contractor will result in a \$50.00 Liquidated Damages assessment against the Contractor per occurrence.
 - b. Unauthorized use includes, but is not limited to, playing games, personal use, or any other unauthorized use.

C. 7TH STREET AND LORENE AVE. TRANSFER CENTER

VVTA bus routes stop at the center up to 16 times per day each between approximately 6:00 AM and 9:00 PM Monday through Friday; between 7:00 AM and 8:00 PM Saturdays; and between 8:00 AM and 6:00 PM on Sundays.

VVTA RFP 2018-02 SECURITY SERVICES ATTACHMENT A – SCOPE OF WORK

1. CONTRACTOR shall make random rounds on foot throughout the entire bus stop locations. A minimum of one trip per half hour is required. Documentation is required in reports; use of confirmation method is required.
2. CONTRACTOR shall meet all VVTA Buses arriving at the 7th Street and Lorene Transfer Center.
3. CONTRACTOR shall answer the public's questions regarding VVTA bus service and schedules (VVTA will provide training.)
4. CONTRACTOR shall enforce the rules unless otherwise directed in writing by VVTA management.
5. CONTRACTOR shall prepare and submit by the 8th day of the following month a monthly report of activities, incidents, issues, etc.; this report shall be in a format acceptable by VVTA.
6. CONTRACTOR shall report to VVTA immediately any incident requiring police, fire, or EMS involvement.

D. Holidays

VVTA does not provide bus service and does not require security services on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

E. MANPOWER

VVTA expects the Contractor to supply reliable, bonded, and well-trained personnel. VVTA will provide training on VVTA bus information. VVTA will not accept casual labor. VVTA requires minimal turnover in personnel assigned to each site. Contractor shall provide to VVTA a monthly report of personnel who have worked on this project with hours and shifts manned. In addition, a monthly report of any changes in on-site personnel shall also be supplied to VVTA. These reports must be provided to VVTA by the 8th day of each following month for the entire term of the contract.

F. PROJECTED SECURITY SERVICE HOURS

VVTA projects approximately 15,000 yearly hours.

**AGENDA ITEM
NINE**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Authorize the Filing of Grant Applications through the Low Carbon Transit Operations Program (LCTOP) for the 2017-18 Fiscal Year Allocations.

SUMMARY STATEMENT

The Low Carbon Transit Operations Program (LCTOP) is one of several programs funded as part of 2014-15 State of California budget (by Senate Bills 852 and 862) which have a goal of reduced greenhouse gas emissions and achievement of other benefits. VVTA is eligible to apply for \$64,184 (operator PUC 99314) allocation and \$565,361 (population PUC 99313) funding from the FY 2017-18 apportionments. The key LCTOP objectives are to provide operating and capital assistance for transit agencies to 1) reduce greenhouse gas emissions, 2) improve mobility and 3) prioritize service to disadvantaged communities. Eligible transit projects types have been categorized by CA DOT to assist with the Green House Gas reductions calculations.

These projects have been approved by the Project Sponsor, San Bernardino County Transportation Authority (SBCTA) Board at their March 7, 2018 meeting. The first project, the VVTA New and Expanded Service – Barstow, is the second year and is continued from FY 2016-17 funding. The project increased the service span and made improvements on Barstow Routes 1, 2, 3, 28 and 29. A new Route 6 was added to alleviate pressure on Routes 1 and 2 within the DAC intensive area in and around the City of Barstow and expanded service coverage. SB 824 2016 allows that *“a recipient transit agency that has used program moneys for operating assistance to implement new or expanded transit service in a previous fiscal year may use program moneys to continue to operate the same service in any subsequent fiscal year if the agency can demonstrate that reductions in greenhouse gas emissions can be realized.”* With this SB 824 amendment and updated LCTOP guidelines, VVTA can use LCTOP funds to continue to support this “start-up” service for up to 5 years.

Continued

RECOMMENDED ACTION

Adopt Resolutions 18-02 and 18-03 authorizing the filing of Low Carbon Transit Operations Program (LCTOP) allocation requests, authorized agent forms, and certification and assurances.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Nancie Goff, Deputy Executive Director	\$629,575 in LCTOP Capital & Operating Revenue	March 20, 2017	9

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Authorize the Filing of Grant Applications through the Low Carbon Transit Operations Program (LCTOP) for the 2017-18 Fiscal Year Allocations.

SUMMARY STATEMENT

The second project continues and expands the approved project from Cycles 1, 2, and 3. The Fare Media Subsidy project is intended to provide subsidized transportation services to eligible non-profit, human and social service agencies to serve individuals with disabilities, seniors and low-income individuals.

The third project, is the Barstow Community College (BCC) Warrior Bus Pass Project. VVTA staff will work with staff from BCC to develop a pilot college bus pass program. The program will allow all currently registered BCC students access to VVTA's local and county fixed route services by using a current student ID card. LCTOP funds will be used to market the pilot bus pass program for BCC as well as the existing Victor Valley College bus pass program.

The fourth project is Free Ride Day Promotions. In conjunction with National Dump the Pump Day and the Inland Empire Regional Rideshare Week, VVTA will provide free bus service to riders within our service area. For instance, for the rideshare week, one area of focus will be the NTC Commuter that provides a commuter bus service between the Victor Valley and Barstow, and Fort Irwin's National Training Center (NTC). These promotional events will also highlight our Regional Fixed and County routes and are intended to attract new riders and ultimately increase transit mode share in the long-term.

In addition to the allocation requests, VVTA needs to submit, by March 30th, several supporting documents to be approved by the Board. These include Resolutions 18-02 and 18-03, an authorized agent form, as well as, the standard certifications and assurances. Caltrans's tentative schedule calls for an approved list of projects to be submitted to the State Controller's Office (SCO) June 1st. The SCO plans to release the approved project amounts to recipients June 30th. This time line will allow for VVTA staff to program the anticipated project funding in next fiscal year's 2018-19 draft budget.

RESOLUTION#: #18-02

**AUTHORIZATION FOR THE EXECUTION OF THE
THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) PROJECTS:**

New and Expanded Service Project (\$250,000), Fare Media Subsidy Project (\$20,000), Barstow Community College Warrior Pass and Marketing Project (\$180,000), and Free Ride Day Promotions (\$179,575)

WHEREAS, the Victor Valley Transit Authority is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) 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 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

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

WHEREAS, the Victor Valley Transit Authority wishes to implement the LCTOP project(s) listed above,

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 applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Victor Valley Transit Authority that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY 2017-18 LCTOP funds:

1. Project Name: New and Expanded Service Project. Amount of LCTOP funds requested: \$250,000. Short description of project: Extend project from Cycle 2 that increased the span of service and made improvements to Barstow Division routes 1, 2, 3, 28, 29, and began the new route 6. Contributing Sponsors (if applicable): SBCTA
2. Project Name: Fare Media Subsidy. Amount of LCTOP funds requested: \$20,000. Short Description of project: The project continues and expands the approved project from Cycles 1, 2, and 3. The Fare Media Subsidy project is intended to provide subsidized transportation services to eligible non-profit, human and social service agencies to serve individuals with disabilities, seniors and low-income individuals. Contributing Sponsors (if applicable): SBCTA
3. Project Name: Barstow Community College (BCC) Warrior Pass/College Student Programs Marketing. Amount of LCTOP funds requested: \$180,000. Short description of project: VVTA staff will work with staff from BCC to develop a pilot college bus pass program. The program will allow all currently registered BCC students access to VVTA's local and county fixed route services by using a current student ID card. LCTOP funds will be used to market the pilot bus pass program for BCC as well as the existing Victor Valley College bus pass program. Contributing Sponsors (if applicable): SBCTA

4. Project Name: Free Ride Day Promotions. Amount of LCTOP funds requested: \$179,575. Short description of project: In conjunction with National Dump the Pump Day and the Inland Empire Regional Rideshare Week, VVTA will provide free bus service to riders within our service area. For instance, for the rideshare week, one area of focus will be the NTC Commuter that provides a commuter bus service between the Victor Valley and Barstow, and Fort Irwin's National Training Center (NTC). These promotional events will also highlight our Regional Fixed and County routes and are intended to attract new riders and ultimately increase transit mode share in the long-term. Contributing Sponsors (if applicable): SBCTA

PASSED, APPROVED and ADOPTED this 19th day of March 2018.

VVTA Board Chair

ATTEST: Debi Lorrh, Clerk of the Board

RESOLUTION: #18-03

**AUTHORIZATION FOR THE EXECUTION OF THE
CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS
FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)**

WHEREAS, the *Victor Valley Transit Authority* is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) 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 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP 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 Kevin Kane, 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 and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

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

PASSED, APPROVED and ADOPTED this 19th day of March 2018.

VVTA Board Chair

ATTEST: _____
Debi Lorrh, Clerk of the Board

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**AGENDA ITEM
TEN**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Amend the VVTA Fiscal Year 2017-18 Annual Operating and Capital Budget, Short Range Transit Plan and TDA Claim to Include a Project for Support Vehicles (2).

SUMMARY STATEMENT

Based on service adjustments implemented as a result of the Board approved COA, VVTA will need to purchase two (2) staff/relief vehicles. These vehicles will also have light bars on the dashboards for staff to use in bad weather and emergencies.

No additional budget is required as these vehicles will be purchased with Capital STA/LTF funds from previously completed projects that still have small amounts of surplus funding available.

- \$4,916 Service Vehicle (2) STA 16-04-vvt-b
- \$13,035 Service Vehicle (2) STA 17-01-vvt-b
- \$1,602 Pass Vending Machine STA 14-07-vvta-a
- \$2,884 Paratransit Bus Expansion (2) STA 15-15-vvt-b
- \$49,406 Regional Bus Replacement (2) LTF S-1406-46

To fill this need, VVTA staff recommends reallocating these surplus funds to this new capital project.

RECOMMENDED ACTION

Amend the VVTA Fiscal Year 2017-18 Annual Operating and Capital Budget, Short Range Transit Plan and TDA Claim to Include a Project for Support Vehicles (2).

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Nancie Goff, Deputy Executive Director	Re-allocation of \$71,843 LTF	March 19, 2018	10

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**AGENDA ITEM
ELEVEN**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Claim for Completed Article 3 Transit Stop Access Improvement Project.

SUMMARY STATEMENT

In January of 2016, SANBAG released a call for projects for Transportation Development Act – Article 3 Transit Stop Access Improvement Projects. In April of 2016, VVTA was notified of awarded projects.

All the projects within the City of Victorville have been completed. These path of travel projects have greatly improved bus stop accessibility and path of travel. Therefore, staff is requesting the Board authorize the filing of the Article 3 claim form and authorize the submission of the reimbursement request.

RECOMMENDED ACTION

Authorize Staff to file an Article 3 reimbursement claim for \$47,115 and local over match to SBCTA for the completed Article 3 project within the City of Victorville as presented.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Nancie Goff, Deputy Executive Director	Article 3 \$47,115 and local over match \$22,504	March 19, 2018	11

Claim Form

Article 3 Grant Program

Project Name: Path of Travel City of VV

Grant Allocation No: 16-04-06

Claimant: Victor Valley Transit Authority

Address: 17150 Smoke Tree Street
Hesperia, CA 92345

Attention: Denise Madrid

Phone No: 760-995-3567

E-mail Address: dmadrid@vvta.org

Amount Requested
for Reimbursement: \$ 47,115.00

Purpose: Please check one purpose.

Article 3 Bicycle/Pedestrian Facilities, *Public Utilities Code (PUC) 99233.3*

Transit Stop Access Improvements, *PUC 99233.3*

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

Signature

Kevin Kane Executive Director
Type Name & Title

Condition of Approval:

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

Reimbursement Request Article 3 Grant Program

Claimant: WTA

Date: 03/16/2018

Grant Information				
Project Name	Total Project Cost	Article 3 Award Amount	Percent Article 3	Local Match Amount Percent Local Match
	\$ 118,894	\$ 95,115	80%	\$ 23,779 20%

Instructions: Please complete 1 through 4 below.

Amount	Amount
1) Article 3 Project Cost (amount being requested for reimbursement)	\$ 47,115
2) Local Match Project Cost	\$ 11,779
Total	\$ 58,894

Project Costs to Date (include amount requested above)

3) Article 3	\$ 71,263
4) Local Match	\$ 17,816
Total	\$ 89,079

Local Match Amount Remaining	3,903
Article 3 Balance Remaining	33,852
Total Amount Remaining	29,815

I certify that the information on this Financial Reporting form is true and accurate to the best of my knowledge.
The same authority that signs the Claim Form must sign this form.

Signed: _____

Block and Kerberley



Minnetonka and 7th St

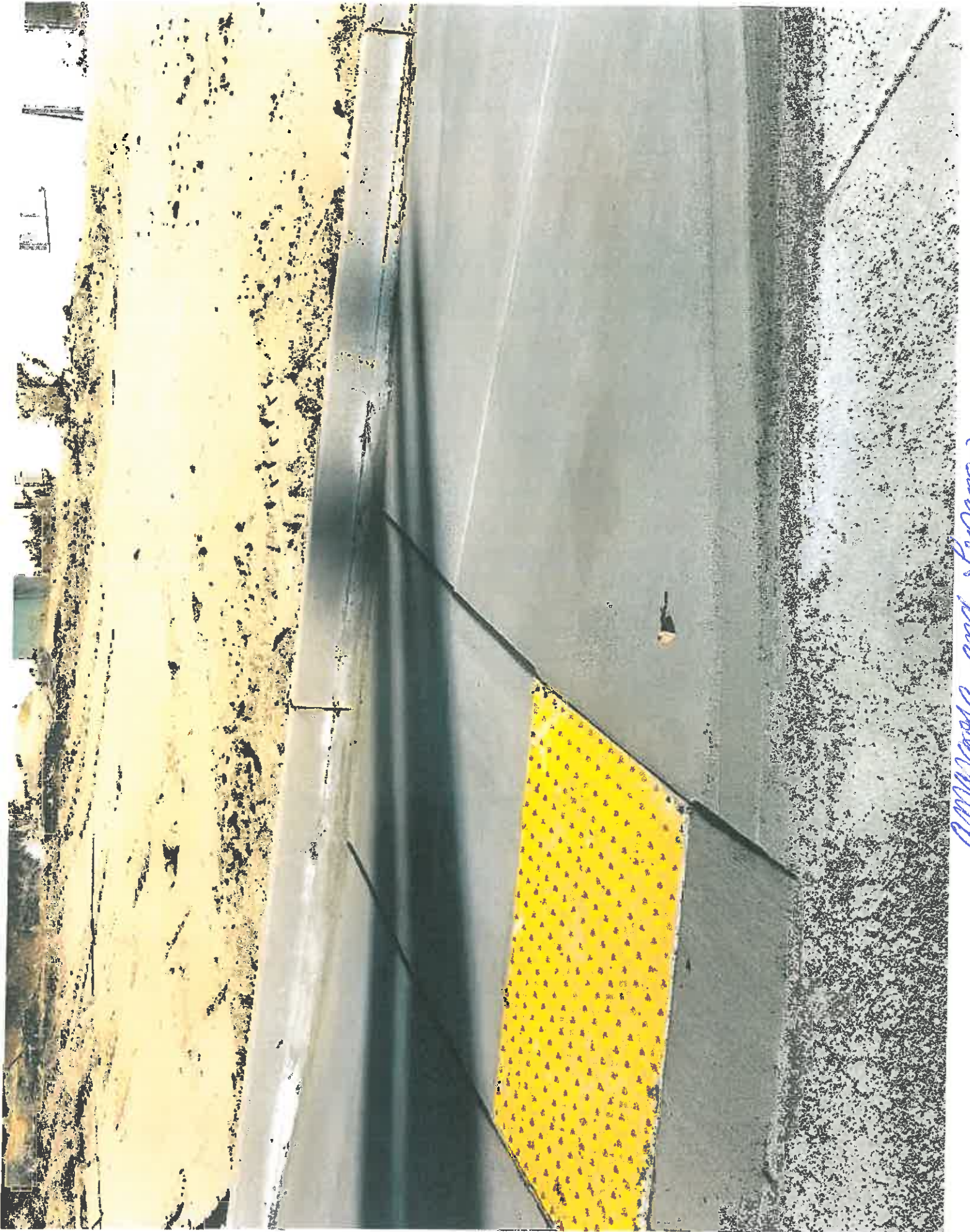




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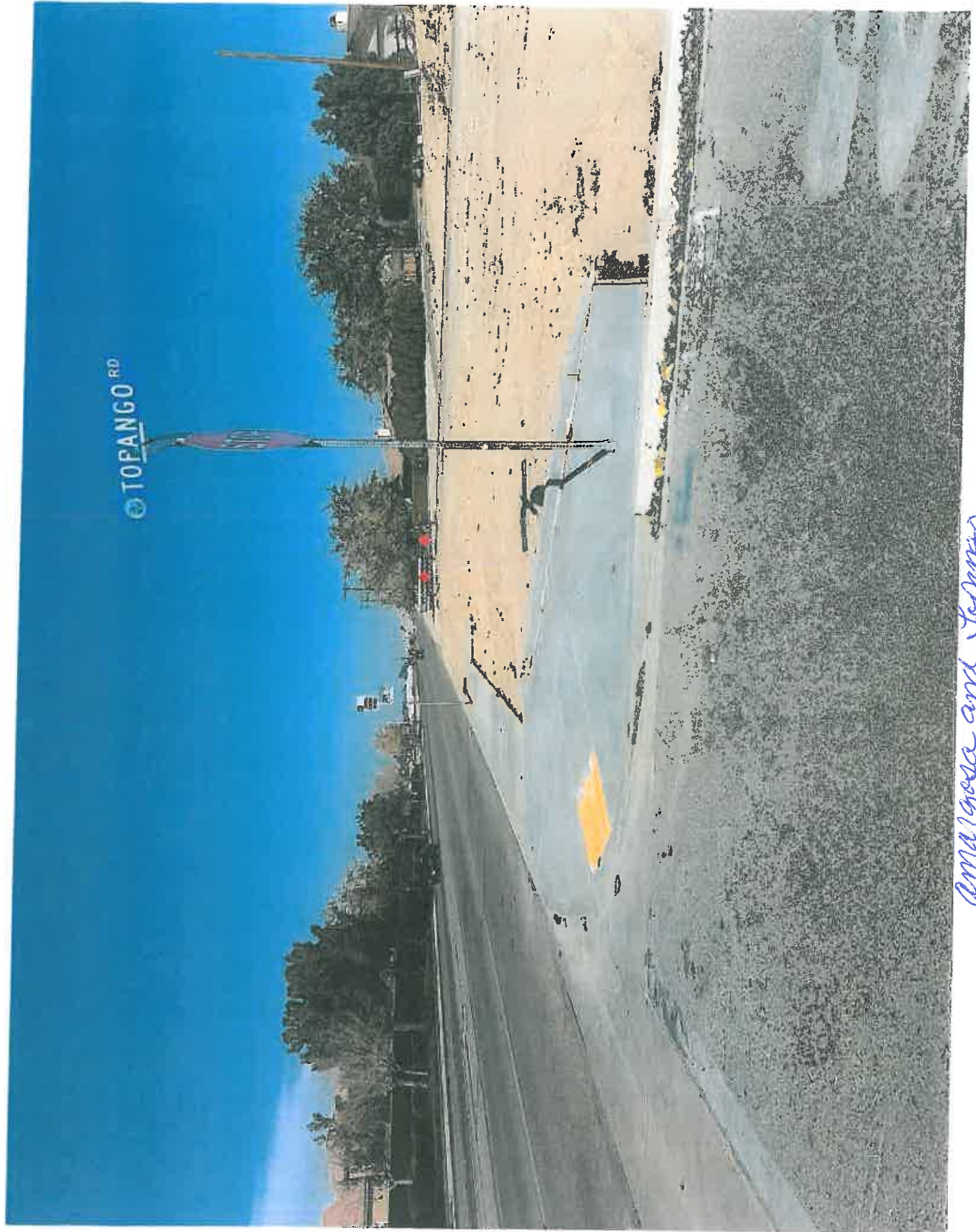


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TOPANGO RD



Amargosa and Topanga



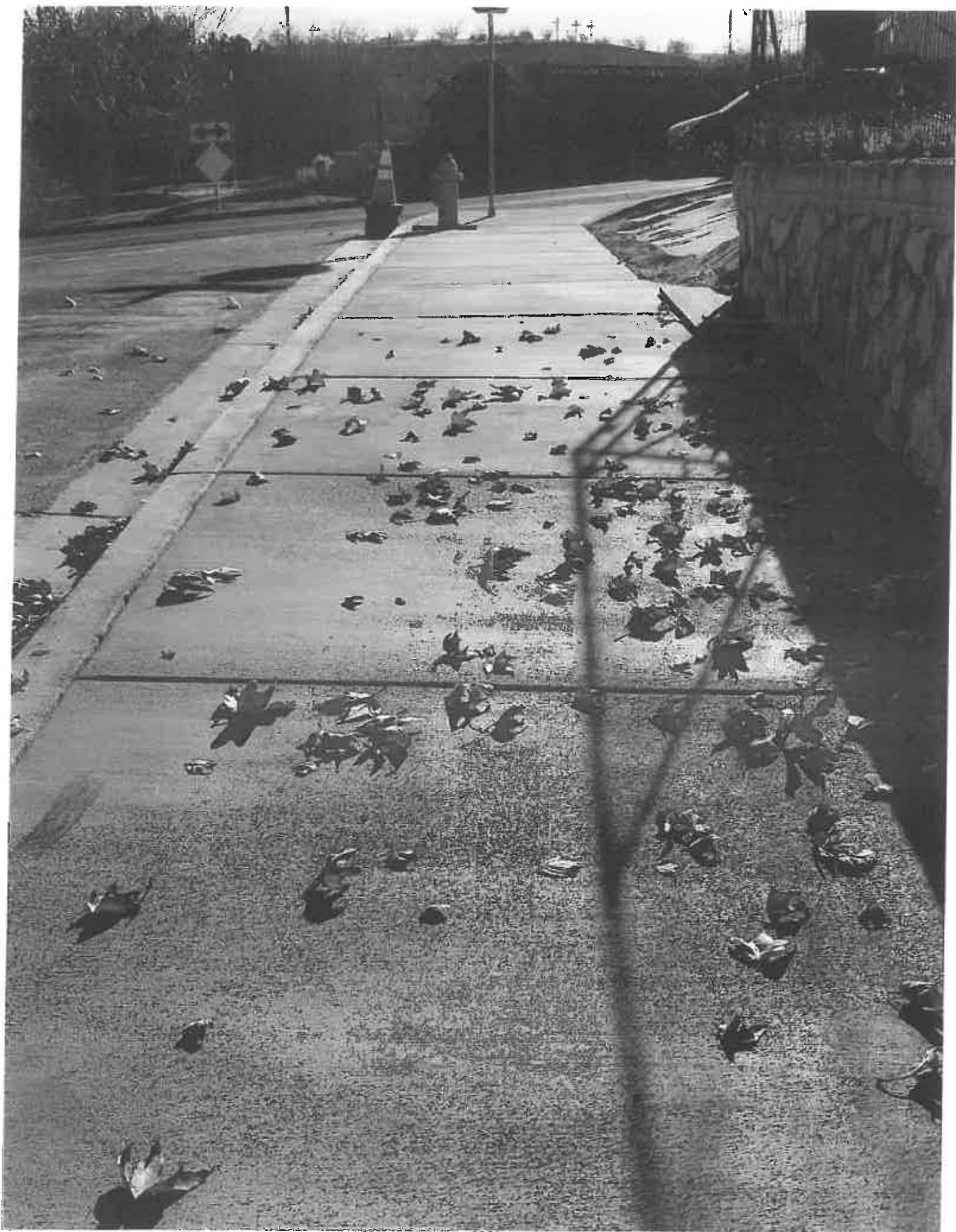
Band with A³⁶



B and 11th St.



B and 4th St



Bond 11³⁰ St.



Bear Valley and Eagle Ranch



Rodeo and Trinidad



Village and Sauney Ridge



Village and Lumber Road



Willag and Saomey Rdas

**AGENDA ITEM
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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Appoint Executive Director, Kevin Kane, as the Identified Representative to Act as Labor Negotiator with Regard to all Other VVTA Employees.

SUMMARY STATEMENT

Pursuant to Government Code Section 54957.6 (a) the VVTA Board may appoint a designated representative to act as the labor negotiator with regard to all other VVTA employees.

RECOMMENDED ACTION

Appoint Executive Director, Kevin Kane as the designated representative to act as Labor Negotiator with Regard to all Other VVTA Employees.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Kevin Kane, Executive Director	TBD	March 19, 2018	12

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CLOSED SESSION

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Closed Session.

SUMMARY STATEMENT

Closed Session.

BOARD BUSINESS

Conference with Labor Negotiator per Government Code Section 54957.6(A) with Kevin Kane, Designated Labor Negotiator with regard to all other VVTA employees, with the exception of Executive Director.

RECOMMENDED ACTION

Approve recommendation of the Board.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Kevin Kane, Executive Director	N/A	March 19, 2018	13

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**CORRESPONDENCE
/PRESS CLIPS**

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Palo Verde Valley Transit Agency

415 N. Main Street Blythe, CA 92225

760.922.1140 pvvta.com

Joseph DeConinck, Chairman
Alan Weeks, Board member
Joseph Halby III, Board member

Johnny Rodriguez, Vice-Chairman
V. Manuel Perez, Board member
K. George Colangelo, General Manager



February 7, 2018

Kevin Kane,
CalACT Chairman -
CEO, Victor Valley
Transit Authority

Dear Mr. Kane,

On behalf of the Palo Verde Valley Transit Agency Board of Directors we would like to thank you and the California Association for Coordinated Transportation (CalACT) for participating in our 40th Anniversary Commemoration Event.

40 years of history is marked by the challenges and celebrations along the way. Having you and the support of CalACT for this monumental milestone in PVVTA history made our event outstanding.

CalACT through their support of rural agencies such as PVVTA plays a big part in the local legacy of transit and improves the strength of those agencies on the State level. You have represented CalACT well and we are in debt to you and CalACT forever.

Thanks again for your time and support. The record will show over the next 40 years and beyond your contribution to our Agency.


Joseph DeConinck, Chairman

LET'S INVENT

Need for public transportation changes part of the oncoming tsunami



Sam Asano

Why is everything made so difficult for us?" was the comment made by a Golden Lives lady Carol, whom I mentioned in this column. She is 86 years old, and still walks around without any problem. She lives in a small house located right on the main bus route of this mid-size

town. She takes the bus to go to her part-time bookkeeping work at a convenience store. There are some new buses equipped with "kneeling" features, which makes getting on and off easier for elderly by reducing the floor height. These kneeling buses don't often come on schedule reliably. When she has to get on the regular bus, the driver often comes out and help her. She feels bad when the driver has to come out to help and wishes that the bus company would make the kneeling bus schedule post on the schedule board.

For the bus company,

it must be one of the least important issues to indicate when kneeling buses would run on the schedule board at each bus stop. In fact, many bus stops don't even indicate any schedule. This type of indifference in the operational details obviously hurt the ridership, and the bus routes would continue losing money. Municipal bus operators tend to be rather sloppy in schedule compliance, frequency and other customer handling attitude.

By now our readers must be wondering why I am

See ASANO, B8

ASANO

From Page B1

writing about municipal bus operations, and talking about posting bus schedules on each stop, which the majority of Americans just cannot relate to as important to their lives. Yes, I agree. The posting bus schedule on the stop post isn't a major issue now. But, read on please.

A very significant societal change is taking place now. The population of 65+, covered under the Americans with Disability Act (ADA), is rising at the alarming rate of 1,800,000 per year starting from 2015 onto 2050. By 2030, fully 21 percent of Americans will be over 65. By 2025, roughly 4 percent of American are expected to live to age 100 and beyond. Now let us think what changes will take place under that society compared from today.

One is that precipitous decline of number of automobile drivers. At ages above 85, people will have to give up driving, and start depending on rides provided by either family members and/or public

transportation. With declining eye-sight, physical strength and other sensory faculties, public transportation must improve drastically from the indifferent and lackadaisical operations of today to much more caring and detail-conscious operations, especially on safety for elders. And that is just a very small part of social changes that need to take place during the year 2018-2030 — a mere 11-year span.

I am not saying the improvement of public transportation would solve the drastic societal change America would undergo. I am saying everything about our society would have to accommodate the aging population, which is huge in numbers, more physically and mentally active and would live longer.

The implication is enormous. With the significantly reduced birth per female population, our demographic distribution would be top-heavy to say the least. That means that the youth who is to contribute to national social pension and health care systems will be overwhelmed by the lengthy and extensive expenditure of the aging

population that occupies 21 percent of the total population. Bankruptcy of the American social systems, once the envy of the world, is looming into the reality.

I'm personally fearful that the current American political governance doesn't seem to be intensely concerned about the oncoming, fast-rising tsunami of the aging population. The only solution is for America to become an export nation by manufacturing, as we had done from 1850 to 1950.

Manufacturing is the most effective way to build up the nation's wealth, just as Germany, Japan and now China has done. Simply put, we need more income! And that must come from manufacturing and exporting our technological products to pay off the daunting debt of \$21 trillion and become a debtless and happy nation again.

Other notes:

Last week I wrote an article about the medical pill packaging, and how difficult it is to break open the package to take the pills out. I showed in the photo an example of Nyquil. Soon after I published the article, about 10 emails flew in with

all similar complaints.

Here is one from Christina Lusky of Portsmouth, New Hampshire: "The Vicks Dayquil package isn't the only medicine that is difficult to open. Tylenol caplets are in a bottle that is so challenging to open, even using a butter knife to pry open the cover, that I sometimes substitute Advil when instructed to take Tylenol. I can imagine how much more difficult it must be for someone elderly or with arthritis to try to open the Tylenol bottle. Also, sometimes the caplets fly out of the bottle onto the floor if I do manage to pry it open. Please tell the manufacturer to make it easier to use their product!"

Hear that, Mr. Tylenol?

In general, why should medicine packaging be so difficult to open? Shouldn't there be a national standard of pill packaging, and every household should be equipped with the standard opening mechanism so that nobody gets cut or hurt? If such a standard is developed, the cost may come down in packaging, and all the consumers will enjoy easy and safe opening of pills. Invention anyone?