



VICTOR VALLEY TRANSIT AUTHORITY

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

TECHNICAL ADVISORY COMMITTEE MEETING AGENDA

April 3rd 3:00 p.m.

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

1. Recognition of guests and public comments: Visitors are requested to make comments only on those items not identified in the agenda. Comments concerning agenda items can be presented when that item comes up. Please limit comments to three minutes per item.

2. Review Draft Board AgendaK. Kane/Group
 - a. Amend the VVTA Fiscal Year 2018-19 Operating Budget, Short-Range Transit Plan and TDA Claim to Include COP Capital Lease Payment for Barstow New Facility.
 - b. Authorize the Filing of Grant Applications through the Low Carbon Transit Operations Program (LCTOP) for the 2018-19 Fiscal Year Allocations.
 - c. Introduction of the VVTA Trip Brokerage Program.
 - d. Authorize the Executive Director to Sign the Easement Request from Southern California Edison (SCE).
 - e. Amend VVTA's Procurement Policies.

3. Bus stop shelters/benches/lightingS. Herrera

4. SBCTA UpdateN. Strickert

5. Other Business Group

6. Adjournment.

The next regularly scheduled meeting is May 1st. To obtain further or available information regarding agenda items, please contact the Clerk of the Board VVTA at 760 948-3262. Posted: Friday, March 29, 2019.

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Amend the VVTA Fiscal Year 2018-19 Operating Budget, Short-Range Transit Plan and TDA Claim to Include COP Capital Lease Payment for Barstow New Facility.

SUMMARY STATEMENT

Not long after formalizing the merger with the City of Barstow's transit service, there were discussions regarding VVTA purchasing former Barstow Redevelopment property which included the L/CNG station property and the parcel next to it. The discussions led to a recommendation to construct a small operations and maintenance facility adjacent to the L/CNG station used to fuel the Barstow buses. With the support of SBCTA, VVTA completed the purchase of that property in April of 2016. In fiscal years 2017 and 2019 the Board approved Certificate of Participation (COP) financing and renewed the commitment to building the facility.

VVTA staff diligently moved through the course of obtaining project management and a construction firm to build the facility. Concurrently, key staff worked through the processes of obtaining the COP financing. Staff monitored the interest rate and timed the sale for optimum benefit. As previously reported to the Board, staff worked with the COP financing team to finalize the pricing schedule. Staff participated in the COP pricing day activities and worked with the Executive Director, Underwriters, and PFM advisors to complete the COP order issuance (sale). The team was able to obtain orders for 100% of the offering at a True Interest Cost of 4.12%. This process generated the needed \$10m in project financing for the Barstow New Facility project. Attached is the resulting Bond Debt Service Schedule, with the first payment of \$418,122.50 due in June of 2019.

Continued

RECOMMENDED ACTION

Amend the VVTA Fiscal Year 2018-19 Operating Budget, Short-Range Transit Plan and TDA Claim to Include COP Capital Lease Payment for Barstow New Facility.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Nancie Goff, Deputy Executive Director	LCSF Credits \$188,122.50 & LTF \$230,000	April 15, 2019	

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Amend the VVTA Fiscal Year 2018-19 Operating Budget, Short-Range Transit Plan and TDA Claim to Include COP Capital Lease Payment for Barstow New Facility.

SUMMARY STATEMENT

Continued

Now that the necessary processes for the bond sale are complete and the schedule of payments is known, staff needs to process a budget amendment in order to fund the first payment which is June of the current fiscal year.

Staff has analyzed suitable finance options to fund the first annual payment of \$418,122.50. The recommended plan includes \$188,122.50 from current Low Carbon Fuel Standard credits (LCFS) available for this purpose; as well as \$230,000 in LTF (Barstow / County only).

As the FY 19-20 budget takes shape, it is planned that future Capital Lease Payments for Barstow New Facility will be funded with a combination of LTF (Barstow / County) and available Low Carbon Fuel Standard credits (LCFS). As usual, staff will continue to seek alternative funding sources suitable to support the ongoing debt service schedule.

BOND DEBT SERVICE

Victor Valley Transit Authority
2018 Certificates of Participation
Final Numbers

Period Ending	Principal	Coupon	Interest	Debt Service
07/01/2019	120,000.00	4.000%	298,122.50	418,122.50
07/01/2020	185,000.00	4.000%	453,850.00	638,850.00
07/01/2021	195,000.00	4.000%	446,450.00	641,450.00
07/01/2022	200,000.00	5.000%	438,650.00	638,650.00
07/01/2023	210,000.00	5.000%	428,650.00	638,650.00
07/01/2024	225,000.00	5.000%	418,150.00	643,150.00
07/01/2025	235,000.00	5.000%	406,900.00	641,900.00
07/01/2026	245,000.00	5.000%	395,150.00	640,150.00
07/01/2027	260,000.00	5.000%	382,900.00	642,900.00
07/01/2028	270,000.00	5.000%	369,900.00	639,900.00
07/01/2029	285,000.00	5.000%	356,400.00	641,400.00
07/01/2030	300,000.00	5.000%	342,150.00	642,150.00
07/01/2031	315,000.00	5.000%	327,150.00	642,150.00
07/01/2032	330,000.00	5.000%	311,400.00	641,400.00
07/01/2033	345,000.00	5.000%	294,900.00	639,900.00
07/01/2034	365,000.00	5.000%	277,650.00	642,650.00
07/01/2035	380,000.00	5.000%	259,400.00	639,400.00
07/01/2036	400,000.00	4.000%	240,400.00	640,400.00
07/01/2037			224,400.00	224,400.00
07/01/2038	415,000.00	4.000%	224,400.00	639,400.00
07/01/2039	435,000.00	4.000%	207,800.00	642,800.00
07/01/2040	450,000.00	4.000%	190,400.00	640,400.00
07/01/2041	470,000.00	4.000%	172,400.00	642,400.00
07/01/2042	485,000.00	4.000%	153,600.00	638,600.00
07/01/2043	505,000.00	4.000%	134,200.00	639,200.00
07/01/2044	525,000.00	4.000%	114,000.00	639,000.00
07/01/2045	550,000.00	4.000%	93,000.00	643,000.00
07/01/2046	570,000.00	4.000%	71,000.00	641,000.00
07/01/2047	590,000.00	4.000%	48,200.00	638,200.00
07/01/2048	615,000.00	4.000%	24,600.00	639,600.00
	10,475,000.00		8,106,172.50	18,581,172.50



VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Authorize the Filing of Grant Applications through the Low Carbon Transit Operations Program (LCTOP) for the 2018-19 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 \$82,777 (operator PUC 99314) allocation and \$856,505 (population PUC 99313) funding from the FY 2018-19 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 April 3, 2019 meeting. The first project, the VVTA New and Expanded Service – Barstow, is the third 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 continue to use LCTOP funds in support of this “start-up” service for up to 5 years.

Continued

RECOMMENDED ACTION

Adopt Resolution 19-01 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	\$939,282 in LCTOP Capital & Operating Revenue	April 15, 2019	

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Authorize the Filing of Grant Applications through the Low Carbon Transit Operations Program (LCTOP) for the 2018-19 Fiscal Year Allocations.

SUMMARY STATEMENT

The second project continues the approved project from Cycles 1, 2, 3 and 4. 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 a Battery Electric Bus Purchase. VVTA will purchase one battery electric bus to replace one CNG bus that has exceeded its useful life. The purchase will allow for cleaner Battery Electric vehicles to be used in the DAC area.

In addition to the allocation request submittals, VVTA needs to submit several supporting documents to be approved by the Board. These include Resolution 19-01, 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) by Mid-June, 2019. The SCO plans to release the approved project amounts to recipients by June 30th. This time line will allow for VVTA staff to program the anticipated project funding in next fiscal year's 2019-20 draft budget.

RESOLUTION NO. 19-01

RESOLUTION OF THE VICTOR VALLEY TRANSIT AUTHORITY AUTHORIZING THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM AND FOR THE PROJECTS FUNDED BY LOW CARBON TRANSIT OPERATIONS PROGRAM FUNDS

WHEREAS, the Victor Valley Transit Authority (VVTA) 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, VVTA wishes to delegate authorization to execute these documents and any amendments thereto to Kevin Kane, Executive Director; and

WHEREAS, VVTA wishes to implement the LCTOP Projects listed below,

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.

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 2018-19 LCTOP funds:

1. Project Name: New and Expanded Service
Amount of LCTOP Funds Requested: \$250,000
Project Description: VVTA will utilize LCTOP funds to continue expanded service on Routes 1, 2, 3, 28, 29 and 6 (new route) in Barstow. This service expansion was implemented in October 2017.
Contributing Sponsor: SBCTA
Project Lead: Victor Valley Transit Authority
Disadvantaged Community Benefit: This project will benefit a disadvantaged community.

Low Income Community Benefit: This project will benefit a low-income community.

2. Project Name: Fare Subsidy Program

Amount of LCTOP Funds Requested - \$20,000

Project Description: With LCTOP funds, VVTA will collaborate with non-profit, human, and social service agencies to provide subsidized transportation services to seniors, individuals with disabilities, and the low-income population.

Contributing Sponsor: SBCTA

Project Lead: VVTA

Disadvantaged Community Benefit: This project will benefit a disadvantaged community.

Low Income Community Benefit: This project will benefit a low-income community.

3. Project Name: Battery Electric Bus Purchase

Amount of LCTOP Funds Requested - \$669,282 (\$586,505 population funds and \$82,777 operator funds)

Project Description: With this allocation of LCTOP funds, VVTA will purchase one battery electric bus to replace one CNG bus that has exceeded its useful life.

Contributing Sponsor: SBCTA

Project Lead: VVTA

Disadvantaged Community Benefit: This project will benefit a disadvantaged community.

Low Income Community Benefit: This project will benefit a low-income community.

PASSED, APPROVED AND ADOPTED THIS 15TH DAY OF April 2019.

VVTA Board Chair

ATTEST: _____

Debi Lorrh, Clerk of the Board

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Introduction of the VVTA Trip Brokerage Program.

SUMMARY STATEMENT

In an effort to proactively manage the increased cost of VVTA's Direct Access, staff developed a mobility management program to create useful, customer friendly alternatives. This mobility management effort falls under the purview of the CTSA Department which has created eleven (11) such programs since its inception in 2012. The successful marketing and operation of these programs have resulted in a thirty two percent decrease (-32%) in the total number of individuals applying for certification for Direct Access, and have reduced VVTA's operational expenses by more than three hundred and forty thousand dollars (\$340,000+).

Notwithstadning the success of these efforts, over the course of the past decade the demand for the Direct Access service continues to increase. There are a number of variables contributing to this increase. Reasons include the influx of seniors and disabled individuals into the High Desert in response to the lower housing costs, the increasing reliance of nonprofit and human services agencies on VVTA's Direct Access service to transport their clients, and the significant growth in the region's senior population who are aging in place. These have increased number of individuals who need ADA paratransit type services.

Continued

RECOMMENDED ACTION

Receive and file.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Aaron Moore, CTSA Director	TBD	April 15, 2019	

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Introduction of the VVTA Trip Brokerage Program.

SUMMARY STATEMENT

Continuing its efforts to stem the increased costs for Direct Access, staff has developed additional innovative mobility management programs. Again, these programs are designed to function as more cost effective, and customer-focused alternatives to VVTA's Direct Access service. The VVTA Trip Brokerage Program is the latest effort in this continuum of CTSA projects. The goal of this program is to leverage the transportation services provided by VVTA's regional nonprofit partners and other community transportation providers through the Trip Brokerage Program. First, VVTA will utilize its Ecolane paratransit dispatching software to distribute a certain number of trips to its nonprofit partners for a competitive contracted rate per trip.

To date, VVTA has developed partnerships with six nonprofit and regional human service agencies. These agencies have been working through a period of development in relation to their transportation programs. Since the Board approved the Trip Brokerage Program in the FY 18 budget, the development phase has been fully implemented. Staff is now moving forward with this next phase. Formal contracts are being put in place with VVTA's nonprofit partners to transport its Direct Access passengers at a lower rate than VVTA's contractor, National Express.

Staff has firmly believes there will be savings through the implementation of this program that would not otherwise be realized.

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Authorize the Executive Director to Sign the Easement Request from Southern California Edison (SCE).

SUMMARY STATEMENT

As reported earlier to the VVTA Board, VVTA is receiving, free of charge, a Pilot project from Southern California Edison (SCE) through its Charge Ready Program.

This project will provide the electric charging infrastructure for the seven (7) electric buses to be delivered to VVTA this May/June as well as anticipated power needs for electric buses to 2030.

Staff received a letter from Southern California Edison (SCE) on Monday, March 18th which included a request for Grant Easement Documents for VVTA to sign. The letter states, *"Due to the schedule of the project, there is a great sense of urgency. Your prompt attention to this request is appreciated."*

Staff checked with VVTA legal counsel and Counsel stated that any relinquishing of VVTA property rights requires action from the Board. The easement prohibits VVTA from constructing anything on the easement and grants SCE a right of access to the easement area to inspect and maintain SCE equipment.

Considering this, staff is requesting the VVTA Board authorize the signing of the easement request from Southern California Edison (SCE).

RECOMMENDED ACTION

Authorize the Executive Director to Sign the Easement Request from Southern California Edison (SCE).

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Ron Zirges, Facilities and Maintenance Director	N/A	April 15, 2019	

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Amend VVTA Procurement Policies.

SUMMARY STATEMENT

On June 20, 2018, the Executive Office of the President, Office of Management and Budget (OMB), issued Memorandum M-18-18, "Implementing Statutory Changes to the Micro-Purchase and the Simplified Acquisition Threshold for Financial Assistance". The Federal Transit Administration (FTA) has adopted these changes:

- Raise the threshold for micro-purchases under Federal Financial assistance awards from \$3,500.00 to \$10,000.00; and
- Raise the threshold for simplified acquisitions ("small purchases") from \$150,000.00 to \$250,000.00 for all recipients.

In order to be consistent with the increased thresholds issued by the OMB and FTA, a threshold increase for the Executive Director from \$35,000.00 to \$75,000.00 could be considered appropriate

Continued

RECOMMENDED ACTION

Approve amendments to VVTA Procurement Policies, 1000, 1010, 1020, 1040, 1070, 2000, 2010, 400, 600, and 7000.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Christine Plasting Procurement Manager	N/A	April 15, 2019	

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Amend VVTA Procurement Policies.

SUMMARY STATEMENT

Summary of changes regarding VVTA Procurement Policies:

- Policy 1000 – Addition of OMB M-18-18, 49 CFR part 24, and Department of Labor codes 1770-1784 to regulation references.
- Policy 1010 – Addition of 2 CFR 200 (Super Circular) to referenced regulations; increases small purchase threshold to \$250,000.00
- Policies 1020 – increases Executive Director approval threshold to \$75,000.00
- Policy 1040 – Removal of language establishing DBE goals to solicitations, per 9th Circuit Court ruling.
- Policy 1070 – inserted reference to M-18-18, 2 CFR 200 takes precedence over FTA 4220.1
- Policy 2000, 2010, 4000, 6000, – change to thresholds
- Policy 7000 – FTA 5010.1 was updated in July 2018 and reference corrected and increase in threshold.

Any change to VVTA Policies requires Board of Directors approval.