

**TECHNICAL ADVISORY COMMITTEE MEETING AGENDA**

**VICTOR VALLEY TRANSIT AUTHORITY BOARD ROOM**

17150 Smoke Tree Street, Hesperia, CA 92345

Wednesday, May 1, 2019, 3:00 P.M.

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**MEETING AGENDA**

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 Agenda ----- K. Kane / Group
  - a. Draft Budget FY 20.
  - b. Unmet Needs Final (consent calendar).
  - c. Exercise first option year with Syncromatics.
  - d. Update Personnel Committee Policy.
3. Bus Stop Shelters/Benches/Lighting ----- S. Herrera
4. SBCTA update ----- N. Strickert
5. Other Business ----- Group
6. Adjournment.

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**DATE OF NEXT MEETING**

The next regularly scheduled meeting is **June 5, 2019**. To obtain further or available information regarding agenda items, please contact the Clerk of the Board VVTA at 760 948-3262. **Posted: Friday, April 26, 2019.**

VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**FY 2018-2019 Unmet Needs Hearings.**

**SUMMARY STATEMENT**

During August and September 2018, San Bernardino County Transportation Authority (SBCTA) held two (2) public hearings for the Mountain/Desert Region in San Bernardino County in response to the Transportation Development Act (TDA) requirement to obtain testimony regarding unmet transit needs that can be reasonably met (Public Utilities Code Sections 99238.5 and 99401.5). The first meeting was held on August 20, 2018, in Barstow, covering the upper desert region and the second meeting was held on September 27, 2018, in Joshua Tree covering the lower desert region. The governing bodies of the Victor Valley Transit Authority (VVTa) and the Morongo Basin Transit Authority (MBTA) served as the hearing boards.

The following detail pages provides a summary of the testimony received for the upper desert region as well as the lower desert region and the recommendations by staff.

**Lower Desert**

In the MBTA Service Area the following were items of concern for MBTA riders:

- Increase weekend service, service coverage, service frequency and expand service hours - Morongo Basin Transit Authority will be conducting a Short Range Transit Plan. During this process MBTA will be holding additional public hearings. It is recommended that the changes discussed in this year's unmet needs be included as part of the SRTP process.

**RECOMMENDED ACTION**

Review and approve the testimony and findings from the August and September 2018 Unmet Transit Needs Public Hearings.

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Nancy Strickert, Management Analyst III, SBCTA	N/A	May 20, 2019	

## VICTOR VALLEY TRANSIT AUTHORITY

### AGENDA MATTER

#### **FY 2018-2019 Unmet Needs Hearings.**

### SUMMARY STATEMENT

- Bus Stop Improvements – Bus stop locations and amenities will be improved as part of MBTA's on-going bus stop improvement program. These are based on need as well as ridership usage.
- Appreciation of MBTA - Riders appreciated the staff and its operations.

#### **Upper Desert Region**

In the VVTA Service Area the following were items of concern for VVTA riders:

- Bus Stop Improvements – VVTA, in cooperation with the cities in the service area, has completed or will complete the bus stop requests that were identified at these hearings. Several of the stops have already been improved and or will be improved in the coming year. There are a few stops that due to their location cannot be improved.
- Route, Frequency, Increased Service, Reliability and other Service Changes/Requests – VVTA will be conducting a Short Range Transit Plan. During this process VVTA will be holding additional public hearings. It is recommended that the changes discussed in this year's unmet needs be included as part of the SRTP process. This will allow
- Service from Victorville to Palmdale – A past study demonstrated that there is insufficient potential ridership for sustainable commuter service. However it is recommended that VVTA revisit the current feasibility of this request to connect the Victor Valley and the Antelope Valley in cooperation with AVTA in the next COA/SRTP in FY20.
- Appreciation of VVTA- Riders appreciate staff and its operations.

As a result of this hearing process, staff recommends that the VVTA, MBTA and SBCTA Board of Directors approve these findings as there are no findings of unmet needs that can reasonably be met.

<b>Victor Valley Desert Region Unmet Transit Needs August Public Hearing and Annual Recorded Comments 2017/2018</b>	
Testimony	Response
<p><b>New Bus Stops</b></p> <ul style="list-style-type: none"> <li>• The food bank was moved to Armory Rd. which is now too far from the bus stop. There are new developments in the area that need service. <ul style="list-style-type: none"> <li>○ Darren Fickstad, public testimony</li> </ul> </li> <li>• Closest stop to my home on Buena Vista is on 8<sup>th</sup> street or the high school ball field. ADA service only in Barstow. I have to walk to the library to get a ramp bus. <ul style="list-style-type: none"> <li>○ Thomas Brendan, public testimony</li> </ul> </li> <li>• Bus stops should be placed in a more reasonable distance between each other. The Bank of America stop was just removed, and I would like it back. Bus stop placement appears to show prejudice towards apartments, trailers and businesses; too many gaps in stops for residential customers. <ul style="list-style-type: none"> <li>○ Edy Seehafer, public testimony</li> </ul> </li> <li>• Still need to fix the Aster and Kemper stop on Route 33 to put it back at Stevens and Kemper. The stop at Aster is dangerous, has no lighting and no floormat for disabled persons. <ul style="list-style-type: none"> <li>○ Terry Martini, written testimony</li> </ul> </li> <li>• Bus stop is needed by the Adelanto library in both directions. <ul style="list-style-type: none"> <li>○ Rick Symes, TransTrack comment from in-person request 7/16/2018</li> </ul> </li> </ul> <p><b>Bus Stop Amenities</b></p> <ul style="list-style-type: none"> <li>• Would like to have at least two seats with shade structures at every bus stop; the sun is very hot during the summer.</li> <li>• Edy Seehafer, public testimony</li> </ul>	<p>Regarding 2410 Armory Rd., Barstow – at this time VVTA does not service this location as it is beyond their ¾ mile deviation zone. It is recommended that VVTA monitor to determine what the service need is. Additionally, VVTA should include consideration of service to this area as part of their next Comprehensive Operational Analysis/ Short Range Transit Plan (COA/SRTP) process which will begin during FY20.</p> <p>It is recommended that VVTA review these requested stops as part of its forthcoming COA/SRTP process to determine what needs exist for these stops. Additionally VVTA should continue to work on implementing safety features such as lights at stops to better assist riders.</p> <p>VVTA is committed to investment in bus stop amenities across its service area and uses “best practices” regarding use to located new stop improvements. Additionally, VVTA works with the member cities in order to prioritize the distribution of amenities at various bus stop locations. VVTA should continue to work with its member agencies to develop prioritized bus stop list as a recommendation of the COA/SRTP planned for FY20.</p>

<b>Victor Valley Desert Region Unmet Transit Needs</b>	
<b>Testimony</b>	<b>Response</b>
<p><b>Service Frequency</b></p> <ul style="list-style-type: none"> <li>• Would like the fixed route serving my home on Buena Vista to increase from 1-hour frequency to 30-minute frequency. <ul style="list-style-type: none"> <li>○ Thomas Brendan, public testimony</li> </ul> </li> <li>• Would like 30-minute service for all routes even on Saturday. 30-minute service for down the hill. We also need more 30 min. frequency to connect during the weekdays to go to work or appointments. <ul style="list-style-type: none"> <li>○ Terry Martini, submitted testimony</li> </ul> </li> </ul> <p><b>Weekend Service</b></p> <ul style="list-style-type: none"> <li>• We need Sunday service for Route 15 or you have to wait until Monday to go back up to the high desert. <ul style="list-style-type: none"> <li>○ Terry Martini, submitted testimony</li> </ul> </li> <li>• Wants to see Sunday hours increased in the evening, wants hours of operation increased all week. <ul style="list-style-type: none"> <li>○ Blanca Gomez, TransTrack submitted comment from in-person request</li> </ul> </li> <li>• Wants to see Sunday hours increased in the evenings. <ul style="list-style-type: none"> <li>○ Rick (no last name), TransTrack comment from in-person request 7/16/2018</li> </ul> </li> </ul> <p><b>Vehicle Amenities</b></p> <ul style="list-style-type: none"> <li>• Wants a button on the bus rear exit doors so passenger can open instead of trying to wave down the driver. <ul style="list-style-type: none"> <li>○ Rick Symes, TransTrack comment from in-person request 7/16/2018</li> </ul> </li> </ul>	<p>The 2017 COA Proposed Action Plan provides details on expanding service hours. Year 4 (FY 2021) proposes to increase the service span to one hour earlier and one hour later each day for Routes 1 - 6 and Routes 31-68. However, low ridership and agency difficulties meeting minimum farebox requirements make it uncertain as to whether 2017 COA recommendations will go forward.</p> <p>Within the new, planned COA/SRTP process commencing during FY20, it is recommended that VVTA review this request and consider potential implementation of expanded operating hours for FY21.</p> <p>At this time implementation for 30-minute service for all its routes is not feasible, not economically possible. However, it is recommended that VVTA review their service to determine which routes have potential for the best cost benefit with improved frequency.</p> <p>The 2017 COA Proposed Action Plan includes possible Sunday service on Route 15 BV Link in FY 2020 to meet the needs in ridership growth. VVTA is encouraged to review the request for any additional service on the BV Link, including Sunday service, during the FY 20 budget process.</p> <p>The 2017 COA Proposed Action Plan provides details on expanding service hours. Year 4 (FY 2021) proposes to increase the service span to one hour earlier and one hour later each day for Routes 1 to 6 and Routes 31-68. This implementation will be based on VVTA Board of Directors approval and budget planning as part of processes.</p> <p>VVTA's rear exit doors are designed to be opened by the driver. This is for the safety of the passenger.</p>

<b>Victor Valley Desert Region Unmet Transit Needs Hearing</b>	
Testimony	Response
<p><b>Route Connectivity</b></p> <ul style="list-style-type: none"> <li>• It is difficult to make the 5:00 p.m. transfer time between the BV Link and the Barstow fixed-route. It is unrealistic for the BV Link to make the 1-hour headway in the afternoon traffic and we often have to wait for the next buses to get home. Please add a note in the schedule that due to traffic congestion, the 5:00 p.m. transfer may not be possible. <ul style="list-style-type: none"> <li>○ Daniel Skubik, public testimony</li> </ul> </li> <li>• I am a retired bus rider that uses public transit to go everywhere. It would be good if Route 15 could wait longer for the BV Link. <ul style="list-style-type: none"> <li>○ Edy Seehafer, public testimony</li> </ul> </li> <li>• We need a circular bus for the areas off Mohave/Elevado and Amethyst/Seneca Rd. in Victorville so they can connect with Route 52 at 7th and Lorene. <ul style="list-style-type: none"> <li>○ Terry Martini, submitted testimony</li> </ul> </li> </ul> <p><b>New Service</b></p> <ul style="list-style-type: none"> <li>• There is need for implementation of a commuter route between Victorville and Palmdale to open up opportunity to access jobs in the Antelope Valley and Greater Los Angeles areas. (participant submitted a proposed service schedule with stop location and time points) <ul style="list-style-type: none"> <li>○ Josh Gross, submitted testimony</li> </ul> </li> <li>• Implementation of new services that utilize fixed-route buses for long distance trips and services like Uber/Lyft for short distanced trips in the high desert between Victorville – Barstow – Newberry Springs. <ul style="list-style-type: none"> <li>○ Robert Tanner, submitted testimony</li> </ul> </li> </ul>	<p>Route 15 schedule is designed to meet buses at both the Barstow Library and the Lorene &amp; 7<sup>th</sup> transfer point in Victorville. Due to unpredictable construction and traffic congestion beyond VVTA's control the routes are occasionally late. VVTA dispatch can ask a route to wait for no longer than 3 minutes. It is recommended that VVTA add a note to clarify this information in its public-facing materials on its next schedule change.</p> <p>VVTA will monitored to determine what the service need is in the area beyond the routes that already provide service to portions of this area.</p> <p>A past study demonstrated that there is insufficient potential ridership for sustainable commuter service. However, VVTA should revisit the current feasibility of this request to connect the Victor Valley and the Antelope Valley in cooperation with AVTA in the next COA/SRTP in FY20.</p> <p>VVTA is currently in the development phase of a new microtransit program. This type of program is essentially an on-demand model similar to UBER and Lyft which utilizes transit operators and vehicles and is dispatched utilizing smart phone application technology which is synched with VVTA's paratransit dispatching software.</p>

<b>Victor Valley Desert Region Unmet Transit Needs Hearing</b>	
Testimony	Response
<i>continued, question regarding Uber and Lyft</i>	Additionally, VVTA is investigating the possibility of utilizing the TNC providers UBER and Lyft in order to provide limited service in support of, and as a supplement to VVTA's Direct Access paratransit service. At this time cost to the rider for such service looks prohibitive.
<p><b>General Comments</b></p> <ul style="list-style-type: none"> <li>• Excellent all-around service for seniors and persons with disabilities, would like to say thank you; also really enjoy the 31-day senior pass. <ul style="list-style-type: none"> <li>○ Bernadette Skubik, public testimony</li> </ul> </li> <li>• Very pleased with VVTA service; drivers are the face of the agency and do a very excellent job. <ul style="list-style-type: none"> <li>○ Daniel Skubik, public testimony</li> </ul> </li> <li>• General concern about the ability of aging seniors to move around the county due to the disconnect between the county's remote communities. A travel training field trip might be useful for the senior population. <ul style="list-style-type: none"> <li>○ Joanne Lavello, submitted testimony</li> </ul> </li> </ul>	<p>VVTA always appreciates its passengers and the positive input that is received.</p> <p>VVTA already has a robust Travel Training program and offers travel training sessions on a one-to-one basis for those individuals which might require more attention, and also provides transit orientations for large groups such as special education classes, disabled adult workshops and group homes, and senior and assisted living facilities. Travel training staff are also available to deliver presentations regarding the program to individuals and groups in order to better educate the public regarding the nature and function of this program.</p> <p>For seniors and individuals residing within the more remote or rural locations of the High Desert communities of San Bernardino County VVTA also offers a volunteer driver reimbursement program, called TRIP. This program is a self-directed, practical, and empowering mileage reimbursement services that complements public transportation in remote communities. This program allows friends and neighbors to transport older adults, people with disabilities and residents who are too frail or ill to use public transportation, or whose remote residence makes it impractical for them use.</p>

Morongo Basin Region Unmet Transit Needs Hearing, September 2018	
Testimony	Response
<p><b>Bus Stop Amenities</b></p> <ul style="list-style-type: none"> <li>• Need to place large no smoking stickers and placards at the bus stops. Bus stops need to be cleaned more frequently as the benches are very dirty. <ul style="list-style-type: none"> <li>○ Beth Williams, public testimony</li> </ul> </li> <li>• Some bus stops do not have overhead shelters. The desert area is very hot and shelters should be at every stop. <ul style="list-style-type: none"> <li>○ Sally Davphinais - Dept of Behavioral Health, public testimony</li> </ul> </li> </ul> <p><b>Transit Center</b></p> <ul style="list-style-type: none"> <li>• Concerned with how the decisions for the relocation of the transit center were made and who decided on how the new location was selected. <ul style="list-style-type: none"> <li>○ Beth Williams, public testimony</li> </ul> </li> </ul>	<p>It is recommended that MBTA review its driver training procedures and ensure coach operators are clear on “no smoking” messages to the public, including reminding customers not to smoke near the bus stops.</p> <p>MBTA improvements to existing bus stops are evaluated on the basis of ADA requirements Safety requirements and use. MBTA has a bus stop prioritization list and bus stops continue to be improved on an ongoing basis. It is recommended that MBTA include their Bus Stop list into their upcoming Short-Range Transit Plan (SRTP) so that riders can easily view the priority list.</p> <p>Following an in-depth Title VI facility location and equity analysis related to three locations, the MBTA Board of Directors approved the location of this transit center which was recommended by staff. This is a long-term project that will be undertaken in cooperation with the City of Twentynine Palms and their downtown revitalization project.</p>
Testimony	Response
<p><b>Service Coverage</b></p> <ul style="list-style-type: none"> <li>• The Wonder Valley area needs a dedicated fixed-route bus. The area is currently only served by Ready Ride two days per week. Due to this service day constraint, I can only visit the community center twice a week. Two-day service also makes it difficult to find and sustain full-time employment. <ul style="list-style-type: none"> <li>○ Shirley McKenzie, public testimony</li> </ul> </li> <li>• Would like to see fixed-route service added to the Desert Heights area, Ready Ride alone is not enough service. <ul style="list-style-type: none"> <li>○ James Necessary, public testimony</li> </ul> </li> <li>• Rural clients are stranded without transportation and have to walk up to 5 miles to access a bus stop. Need to expand the service area. <ul style="list-style-type: none"> <li>○ Sally McKenzie, public testimony</li> </ul> </li> </ul>	<p>At this time, low ridership on existing Ready Ride/ Dial A Ride (DAR) service continues to suggest that implementing fixed-schedule service into the Wonder Valley is not sustainable. However it is recommended that MBTA work with their SRTP consultant to evaluate the need as part of their current update.</p> <p>Similarly for the Desert Heights area, there hasn't been sufficient ridership to warrant fixed-schedule service but this too should be reviewed by the SRTP consultant.</p>



Morongo Basin Region Unmet Transit Needs Hearing, September 2018	
Testimony	Response
<p><b>Service Frequency</b></p> <ul style="list-style-type: none"> <li>• The latest changes to the bus schedules do not improve on-time performance as intended. Increasing frequency would be better during peak hours. <ul style="list-style-type: none"> <li>○ James Necessary, public testimony</li> </ul> </li> <li>• I am visiting Wonder Valley with a broken motor home. While I am having it repaired, I cannot travel through the area. Stores close at 9 p.m. and I cannot get to town in the evening or get to a place to eat. Perhaps MBTA could use smaller vehicles or taxis to provide service during non-peak hours. <ul style="list-style-type: none"> <li>○ JD Boren, public testimony</li> </ul> </li> <li>• The Landers bus only has one run in the morning and one run in the afternoon, making for a very long day in transit. <ul style="list-style-type: none"> <li>○ Lib Koenig - Morongo Basin Council on Aging, public testimony</li> </ul> </li> <li>• MBTA needs a flag down service <ul style="list-style-type: none"> <li>○ JD Boren, public testimony</li> </ul> </li> </ul>	<p>A service analysis that considers changes to the bus schedules is currently being conducted by the consultant tasked with the agencies SRTP process.</p> <p>At this time, low ridership on existing Ready Ride/ Dial A Ride (DAR) service suggests implementing fixed schedule/ fixed-route service is not sustainable. Staff is currently working with consultant conducting the agencies SRTP for evaluation.</p> <p>The Route 21 which service Landers has six trips per day. Approximately every two hours from 6:45am to 5:10pm. Dissemination of service information and more outreach is indicated to ensure local residents are aware of this level of service.</p> <p><i>As noted in MBTA's Riders Guide and Website:</i>  <b>FLAG STOPS:</b>  <i>On most MBTA routes, passengers can only board and alight at designated stops. However, in certain areas where there are no bus stops, flag stops are permitted. All one has to do is wave to the driver, and if it's safe to stop, the driver will. Please contact Customer Service to verify your flag stop locations.</i></p>
<p><b>Vehicle Amenities</b></p> <ul style="list-style-type: none"> <li>• I have a bike I can use to get to the bus stop while visiting in Wonder Valley but there needs to be more bike racks on the vehicles. I had to wait for three buses for an open space to carry my bike. <ul style="list-style-type: none"> <li>○ JD Boren, public testimony</li> </ul> </li> <li>• Allow customers to bring the folding type of baskets on the bus that can remain open during the bus ride. <ul style="list-style-type: none"> <li>○ JD Boren, public testimony</li> </ul> </li> </ul>	<p>All of MBTA's vehicles are equipped with either a two or three position bike rack. At this time the three position is max and adding a bike rack to the back of the bus creates a major safety risk.</p> <p>Due to safety concerns, carts must be secured so as to not block a door or aisle. Depending on available space, carts may need to be emptied and folded to secure properly. Rider assistance is available upon request</p>

<b>Morongo Basin Region Unmet Transit Needs Hearing, September 2018</b>	
<b>Testimony</b>	<b>Response</b>
<p><b>Weekend Service</b></p> <ul style="list-style-type: none"> <li>• Please look in to 4-hour limited service on Saturday, Routes 3A, 3B, 7A &amp; 7B. <ul style="list-style-type: none"> <li>○ Beth Williams, public testimony</li> </ul> </li> </ul>	<p>MBTA is directed to examine this as part of its current Short Range Transit Plan development process. Current service levels, needs and under-performing routes must all be reviewed in considering expansion of weekend service.</p>
<p><b>Route Connectivity</b></p> <ul style="list-style-type: none"> <li>• MBTA needs to address the connectivity issues and difficulty making transfers between Ready Ride and the fixed-route bus. I take Ready Ride to and from home and the fixed-route to and from school and work. <ul style="list-style-type: none"> <li>○ Lib Koenig - Morongo Basin Council on Aging, public testimony</li> </ul> </li> </ul>	<p>When booking a Ready Ride trip that will require a transfer onto fixed-route, it is important that customers are advised of this by the reservationist. It is recommended that MBTA include this in their brochures so that the rider understands what will be required for certain trips.</p>
<p><b>General Comments</b></p> <ul style="list-style-type: none"> <li>• The Ready Ride driver Cruz is a great driver, very courteous and helps the elderly riders. He goes beyond his calling. <ul style="list-style-type: none"> <li>○ Lib Koenig - Morongo Basin Council on Aging, public testimony</li> </ul> </li> <li>• MBTA should include advertising on the buses about community events. <ul style="list-style-type: none"> <li>○ Lib Koenig - Morongo Basin Council on Aging, public testimony</li> </ul> </li> <li>• Please add the note to the unmet needs hearing notice flyers on the buses that a free ride is available [to the hearings] if needed. <ul style="list-style-type: none"> <li>○ Beth Williams, public testimony</li> </ul> </li> </ul>	<p>We always like receiving positive comments about the great work our employees do. We have passed this comment onto the driver and thanked him for his service.</p> <p>MBTA staff indicate that they are open to potentially advising the public of community events, to be reviewed on a case-by-case basis.</p> <p>MBTA will coordinate with AMMA/SBCTA staff to consider this request for inclusion in future unmet needs hearings.</p>

VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Exercise Option year for Contract 2016-28, Syncromatics, for VVTA's Intelligent Transportation System for One Twelve (12) Month Period.**

**SUMMARY STATEMENT**

On June 19, 2017, the VVTA Board of Directors approved Contract 2016-28 to be awarded to Syncromatics, for the replacement, upgrade, purchase and implementation of a state-of-the-art Intelligent Transportation System.

The current contract with Syncromatics is for 2 years with three one-year options to extend. The original two-year contract will expire on July 16, 2019. VVTA Staff is requesting that VVTA exercise its first option year to extend the contract.

Staff continues to work with Syncromatics to ensure the system continues to provide the data needed by staff and by VVTA's passengers.

Staff is seeking Board approval for VVTA to issue Amendment No. 1 to Contract 2016-28, which will exercise the option to extend the contract for one year. The total contract amount is amended to include a not to exceed amount of \$1,549,816.00. This amount includes the original contract total of \$1,441,124.00 plus the estimated amount of \$108,692.00 – the amount quoted in Syncromatics proposal for the cost of annual maintenance for the first extension year. The effective date for the optional year extension is July 17, 2019 through July 16, 2020.

The funding for this amendment will come from a combination of CNG tax credits and Prop 1B (ITS) funds that were previously approved by the Board.

**RECOMMENDED ACTION**

Exercise Option year for Contract 2016-28 Syncromatics for One Twelve (12) Month Period.

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Christine Plasting, Procurement Manager	\$108,692 (2019-2020)	May 20, 2019	

VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Adopt Revision to Replace Standing Personnel Committee with Ad Hoc Personnel Committee.**

**SUMMARY STATEMENT**

At the October 2019 Board meeting, the VVTA Board requested the creation of a standing Personnel Committee to provide the organization with better oversight. As such, the Personnel Policies and Procedures and the Compensation Policy required revision to include this new standing Personnel Committee. The Board has since requested that this Personnel Committee be revised to an ad hoc committee in place of a standing committee.

The ad hoc Personnel Committee will continue to be composed of no more than three Board members appointed by the Board Chair. It is anticipated that the Personnel Committee will meet as needed prior to the regularly scheduled Board meetings on the same date.

**RECOMMENDED ACTION**

Change the standing Personnel Committee to an Ad Hoc Committee and update the Personnel Policy to reflect the same.

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Carol Greene, VVTA Counsel	N/A	May 20, 2019	