



**VICTOR VALLEY TRANSIT AUTHORITY
REGULAR MEETING OF
THE BOARD OF DIRECTORS
May 20, 2019, 9:30 A.M.**

**Barstow City Council Chambers
220 East Mountain View Street
Barstow, CA 92311**

Victor Valley Transit Authority Board of Directors

Larry Bird, Chair, City of Hesperia
Curt Emick, Vice-Chair, Town of Apple Valley
Rich Harpole, Director, City of Barstow
Joy Jeannette, Director, City of Adelanto
Robert Lovingood, Director, County of San Bernardino
Dawn Rowe, 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 VVTA phone number and the office is located at 17150 Smoke Tree Street, Hesperia, CA. This agenda available and posted: Monday, May 13, 2019.

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 April 15, 2019.***

Recommendation: Move for approval.

Presented by: None.

Pg. 19 ***Item #2: Warrants, March 2019.***

Recommendation: Move for approval.

Presented by: None.

Pg. 25 ***Item #3: FY 2018-2019 Unmet Needs Hearings.***

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

Presented by: Nancy Strickert, SBCTA.

REPORTS

Pg. 37 ***Item #4: Meeting Notes from May 1, 2019.***

Recommendation: Information item only.

Presented by: None.

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. 53 ***Item #6: Exercise Option year for Contract 2016-28, Syncromatics, for VVTA's Intelligent Transportation System for One Twelve (12) Month Period.***

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

Presented by: Christine Plasting, Procurement Manager.

Pg. 59 **Item #7: Adopt Revision to Replace Standing Personnel Committee with Ad Hoc Personnel Committee.**

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

Presented by: Carol Greene, County Counsel.

Pg. 71 **Item #8: Review of the US Bureau of Labor Statistics March 2019 Consumer Price Index (CPI).**

Recommendation: Personnel Committee to provide recommendation to the VVTA Board for discussion and action.

Presented by: Kevin Kane, Executive Director.

Pg. 75 **Item #9: Consider Recommendation from the Personnel Committee for Vacant Customer Service Position Due.**

Recommendation: Consider recommendation from the Personnel Committee to the Board for a step and level for the replacement Customer Service position.

Presented by: Kevin Kane, Executive Director.

Pg. 81 **Item #10: Presentation of the Draft Fiscal Year 2019-20 Annual Operating and Capital Budget.**

Recommendation: 1) Ratify Publishing the Federally Funded Program of Projects for the Draft FY 2019-20 Capital Budget for 30 days of public review and comment. 2) Add approved CPI to the draft budget. 3) Receive any input and public testimony.

Presented by: Maged Azer, Director of Finance.

BOARD OF DIRECTORS COMMENTS

DATE OF NEXT MEETING

Monday, June 17, 2019 at 9:30 AM
Victor Valley Transit Authority
17150 Smoke Tree Street
Hesperia, CA 92345

ADJOURNMENT

Victor Valley Transit Acronym List

Page 1 of 2

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
HVIP	Hybrid and Zero-Emission Truck and Bus Voucher Incentive Program.
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

Victor Valley Transit Acronym List

Page 2 of 2

LTF	Local Transportation Fund
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.

THIS PAGE INTENTIONALLY LEFT BLANK

**AGENDA ITEM
ONE**

THIS PAGE INTENTIONALLY LEFT BLANK

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Minutes from the Regular Meeting of the Board of Directors Conducted on April 15, 2019.

SUMMARY STATEMENT

Following are copies of the minutes from the regular meeting of the Board of Directors conducted on April 15, 2019.

RECOMMENDED ACTION

Move for approval.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Debi Lorrh, Clerk of the Board	N/A	May 20, 2019	1

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

**April 15, 2019
MINUTES**

CALL TO ORDER

The Regular Meeting of the Board of Directors of the Victor Valley Transit Authority was called to order at 9:30 a.m. by Chair Larry Bird at Victor Valley Transit Authority, 17150 Smoke Tree Street, Hesperia, CA 92345

ROLL CALL

Board Members Present: Chair Larry Bird
Alternate Director Kari Leon
Director Gloria Garcia
Alternate Director Don Holland
Director Joy Jeannette
Director Rich Harpole
Alternate-Director Elaine Villareal

Staff Members Present:

Kevin Kane, VVTA	Jim Miller, NEXT
Maged Azer, VVTA	Barbara Miller, VVTA
Carol Greene, County Counsel	Debi Lorrach, VVTA
Aaron Moore, VVTA	Christine Plasting, VVTA
Fidel Gonzales, VVTA	Denise Madrid, VVTA
Doug Matthews, City of Victorville	Debra Jones, City of Victorville
Nancie Goff, VVTA	Craig Barnes, VVTA
Shelly Cable, VVTA	David Flowers, VVTA

PLEDGE OF ALLEGIANCE

Alternate Director Leon led the audience in the pledge of allegiance.

ANNOUNCEMENTS

Mr. Kane shared that the battery electric bus charging station will be installed in May. Additionally, Mr. Kane said that some key staff are not in attendance due to an accident in Phelan.

PUBLIC COMMENTS

Speaker: Charlotte Iradjpanah, Hesperia, CA
Ms. Iradjpanah stated that too many people drink on Route 15 and feels that local penitentiaries and jails should provide their own transit.

Speaker: Terri Martini, Adelanto, CA

Ms. Martini wish to compliment drivers Tasha and Theodora; Ms. Martini lost her balance and fell to the ground and the drivers stopped their buses and came to her assistance.

ACTION/DISCUSSION ITEMS

CONSENT CALENDAR

1. **Minutes from Public Hearing and Regular Meeting of The Board of Directors Conducted on February 19, 2019.**
Recommendation: Move for approval.
Presented by: None.
2. **Warrants, January and February 2019.**
Recommendation: Move for approval.
Presented by: None.

A MOTION WAS MADE BY Director Jeannette to approve the Consent Calendar. Seconded by Director Garcia. The motion passed unanimously.

REPORTS

3. **Meeting Notes from The Technical Advisory Committee Meeting Conducted on April 1, 2019.**
Recommendation: Information item only.
Presented by: None.
4. **Management Reports for Hesperia and Barstow Divisions – Verbal Report from Executive Director.**
Recommendation: Information item only.

As has been previously shared with the Board, the CARB (California Air Resources Board) has regulations in place to require all transit agencies to have 100% battery-electric buses in place by 2040; Mr. Kane stated that VVTA was invited to take part in the Transportation Development Act (TDA) Task Force, which will allow VVTA more control over the future of VVTA and allow VVTA to remain updated through all CARB changes/regulations that may affect VVTA.

Alternate Director Holland requested that a marketing plan update be included in the Management Reports.

ACTION/DISCUSSION ITEMS

5. **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.**

Recommendation: 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: Nancie Goff, Deputy Executive Director.

Ms. Goff stated that VVTA had worked diligently to obtain the best interest rate possible for the COP's. Now that the financing is complete and the schedule of payments is available, the June payment needs to be amended into the budget. Ms. Goff also shared that staff is working on a long-term plan for the schedule of payments.

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

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

Recommendation: 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: Nancie Goff, Deputy Executive Director.

This funding sponsored by SBCTA is a fairly new stream of funds, Ms. Goff said. This item encompasses all the required paperwork to receive LCTOP funds in the next fiscal year, Ms. Goff shared. The projects the funds are being allocated to are 1) Fare media project, 2) Expanded Barstow bus service (3rd year of 5 for expanded service in the area) and 3) Battery electric buses.

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

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

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

Presented by: Ron Zirges, Facilities and Maintenance Director.

Mr. Kane stated that the item is self-explanatory; the easement is needed for the installation of the battery electric buses charging station.

A MOTION WAS MADE BY Alternate Director Holland to approve the recommended action. Seconded by Alternate Director Villareal. The motion passed unanimously.

8. **Introduction of the VVTA Trip Brokerage Program.**

Recommendation: Receive and File.

Presented by: Aaron Moore, CTSA Director.

Mr. Moore said that the CTSA has been continuously working on reducing the costs of ADA trips through several programs; one of these programs is the Trip Brokerage Program. VVTA's ADA passengers will be able to utilize the services of non-profits that VVTA has donated vehicles to in lieu of the Direct Access buses. This program will allow more flexibility, lower costs for both passengers and VVTA and will assist with the current decline in new ADA certification applications, which is currently at a 32% reduction.

9. **Amend Contract 2018-16 – MARRS Services, Inc., for the service of Materials Testing Inspection services for the new Barstow Facility.**

Recommendation: Approve VVTA Contract 2018-16 Amendment No. 1, to include the Materials Inspection and Testing Services and to award the subcontract to MTGL, Inc.

Presented by: Christine Plasting, Procurement Manager.

After reviewing the history of VVTA's attempts at procuring a firm through the RFP process, Ms. Plasting stated that this item is to award a sub-contract for the materials and testing phase of the Barstow new facility to MTGL, Inc. Additionally, Ms. Plasting stated that a third-party contract is needed to avoid any appearance of a conflict of interest.

Additionally, it was explained that the difference in quotes came from the fact that MTGL, Inc., will provide a representative that lives in Barstow, saving travel costs as well as using two (2) instead of (3) representatives.

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

10. **Amend VVTA Procurement Policies.**

Recommendation: Approve amendments to VVTA Procurement Policies, 1000, 1010, 1020, 1040, 1070, 2000, 2010, 4000, 6000, and 7000.

Presented by: Christine Plasting, Procurement Manager.

Ms. Plasting explained that these amendments are to comply with FTA's new super circular that was recently published with new requirements.

After discussion among the Board, Director Jeannette made a substitute motion to approve the recommended action, amending the Executive Director spending threshold to \$65,000 to be more in line with other agencies. There was no second and the motion did not pass.

A SUBSTITUTE MOTION WAS MADE BY Director Garcia to approve the recommended action, amending the Executive Director spending threshold to \$50,000. Seconded by Director Jeanette. The motion passed with a roll call vote:

AYES: 5
NAYS: 2
ABSTAIN: 0

11. **Issuance of Letter of Intent / Interest to City of Victorville for the Lease or Purchase of the Victor Valley Transportation Center on D Street in Victorville.**

Recommendation: Approve staff to present a Letter of Interest / Intent to the City of Victorville to enter serious discussions regarding the leasing or acquisition of the Victor Valley Transportation Center.

Presented by: Kevin Kane, Executive Director.

Mr. Kane briefly explained the history of the transportation center located on D Street in Victorville, along with the efforts made by staff to locate a new transfer point in lieu of the Costco stops. After consulting with the City of Victorville staff as well as VVTA's consultant in such matters, the possible move to the D Street Transportation center is feasible. This item is for Board approval for the Executive Director to sign and present a letter of intent to the City of Victorville for further discussions.

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

PRESS CLIPS/CORRESPONDENCE

None.

BOARD OF DIRECTORS COMMENTS

Director Jeannette mentioned that this upcoming week is the Relay for Life event. She also mentioned that she would like to see bus service to the Senior Center in Adelanto.

Director Harpole requested that the Personnel Committee policy be changed to an ad hoc committee instead of a standing committee.

DATE OF NEXT MEETING

The next scheduled Board meeting will be on Monday, May 20, 2019 at 9:30 am at Barstow City Council Chambers, 220 East Mountain View Street, Barstow, CA 92311.

ADJOURNMENT

The meeting was adjourned at 10:24 am.

APPROVED: _____
Larry Bird, Chair

ATTEST: _____
Debi Lorrh, Clerk of the Board

THIS PAGE INTENTIONALLY LEFT BLANK

**AGENDA ITEM
TWO**

THIS PAGE INTENTIONALLY LEFT BLANK

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Payrolls and Warrants for March 2019.

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>
03/01/2019	\$67,430.88	PR0226-03-19
03/15/2019	\$67,219.37	PR0227-03-19
03/29/2019	\$67,344.70	PR00228-03-19
Total Payroll	\$201,994.95	

Agency's Register of Warrants

<u>Register Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Register #</u>
03/11/2019	\$348,438.03	10007-10033	AP02322AAADJS
03/15/2019	\$155,624.99	10034-10049	AP02325AAADJV
03/22/2019	\$1,736,756.20	10050-10077	AP0230AAADKA
03/29/2019	\$74,645.42	10078-10095	AP02355AAADKZ
	\$2,315,464.64		

RECOMMENDED ACTION

Approve VVTA's expenditures for March 2019

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Maged Azer Finance Director	\$2,517,459.59	May 20, 2019	2

Bank Register Report
Victor Valley Transit Authority
Mar-19

Check Number	Date	Payee Name	Amount
010007	03/11/2019	American Express	\$340.78
010008	03/11/2019	Desert Communities FCU	\$40.00
010009	03/11/2019	Southern California Edison	\$3,596.39
010010	03/11/2019	Federal Express Corp.	\$30.04
010011	03/11/2019	Flyers Energy LLC	\$23,760.96
010012	03/11/2019	FRONTIER-OFFICE LINES	\$54.14
010013	03/11/2019	Frontier	\$385.92
010014	03/11/2019	HI-Desert Communications	\$1,308.00
010015	03/11/2019	High Desert Laser Graphics	\$11.85
010016	03/11/2019	Marrs Services, Inc	\$6,000.00
010017	03/11/2019	Macro-Z-Technology	\$257,347.40
010018	03/11/2019	Shred Your Docs	\$65.00
010019	03/11/2019	SOUTHWEST GAS CORPORATION	\$176.04
010020	03/11/2019	Trillium Solutions	\$4,200.00
010021	03/11/2019	Type-Set-Go	\$893.59
010022	03/11/2019	VOID	\$0.00
010023	03/11/2019	VOID	\$0.00
010024	03/11/2019	VOID	\$0.00
010025	03/11/2019	VOID	\$0.00
010026	03/11/2019	VOID	\$0.00
010027	03/11/2019	VOID	\$0.00
010028	03/11/2019	VOID	\$0.00
010029	03/11/2019	VOID	\$0.00
010030	03/11/2019	US BANK	\$38,949.45
010031	03/11/2019	Verizon-Security Phones	\$4,768.02
010032	03/11/2019	Verizon	\$1,710.45
010033	03/11/2019	National Express Transit Corp	\$4,800.00
010034	03/12/2019	CITY OF BARSTOW	\$23,768.49
010035	03/15/2019	BROADLUX	\$45.74
010036	03/15/2019	SPECTRUM BUSINESS	\$139.44
010037	03/15/2019	Spectrum Business-Sec	\$95.00
010038	03/15/2019	Clean Energy	\$5,042.08
010039	03/15/2019	Daily Press	\$193.43
010040	03/15/2019	Southern California Edison	\$572.49
010041	03/15/2019	GEOGRAPHICS	\$376.61
010042	03/15/2019	HI DESERT ALARM	\$180.00
010043	03/15/2019	Konica Minolta Business Solutions	\$17,385.49
010044	03/15/2019	Special District Risk Management	\$29,964.38
010045	03/15/2019	Simme LLC	\$17,538.00
010046	03/15/2019	Southwest Gas Corporation	\$53,073.32
010047	03/15/2019	Southwest Gas Corporation	\$1,518.58
010048	03/15/2019	Southwest Gas Corporation	\$4,347.39
010049	03/15/2019	Southwest Gas Corporation	\$1,384.55
010050	03/22/2019	ADARide.com	\$6,274.50
010051	03/22/2019	Allied Barton Security Services	\$4,746.00
010052	03/22/2019	American Guard Services INC	\$12,640.62
010053	03/22/2019	AVR Vanpool	\$1,000.00
010054	03/22/2019	SPECTRUM BUSINESS	\$2,061.39
010055	03/22/2019	Clean Energy	\$16,129.55
010056	03/22/2019	Cougar Mountain Software	\$2,638.91
010057	03/22/2019	Civic Resource Group	\$859.00
010058	03/22/2019	Desert Communities FCU	\$40.00
010059	03/22/2019	Diamond	\$293.04
010060	03/22/2019	Southern California Edison-CNG	\$11,463.66
010061	03/22/2019	Enterprise Ride Share	\$97,392.50

010062	03/22/2019	ENTERPRISE CAR SHARE	\$1,721.59
010063	03/22/2019	Federal Express Corp.	\$66.36
010064	03/22/2019	Flyers Energy LLC	\$13,563.33
010065	03/22/2019	GEOGRAPHICS	\$4,908.97
010066	03/22/2019	Green Commuter. Inc	\$500.00
010067	03/22/2019	Konica Minolta Business Solutions	\$931.54
010068	03/22/2019	San Bernardino County	\$4,663.96
010069	03/22/2019	Special District Risk Management	\$32,462.52
010070	03/22/2019	SONIC SYSTEMS IT	\$2,925.00
010071	03/22/2019	State Compensation Insurance Fund	\$2,385.58
010072	03/22/2019	Trona Community Senior Center	\$1,464.90
010073	03/22/2019	VerizonBAT	\$961.24
010074	03/22/2019	City Of Victorville	\$6,060.04
010075	03/22/2019	Charles Meier	\$4,642.07
010076	03/22/2019	Lincoln Financial Group	\$1,052.59
010077	03/22/2019	Richard Harpole	\$125.00
EFT	03/22/2019	National Express Transit Corp	\$1,502,782.34
010078	03/29/2019	American Express	\$162.07
010079	03/29/2019	BARSTOW AREA CHAMBER OF COMME	\$235.00
010080	03/29/2019	Bonnie Baker Senior Center	\$1,023.61
010081	03/29/2019	BP Energy Company	\$56,208.02
010082	03/29/2019	Southern California Edison	\$781.66
010083	03/29/2019	FRONTIER-OFFICE LINES	\$65.75
010084	03/29/2019	Frontier	\$177.37
010085	03/29/2019	Golden State Water Company	\$540.03
010086	03/29/2019	Loomis	\$528.39
010087	03/29/2019	Special District Risk Management	\$411.10
010088	03/29/2019	Type-Set-Go	\$1,025.78
010089	03/29/2019	Principal Life Insurance Company	\$2,252.42
010090	03/29/2019	VOID	\$0.00
010091	03/29/2019	VOID	\$0.00
010092	03/29/2019	VOID	\$0.00
010093	03/29/2019	VOID	\$0.00
010094	03/29/2019	VOID	\$0.00
010095	03/29/2019	US BANK	\$11,234.22
TOTALS			\$2,315,464.64

THIS PAGE INTENTIONALLY LEFT BLANK

**AGENDA ITEM
THREE**

THIS PAGE INTENTIONALLY LEFT BLANK

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.

Continued

RECOMMENDED ACTION

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

PRESENTED BY Nancy Strickert, Management Analyst III, SBCTA	FISCAL IMPACT N/A	MEETING DATE May 20, 2019	ITEM NUMBER 3
---	---------------------------------	---	-----------------------------

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.
- 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.

Victor Valley Desert Region Unmet Transit Needs August Public Hearing and Annual Recorded Comments 2017/2018	
Testimony	Response
<p>New Bus Stops</p> <ul style="list-style-type: none"> • 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"> ○ Darren Fickstad, public testimony • Closest stop to my home on Buena Vista is on 8th 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"> ○ Thomas Brendan, public testimony • 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"> ○ Edy Seehafer, public testimony • 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"> ○ Terry Martini, written testimony • Bus stop is needed by the Adelanto library in both directions. <ul style="list-style-type: none"> ○ Rick Symes, TransTrack comment from in-person request 7/16/2018 <p>Bus Stop Amenities</p> <ul style="list-style-type: none"> • Would like to have at least two seats with shade structures at every bus stop; the sun is very hot during the summer. • Edy Seehafer, public testimony 	<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>

Victor Valley Desert Region Unmet Transit Needs	
Testimony	Response
<p>Service Frequency</p> <ul style="list-style-type: none"> • 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"> ○ Thomas Brendan, public testimony • 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"> ○ Terry Martini, submitted testimony <p>Weekend Service</p> <ul style="list-style-type: none"> • 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"> ○ Terry Martini, submitted testimony • Wants to see Sunday hours increased in the evening, wants hours of operation increased all week. <ul style="list-style-type: none"> ○ Blanca Gomez, TransTrack submitted comment from in-person request • Wants to see Sunday hours increased in the evenings. <ul style="list-style-type: none"> ○ Rick (no last name), TransTrack comment from in-person request 7/16/2018 <p>Vehicle Amenities</p> <ul style="list-style-type: none"> • 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"> ○ Rick Symes, TransTrack comment from in-person request 7/16/2018 	<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>

Victor Valley Desert Region Unmet Transit Needs Hearing	
Testimony	Response
<p>Route Connectivity</p> <ul style="list-style-type: none"> • 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"> ○ Daniel Skubik, public testimony • 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"> ○ Edy Seehafer, public testimony • 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"> ○ Terry Martini, submitted testimony <p>New Service</p> <ul style="list-style-type: none"> • 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"> ○ Josh Gross, submitted testimony • 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"> ○ Robert Tanner, submitted testimony 	<p>Route 15 schedule is designed to meet buses at both the Barstow Library and the Lorene & 7th 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/S RTP 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>

Victor Valley Desert Region Unmet Transit Needs Hearing	
Testimony	Response
<p><i>continued, question regarding Uber and Lyft</i></p>	<p>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>
<p>General Comments</p> <ul style="list-style-type: none"> • 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"> ○ Bernadette Skubik, public testimony • Very pleased with VVTA service; drivers are the face of the agency and do a very excellent job. <ul style="list-style-type: none"> ○ Daniel Skubik, public testimony • 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"> ○ Joanne Lavello, submitted testimony 	<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>Bus Stop Amenities</p> <ul style="list-style-type: none"> • 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"> ○ Beth Williams, public testimony • 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"> ○ Sally Davphinais - Dept of Behavioral Health, public testimony <p>Transit Center</p> <ul style="list-style-type: none"> • 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"> ○ Beth Williams, public testimony 	<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>Service Coverage</p> <ul style="list-style-type: none"> • 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"> ○ Shirley McKenzie, public testimony • 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"> ○ James Necessary, public testimony • 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"> ○ Sally McKenzie, public testimony 	<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>Service Frequency</p> <ul style="list-style-type: none"> • 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"> ○ James Necessary, public testimony • 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"> ○ JD Boren, public testimony • 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"> ○ Lib Koenig - Morongo Basin Council on Aging, public testimony • MBTA needs a flag down service <ul style="list-style-type: none"> ○ JD Boren, public testimony 	<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> FLAG STOPS: <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>Vehicle Amenities</p> <ul style="list-style-type: none"> • 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"> ○ JD Boren, public testimony • 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"> ○ JD Boren, public testimony 	<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>

Morongo Basin Region Unmet Transit Needs Hearing, September 2018	
Testimony	Response
<p>Weekend Service</p> <ul style="list-style-type: none"> • Please look in to 4-hour limited service on Saturday, Routes 3A, 3B, 7A & 7B. <ul style="list-style-type: none"> ○ Beth Williams, public testimony 	<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>Route Connectivity</p> <ul style="list-style-type: none"> • 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"> ○ Lib Koenig - Morongo Basin Council on Aging, public testimony 	<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>General Comments</p> <ul style="list-style-type: none"> • 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"> ○ Lib Koenig - Morongo Basin Council on Aging, public testimony • MBTA should include advertising on the buses about community events. <ul style="list-style-type: none"> ○ Lib Koenig - Morongo Basin Council on Aging, public testimony • 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"> ○ Beth Williams, public testimony 	<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>

THIS PAGE INTENTIONALLY LEFT BLANK

**AGENDA ITEM
FOUR**

THIS PAGE INTENTIONALLY LEFT BLANK

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Meeting Notes from The Technical Advisory Committee Meeting Conducted on May 1, 2019.

SUMMARY STATEMENT

Meeting Notes from the Technical Advisory Committee meeting conducted on May 1, 2019.

RECOMMENDED ACTION

Information item only.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Debi Lorrh, Clerk of the Board	N/A	May 20, 2019	4

**VICTOR VALLEY TRANSIT AUTHORITY
TECHNICAL ADVISORY COMMITTEE**

May 1, 2019

MEETING NOTES

The meeting of the Technical Advisory Committee (TAC) of Victor Valley Transit Authority was opened at 3:01 p.m. at Victor Valley Transit Authority, Board room, 17150 Smoke Tree Street, Hesperia, CA.

ROLL CALL

TAC Members

Present:	Ro Ratliff, City of Victorville	Tina Souza, City of Hesperia
	Lena Quinonez, Town of AV	Cindy Prothro, City of Barstow
Staff Present:	Nancie Goff, VVTA	Kevin Kane, VVTA
	Debi Lorrh, VVTA	Maged Azer, VVTA
	Marie Downing, VVTA	Nancy Strickert, SBCTA (via phone)
	Christine Plasting, VVTA	Ron Zirges, VVTA
	Dustin Strandberg, VVTA	Simon Herrera, VVTA

1. Public Comment.

None.

2. Review Draft Board Agenda.

a. Draft Budget FY20.

Mr. Kane stated that the draft budget presentation is currently in process while staff awaits a few recommendations from the Personnel Committee.

TAC discussed the apportionments for LTF and AB2766 and Ms. Strickert stated that she would send the numbers to each jurisdiction.

b. Unmet Needs Final.

Ms. Strickert said that there are no findings that can be reasonably met and there were a few compliments this year; Ms. Strickert requested that VVTA incorporate the public comments into the upcoming SRTP.

c. Exercise First Option Year with Syncromatics.

The original contract was for a period of two years with three (1) one-year option years, Ms. Plasting explained. This item is to approve the first option year for maintenance.

d. Update Personnel Committee Policy.

The Personnel Committee that was created and approved at the November 19, 2018 Board meeting was originally designed as a standing committee making each meeting subject to the Brown Act. The Board has requested that this committee be changed to an ad hoc committee instead of standing.

3. Bus stop shelters/benches/lighting.

Mr. Herrera shared that the bus stops, shelters and lighting have all been delivered and VVTA is currently waiting for delivery of the Simmi-Seats.

4. SBCTA Update.

Article 3 Path of Travel applications are due on May 3, 2019 Ms. Strickert said; Ms. Downing stated that she is in the process of completing them.

5. Other Business.

Ms. Prothro inquired as to the process for when construction is going to be done along an existing bus route; there is currently no temporary bus stop at Starbucks by Barstow Station. Mr. Herrera stated he would take care of this issue.

6. Adjournment: 3:31 pm

THIS PAGE INTENTIONALLY LEFT BLANK

**AGENDA ITEM
FIVE**

THIS PAGE INTENTIONALLY LEFT BLANK

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.

- "Next" invoice for March.
- Monthly Performance Statistics Systemwide Summary.
- Monthly Ridership Report.
- Monthly ADA Denial Report.
- Monthly Road Call Report.
- "Next" On Time Performance Report FY 2019.

RECOMMENDED ACTION

Information items only.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Kevin Kane, Executive Director	N/A	May 20, 2019	5

National Express Transit

17150 Smoke Tree St.
Hesperia Calif. 92345

INVOICE NO.

000033119-NE0003

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

DATE 04/05/2019

CONTRACT NAME:
Victor Valley Transit

Attention: Mr. Kevin Kane
Executive Director

BILLING PERIOD 3/01/19 to 3/31/19

MONTH March

	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	3,272.00	3,677.30	\$230,414.24	\$258,955.47	\$28,541.23	\$2,127,705.42	\$2,298,616.23	\$170,910.81
Subscription	1,133.00	1,259.78	\$79,785.86	\$88,713.71	\$8,927.85	\$701,942.61	\$732,969.54	\$31,026.93
Regional Fixed Rt	10,538.15	10,513.00	\$709,006.73	\$707,314.64	(\$1,692.09)	\$6,060,333.85	\$6,049,612.71	(\$10,721.14)
County	2,557.62	2,555.00	\$172,076.67	\$171,900.40	(\$176.27)	\$1,464,084.34	\$1,461,554.86	(\$2,529.48)
Rte. 200	50.00	50.00	\$3,364.00	\$3,364.00	\$0.00	\$25,574.90	\$25,057.06	(\$517.84)
B.V. Link/Lifetime	633.35	629.00	\$42,611.79	\$42,319.12	(\$292.67)	\$366,462.20	\$363,666.05	(\$2,796.15)
Fort Irwin	606.90	577.00	\$45,790.61	\$43,534.65	(\$2,255.96)	\$390,117.07	\$386,421.01	(\$3,696.06)
Barstow-Fixed Route	1,901.71	1,900.00	\$127,947.05	\$127,832.00	(\$115.05)	\$1,091,066.30	\$1,091,066.30	\$0.00
Barstow-County	779.31	779.00	\$52,431.98	\$52,411.12	(\$20.86)	\$447,571.82	\$447,571.82	\$0.00
Barstow-DAR	454.00	301.81	\$31,970.68	\$21,253.46	(\$10,717.22)	\$204,004.69	\$204,004.69	\$0.00
SUBTOTALS	21,926.04	22,241.89	\$1,495,399.60	\$1,517,598.56	\$22,198.96	\$12,878,863.20	\$13,060,540.27	\$181,677.07

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

TOTAL INVOICE INCLUDING VARIANCE

\$1,517,598.56

Please REMIT TO:

National Express Transit Corp.
62807 Collections Center Dr
CHICAGO, IL 60693

Manager's Signature and Business Phone



FY 2019 -- Monthly Performance Statistics by Mode
Systemwide Summary
All Routes

Performance Statistics for March

Mode	Passengers	Revenue Hours	Operating Costs	Passenger Revenue	Operating Cost		Passenger Revenue		Passenger Rev. Hour	Passenger Revenue Per Passenger	Farebox Recovery Ratio
					Per Passenger	Per Rev. Hour	Per Passenger	Per Rev. Hour			
Bus (Motorbus)	128,216	16,426.1	\$1,441,480	\$258,281	7.8	\$11.24	\$87.76	\$2.01	\$15.72	17.92%	
Commuter Bus	2,603	576.9	\$63,875	\$36,414	4.5	\$24.54	\$110.73	\$13.99	\$63.12	57.01%	
Demand Response	16,182	5,239.6	\$473,818	\$46,906	3.1	\$29.28	\$90.43	\$2.90	\$8.95	9.90%	
System Total	147,001	22,242.6	\$1,979,173	\$341,601	6.6	\$13.46	\$88.98	\$2.32	\$15.36	17.26%	

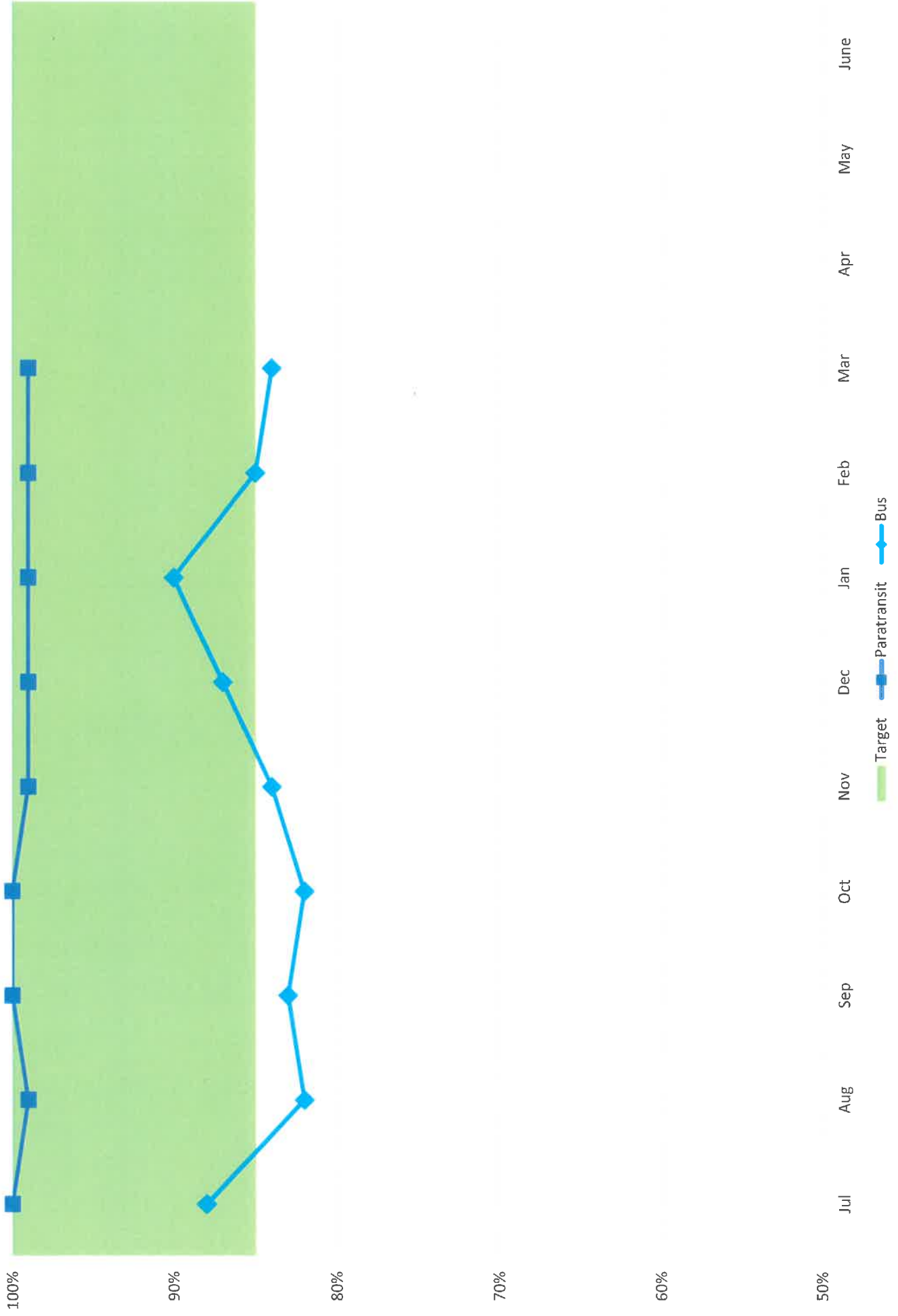
Total (All Day Types)

Mode	Passengers		Passengers Per Revenue Hour		Farebox Recovery Ratio	
	Prior Year	Current Year	Prior Year	Current Year	Prior Year	Current Year
Bus (Motorbus)	127,916	128,216	7.6	7.8	14.19%	17.92%
Commuter Bus	3,564	2,603	5.6	4.5	63.79%	57.01%
Demand Response	16,070	16,182	3.2	3.0	9.29%	9.90%
System Total	147,550	147,001	6.6	6.6	14.59%	17.26%

March 2019
Major and Non-Major
Miles between road calls - VVTA and Barstow

	Total Miles	Road Calls	Miles Between Road Calls
Demand Response	85,195	2	42,598
Commuter Bus	20,680	1	20,680
Motor Bus	285,923	36	7,942
Total System	391,798	39	71,220

FY 19 System Wide Schedule Adherence



**AGENDA ITEM
SIX**

THIS PAGE INTENTIONALLY LEFT BLANK

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.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Christine Plasting, Procurement Manager	\$108,692 (2019-2020)	May 20, 2019	6

**CONTRACT 2016-28
AMENDMENT NO. 1
BY AND BETWEEN
VICTOR VALLEY TRANSIT AUTHORITY
AND
SYNCROMATICS**

This Amendment No. 1 to Contract 2016-28 is made and entered commencing on July 17, 2019 by and between Victor Valley Transit Authority (hereinafter referred to as "VVTA") and Syncromatics, a GVL Company, (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 17, 2017 to establish a contract for the replacement, upgrade, purchase, and implementation of VVTA's Intelligent Transportation System (ITS) technology on VVTA's fixed route, intercity, and commuter buses; and

WHEREAS, as stated in Contract 2016-28, there are three, one-year options to extend the contracted ITS system and for the annual maintenance of the system; and

WHEREAS, the Parties desire to amend Agreement 2016-28 in order to exercise the first option for one-year of additional service and to the agreement dollar amount in the CONTRACTOR RFP response.

The Parties agree as follows:

Exercise the first option year for renewal to extend the duration of the contract from July 17, 2019 through July 16, 2020.

The Total Contract Amount is amended not to exceed \$1,549,816.00. This amount includes the original contract amount of \$1,441,124.00, and the amount quoted in the original RFP for annual maintenance of \$108,692.00.

Except as changed by this Amendment, all provisions of Contract 2016-28, 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

SYNCROMATICS

By:

By:

Kevin Kane, VVTA Executive Director

Alex Fay, Vice President Bus. Dev.

Date: _____

Date: _____

THIS PAGE INTENTIONALLY LEFT BLANK

**AGENDA ITEM
SEVEN**

THIS PAGE INTENTIONALLY LEFT BLANK

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

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

SUMMARY STATEMENT

At the November 19, 2018 Board meeting, the VVTA Board approved 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. Board members have since requested that the Personnel Committee be revised to an Ad Hoc committee in place of a Standing Committee.

As an Ad Hoc Committee. The Personnel Committee will continue to be compiled 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.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Carol Greene, VVTA Counsel	N/A	May 20, 2019	7

VVTA COMPENSATION POLICY

Approved March 18, 2013

Amendment 1, Approved October 15, 2018 (effective July 1, 2018)

Amendment 2, Approved November 19, 2018

Amendment 3, Pending Approval on May 20, 2019

1. COMPENSATION OVERVIEW

1.A. OBJECTIVE

This plan underscores VVTA's commitment to achieving results and providing the best service with the finest employees.

VVTA strives to administer the compensation program in a flexible but consistent manner. The purpose of the compensation program is to attract, retain, and motivate employees.

VVTA achieves this, in part, by providing competitive wages based on the Relevant Labor Market. The "relevant labor market" may vary depending upon classification and is primarily defined by the geographic region when possible (local, state-wide, or national) and key markets (transit, other government agencies, private sector) where labor talent is found, recruited from, and/or lost.

When the relevant labor market is defined as "local"; local private sector compensation data will be considered along with local public sector compensation (transit and other government agencies). When the relevant labor market is statewide or national, VVTA will consider compensation data for public sector agencies (transit and other government) with several comparable demographic data points including but not limited to population, median home price, median household income, median age, median education level, services provided, and unemployment rate. Quality of life should also be considered when selecting comparable transit and other government agencies.

Employees are recognized for their contributions only through performance-based merit increases. No automatic "step" plan shall be used.

1.B. PURPOSE

The purpose is to:

- attract and retain a workforce dedicated to excellence, thereby ensuring VVTA's ability to meet the present and future business objectives of the organization,
- maintain a salary program, which will give maximum incentive to real accomplishments and compensate individuals on the basis of merit without discrimination, while providing necessary administrative control of salary costs, and;
- provide salary structures, which are internally equitable and externally competitive.

1.C. STRUCTURE

The Board Chair, who may act through an ad hoc committee, after consultation with the Executive Director will make a recommendation to the Board to assign each job classification to a “salary range” according to the level of responsibility involved. Classifications share a salary range with other jobs that have different duties but approximately the same degree of responsibility

Salary ranges for classifications contain eleven salary “steps”, each three (3) percent above the previous. As VVTA does not embrace a formal “step” progression employees are hired into their classification at a step commensurate with their ability, experience, and knowledge. However, most non-management employees will start at the first step of the range for their classification. With continuous good performance, employees may progress to higher steps at regular intervals.

The salary structure is designed to provide:

- salary grade ranges for classifications based upon the scope and level of responsibility of work performed in comparison to other work performed within VVTA and in comparison to the external market, and
- salaries paid to employees that reflect the level of responsibilities of the classification and the performance of the individual.

2. ADMINISTRATION OF COMPENSATION

The Board Chair, who may act through an ad hoc committee, after consultation with the Executive Director will recommend to the Board the establishment of definitive guidelines for adjusting individual salaries and salary ranges. The development and administration of these guidelines may be delegated to appropriate staff for approval by the Board.

Within guidelines established by the Board Chair and any ad hoc committee created by the Board Chair to address personnel issues, compensation adjustments may be given:

- as an increase to base pay,
- in a lump sum payment, and/or
- as deferred compensation

The Executive Director is authorized to adjust staff salaries after approval by the Board Chair and any ad hoc committee created by the Board Chair to address such issues. In any fiscal year the total dollar amount of all salary increases granted pursuant to this policy will be a percentage of the total budgeted salaries for Administrative positions and shall be authorized by the Board of Directors with the approval of the VVTA fiscal year budget.

3. FULL-TIME AND PART-TIME EMPLOYEES

An employee may be hired or promoted into a position at any salary within the range for the classification; such salary is to be determined based on individual qualifications.

Approval by the Board Chair, who may act through an ad hoc committee and the Executive Director is required for all starting salaries. A new employee will complete an introductory (probation) period per current VVTA employment policy. At the end of the introductory period, the employee's performance will be evaluated and the employee may be eligible for a merit increase based on the employee's performance level during the introductory period.

Following the completion of the introductory period, subsequent performance reviews will be conducted annually on a common review date and merit increases may be authorized at that time.

4. RECLASSIFICATIONS

When an employee is assigned to a classification with a lower salary range, or when the employee's position is reclassified to a lower salary range:

- the employee's salary may be reduced to the maximum of the new range, or
- with the approval of the Board Chair and any ad hoc committee created by the Board Chair to address personnel issues and the Executive Director, the employee may retain his or her salary paid prior to the new assignment.

Any employee promoted from one defined position to a different position at a higher salary grade will be brought at least to the minimum of the salary range for the different position. The promoted or laterally transferred employee may serve an introductory period per current VVTA employment policy. At the end of any introductory period, the employee's performance will be evaluated and a merit increase may be authorized.

5. MERIT INCREASES (RAISES)

An employee may receive a merit increase based on his/her performance evaluation rating at the time of the common review unless the overall rating is "needs improvement" or "unsatisfactory".

Individual merit increases may vary in size depending on performance but shall not be increased by more than one "step" unless approved in writing by the Executive Director and in such case shall never exceed one and one-half "steps". Dollars unspent in this budget may be used to supplement the special performance award budget for the same fiscal year.

An employee's performance may be reviewed at any time during the year as appropriate, but his/her salary may not be adjusted other than as provided in this Compensation Plan.

6. COST OF LIVING ADJUSTMENT

A Cost of Living adjustment based on the Consumer Price Index (CPI) shall be included in the VVTA annual budget. To that end, each year, no later than April, staff will present the CPI report to the Board for review and a determination for an amount to be included in the following year VVTA budget along with an adjustment to the salary range table. Adjustments will become effective July 1 of each year commencing in 2019.

7. TEMPORARY ASSIGNMENTS

When an employee is assigned duties of a different classification with the same or higher salary grade, the employee's salary may be increased by an amount not to exceed 5%. Such increases may be made only in those instances where the assignment will last at least 30 days and will not, in any event, be paid for a period in excess of 180 days, without written authorization by the Executive Director.

8. COMPENSATION PROGRAM EVALUATION

Approximately every five years and no more than every seven years, VVTA will evaluate its compensation structure, programs, and policies to assess market competitiveness, effectiveness, and compliance with State Law. Adjustments to the compensation structure may be made as a result of this periodic evaluation and will be brought to the Board Chair and any ad hoc committee created by the Board Chair to address personnel issues for review and the VVTA Board for final approval.

9. ANNUAL PERFORMANCE EVALUATIONS

Employees shall receive an annual performance evaluation in order to be eligible for a merit increase.

9.1. CONTENT

Annual performance evaluations shall include review of the current year's performance, completion of the current year's performance evaluation form, and preparation of the next year's performance plan.

9.2. RATING PROCEDURE

Seventy-five percent (75%) of an employee's overall performance rating shall be based on five to eight job-related behaviors. All of the following five behaviors must be rated:

- **Initiative:** identifying problems and finding opportunities for innovative solutions.
- **Customer Service:** responding to the needs of external and internal customers; continually increasing the value of services delivered.
- **Job Knowledge:** demonstrating expertise; keeping skills current through professional development.
- **Teamwork:** communicating and collaborating well with others to solve problems and accomplish tasks.
- **Stewardship:** promoting the public trust by using the Authority's resources wisely, communicating honestly, and being accountable.

For managers, at least one and up to three of the following behaviors must be rated:

- **Organization Development:** improving organization responsiveness and productivity.
- **Human Resources Management:** encouraging excellent performance from employees.
- **Leadership:** defining and communicating overall issues and priorities for the organization.

The remaining twenty-five Percent (25%) of a staff employee's overall performance rating shall be based on standard employment requirements (such as attendance and following requirements of the employee handbook). For management the remaining twenty-five Percent (25%) of the overall performance rating shall be based on accomplishment stated goals and objectives. These objectives shall be directly related to the Board goals, VVTA objectives, and personal objectives.

9.3. RATING DEFINITIONS

On the performance evaluation each job-related behavior or management objective shall receive an individual performance rating based on the following scale:

- **Unacceptable:** Performance consistently fails to meet minimum requirements and expectations.
- **Needs Improvement:** Performance is inconsistent, only sometimes or partially meeting expectations. Sustained improvement is needed to fully meet expectations.
- **Meets Expectations:** Performance fully meets expectations, with only a normal amount of supervision or direction necessary. Performance reflects competent skills and a good attitude.
- **Exceeds Expectations:** Performance consistently exceeds expectations, with higher quality, more innovation, and less supervision or direction than typically required. Specific examples document this above average achievement.
- **Outstanding:** Performance is clearly superior. While specific examples document this superiority, achievement is usually self-evident to others because this level of performance is extraordinary.

10. SALARY RANGES AND STEPS

VVTA's Salary Range provides equal in-range salary opportunity of approximately 35% from Minimum Step to Maximum Step. The salary ranges are separated by a uniform 5%, permitting job classes to be precisely linked to the external prevailing rates. VVTA uses an eleven (11) step plan within each range. Each "step" is 3% above the previous "step".

The thirty-five (35) ranges meet the dollar values required to encompass prevailing rates, permitting the plan to be updated in future years to accommodate any anticipated increases in the prevailing rates. Additional salary ranges may be added by the Personnel Committee if needed.

Job classes can be individually reassigned to different salary ranges on a pre-scheduled basis (i.e. every 3 years) to reflect the varying movement in the external prevailing rate (if any) for each job class. The Salary Range Table shall not be adjusted

by large blanket percentages or flat dollar amounts, as that will adversely impact the external competitiveness and the internal equity of the salary plan.

VVTA SALARY RANGE TABLE

(Approved by VVTA Board October 15, 2018)

Salary Range	Calculated Midpoint										
	STEP 1	2	3	4	5	6	7	8	9	10	11
11	\$26,189	\$26,974	\$27,783	\$28,617	\$29,475	\$30,360	\$31,270	\$32,209	\$33,175	\$34,170	\$35,195
12	\$27,498	\$28,323	\$29,173	\$30,048	\$30,949	\$31,878	\$32,834	\$33,819	\$34,833	\$35,879	\$36,955
13	\$28,873	\$29,739	\$30,631	\$31,550	\$32,497	\$33,471	\$34,476	\$35,510	\$36,575	\$37,672	\$38,803
14	\$30,317	\$31,226	\$32,163	\$33,128	\$34,121	\$35,145	\$36,199	\$37,285	\$38,404	\$39,556	\$40,743
15	\$31,833	\$32,787	\$33,771	\$34,784	\$35,827	\$36,902	\$38,009	\$39,150	\$40,324	\$41,534	\$42,780
16	\$33,424	\$34,427	\$35,459	\$36,523	\$37,619	\$38,747	\$39,910	\$41,107	\$42,340	\$43,611	\$44,919
17	\$35,096	\$36,148	\$37,232	\$38,349	\$39,500	\$40,685	\$41,905	\$43,162	\$44,457	\$45,791	\$47,165
18	\$36,850	\$37,955	\$39,094	\$40,267	\$41,475	\$42,719	\$44,001	\$45,321	\$46,680	\$48,081	\$49,523
19	\$38,693	\$39,853	\$41,049	\$42,280	\$43,549	\$44,855	\$46,201	\$47,587	\$49,014	\$50,485	\$51,999
20	\$40,628	\$41,846	\$43,101	\$44,394	\$45,726	\$47,098	\$48,511	\$49,966	\$51,465	\$53,009	\$54,599
21	\$42,659	\$43,938	\$45,256	\$46,614	\$48,012	\$49,453	\$50,936	\$52,464	\$54,038	\$55,659	\$57,329
22	\$44,792	\$46,135	\$47,519	\$48,945	\$50,413	\$51,925	\$53,483	\$55,087	\$56,740	\$58,442	\$60,196
23	\$47,032	\$48,442	\$49,895	\$51,392	\$52,933	\$54,521	\$56,157	\$57,842	\$59,577	\$61,364	\$63,205
24	\$49,383	\$50,864	\$52,390	\$53,961	\$55,580	\$57,248	\$58,965	\$60,734	\$62,556	\$64,433	\$66,366
25	\$51,852	\$53,407	\$55,009	\$56,659	\$58,359	\$60,110	\$61,913	\$63,771	\$65,684	\$67,654	\$69,684
26	\$54,445	\$56,077	\$57,760	\$59,492	\$61,277	\$63,115	\$65,009	\$66,959	\$68,968	\$71,037	\$73,168
27	\$57,167	\$58,881	\$60,648	\$62,467	\$64,341	\$66,271	\$68,259	\$70,307	\$72,416	\$74,589	\$76,826
28	\$60,026	\$61,825	\$63,680	\$65,590	\$67,558	\$69,585	\$71,672	\$73,822	\$76,037	\$78,318	\$80,668
29	\$63,027	\$64,916	\$66,864	\$68,870	\$70,936	\$73,064	\$75,256	\$77,514	\$79,839	\$82,234	\$84,701
30	\$66,178	\$68,162	\$70,207	\$72,313	\$74,483	\$76,717	\$79,019	\$81,389	\$83,831	\$86,346	\$88,936
31	\$69,487	\$71,570	\$73,717	\$75,929	\$78,207	\$80,553	\$82,970	\$85,459	\$88,023	\$90,663	\$93,383
32	\$72,961	\$75,149	\$77,403	\$79,725	\$82,117	\$84,581	\$87,118	\$89,732	\$92,424	\$95,196	\$98,052
33	\$76,610	\$78,906	\$81,274	\$83,712	\$86,223	\$88,810	\$91,474	\$94,218	\$97,045	\$99,956	\$102,955
34	\$80,440	\$82,852	\$85,337	\$87,897	\$90,534	\$93,250	\$96,048	\$98,929	\$101,897	\$104,954	\$108,103
35	\$84,462	\$86,994	\$89,604	\$92,292	\$95,061	\$97,913	\$100,850	\$103,876	\$106,992	\$110,202	\$113,508
36	\$88,685	\$91,344	\$94,084	\$96,907	\$99,814	\$102,808	\$105,893	\$109,069	\$112,342	\$115,712	\$119,183
37	\$93,119	\$95,911	\$98,788	\$101,752	\$104,805	\$107,949	\$111,187	\$114,523	\$117,959	\$121,497	\$125,142
38	\$97,775	\$100,707	\$103,728	\$106,840	\$110,045	\$113,346	\$116,747	\$120,249	\$123,857	\$127,572	\$131,399
39	\$102,664	\$105,742	\$108,914	\$112,182	\$115,547	\$119,014	\$122,584	\$126,261	\$130,049	\$133,951	\$137,969
40	\$107,797	\$111,029	\$114,360	\$117,791	\$121,325	\$124,964	\$128,713	\$132,575	\$136,552	\$140,648	\$144,868
41	\$113,187	\$116,581	\$120,078	\$123,680	\$127,391	\$131,212	\$135,149	\$139,203	\$143,379	\$147,681	\$152,111
42	\$118,847	\$122,410	\$126,082	\$129,864	\$133,760	\$137,773	\$141,906	\$146,163	\$150,548	\$155,065	\$159,717
43	\$124,789	\$128,530	\$132,386	\$136,358	\$140,448	\$144,662	\$149,002	\$153,472	\$158,076	\$162,818	\$167,703
44	\$131,028	\$134,957	\$139,005	\$143,175	\$147,471	\$151,895	\$156,452	\$161,145	\$165,980	\$170,959	\$176,088
45	\$137,580	\$141,704	\$145,956	\$150,334	\$154,844	\$159,490	\$164,274	\$169,202	\$174,279	\$179,507	\$184,892

11. VVTA JOB CLASS / POSITION RANGES

Additional job titles may be added as VVTA expands and provides more transportation services and support for those services.

Job Class / Titles	Salary Range	Step 1	Step 6 Midpoint	Step 11
Deputy Executive Director	41	\$ 113,187	\$ 131,212	\$ 152,111
Fleet/Facilities Director	40	\$ 107,797	\$ 124,964	\$ 144,868
Finance Director	40	\$ 107,797	\$ 124,964	\$ 144,868
Operations Director	38	\$ 97,775	\$ 113,346	\$ 131,399
CTSA Director	37	\$ 93,119	\$ 107,949	\$ 125,142
I.T. Manager	36	\$ 88,685	\$ 102,808	\$ 119,183
Procurement Manager	31	\$ 69,487	\$ 80,553	\$ 93,383
Contract Compliance Manager	27	\$ 57,167	\$ 66,271	\$ 76,826
Accounting Supervisor	27	\$ 57,167	\$ 66,271	\$ 76,826
Senior Fleet Analyst	26	\$ 54,445	\$ 63,115	\$ 73,168
Route Planner	26	\$ 54,445	\$ 63,115	\$ 73,168
Financial Analyst-Grants	26	\$ 54,445	\$ 63,115	\$ 73,168
Grants Analyst	26	\$ 54,445	\$ 63,115	\$ 73,168
I.T. Systems Administrator	26	\$ 54,445	\$ 63,115	\$ 73,168
Clerk of the Board	26	\$ 54,445	\$ 63,115	\$ 73,168
Marketing - Civil Rights Coordinator	24	\$ 49,383	\$ 57,248	\$ 66,366
Administrative Assistant	20	\$ 40,628	\$ 47,098	\$ 54,599
Inventory Specialist	20	\$ 40,628	\$ 47,098	\$ 54,599
Accounting Technician	20	\$ 40,628	\$ 47,098	\$ 54,599
CTSA Administrative Assistant	20	\$ 40,628	\$ 47,098	\$ 54,599
Vanpool Administrator	16	\$ 33,424	\$ 38,747	\$ 44,919
Lead Customer Service Representative	15	\$ 31,833	\$ 36,902	\$ 42,780
Travel Trainer (Lead)	15	\$ 31,833	\$ 36,902	\$ 42,780
Travel Trainer (PT)	13	\$ 28,873	\$ 33,471	\$ 38,803
Customer Service Representative	13	\$ 28,873	\$ 33,471	\$ 38,803

VVTA EMPLOYEE EVALUATION FROM (rev 6/24/14)

EVALUATION YEAR ENDING: _____

JOB RELATED BEHAVIORS

For Non-Management employees enter an evaluation score from 1 to 20 for each of the first five job-related behaviors listed and place the total on Total Evaluation Score line (maximum 100)

For Management Employees enter an evaluation score from 1 to 15 for each of the first five job-related behaviors and a total of up to 25 points for the last three Management job-related behaviors. If one of the three Management job-related behaviors is not applicable, enter "N/A". Use the extra space to elaborate on expectations about selected behaviors.

Employee: _____ Signature: _____	Evaluation Score
Evaluator: _____	
Evaluation Date: _____	
Initiative: identifying problems and finding opportunities for innovative solutions (mandatory)	
Job Knowledge: demonstrating expertise; keeping skills current through professional development (mandatory)	
Teamwork: communicating and collaborating well with others to solve problems and accomplish tasks	
Stewardship/Ethics: promoting public trust by using Authority's resources wisely, communicating honestly and being accountable (mandatory)	
Customer Service: responding to the needs of internal and external customers; increasing the value of services delivered (mandatory)	
Organization Development: <i>improving organization responsiveness and productivity</i>	Mgmt Only
Human Resources Management: <i>encouraging excellent performance from employees</i>	Mgmt Only
Leadership: <i>defining and communicating overall issues, priorities, and directions for the organization</i>	Mgmt Only
Total Evaluation Score (maximum 100) weight 75% staff; 100% management	
Overall Performance Score (maximum 100) weight 25% staff	

Comments: _____

Goals: _____

<i>Staff Only</i>	Score	Weight	Total	Year	Class.	Step	Wage
Total Evaluation		0.75		FY			\$
Overall Performance		0.25		FY			\$
Final Evaluation Score							

THIS PAGE INTENTIONALLY LEFT BLANK

**AGENDA ITEM
EIGHT**

THIS PAGE INTENTIONALLY LEFT BLANK

VICTOR VALLEY TRANSIT AUTHORITY – PERSONNEL COMMITTEE

AGENDA MATTER

Review of the US Bureau of Labor Statistics March 2019 Consumer Price Index (CPI).

SUMMARY STATEMENT

At its November 19, 2018 meeting, the VVTA Board approved the updated Personnel Policies to include an annual Cost of Living Adjustment (COLA) for VVTA staff. The following is the excerpt from that approved policy:

“6. COST OF LIVING ADJUSTMENT

A Cost of Living adjustment based on the Consumer Price Index (CPI) shall be included in the VVTA annual budget. To that end, each year, no later than April, staff will present the CPI report to the Board for review and a determination for an amount to be included in the following year VVTA budget along with an adjustment to the salary range table. Adjustments will become effective July 1 of each year commencing in 2019.”

According to the US Bureau of Labor Statistics, the Consumer Price Index for March was 2.7%. This translates to \$42,230.07 and represents less than 1/10th of 1% to the overall VVTA FY 19-20 proposed budget.

On May 20, 2019, the Personnel Committee met and is presenting it’s recommendation to the Board for consideration and action.

RECOMMENDED ACTION

Personnel Committee to provide recommendation to the VVTA Board for discussion and action.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Kevin Kane, Executive Director	TBD	May 20, 2019	8

THIS PAGE INTENTIONALLY LEFT BLANK

**AGENDA ITEM
NINE**

THIS PAGE INTENTIONALLY LEFT BLANK

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Consider Recommendation from the Personnel Committee for Vacant Customer Service Position Due.

SUMMARY STATEMENT

The open position is for a Customer Service Representative. The position has been open since Monday, May 6, 2019. On May 20, 2019, the Personnel Committee met and is presenting its recommended course of action to the Board.

Wage history for this position is as follows:

Beginning Level 11/Step 2, \$12.60/hour.
Ending Level 13/Step 2, \$14.47/hour

RECOMMENDED ACTION

Consider recommendation from the Personnel Committee to the Board for a step and level for the replacement Customer Service position.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Kevin Kane, Executive Director	TBD	May 20, 2019	9

Salary Range	STEP					Calculated Midpoint					
	1	2	3	4	5	6	7	8	9	10	11
11	\$26,189	\$26,974	\$27,783	\$28,617	\$29,475	\$30,360	\$31,270	\$32,209	\$33,175	\$34,170	\$35,195
12	\$27,498	\$28,323	\$29,173	\$30,048	\$30,949	\$31,878	\$32,834	\$33,819	\$34,833	\$35,879	\$36,955
13	\$28,873	\$29,739	\$30,631	\$31,550	\$32,497	\$33,471	\$34,476	\$35,510	\$36,575	\$37,672	\$38,803
14	\$30,317	\$31,226	\$32,163	\$33,128	\$34,121	\$35,145	\$36,199	\$37,285	\$38,404	\$39,556	\$40,743
15	\$31,833	\$32,787	\$33,771	\$34,784	\$35,827	\$36,902	\$38,009	\$39,150	\$40,324	\$41,534	\$42,780
16	\$33,424	\$34,427	\$35,459	\$36,523	\$37,619	\$38,747	\$39,910	\$41,107	\$42,340	\$43,611	\$44,919
17	\$35,096	\$36,148	\$37,232	\$38,349	\$39,500	\$40,685	\$41,905	\$43,162	\$44,457	\$45,791	\$47,165
18	\$36,850	\$37,955	\$39,094	\$40,267	\$41,475	\$42,719	\$44,001	\$45,321	\$46,680	\$48,081	\$49,523
19	\$38,693	\$39,853	\$41,049	\$42,280	\$43,549	\$44,855	\$46,201	\$47,587	\$49,014	\$50,485	\$51,999
20	\$40,628	\$41,846	\$43,101	\$44,394	\$45,726	\$47,098	\$48,511	\$49,966	\$51,465	\$53,009	\$54,599
21	\$42,659	\$43,938	\$45,256	\$46,614	\$48,012	\$49,453	\$50,936	\$52,464	\$54,038	\$55,659	\$57,329
22	\$44,792	\$46,135	\$47,519	\$48,945	\$50,413	\$51,925	\$53,483	\$55,087	\$56,740	\$58,442	\$60,196
23	\$47,032	\$48,442	\$49,895	\$51,392	\$52,933	\$54,521	\$56,157	\$57,842	\$59,577	\$61,364	\$63,205
24	\$49,383	\$50,864	\$52,390	\$53,961	\$55,580	\$57,248	\$58,965	\$60,734	\$62,556	\$64,433	\$66,366
25	\$51,852	\$53,407	\$55,009	\$56,659	\$58,359	\$60,110	\$61,913	\$63,771	\$65,684	\$67,654	\$69,684
26	\$54,445	\$56,077	\$57,760	\$59,492	\$61,277	\$63,115	\$65,009	\$66,959	\$68,968	\$71,037	\$73,168
27	\$57,167	\$58,881	\$60,648	\$62,467	\$64,341	\$66,271	\$68,259	\$70,307	\$72,416	\$74,589	\$76,826
28	\$60,026	\$61,825	\$63,680	\$65,590	\$67,558	\$69,585	\$71,672	\$73,822	\$76,037	\$78,318	\$80,668
29	\$63,027	\$64,916	\$66,864	\$68,870	\$70,936	\$73,064	\$75,256	\$77,514	\$79,839	\$82,234	\$84,701
30	\$66,178	\$68,162	\$70,207	\$72,313	\$74,483	\$76,717	\$79,019	\$81,389	\$83,831	\$86,346	\$88,936
31	\$69,487	\$71,570	\$73,717	\$75,929	\$78,207	\$80,553	\$82,970	\$85,459	\$88,023	\$90,663	\$93,383
32	\$72,961	\$75,149	\$77,403	\$79,725	\$82,117	\$84,581	\$87,118	\$89,732	\$92,424	\$95,196	\$98,052
33	\$76,610	\$78,906	\$81,274	\$83,712	\$86,223	\$88,810	\$91,474	\$94,218	\$97,045	\$99,956	\$102,955
34	\$80,440	\$82,852	\$85,337	\$87,897	\$90,534	\$93,250	\$96,048	\$98,929	\$101,897	\$104,954	\$108,103
35	\$84,462	\$86,994	\$89,604	\$92,292	\$95,061	\$97,913	\$100,850	\$103,876	\$106,992	\$110,202	\$113,508
36	\$88,685	\$91,344	\$94,084	\$96,907	\$99,814	\$102,808	\$105,893	\$109,069	\$112,342	\$115,712	\$119,183
37	\$93,119	\$95,911	\$98,788	\$101,752	\$104,805	\$107,949	\$111,187	\$114,523	\$117,959	\$121,497	\$125,142
38	\$97,775	\$100,707	\$103,728	\$106,840	\$110,045	\$113,346	\$116,747	\$120,249	\$123,857	\$127,572	\$131,399
39	\$102,664	\$105,742	\$108,914	\$112,182	\$115,547	\$119,014	\$122,584	\$126,261	\$130,049	\$133,951	\$137,969
40	\$107,797	\$111,029	\$114,360	\$117,791	\$121,325	\$124,964	\$128,713	\$132,575	\$136,552	\$140,648	\$144,868
41	\$113,187	\$116,581	\$120,078	\$123,680	\$127,391	\$131,212	\$135,149	\$139,203	\$143,379	\$147,681	\$152,111
42	\$118,847	\$122,410	\$126,082	\$129,864	\$133,760	\$137,773	\$141,906	\$146,163	\$150,548	\$155,065	\$159,717
43	\$124,789	\$128,530	\$132,386	\$136,358	\$140,448	\$144,662	\$149,002	\$153,472	\$158,076	\$162,818	\$167,703
44	\$131,028	\$134,957	\$139,005	\$143,175	\$147,471	\$151,895	\$156,452	\$161,145	\$165,980	\$170,959	\$176,088
45	\$137,580	\$141,704	\$145,956	\$150,334	\$154,844	\$159,490	\$164,274	\$169,202	\$174,279	\$179,507	\$184,892

Job Class / Titles	Salary Range	Step 1	Step 6 Midpoint	Step 11
Deputy Executive Director	41	\$ 113,187	\$ 131,212	\$ 152,111
Fleet/Facilities Director	40	\$ 107,797	\$ 124,964	\$ 144,868
Finance Director	40	\$ 107,797	\$ 124,964	\$ 144,868
Operations Director	38	\$ 97,775	\$ 113,346	\$ 131,399
CTSA Director	37	\$ 93,119	\$ 107,949	\$ 125,142
I.T. Manager	36	\$ 88,685	\$ 102,808	\$ 119,183
Procurement Manager	31	\$ 69,487	\$ 80,553	\$ 93,383
Contract Compliance Manager	27	\$ 57,167	\$ 66,271	\$ 76,826
Accounting Supervisor	27	\$ 57,167	\$ 66,271	\$ 76,826
Senior Fleet Analyst	26	\$ 54,445	\$ 63,115	\$ 73,168
Route Planner	26	\$ 54,445	\$ 63,115	\$ 73,168
Financial Analyst-Grants	26	\$ 54,445	\$ 63,115	\$ 73,168
Grants Analyst	26	\$ 54,445	\$ 63,115	\$ 73,168
I.T. Systems Administrator	26	\$ 54,445	\$ 63,115	\$ 73,168
Clerk of the Board	26	\$ 54,445	\$ 63,115	\$ 73,168
Marketing - Civil Rights Coordinator	24	\$ 49,383	\$ 57,248	\$ 66,366
Administrative Assistant	20	\$ 40,628	\$ 47,098	\$ 54,599
Inventory Specialist	20	\$ 40,628	\$ 47,098	\$ 54,599
Accounting Technician	20	\$ 40,628	\$ 47,098	\$ 54,599
CTSA Administrative Assistant	19	\$ 38,693	\$ 44,855	\$ 51,999
Vanpool Administrator	16	\$ 33,424	\$ 38,747	\$ 44,919
Lead Customer Service Representative	15	\$ 31,833	\$ 36,902	\$ 42,780
Travel Trainer (Lead)	15	\$ 31,833	\$ 36,902	\$ 42,780
Travel Trainer (PT)	13	\$ 28,873	\$ 33,471	\$ 38,803
Customer Service Representative	13	\$ 28,873	\$ 33,471	\$ 38,803

THIS PAGE INTENTIONALLY LEFT BLANK

**AGENDA ITEM
TEN**

THIS PAGE INTENTIONALLY LEFT BLANK

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Presentation of the Draft Fiscal Year 2019-20 Annual Operating and Capital Budget.

SUMMARY STATEMENT

The Fiscal Year 2019-20 Annual Operating and Capital Budget proposes a spending level of \$26,383,880 for operations which represents a 4.8% increase as compared to FY 2018-19. Additionally, \$21,479,970 is programmed for capital projects which reflects a decrease of \$962k when compared with FY 2018-19. Of the \$26.4m in Operating, fully \$8.3m (almost 1/3) is programmed as non-LTF operating subsidies which reduces the LTF funds needed to support operating expenses. The FY 2019-20 budget continues to provide a robust transit system that effectively meets the growing needs of the entire VVTA system while conservatively and efficiently utilizing resources to do so.

FY 2019-20 includes a substantial \$21.5 capital investment program that provides \$5.6m for the purchase of five (5) additional battery electric buses (BEB) along with needed infrastructure, consulting, and technical support to help meet VVTA's goal of being a 100% electric vehicle fleet by 2040. Also included is \$375k for VVTA's ongoing transfer center development projects, \$268k for two (2) paratransit replacement buses for the Direct Access program, \$2.7m to replace 5 CNG 40ft buses for the Fixed Routes division, \$70k to add 2 service vehicles, \$299k for the ITS – GFI software/hardware upgrades, \$8.3m for operating assistance, \$96k to support on board and facility security cameras, \$974k for the CNG fueling upgrade and expansion, consulting and technical support and the balance of \$1.5m for continuing capital support of facilities.

Continued

RECOMMENDED ACTION

1) Ratify Publishing the Federally Funded Program of Projects for the Draft FY 2019-20 Capital Budget for 30 days of public review and comment. 2) Add approved CPI to the draft budget. 3) Receive any input and public testimony.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Maged Azer, Director of Finance	Operating \$26,383,880 Capital \$21,479,970	May 20, 2019	10

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Presentation of the Draft Fiscal Year 2020 Annual Operating and Capital Budget.

SUMMARY STATEMENT

In FY 2019-20, the budget provides \$736k in support for the Mobility Management programs administered by VVTA's Consolidated Transportation Services Agency (CTSA). In FY 2017-18 this program was recognized by the National Transit Institute as one of the most comprehensive and innovative programs in the United States and will be used as a model for development of new educational courses used to instruct agencies of all sizes across the country. In FY 2019-20 the CTSA Division adds a Brokerage program which allows the non-profit organizations to provide transportation services, this program will add measurable ADA savings by reducing dependency on higher cost ADA services while also expanding mobility options for those clients that are able to benefit from the alternative programs provided.

Rounding out the FY 2019-20 budget is ongoing support of several programs which continue to be well received and extensively used by the communities we serve. These programs include the Vanpool program; Lifeline Services connecting Needles with the High Desert as well as Intercity service from Barstow to the San Bernardino Valley, a reduced Veteran's fare, and the Commuter Service to NTC Fort Irwin, which supports our troops.

FY 2019-20 OPERATIONAL EXPENSES - \$26.4m

The FY 2019-20 budget for VVTA to support operations is as follows:

<u>FY19-20</u>	<u>Prior Year</u>	<u>Incr/(Decr)</u>	<u>%</u>
\$26.4m	\$25.2m	\$1.2m	4.8

Operational cost increases are due to:

- | | |
|--|--------|
| 1. Increase in Fuel cost; and | \$770k |
| 2. Higher Operations & Maintenance Contractor costs due to new contract and a more livable wage for drivers; | \$430k |

Continued

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Presentation of the Draft Fiscal Year 2020 Annual Operating and Capital Budget.

SUMMARY STATEMENT

As a subset of Operational costs, Administrative costs are normally considered to be a measurement of efficient management of a transit system. The FY 2019-20 budget spends only 10% of its total funding on Administration. Management suggests this funding level represents the lowest administrative funding percentage of any transit agency in San Bernardino County. No additional administrative positions are included in FY 2019-20. Capital projects include replacing obsolete computers and upgrading 2 servers. SBCTA has provided funds for a Short-Range Transit Plan (SRTP) to include an analysis of moving the Costco transfer point to the Victorville Transportation Center.

The FY 2019-20 Administrative expenses for VVTA:

<u>FY 2019-20</u>	<u>Prior Year</u>	<u>Incr/(Decr)</u>
\$ 2.7m	\$ 2.6m	\$0.1m

FY 2019-20 CAPITAL PLAN - \$21.5m

In FY 2019-20 VVTA has created a capital spending plan that will provide for enhancements throughout its system. These enhancements ensure that VVTA can provide a high quality, responsive, responsible, and secure service to its riders, while maintaining operational efficiency and regulatory compliance by utilizing cutting edge technologies and keeping its fleet vehicles and support facilities in a state of good repair. In FY 2019-20 the capital expenditure plan provides \$21.5m to fund the following projects:

Battery Electric Buses (5) and Infrastructure:	\$5.6m
5 CNG Replacement Buses:	\$2.7m
Federal Operating Assistance:	\$8.3m
GFI Software & Hardware upgrades:	\$0.3m
Facilities Capital Investment:	\$2.2m
CNG Fueling Upgrade/Expansion:	\$1.0m
Transfer Centers – Hesperia:	\$0.4m
SRTP Update:	\$0.3m
Misc. projects:	\$0.7m
Total	\$21.5m

Continued

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Presentation of the Draft Fiscal Year 2020 Annual Operating and Capital Budget.

SUMMARY STATEMENT

This year's capital plan includes \$4.9m for Five (5) Battery Electric buses (BEB) along with \$0.7m for BEB project management and technical support and Infrastructure. At the May 2018 Board meeting, VVTA's Board passed Resolution 18-04 resolving to *"operate a 100% all electric fleet and establish a goal to meet this objective by 2040"*. The FY 2018-19 Budget included the first step by purchasing 7 BEB Electric Buses, this year's capital investment of \$5.6m represents the second step towards that goal. The FY 2019-20 capital budget also includes \$639k in capital financing using Certificates of Participation (COP) for the new Barstow Facility scheduled for a March 2020 completion. Also, this year's Capital plan includes a CNG fueling station upgrade and expansion, BEB infrastructure, consulting and technical support. The planned completion of the battery storage system project this year will enhance utilities cost savings. These FY 2019-20 capital projects will provide VVTA additional opportunities to increase auxiliary revenues from federal excise tax rebates and Low Carbon Fuel Standards (LCFS) credits. Additionally, there is \$0.4m to increase the stacked funding for a safer "off street" transfer center in Hesperia. Finally, this year's capital investment program includes (2) replacement paratransit buses as well as the replacement of 5 CNG Buses, and 2 service vehicles.

VVTA's FY 2019-20 Capital plan is 86% funded by Federal, State and miscellaneous funding sources other than LTF.

Continued

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Presentation of the Draft Fiscal Year 2020 Annual Operating and Capital Budget.

SUMMARY STATEMENT

FY 2019-20 REVENUES

The FY 2019-20 budget is fully funded with a combination of passenger fares, federal and state funding, and miscellaneous income sources. In FY 2019-20 VVTA continues to use the State of Good Repair” (SGR) funding from SB1 gasoline tax. This funding source has provided \$0.7m in funding for VVTA’s capital investment program in FY 2019-20. LTF subsidies increased \$1.8m as compared to FY2018-19 largely due to the increase of the contractor rate and the fuel cost. Despite these increases in subsidies and the elimination of the one-time “residual funds” of \$760k in prior unprogrammed AB2766 from last year’s Budget, the current year budget still provides **\$1.2m** in surplus LTF transit funds (subject to SBCTA final reconciliation). These funds should be available for jurisdictions’ FY 2020-21 budgeting and spending.

ADDITIONAL HIGHLIGHTS:

CONTRACTED OPERATIONS RATE INCREASE:

Last year’s contractor rates were estimated and included in the FY 2018-19 Budget before the agreement process with the new contractor was finalized, The FY 2019-20 budget includes rates based on the actual new contractor (NEXT) agreement.

FIXED ROUTE:

Federal Funding for operational assistance was increased \$1.2m in FY 2019-20 compared to FY 2018-19. Capital projects include replacement of 5 CNG Buses, 2 service vehicles, on Board Security Cameras, and the GFI Software/Hardware upgrade. Route 64 will assume the route miles within the City of Hesperia that the COA inaccurately attributed to the County.

COUNTY ROUTES:

Federal Funding for operational assistance was increased \$300k in FY 2019-20 compared to FY 2018-19. Route 25 will replace Route 24A and eliminate Route 24B in order to be more consistent with how County routes are meant to be operated.

Continued

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Presentation of the Draft Fiscal Year 2020 Annual Operating and Capital Budget.

SUMMARY STATEMENT

INTERCITY ROUTES:

BV Link service has a long history of expansion to meet ridership. However, in the last two years ridership has leveled off and there is no plan to increase service in the FY 2019-20 budget even though an increase in service, to support growth in ridership, was recommended in the recent Comprehensive Operational Analysis (COA). In FY 2016-17 VVTA added one day per week lifeline service connecting Needles with the BV Link which provided valuable assistance to residents in that remote area. In FY 2017-18 VVTA combined these services in the same program for "Intercity Routes". Increased fuel costs are a factor in these services. It should also be noted the CMAQ funds that supported these services over the last several years will not be available beginning with the FY 2020-21 budget.

COMMUTER ROUTES (NTC-Ft Irwin):

NTC is a commuter route that serves active military and DOD personnel in our communities. This service is 75% funded by passenger fares and a federal subsidy for the on base shuttle service, service hours reduced 22% in FY 2019-20 due to the increase of the Van Pool services.

ADA:

ADA service in FY 2019-20 includes a slight projected decrease in revenue hours for the demand response services due to a combination of programs developed by VVTA's CTSA, as well as the transfer of a number of ADA riders to a lower cost brokerage service.

Continued

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Presentation of the Draft Fiscal Year 2020 Annual Operating and Capital Budget.

SUMMARY STATEMENT

CTSA:

VVTA's mobility management programs provide alternative ride services to clients who are normally dependent on higher cost ADA ride services. In FY 2019-20 these programs will include partnerships with local non-profits, Travel Training that transitions ADA riders to fixed route services, a car share program in Needles, and the continuation of the TRIP program which provides mileage reimbursements to ADA clients who prefer to use private vehicles instead of complementary paratransit or who live outside the VVTA core transit zones. In addition, by using these alternative ride programs VVTA has been able to provide much-needed transportation services in remote areas such as Trona and Big River. Two new part-time positions (Brokerage Planning and Travel Trainer) are programmed in the FY 2019-20 budget. These will increase the effectiveness of the VVTA's non-profit partnerships by providing much needed ride services to meet the increasing demands of that program. The CTSA budget is 1% lower than last year. VVTA's CTSA program has provided \$1.3m in measurable savings since its inception.

VANPOOLS:

VVTA's Vanpool service was launched in October 2012 and has seen steady demand ever since. VVTA's vanpool program is the 18th largest vanpool program in the nation according to the American Public transportation Association (APTA). Vanpools play a significant role in reducing congestion and improving air quality. Additionally, VVTA's vanpool program activity will contribute an estimated \$3.0 million dollars in increased federal funding for the FY 2019-20 budget.

Notice of Public Hearing for Program of Projects for Fiscal Year 2019/20

FTA Sections 5304, 5307, 5310, 5311, 5339, 5339(b), 5339(c) and CMAQ, other federal, state and local grants and the Regular Meeting of the Board of Directors.

Date: Monday, Jun 17, 2019 Place: VVTA Board Room, 17150 Smoke Tree St., Hesperia

Time: 9:30 a.m.

The Victor Valley Transit Authority is, or may be applying for, operational and capital grants under Sections 5304, 5307, 5309, 5310, 5311, 5311(f), 5339, 5339(b) Bus and Bus Facilities, and 5339(c) Low or No Emission Vehicle Deployment Program (Low/No) of the Federal Transit Act, and Congestion Mitigation and Air Quality Improvement (CMAQ) grants following FTA guidelines.

FY 2019-2020 Project Descriptions	SECTION 5307	SECTION 5311	SECTION 5339	CMAQ	TOTAL PROJECT COST
FY 2019-20 5307 Estimated Apportionment	\$ 7,568,961				\$ 13,225,257
FTA Operating Assistance and Rural Operating Assistance Unincorporated Areas of SB	\$ 4,150,000	\$ 671,949			\$ 4,821,949
Paratransit vehicle rplc (2)	\$ 227,967				\$ 227,967
On Board Security Cameras (Phase 3)	\$ 64,960				\$ 64,960
Security Cameras - 2 locations	\$ 92,000		\$ 922,540		\$ 1,014,540
Regional buses rplc Class H CNG (2)				\$ 1,442,000	\$ 1,442,000
Regional buses rplc Class H CNG (3)					\$ 70,200
Service vehicles (2)	\$ 56,160				\$ 56,160
ITS - GFI Software/hardware upgrade	\$ 239,280				\$ 239,280
Garage and Shop Equipment (BEB)			\$ 56,000		\$ 56,000
Regional buses rplc BEB (5)	\$ 2,485,090		\$ 996,930		\$ 3,482,020
BEB Project Mgt & Tech Assistance			\$ 221,000		\$ 221,000
Bus facility capital lease (Hsp)	\$ 1,202,887				\$ 1,202,887
Computer and server updates	\$ 42,960				\$ 42,960
Funding	\$ 8,561,304	\$ 671,949	\$ 2,196,470	\$ 1,442,000	\$ 23,595,819

Those interested in commenting on the program of projects are encouraged to attend this public hearing and are invited to provide input or to seek further information. Questions prior to the hearing may be directed in writing or by phone to the Clerk of the Board at 760.995.3588 (TDD 760.948.3990), at 17150 Smoke Tree St., Hesperia, CA 92345. The program of projects will become final with no further posting, unless amended.



ANNUAL OPERATING AND CAPITAL BUDGET

FISCAL YEAR 2019-2020

(SUMMARY)

(Draft)

Victor Valley Transit Authority
FY 2020 Budget

BUDGET NOTES & ASSUMPTIONS :

Listed below are some notes and assumptions that were used to build the FY19-20 Budget. They are designed to supplement the numerical presentation in the "Summary" and "Detailed" Budget pages.

Line no.	Department	Note/Assumption
1	Direct Access	Replace 2 Paratransit vehicles.
2	Fxd Rte	Increased Federal Funding for operational assistance by \$1.2m , 1.2m Increase in Fixed Route Budget vs FY19 Budget, Replace 5 CNG Buses, Add 2 Service vehicles, Phase 3 on Board Security Cameras, added project for the GFI Software/Hardware upgrade, Security cameras for 2 locations (Hesperia & Transportation Center), Hesperia Transfer Center.
3	County	Increased Federal Funding for operational assistance, Route 25 will replace R24A and eliminate 24B.
4	Barstow Division	Replace 5 Buses with 5 Battery Electric Buses, BEB project Mgt and Tech Assistance, increased revenue CNG sales due to increase in the CNG prices, Bus Facility Capital Lease, LCFS Credits & other capital funds for the Bartstow CNG Fueling Upgrades and Expansion.
5	Commuter (NTC)	Service Hours reduced 22% due to VanPool services.
6	Intercity (BV link/ Needles)	5% service expansion recommended per COA is <i>not</i> included in FY19-20, Increased fuel costs.
7	CTSA	1% decrease in budget as compared to FY18-19. Add two more PT staff one (Trvl Trainer) and one (PT Brokerage Admin).
8	Facilities-HESP	Ongoing installation of BEB infrastructure and bus chargers.
9	Admin	Administration only 10% of total operating expense. No additional positions, \$300K funds from SBCTA to support the Short Range Transit Plan (SRTP), Replace obsolete computers and upgrade 2 servers.
10	General	Due to the increase of the contractor rate and the increase in fuel prices there is an overall operating expense increase of 4.8%, Estimated BEB charges cost \$150,000 reduced from the CNG fuel cost due to the new 7 Battery Electric Buses.



Victor Valley Transit Authority

ANNUAL OPERATING AND CAPITAL BUDGET

FISCAL YEAR 2019-2020

(SUMMARY)

<u>Expense Plan</u>	<u>FY19-20</u>	<u>FY18-19</u>	<u>\$ Change</u>	<u>% Change</u>
Operating	\$ 26,383,880	\$ 25,181,216	\$ 1,202,664	4.8%
(Less Subsidy)	\$ (8,300,000)	\$ (5,300,000)	\$ (3,000,000)	
Capital	\$ 21,479,970	\$ 22,442,163	\$ (962,193)	-4%
Total Expense	\$ 39,563,850	\$ 42,323,379	\$ (2,759,529)	-7%

VICTOR VALLEY TRANSIT AUTHORITY

CAPITAL PROJECT SUMMARY CHART

Program	Project Description	Section 5307	Section 5339	CMAQ	LTF	STA	SBI/SGR	LCTOP	Other	Project Cost
Direct Access	Paratransit vehicle replace (2)	\$227,967					\$40,229			\$268,196
Fixed Route	FTA operating assistance	\$3,650,000			\$3,650,000					\$7,300,000
	On Board Security Cameras	\$64,960				\$16,240				\$81,200
	Security Cameras - 2 locations	\$92,000			\$23,000					\$115,000
	Regional buses rplc Class H CNG (2)		\$922,540		\$162,801					\$1,085,341
	Regional buses rplc Class H CNG (3)			\$1,442,000			\$186,733			\$1,628,733
	Service vehicles (2)	\$56,160			\$14,040					\$70,200
	BEB full wrap (7)					\$75,000				\$75,000
	ITS - GFI Software/hardware upgrade	\$239,280			\$60,000					\$299,280
	Garage and Shop Equipment (BEB)		\$56,000			\$14,000				\$70,000
	Transfer centers - Hesperia					\$375,000				\$375,000
County	FTA operating assistance	\$500,000			\$500,000				\$1,000,000	
Barstow Division	Regional buses rplc BEB (5)	\$2,485,090	\$996,930					\$669,282	\$760,000	\$4,911,302
	BEB Project Mgt & Tech Assistance		\$221,000			\$39,000				\$260,000
	BEB Workforce Development					\$5,681				\$5,681
	Barstow CNG Fueling upgrade/expansion					\$99,431	\$214,042		\$660,527	\$974,000
Facilities	Bus facility capital lease (Barstow)				\$638,850					\$638,850
	BEB Infrastructure Barstow (chargers)					\$185,549	\$250,279			\$435,828
	Bus facility capital lease	\$1,202,887			\$300,722				\$24,000	\$1,527,609
Admin	S RTP Update					\$300,000				\$300,000
	Mobile Disaster Command Center				\$5,050					\$5,050
Total	Computer and server updates	\$42,960			\$10,740					\$53,700
		\$8,561,304	\$2,196,470	\$1,442,000	\$5,740,203	\$734,901	\$691,283	\$669,282	\$1,444,527	\$21,479,970

VICTOR VALLEY TRANSIT AUTHORITY

FY 2020 BUDGET Expenses

OPERATING EXPENSE SUMMARY

System	FY 2019/20	FY 2018/19	\$ Change	% Change	Notes
Fixed Route	\$ 10,678,842	\$ 9,460,010	\$ 1,218,832		OPS Contractor Rate Incr/Increase in fuel prices/route re-alignment
Complementary Paratransit	\$ 4,594,184	\$ 4,533,187	\$ 60,997		OPS Contractor Rate Incr/Reduced hours
County Routes	\$ 1,734,044	\$ 2,164,784	\$ (430,741)		Replace R24A by R64 and eliminate route 24B
Intercity Routes	\$ 742,587	\$ 666,080	\$ 76,507		OPS Contractor Rate Incr
Barstow Division	\$ 2,882,758	\$ 2,878,984	\$ 3,774		OPS Contractor Rate Incr
Commuter Routes	\$ 672,349	\$ 727,146	\$ (54,797)		Service Hours reduced 22% due to reduced VOMS
Van Pools	\$ 1,429,037	\$ 1,238,337	\$ 190,700		Increase in Subsidiary from \$300 to \$500
CTSA	\$ 736,390	\$ 748,135	\$ (11,745)		
VVTA Yard/Facilities	\$ 258,918	\$ 207,578	\$ 51,340		Electricity cost incr.
Administration	\$ 2,654,771	\$ 2,556,974	\$ 97,797		Increase and upgrades in IT and Data Services Software
TOTAL EXPENSES:	\$ 26,383,880	\$ 25,181,216	\$ 1,202,664	4.8%	
Less Operating Capital	\$ (8,300,000)	\$ (5,300,000)	\$ (3,000,000)		
NET EXPENSES	\$ 18,083,880	\$ 19,881,216	\$ (1,797,336)		

CAPITAL EXPENSE SUMMARY

System	FY 2019/20	FY 2018/19	\$ Change	% Change	Notes
Fixed Route	\$ 11,099,754	\$ 13,379,718	\$ (2,279,964)		Increase of the Ops assistance/\$2.7m 5 CNG Buses/\$350k transit cntr, 299k GFI, 70k 2service vehc
Complementary Paratransit	\$ 288,196	\$ 1,564,000	\$ (1,295,804)		2 Paratransit replacement vehicles
County Routes	\$ 1,000,000	\$ 400,000	\$ 600,000		Increase in Federal Operating Assistance
Intercity Routes	\$ -	\$ -	\$ -		
Barstow Division	\$ 7,225,661	\$ 5,696,827	\$ 1,528,834		5 New BEB Buses & Infrastructure for BEB chargers, facility capital lease
Commuter Routes	\$ -	\$ -	\$ -		
Van Pools	\$ -	\$ -	\$ -		
CTSA	\$ -	\$ -	\$ -		
Hsp Division Yard/Facilities	\$ 1,527,609	\$ 1,401,618	\$ 125,991		\$1.5m Cap Lease
VVTA Administration	\$ 358,750	\$ -	\$ 358,750		Computers & servers upgrades plus the SRTP support
TOTAL Capital Expense:	\$ 21,479,970	\$ 22,442,163	\$ (962,193)	-4%	

COMBINED EXPENSE SUMMARY

	FY 2019/20	FY 2018/19	\$ Change	% Change
Operating Expense	\$ 18,083,880	\$ 19,881,216	\$ (1,797,336)	
Capital Expense	\$ 21,479,970	\$ 22,442,163	\$ (962,193)	
TOTAL:	\$ 39,563,850	\$ 42,323,379	\$ (2,759,529)	-7%

Revenue

OPERATING REVENUE SUMMARY

Source	FY 2019/20	FY 2018/19	\$ Change	% Change	Notes
Section 5311	\$ 671,949	\$ 671,949	\$ -		
Section 5310	\$ -	\$ 28,048	\$ (28,048)		
Section 5316 /5317	\$ -	\$ 16,000	\$ (16,000)		
CMAQ demonstration	\$ 230,000	\$ 280,617	\$ (50,617)		Last year for CMAQ support
LTF	\$ 12,112,431	\$ 12,727,216	\$ (614,785)		Adjusted to eliminate negative Jurisdictional LTF
Measure I	\$ 1,146,200	\$ 1,144,842	\$ 1,358		
AB 2766	\$ 250,000	\$ 1,105,015	\$ (855,015)		Does not include one time "residual" funds
LCTOP	\$ 270,000	\$ 646,529	\$ (376,529)		FY20 allocate 660k to Capital Revenue
Passenger Fares	\$ 3,156,300	\$ 3,036,000	\$ 120,300		Based on FY19 actuals
Other (Interest/Misc.)	\$ 247,000	\$ 225,000	\$ 22,000		Incr public CNG fuel prices
TOTAL:	\$ 18,083,880	\$ 19,881,216	\$ (1,797,336)	-9%	

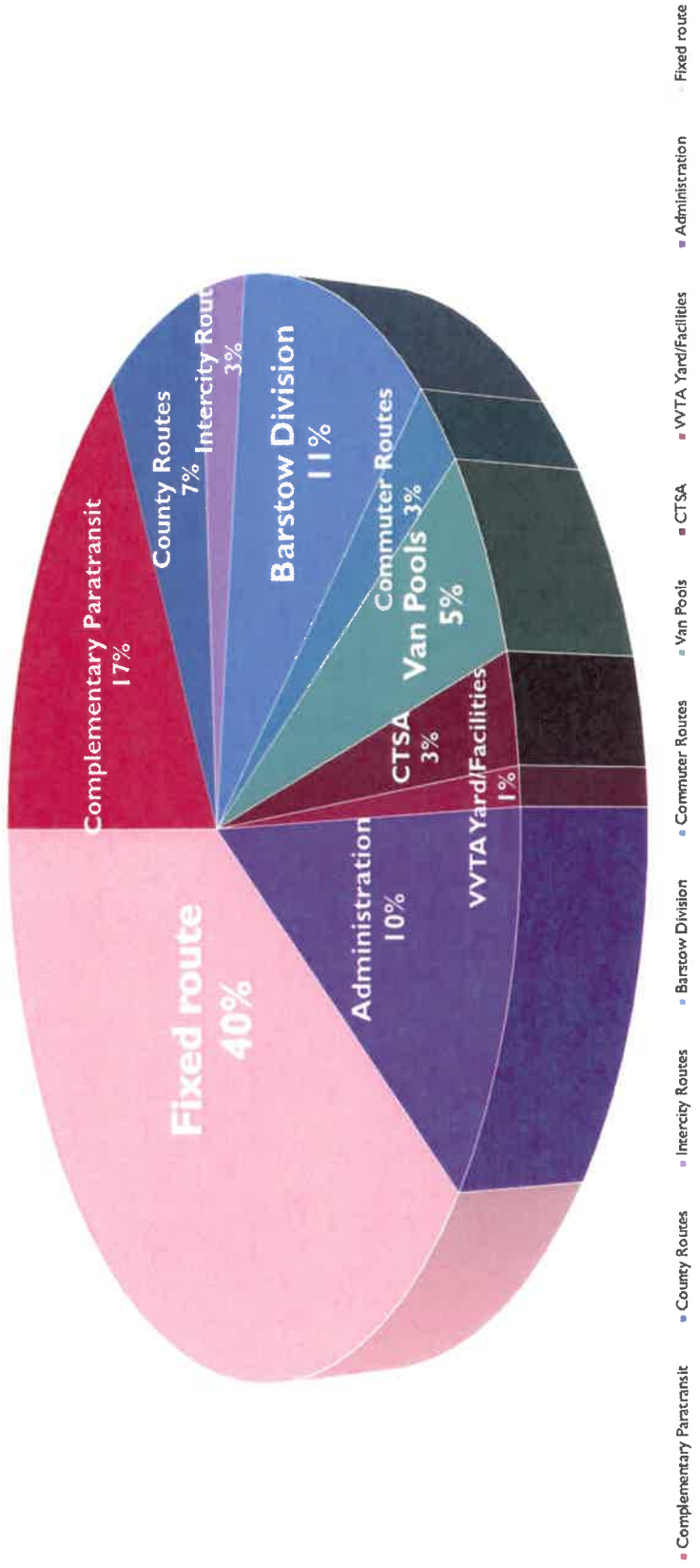
CAPITAL REVENUE SUMMARY

Source	FY 2019/20	FY 2018/19	\$ Change	% Change	Notes
Section 5307	\$ 8,561,304	\$ 7,430,971	\$ 1,130,333		
Section 5339	\$ 2,196,470	\$ 2,969,755	\$ (773,285)		
CMAQ	\$ 1,442,000	\$ 966,000	\$ 476,000		
LTF	\$ 5,740,203	\$ 3,075,000	\$ 2,665,203		
STAF	\$ 734,901	\$ 581,304	\$ 153,597		
SGR	\$ 691,283	\$ 1,363,694	\$ (672,411)		Last year = 2 years of funding (FY18 & 19), this year only 1 year FY20
LCTOP	\$ 669,282	\$ -	\$ 669,282		
Other	\$ 1,444,527	\$ 6,055,440	\$ (4,610,913)		LCFS Credits, HVIP & Capital Interest
TOTAL:	\$ 21,479,970	\$ 22,442,164	\$ (962,193)	-4%	

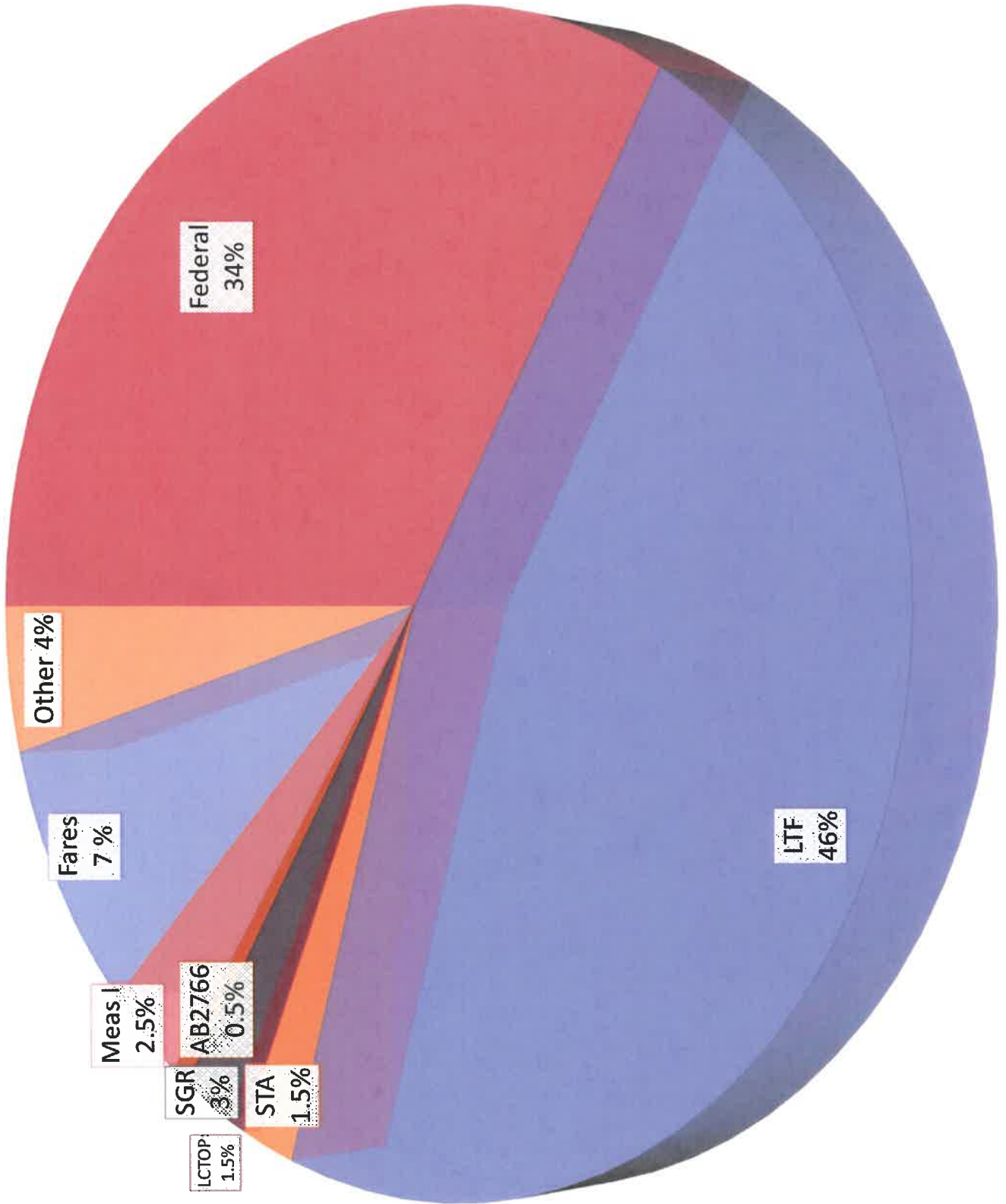
COMBINED REVENUE SUMMARY

	FY 2019/20	FY 2018/19	\$ Change	% Change
Operating Revenue	\$ 18,083,880	\$ 19,881,216	\$ (1,797,336)	
Capital Revenue	\$ 21,479,970	\$ 22,442,164	\$ (962,194)	
TOTAL:	\$ 39,563,850	\$ 42,323,380	\$ (2,759,530)	-7%

Operating Expenses



VVTA FY2020 FUNDING SOURCES
(CAPITAL AND OPERATING)



Victor Valley Transit Authority

FY 2019 - 2020 Budget

LTF SUMMARY					
	FY '20 LTF Allocations	Programmed Transit Funds	Percent Programmed	*Unprogrammed Transit Funds	
Adelanto	\$ 1,452,246	\$ 1,433,800	98.73%	\$ 18,446	
Apple Valley	\$ 3,044,315	\$ 2,967,802	97.49%	\$ 76,513	
Barstow	\$ 1,004,471	\$ 981,746	97.74%	\$ 22,725	
County	\$ 4,590,666	\$ 4,537,384	98.84%	\$ 53,282	
Hesperia	\$ 3,902,051	\$ 3,353,271	85.94%	\$ 548,780	
Victorville	\$ 5,090,084	\$ 4,578,632	89.95%	\$ 511,452	
Total	\$ 19,083,833	\$ 17,852,634	93.55%	\$ 1,231,199	

FY18-19 LTF FUNDING	\$ 18,180,039	\$ 16,032,216
----------------------------	----------------------	----------------------

Variance \$ 903,794 \$ 1,820,418 =(Increase in LTF Programmed FY19-20)



ANNUAL OPERATING AND CAPITAL BUDGET

FISCAL YEAR 2019-2020

(DETAIL)

(Draft)

DEPT: COMPLEMENTARY PARATRANSIT

EXPENSES	FY20 HRS	FY19 HRS	Incr/(Deer)	%	FY20\$	FY19\$	Incr/(Deer)	%	NOTES
Purchased Transportation (Direct Access)	42,000	39,260	2,740		\$ 3,058,860	\$ 2,982,152	\$ 76,708		Increase in contracted rates
Purchased Transportation (Subscription)	13,500	13,595	(95)		\$ 983,205	\$ 1,032,638	\$ (49,433)		12% Increase in contracted rates
Fuel					\$ 431,497	\$ 381,000	\$ 50,497		Reduced ADA hours / More CNG busses
Certification Contractor					\$ 65,500	\$ 66,500	\$ (1,000)		
Misc					\$ 55,122	\$ 70,897	\$ (15,775)		Allocation of ITS / Radio/ Security/Fare Media
TOTAL	55,500	52,855	2,645	4.8%	\$ 4,594,184	\$ 4,533,187	\$ 60,997	1%	

REVENUES	FY20\$	FY19\$	Incr/(Deer)	%	NOTES
ADA Fares	\$ 320,000	\$ 315,000	\$ 5,000		
Subscription Fares	\$ 212,000	\$ 225,000	\$ (13,000)		
Measure I	\$ 926,300	\$ 628,111	\$ 298,189		
TOTAL	\$ 1,458,300	\$ 1,168,111	\$ 290,189	25%	

NET EXPENSE \$ 3,135,884 \$ 3,365,076 \$ (229,192) -7%

SUBSIDIES	FY20\$	FY19\$	Incr/(Deer)	%	NOTES
LTF OPERATING	\$ 3,135,884	\$ 3,365,076	\$ (229,192)	-7%	
TOTAL	\$ 3,135,884	\$ 3,365,076	\$ (229,192)	-7%	

CAPITAL PROJECTS

	Funding Sources						FY20 TOTAL			
	Sect. 5307	Sect. 5310	Sect. 5338	CMAQ	LTF	STAF		LCTOP	SGR	Other
Paratransit vehicle rpic (2)	\$ 227,067							\$ 40,229		\$ 268,196
TOTAL	\$ 227,067	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,229	\$ -	\$ 268,196

DEPT: **FIXED ROUTE**

EXPENSES	FY20 HRS	FY19 HRS	Incr/(Decr)	%	FY20\$	FY19\$	Incr/(Decr)	%	NOTES
Purchased Transportation (FR)	131,099	123,695	7,404		\$ 9,217,046	\$ 8,281,377	\$ 935,669		Increase in contracted rates
Fuel					\$ 947,202	\$ 740,000	\$ 207,202		
BEB Charge					\$ 150,000	\$ -	\$ 150,000		
Fuel Contingency					\$ -	\$ 40,000	\$ (40,000)		
Mall/Costco Security					\$ 251,986	\$ 261,032	\$ (9,046)		
Misc					\$ 112,609	\$ 137,601	\$ (24,992)		Allocation of ITS / Radio/ Fare Media expenses
TOTAL	131,099	123,695	7,404	5.6%	\$ 10,678,843	\$ 9,460,010	\$ 1,218,833	13%	

REVENUES	FY20\$	FY19\$	Incr/(Decr)	%	NOTES
Fixed Route Fares	\$ 1,500,000	\$ 1,300,000	\$ 200,000		Based on FY 19 Actuals
LCTOP Free Ride Promotion	\$ -	\$ 196,529	\$ (196,529)		
TOTAL	\$ 1,500,000	\$ 1,496,529	\$ 3,471	0%	

SUBSIDIES	FY20\$	FY19\$	Incr/(Decr)	%	NOTES
FTA 5307	\$ 3,650,000	\$ 2,450,000	\$ 1,200,000		Increased Federal Funding for Operational Assistance
FTA 5311	\$ 225,530	\$ 160,445	\$ 65,085		
AB2786	\$ 233,000	\$ 993,362	\$ (760,362)		
LTF CAP MATCH	\$ 3,650,000	\$ 2,450,000	\$ 1,200,000		FY 19 had Allocation of prior years funds (Victorville/Hesperia/Adelanto/AV)
LTF OPERATING	\$ 1,420,312	\$ 1,909,674	\$ (489,362)		
TOTAL	\$ 9,178,842	\$ 7,963,481	\$ 1,215,361	15%	

CAPITAL PROJECTS	Funding Sources						FY20 TOTAL
	Sect. 5307	Sect. 5339	CMAQ	LTF	STAF	SGR	
FTA operating assistance	\$ 3,650,000	\$ -	\$ -	\$ -	\$ 16,240	\$ -	\$ 7,300,000
On Board Security Cameras (Phase 3)	\$ 84,960	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 81,200
Security Cameras - 2 locations	\$ 92,000	\$ -	\$ -	\$ 23,000	\$ -	\$ -	\$ 115,000
Regional buses tpic Class H CNG (2)	\$ -	\$ 822,540	\$ -	\$ 182,801	\$ -	\$ -	\$ 1,085,341
Regional buses tpic Class H CNG (3)	\$ -	\$ -	\$ 1,442,000	\$ -	\$ -	\$ 186,733	\$ 1,628,733
Service vehicle accessible (2)	\$ 56,160	\$ -	\$ -	\$ 14,040	\$ -	\$ -	\$ 70,200
BEB full wrap (7)	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ 75,000
ITS - GFI Software/hardware upgrade	\$ 239,280	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ 299,280
Garage and Shop Equipment (BEB)	\$ -	\$ 56,000	\$ -	\$ -	\$ 14,000	\$ -	\$ 70,000
Transfer center - Hesperia	\$ -	\$ -	\$ -	\$ 375,000	\$ -	\$ -	\$ 375,000
Transfer center - Victorville	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 4,102,400	\$ 978,540	\$ 1,442,000	\$ 4,284,841	\$ 105,240	\$ 188,733	\$ 11,099,754

DEPT: COUNTY

EXPENSES	FY20 HRS	FY19 HRS	Incr/(Deacr)	%	FY20\$	FY19\$	Incr/(Deacr)	%	NOTES
Purchased Transportation (Tri-Community)	10,069	10,029	40		\$ 700,629	\$ 671,440	\$ 29,189		Increase in contracted rates (all routes)
Purchased Transportation (Helendale)	4,789	4,769	20		\$ 333,188	\$ 319,262	\$ 13,926		Increase in contracted rates (all routes)
Purchased Transportation (Lucerne Valley)	5,238	5,344	(106)		\$ 364,488	\$ 367,788	\$ 6,702		Increase in contracted rates (all routes)
Purchased Transportation (Oak Hills)	1,650	9,824	(8,174)		\$ 114,840	\$ 657,702	\$ (542,862)		R25 replace R24A
Fuel					\$ 154,971	\$ 80,000	\$ 74,971		Increase in Fuel prices based on FY19 Actuals
Mail/Costco Security					\$ 65,928	\$ -	\$ 65,928		
Misc					\$ 1,734,044	\$ 2,086,191	\$ (352,147)		Allocation of TS /Security/ Radio/ Fare Media
TOTAL	21,746	29,966	(8,219)	-27.4%	\$ 1,734,044	\$ 2,086,191	\$ (352,147)	-17%	

REVENUES	FY20\$	FY19\$	Incr/(Deacr)	%	NOTES
County Route(s) Fares	\$ 270,000	\$ 175,000	\$ 95,000		
TOTAL	\$ 270,000	\$ 175,000	\$ 95,000	54%	

SUBSIDIES	FY20\$	FY19\$	Incr/(Deacr)	%	NOTES
FTA 5307	\$ 500,000	\$ 200,000	\$ 300,000		
FTA 5311	\$ 125,530	\$ 160,445	\$ (34,915)		
LTF CAP MATCH	\$ 500,000	\$ 200,000	\$ 300,000		
LTF OPERATING	\$ 338,514	\$ 1,429,340	\$ (1,090,826)		
TOTAL	\$ 1,464,044	\$ 1,911,191	\$ (447,147)	-23%	Increased Federal Funding for Operational Assistance

CAPITAL PROJECTS	FY20\$	FY19\$	Incr/(Deacr)	%	NOTES
FTA 5307	\$ 500,000	\$ 200,000	\$ 300,000		
FTA 5311	\$ 125,530	\$ 160,445	\$ (34,915)		
LTF CAP MATCH	\$ 500,000	\$ 200,000	\$ 300,000		
LTF OPERATING	\$ 338,514	\$ 1,429,340	\$ (1,090,826)		
TOTAL	\$ 1,464,044	\$ 1,989,785	\$ (525,741)	-26%	

Funding Sources	FY20								
	Sect. 5307	Sect. 5310	Sect. 5329	CMAQ	LTF	STAF	LCTOP	Other	TOTAL
FTA Operating Assistance	\$ 500,000				\$ 500,000				\$ 1,000,000
TOTAL	\$ 500,000	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ 1,000,000

DEPT: BARSTOW DIVISION

EXPENSES	FY20 HRS	FY19 HRS	Incr/(Decr)	%	FY20\$	FY19\$	Incr/(Decr)	%	NOTES
Purchased Transportation	35,661	36,783	(1,122)	-3.1%	\$ 2,496,347	\$ 2,511,762	\$ (15,415)		
Fuel					\$ 250,560	\$ 220,000	\$ 30,560		Based on FY19 Actuals
Facilities					\$ 89,655	\$ 98,106	\$ (8,451)		ADA RIDE certification
Certification Contractor					\$ 15,000	\$ 15,000	\$ -		
Synchrnatic plud Drivers Appreciation					\$ 15,500	\$ 18,000	\$ (2,500)		
Misc					\$ 15,696	\$ 16,116	\$ (420)		Allocation of ITS / Radio/ Fare Media expenses
TOTAL	35,661	36,783	(1,122)	-3.1%	\$ 2,882,758	\$ 2,878,984	\$ 3,774	0%	

REVENUES	FY20\$	FY19\$	Incr/(Decr)	%	NOTES
Passenger Fares (BAT)	\$ 166,800	\$ 171,500	\$ (4,700)		
CNG/LNG Revenue	\$ 226,000	\$ 200,000	\$ 26,000		Increase in CNG prices
TOTAL	\$ 392,800	\$ 371,500	\$ 21,300	6%	

NET EXPENSE \$ 2,489,958 \$ 2,507,484 \$ (17,526) -1%

SUBSIDIES	FY20\$	FY19\$	Incr/(Decr)	%	NOTES
FTA 5311	\$ 320,889	\$ 351,060	\$ (30,171)		
Measure I	\$ 204,900	\$ 221,731	\$ (16,831)		
LCTOP (New / Expanded Service)	\$ 250,000	\$ 250,000	\$ -		
LCTOP (Warrior Pass)	\$ -	\$ 180,000	\$ (180,000)		
AB2766	\$ 17,000	\$ 111,653	\$ (94,653)		Allocation of prior years funds in FY19
LTF OPERATING	\$ 1,697,169	\$ 1,393,040	\$ 304,129		
TOTAL	\$ 2,489,958	\$ 2,507,484	\$ (17,526)	-1%	

CAPITAL PROJECTS

	Funding Sources						FY20 TOTAL
	Sect. 5307	Sect. 5339	CMAQ	LTF	STAF	SB1/SGR	
Regional buses replace BEB (5)	\$ 2,485,090	\$ 996,930	\$ -	\$ -	\$ -	\$ -	\$ 4,911,302
BEB Project Mgt & Tech Assistance	\$ -	\$ 221,000	\$ -	\$ -	\$ 39,000	\$ -	\$ 260,000
BEB Workforce Development	\$ -	\$ -	\$ -	\$ -	\$ 5,681	\$ -	\$ 5,681
Barstow CNG Fueling upgrade/expansion	\$ -	\$ -	\$ -	\$ -	\$ 99,431	\$ 214,042	\$ 974,000
Bus facility capital lease (Barstow)	\$ -	\$ -	\$ -	\$ 638,850	\$ -	\$ -	\$ 638,850
BEB Infrastructure Barstow (chargers)	\$ -	\$ -	\$ -	\$ -	\$ 185,549	\$ 250,279	\$ 435,828
TOTAL	\$ 2,485,090	\$ 1,217,930	\$ -	\$ 638,850	\$ 329,661	\$ 464,321	\$ 7,225,661

INTERCITY ROUTES

DEPT:

<u>EXPENSES</u>	<u>FY20 HRS</u>	<u>FY19 HRS</u>	<u>Incr/(Decr)</u>	<u>%</u>	<u>FY20\$</u>	<u>FY19\$</u>	<u>Incr/(Decr)</u>	<u>%</u>	<u>NOTES</u>
Purchased Transportation	7,527	8,147	(620)		\$ 559,899	\$ 545,431	\$ 14,468		12% "estimated" increase in contracted rates (all routes)
Fuel					\$ 151,083	\$ 86,000	\$ 65,083		Increased use of CNG fueled vehicles
Misc					\$ 31,605	\$ 34,649	\$ (3,044)		Allocation of ITS /Security/ Radio/ Fare Media
TOTAL	7,527	8,147	(620)	-8.2%	\$ 742,587	\$ 666,080	\$ 76,507	11%	

<u>REVENUES</u>	<u>FY20\$</u>	<u>FY19\$</u>	<u>Incr/(Decr)</u>	<u>%</u>	<u>NOTES</u>
Intercity Fares	\$ 229,500	\$ 301,500	\$ (72,000)		Based on FY19 actuals
TOTAL	\$ 229,500	\$ 301,500	\$ (72,000)	-24%	

NET EXPENSE \$ 513,087 \$ 364,580 \$ 148,507 41%

<u>SUBSIDIES</u>	<u>FY20\$</u>	<u>FY19\$</u>	<u>Incr/(Decr)</u>	<u>%</u>	<u>NOTES</u>
CMAQ Demonstration Grant	\$ 230,000	\$ 280,617	\$ (50,617)		CMAQ available funds in FY20 is less than prior funds
FTA 5316/5317 demonstration grant	\$ -	\$ 16,000	\$ (16,000)		
LTF CAP MATCH	\$ -	\$ -	\$ -		
LTF OPERATING	\$ 283,087	\$ 67,963	\$ 215,124		
TOTAL	\$ 513,087	\$ 364,580	\$ 148,507	41%	

CAPITAL PROJECTS

Funding Sources							FY20	
Sect. 5307	Sect. 5339	CMAQ	LTF	STAF	LCTOP	Other	TOTAL	
							\$ -	
							\$ -	
							\$ -	
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

No capital projects budgeted for FY19-20

COMMUTER ROUTES

DEPT:

<u>EXPENSES</u>	FY20 HRS	FY19 HRS	Incr/(Decr)	%	FY20\$	FY19\$	Incr/(Decr)	%	<u>NOTES</u>
Purchased Transportation (Ft. Irwin)	8,857	8,857	-		\$ 448,054	\$ 592,949	\$ (144,895)		Reduction in Voms
Fuel					\$ 195,884	\$ 110,000	\$ 85,884		
Misc					\$ 28,410	\$ 24,197	\$ 4,213		Allocation of ITS / Radio/ Printing expenses. Bank Fees
TOTAL	8,857	8,857	-	0.0%	\$ 672,348	\$ 727,146	\$ (54,798)	-8%	

<u>REVENUES</u>	FY20\$	FY19\$	Incr/(Decr)	%	<u>NOTES</u>
Ft. Irwin Passenger Fares	\$ 410,000	\$ 500,000	\$ (90,000)		Passenger loss due to increase in vanpools
Ft. Irwin On Base Shuttle Fee	\$ 48,000	\$ 48,000	\$ -		
TOTAL	\$ 458,000	\$ 548,000	\$ (90,000)	-16%	

NET EXPENSE \$ 214,348 \$ 179,146 \$ 35,202 **20%**

<u>SUBSIDIES</u>	FY20\$	FY19\$	Incr/(Decr)	%	<u>NOTES</u>
LTF OPERATING	\$ 214,349	\$ 176,146	\$ 38,203		
TOTAL	\$ 214,349	\$ 176,146	\$ 38,203		

CAPITAL PROJECTS

No capital projects budgeted for FY19-20

	Funding Sources						FY20 TOTAL
	Sect. 5307	Sect. 5316	Sect. 5317	Sect. 5339	CMAQ	LTF	
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

DEPT: VANPOOLS

EXPENSES	FY20 Vans	FY19 Vans	Incr/(Decr)	%	FY20\$	FY19\$	Incr/(Decr)	%	NOTES
Lease Subsidies	230	250	(20)		\$ 1,320,000	\$ 1,104,000	\$ 216,000		Subsidy was increased on October 2018 from \$300 to \$500
Web Based Reporting System					\$ 20,000	\$ 15,000	\$ 5,000		
Marketing					\$ 25,000	\$ 30,000	\$ (5,000)		
Legal					\$ 200	\$ 500	\$ (300)		
Development/Management					\$ 5,000	\$ 15,000	\$ (10,000)		
Clertical/Technical support					\$ 58,837	\$ 73,837	\$ (15,000)		
TOTAL	230	250	-8%		\$ 1,429,037	\$ 1,238,337	\$ 190,700	15.4%	

REVENUES	FY20\$	FY19\$	Incr/(Decr)	%	NOTES
TOTAL	\$ -	\$ -	\$ -		Vanpools generate on average more than \$3m per year in additional FTA 5307 formula grant funds for VVTA.

NET EXPENSE \$ 1,429,037 \$ 1,238,337 \$ 190,700 15%

SUBSIDIES	FY20\$	FY19\$	Incr/(Decr)	%	NOTES
LTF OPERATING	\$ 1,429,037	\$ 1,238,337	\$ 190,700		
TOTAL	\$ 1,429,037	\$ 1,238,337	\$ 190,700	15%	

CAPITAL PROJECTS	Funding Sources						FY20 TOTAL
	Sect. 5307	Sect. 5339	CMAQ	LTF	STAF	LCTOP	
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

No capital projects budgeted for FY19-20

CTSA

DEPT:

<u>EXPENSES</u>	<u>FY20\$</u>	<u>FY19\$</u>	<u>Incr/(Deacr)</u>	<u>%</u>	<u>NOTES</u>
Program Management	\$ 204,648	\$ 204,648	\$ -		
Grant Admin Support	\$ 79,526	\$ 76,468	\$ 3,059		
Advertising/Marketing	\$ 55,000	\$ 25,000	\$ 30,000		
Training and Professional Development	\$ 5,000	\$ 5,000	\$ -		
Legal Services	\$ 500	\$ 500	\$ -		
Transit Ambassador Program	\$ 400	\$ 800	\$ (400)		
Brokerage Planning/ Administration	\$ 35,000	\$ 45,000	\$ (10,000)		
Brokerage Trips	\$ 20,000	\$ 20,000	\$ -		
TRIP Program (Urban)	\$ 50,000	\$ 50,000	\$ -		
TRIP Program (Non-Urban)	\$ 75,000	\$ 90,000	\$ (15,000)		
Travel Training Program	\$ 78,896	\$ 110,000	\$ (31,104)		
Car Share	\$ 25,000	\$ 20,000	\$ 5,000		
Big River	\$ 25,000	\$ 40,000	\$ (15,000)		Add (1) PT staff member to FT Travel Trainer
Trona	\$ 35,000	\$ 40,000	\$ (5,000)		Contract to operate ride services. Reduced cost.
Trona Carshare Program	\$ 26,700	\$ -	\$ 26,700		Contract to operate ride services. Reduced cost.
Nonprofit Agency Transit Fare Scholarship	\$ 20,000	\$ 20,000	\$ -		
Misc	\$ 720	\$ 720	\$ -		
TOTAL	\$ 736,390	\$ 748,135	\$ (11,745)	-2%	

<u>REVENUES</u>	<u>FY20\$</u>	<u>FY19\$</u>	<u>Incr/(Deacr)</u>	<u>%</u>	<u>NOTES</u>
	\$ -	\$ -	\$ -		
	\$ -	\$ -	\$ -		
	\$ -	\$ -	\$ -		
	\$ -	\$ -	\$ -		
TOTAL	\$ -	\$ -	\$ -		

<u>NET EXPENSE</u>	<u>FY20\$</u>	<u>FY19\$</u>	<u>Incr/(Deacr)</u>	<u>%</u>	<u>NOTES</u>
	\$ 736,390	\$ 748,135	\$ (11,745)	-2%	
NET EXPENSE	\$ 736,390	\$ 748,135	\$ (11,745)	-2%	

<u>SUBSIDIES</u>	<u>FY20\$</u>	<u>FY19\$</u>	<u>Incr/(Deacr)</u>	<u>%</u>	<u>NOTES</u>
TRIP 5310/Toll Credits	\$ -	\$ 28,048	\$ (28,048)		
Mt. Measure I	\$ 15,000	\$ 15,000	\$ -		
Measure I	\$ -	\$ 280,000	\$ (280,000)		Manage Mt. TRIP Clients
LCTOP	\$ 20,000	\$ 20,000	\$ -		
LTF	\$ 701,390	\$ 405,087	\$ 296,303		
TOTAL	\$ 736,390	\$ 748,135	\$ (11,745)	-2%	

CAPITAL PROJECTS

	Funding Sources					FY20 TOTAL		
	Sect. 5307	Sect. 5339	CMAQ	LTF	STAF		LCTOP	Other
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

No capital projects budgeted for FY19-20

DEPT: FACILITIES

<u>EXPENSES</u>	<u>FY20\$</u>	<u>FY19\$</u>	<u>Incr/(Decr)</u>	<u>%</u>	<u>NOTES</u>
<u>FUEL YARD</u>					
Maintenance/Operation of New Station	\$ 17,500	\$ 10,373	\$ 7,127		Based on Actuals during FY19
Equipment, Material, & Supplies	\$ 7,000	\$ 1,500	\$ 5,500		Incidentals not covered by Facility Maint Fund
<u>FACILITIES</u>					
Property Insurance	\$ 22,820	\$ 21,305	\$ 1,515		
Facility Misc. Maintenance & Repairs	\$ 10,000	\$ 5,000	\$ 5,000		Minor repairs/maint. Major repairs funded by Maint Fund
Electricity	\$ 137,638	\$ 120,500	\$ 17,138		Increased electricity rates
Water	\$ 20,176	\$ 14,200	\$ 5,976		
Waste	\$ 2,660	\$ 2,700	\$ (40)		
Gas	\$ 41,124	\$ 32,000	\$ 9,124		Based on actuals during FY19
TOTAL	\$ 258,918	\$ 207,578	\$ 51,340	25%	

<u>REVENUES</u>	<u>FY20\$</u>	<u>FY19\$</u>	<u>Incr/(Decr)</u>	<u>%</u>	<u>NOTES</u>
TOTAL	\$ -	\$ -	\$ -	-	
NET EXPENSE	\$ 258,918	\$ 207,578	\$ 51,340	25%	

<u>SUBSIDIES</u>	<u>FY20\$</u>	<u>FY19\$</u>	<u>Incr/(Decr)</u>	<u>%</u>	<u>NOTES</u>
LTF OPERATING	\$ 258,918	\$ 207,578	\$ 51,340		
TOTAL	\$ 258,918	\$ 207,578	\$ 51,340	25%	

CAPITAL PROJECTS

	Funding Sources					FY20 TOTAL
	Sect. 5307	Sect. 5339	CMAQ	LTF	STAF	
Bus Facility Capital Lease	\$ 1,202,887			\$ -	\$ 300,722	\$ 1,527,609
TOTAL	\$ 1,202,887	\$ -	\$ -	\$ -	\$ 300,722	\$ 1,527,609

Other = Reserve fund interest income

DEPT: ADMINISTRATION

<u>EXPENSES</u>	<u>FY20\$</u>	<u>FY19\$</u>	<u>Incr/(Decr)</u>	<u>%</u>	<u>NOTES</u>
Salaries	\$ 1,545,166	\$ 1,476,512	\$ 68,644		FY19 Budget estimate was prior to board approval of salary adjustments in October Software upgrades & License fees incr/ new programs
Benefits	\$ 644,010	\$ 637,551	\$ 6,459		
Contract Services	\$ 42,230	\$ 54,190	\$ (11,960)		
I.T. Services	\$ 164,640	\$ 136,552	\$ 28,088		
Phone/Internet	\$ 22,200	\$ 16,080	\$ 6,120		
Office Expense	\$ 38,580	\$ 23,400	\$ 15,180		
Marketing	\$ 45,600	\$ 45,000	\$ 600		
Public Liability Insurance	\$ 50,180	\$ 52,234	\$ (2,054)		
Professional Development	\$ 60,000	\$ 58,500	\$ 1,500		
Dues and Subscriptions	\$ 38,475	\$ 35,635	\$ 2,840		
Miscellaneous Expense	\$ 3,700	\$ 21,320	\$ (17,620)		
TOTAL	\$ 2,654,771	\$ 2,556,974	\$ 97,797	4%	

<u>REVENUES</u>	<u>FY20\$</u>	<u>FY19\$</u>	<u>Incr/(Decr)</u>	<u>%</u>	<u>NOTES</u>
Interest Income	\$ 21,000	\$ 25,000	\$ (4,000)		
TOTAL	\$ 21,000	\$ 25,000	\$ 4,000		

NET EXPENSE \$ 2,633,771 \$ 2,531,974 \$ 101,797 4%

<u>SUBSIDIES</u>	<u>FY20\$</u>	<u>FY19\$</u>	<u>Incr/(Decr)</u>	<u>%</u>	<u>NOTES</u>
LTF OPERATING	\$ 2,633,771	\$ 2,531,974	\$ 101,797		
TOTAL	\$ 2,633,771	\$ 2,531,974	\$ 101,797	4%	

<u>CAPITAL PROJECTS</u>	<u>Funding Sources</u>					<u>FY20</u>		
	<u>Sect. 5307</u>	<u>Sect. 5339</u>	<u>CMAQ</u>	<u>LTF</u>	<u>STAF</u>	<u>LCTOP</u>	<u>Other</u>	<u>TOTAL</u>
S RTP Update				\$ 300,000				\$ 300,000
Mobile Disaster Command Center				\$ 5,050				\$ 5,050
Computer and server updates	\$ 42,960			\$ 10,740				\$ 53,700
TOTAL	\$ 42,960	\$ -	\$ -	\$ 15,790	\$ 300,000	\$ -	\$ -	\$ 358,750

THIS PAGE INTENTIONALLY LEFT BLANK

**CORRESPONDENCE
/PRESS CLIPS**

THIS PAGE INTENTIONALLY LEFT BLANK

DAILY PRESS

VVTA offering free ride days

By Staff reports

Posted Apr 18, 2019 at 4:34 PM

The Victor Valley Transit Authority (VVTA) will be offering free rides on its local routes next week as part of a local and nationwide campaign to promote ridership.

VVTA Free ride days will take place from Sunday, April 21 through Saturday, April 26 as part of a joint partnership with the San Bernardino County Transportation Authority and the American Public Transportation Association.

The routes available include fixed and county, as well as direct access service.

The only routes not available will be the Route 15 BV Link and 200 Needles Link.

On April 26 and 27, riders will be required to download or screen capture a graphic available on the VVTA website.

For more information and to download the graphic, visit www.VVTA.org/FREE.