



**VICTOR VALLEY TRANSIT AUTHORITY
REGULAR MEETING OF
THE BOARD OF DIRECTORS
March 16, 2020, 9:30 A.M.**

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

Victor Valley Transit Authority Board of Directors

Curt Emick, Chair, Town of Apple Valley
Joy Jeannette, Vice-Chair, City of Adelanto
Larry Bird, Director, City of City of Hesperia
Robert Lovingood, Director, County of San Bernardino
Dawn Rowe, Director, County of San Bernardino
Gloria Garcia, Director, City of Victorville
James Noble, City of Barstow

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, March 9, 2020.

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 Public Hearing and Regular Meeting of The Board of Directors Conducted on February 18, 2020.***
Recommendation: Move for approval.
Presented by: None.
- Pg. 15 ***Item #2: Warrants, January 2020.***
Recommendation: Move for approval.
Presented by: None.
- Pg. 21 ***Item #3: Amend VVTA's Procurement Policies.***
Recommendation: Approve amendments to VVTA Procurement Policies, 1000, 1020, 5000, and 6000.
Presented by: Christine Plasting, Procurement Manager.

REPORTS

- Pg. 25 ***Item #4: Meeting Notes from The Technical Advisory Committee Meeting Conducted on March 4, 2020.***
Recommendation: Information item only.
Presented by: None.
- Pg. 31 ***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. 45 ***Item #6: FY19-20 Mid-Year Budget Review.***
Recommendation: Receive and File.
Presented by: Maged Azer, Finance Director.

Pg. 53

Item #7: Authorize the Filing of Grant Applications through the Low Carbon Transit Operations Program (LCTOP) for the 2019-20 Fiscal Year Allocations.

Recommendation: Adopt Resolution 20-01 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.

BOARD OF DIRECTORS COMMENTS

DATE OF NEXT MEETING

Monday, April 20, 2020 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
FCEB	Fuel Cell Electric Bus
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

Victor Valley Transit Acronym List

Page 2 of 2

LEP	Limited English Proficiency
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
SRTP	Short Range Transit Plan
STAF	State Transit Assistance Funds
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TAM	Transit Asset Management
TCM	Transportation Control Measure
TDA	Transportation Development Act
TEA	Transportation Enhancement Activities
TEAM	Transportation Electronic Award and Management
TNC	Transportation Network Company
TOCP	Transit Operating and Capital Plan
TrAMS	Transit Award and Management System
TREP	Transportation Reimbursement Escort Program
TRIP	Transportation Reimbursement Incentive Program
TSSSDRA	Transit System Safety, Security and Disaster Response Account
TSM	Transportation Systems Management
ULEV	Ultra Low Emission Vehicle
UZAs	Urbanized Areas
VOMS	Vehicles Operated in Maximum Service
ZEB	Zero Emission Bus
ZEV	Zero Emission Vehicle

Victor Valley Transit Authority Meeting Procedures

The Ralph M. Brown Act is the state law which guarantees the public's right to attend and participate in meetings of local legislative bodies. These rules have been adopted by the Victor Valley Transit Authority (VVTa) Board of Directors in accordance with the Brown Act, Government Code 54950 et seq., and shall apply at all meetings of the (VVTa) Board of Directors.

1. **Agendas** - All agendas are posted at the VVTa Administrative offices, and the Victorville, Hesperia, Barstow and Apple Valley city/town halls at least 72 hours in advance of the meeting. Staff reports related to agenda items may be reviewed at the VVTa Administrative offices located at 17150 Smoke Tree Street, Hesperia, CA 92345.
2. **Agenda Actions** - Items listed on both the "Consent Calendar" and "Action/Discussion Items" contain suggested actions. The Board of Directors will generally consider items in the order listed on the agenda. However items may be considered in any order. New agenda items can be added and action taken by two-thirds vote of the Board of Directors.
3. **Closed Session Agenda Items** - Consideration of closed session items exclude members of the public. These items include issues related to personnel, ending litigation, labor negotiations and real estate negotiations. Prior to each closed session, the Chair will announce the subject matter of the closed session. If action is taken in closed session, the Chair may report the action to the public at the conclusion of the closed session.
4. **Public Testimony on an Item** - Members of the public are afforded an opportunity to comment on any listed item. Individuals wishing to address the Board of Directors should complete a "Request to Speak" form. A form must be completed for each item an individual wishes to speak on. When recognized by the Chair, speakers should be prepared to step forward and announce their name and address for the record. In the interest of facilitating the business of the Board, speakers are limited to three (3) minutes on each item. Additionally, a twelve (12) minute limitation is established for the total amount of time any one individual may address the Board at any one meeting. The Chair or a majority of the Board may establish a different time limit as appropriate, and parties to agenda items shall not be subject to the time limitations. If there is a Consent Calendar, it is considered a single item; thus the three (3) minute rule applies. Consent Calendar items can be pulled at Board member request and will be brought up individually at the specified time in the agenda allowing further public comment on those items.
5. **Public Comment** - At the beginning of the agenda an opportunity is also provided for members of the public to speak on any subject within VVTa's authority. Matters raised under "Public Comment" may not be acted upon at that meeting. The time limits established in Rule #4 still apply.
6. **Disruptive Conduct** - If any meeting of the Board is willfully disrupted by a person or by a group of persons so as to render the orderly conduct of the meeting impossible, the Chair may recess the meeting or order the person, group or groups of persons willfully disrupting the meeting to leave the meeting or to be removed from the meeting. Disruptive conduct includes addressing the Board without first being recognized, not addressing the subject before the Board, repetitiously addressing the same subject, failing to relinquish the podium when requested to do so, or otherwise preventing the Board from conducting its meeting in an orderly manner.

Please be aware that a NO SMOKING policy has been established for VVTa meetings. Your cooperation is appreciated!

VICTOR VALLEY TRANSIT AUTHORITY

MISSION STATEMENT

**Our mission is to serve the
community with excellent
public transportation
services in terms of quality,
efficiency, and
responsiveness.**

Quality

To increase ridership and community support by exceeding expectations.

Efficiency

To maintain an efficient operation that represents a highly-valued service.

Responsiveness

To provide services and facilities which are responsive to the needs of the community.

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**AGENDA ITEM
ONE**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Minutes from the Regular Meeting of the Board of Directors Conducted on February 18, 2020.

SUMMARY STATEMENT

Following are copies of the minutes from the regular meeting of the Board of Directors conducted on February 18, 2020.

RECOMMENDED ACTION

Move for approval.

PRESENTED BY
Debi Lorrach,
Clerk of the Board

FISCAL IMPACT

N/A

MEETING DATE

March 16, 2020

ITEM NUMBER

1

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

**February 18, 2020
MINUTES**

CALL TO ORDER

The Regular Meeting of the Board of Directors of the Victor Valley Transit Authority was called to order at 9:31 a.m. by Chair Curt Emick at Barstow City Council Chambers, 220 East Mountain View Street, Barstow, CA 92311

ROLL CALL

Board Members Present: Chair Curt Emick
Vice-Chair Joy Jeannette
Director Larry Bird
Director Gloria Garcia
Alternate-Director Don Holland
Alternate-Director James Noble

Staff Members Present:

Kevin Kane, VVTA	Doug Matthews, City of Victorville
Maged Azer, VVTA	Barbara Miller, VVTA
Debi Lorrach, VVTA	Ro Ratliff, City of Victorville
Sylvia Harris, VVTA	Tyrunisha Brown, NEXT
Christine Ortega, NEXT	Jonathan McDowell, NEXT
Simon Herrera, VVTA	Christine Ortega, NEXT
Denise Madrid, VVTA	Dustin Strandberg, VVTA
Nancie Goff, VVTA	

PLEDGE OF ALLEGIANCE

Director Garcia led the audience in the pledge of allegiance.

ANNOUNCEMENTS

None.

PUBLIC COMMENTS

None.

CONSENT CALENDAR

- Minutes from the Regular Meeting of The Board of Directors Conducted on January 21, 2020.**
Recommendation: Move for approval.
Presented by: None.

2. **Warrants, December 2019.**
Recommendation: Move for approval.
Presented by: None.

A MOTION WAS MADE BY Vice-Chair Jeannette to approve the Consent Calendar,.
Seconded by Director Bird. The motion passed unanimously.

REPORTS

3. **Management Reports for Hesperia and Barstow Divisions – Verbal Report from Executive Director.**
Recommendation: Information item only.

Mr. Kane briefly discussed the year to date figures on the contractor's invoice. additionally, Mr. Kane addressed a one-time addition to the Management Reports Section, a synopsis of VVTA's current grant activity. This includes 25 active grants that require regular reporting, 15 grants in progress and 3 competitive grants that were submitted but not awarded to VVTA.

Mr. Kane pointed out a list of all upcoming conferences that was on page 34 of the management reports, Mr. Kane shared, and asked that those interested please contact Ms. Lorrach to make attendance arrangements.

ACTION/DISCUSSION ITEMS

4. **Approve Change Order No. 1 to Contract 2018-13 Macro-Z Technologies for the Design Build Barstow New Facility project.**
Recommendation: Approve Change Order No. 1 to Contract 2018-13 Macro-Z Technologies for the Design Build Barstow New Facility project.
Presented by: Dustin Strandberg, Senior Fleet Analyst.

This change order, Mr. Strandberg explained, is to relocate the transformer to the north-west side of the facility which requires a pad and bollards to complete the relocation; these were not required previously and a five inch conduit is also being installed.

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

5. **Release of RFP 2020-06 Barstow CNG Station Upgrade.**
Recommendation: Approve Release of RFP 2020-06 Barstow CNG Station Upgrade.
Presented by: Dustin Strandberg, Senior Fleet Analyst.

Mr. Strandberg stated that the Board approved this project in the FY19-20 budget; this RFP is being released to hire a contractor to add redundancy to the LNG/CNG station in Barstow.

Mr. Kane mentioned that this station is a profit-center for VVTA and the redundancy will improve reliability for the public as well.

A MOTION WAS MADE BY Vice-Chair Jeannette to approve the recommended action. Seconded by Alternate-Director Noble. The motion passed unanimously.

6. **Release of RFP 2020-10 Design Build Hydrogen Fueling Stations.**
Recommendation: Approve Release of RFP 2020-10 Design Build Hydrogen Fuel Stations.
Presented by: Dustin Strandberg, Senior Fleet Analyst.

Back in 2016, the California Air Resources Board (CARB) mandated that all transit agencies in California be 100% zero emissions by 2040, Mr. Strandberg shared. Accordingly, VVTA developed and began implementing a plan to reach that goal. Recently, the California Energy Commission and the FTA have opened grant opportunities to build hydrogen fueling infrastructure; in order to qualify for these grant opportunities, VVTA must designate proposed locations and offer completed draft construction plans for hydrogen fueling stations.

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

PRESS CLIPS/CORRESPONDENCE

BOARD OF DIRECTORS COMMENTS

Chair Emick announced that the Personnel Committee will be comprised of Chair Emick, Director Bird and Director Lovingood.

Director Bird stated that when he sees VVTA's buses, especially down the hill, he is proud of the efforts the Agency makes to support those in need.

DATE OF NEXT MEETING

The next scheduled Board meeting will be on Monday, March 16, 2020 at Victor Valley Transit Authority, 17150 Smoke Tree Street, Hesperia, CA 92345

ADJOURNMENT

The meeting was adjourned at 9:55 am.

APPROVED: _____
Curt Emick, Chair

ATTEST: _____
Debi Lorrach, Clerk of the Board

AGENDA ITEM TWO

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Payrolls and Warrants for January 2020.

SUMMARY STATEMENT

The following registers of Payrolls and Warrants have been audited as required By Section 37202 and 37208 of the Government code, and said documents are accurate and correct.

Agency's Gross Payroll for Administrative Employees

<u>Payroll Date</u>	<u>Amount</u>	<u>Register#</u>
01/03/2020	\$62,474.51	PR0256-01-20
01/17/2020	\$63,186.47	PR0257-01-20
01/31/2020	\$63,440.36	PR0258-01-20
Total Payroll	\$189,101.34	

Agency's Register of Warrants

<u>Register Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Register #</u>
01/10/2020	\$ 451,521.64	10918- 10940	AP02764AAAEAS
01/17/2020	\$ 418,396.34	10941- 10965	AP02777AAADZE
01/24/2020	\$48,365.53	10966- 10987	AP02747AAAEAB
01/31/2020	\$186,923.40	10988- 10998	AP02755AAAEAJ
	\$1,105,206.91		

RECOMMENDED ACTION

Approve VVTA's expenditures for January 2020.

PRESENTED BY Maged Azer Finance Director	FISCAL IMPACT \$1,294,308.25	MEETING DATE March 16, 2020	ITEM NUMBER 2
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BR Bank Register Report
Victor Valley Transit Authority
Jan-20

Check Number	Date	Payee Name	Amount
WIRE # 167760	01/02/2020	Creative Bus Sales	\$385,516.21
10918	01/10/2020	AMERICAN NEWS	\$201.88
10919	01/10/2020	Jazmin Castro	\$133.81
10920	01/10/2020	SPECTRUM	\$1,075.00
10921	01/10/2020	Clean Energy	\$16,780.10
10922	01/10/2020	Crawford's Detailing Inc.	\$1,800.00
10923	01/10/2020	California Transit Association	\$11,000.00
10924	01/10/2020	Southern California Edison-CNG	\$10,186.82
10925	01/10/2020	Southern California Edison	\$4,256.42
10926	01/10/2020	Frontier	\$554.44
10927	01/10/2020	HI-Desert Communications	\$1,308.00
10928	01/10/2020	Inland Empire Community Newspapers	\$64.00
10929	01/10/2020	Kevin Kane	\$1,434.81
10930	01/10/2020	Lincoln Financial Group	\$1,021.18
10931	01/10/2020	Loomis	\$576.85
10932	01/10/2020	Principal Life Insurance Company	\$2,112.14
10933	01/10/2020	SAFEWAY SIGN COMPANY	\$3,057.14
10934	01/10/2020	Southern California Fleet Services Inc	\$564.50
10935	01/10/2020	Special District Risk Management	\$387.96
10936	01/10/2020	State Compensation Insurance Fund	\$1,232.75
10937	01/10/2020	The Marlin Company	\$355.59
10938	01/10/2020	Verizon-Security Phones	\$5,677.56
10939	01/10/2020	Verizon	\$1,824.48
10940	01/10/2020	Victor Valley Chamber Of Commerce	\$400.00
EFT027660001	01/13/2020	National Express Transit Corp	\$42,631.34
10941	01/17/2020	ADArde.com	\$6,228.40
10942	01/17/2020	Allied Universal Security Services	\$4,746.00
10943	01/17/2020	Arrowhead Credit Union	\$40.00
10944	01/17/2020	Bear Valley Rentals	\$69.50
10945	01/17/2020	Beck Oil	\$12,511.19
10946	01/17/2020	Bonnie Baker Senior Center	\$1,110.54
10947	01/17/2020	BROADLUX	\$318.45
10948	01/17/2020	Diamond	\$301.97
10949	01/17/2020	Southern California Edison	\$589.49
10950	01/17/2020	ENTERPRISE CAR SHARE	\$1,322.91
10951	01/17/2020	Fleet Refinishing	\$4,016.93
10952	01/17/2020	Konica Minolta Business Solutions	\$1,220.74
10953	01/17/2020	Marrs Services, Inc	\$34,283.00
10954	01/17/2020	Southern California Fleet Services Inc	\$265.73
10955	01/17/2020	Special District Risk Management	\$24,343.32
10956	01/17/2020	SONIC SYSTEMS IT	\$3,991.50
10957	01/17/2020	Southwest Gas Corporation	\$52,301.17
10958	01/17/2020	Southwest Gas Corporation	\$1,602.47
10959	01/17/2020	Southwest Gas Corporation	\$6,489.32
10960	01/17/2020	Southwest Gas Corporation	\$1,477.63
10961	01/17/2020	Trona Community Senior Center	\$2,033.04
10962	01/17/2020	VerizonBAT	\$968.91
10963	01/17/2020	City Of Victorville	\$4,343.67
10964	01/17/2020	Charles Meier	\$4,679.90
10965	01/17/2020	Turbo Images	\$3,255.64
EFT027700001	01/17/2020	Macro-Z-Technology	\$203,253.58
10966	01/24/2020	American Guard Services INC	\$20,957.06
10967	01/24/2020	AVR Vanpool	\$1,500.00
10968	01/24/2020	Lawrence Bird	\$125.00
10969	01/24/2020	SPECTRUM	\$149.89
10970	01/24/2020	Spectrum Business-Sec	\$104.97
10971	01/24/2020	Crawford's Detailing Inc.	\$450.00
10972	01/24/2020	Civic Resource Group International, Inc.	\$859.00
10973	01/24/2020	Southern California Edison	\$5,339.73
10974	01/24/2020	Curt Emick	\$125.00
10975	01/24/2020	Federal Express Corp.	\$113.34
10976	01/24/2020	Gloria L. Garcia	\$125.00
10977	01/24/2020	Green Commuter. Inc	\$1,000.00
10978	01/24/2020	Joy Jeannette	\$125.00

10979	01/24/2020	Robert Lovingood	\$125.00
10980	01/24/2020	San Bernardino County	\$920.00
10981	01/24/2020	VOID	\$0.00
10982	01/24/2020	VOID	\$0.00
10983	01/24/2020	VOID	\$0.00
10984	01/24/2020	VOID	\$0.00
10985	01/24/2020	VOID	\$0.00
10986	01/24/2020	VOID	\$0.00
10987	01/24/2020	US BANK	\$16,346.54
EFT027730001	01/27/2020	BP Energy Company	\$67,160.82
10988	01/31/2020	Abundant Living Family Church HD	\$3,332.00
10989	01/31/2020	SPECTRUM	\$1,110.10
10990	01/31/2020	Crawford's Detailing Inc.	\$450.00
10991	01/31/2020	Enterprise Ride Share	\$105,970.60
10992	01/31/2020	FRONTIER-OFFICE LINES	\$58.68
10993	01/31/2020	Frontier	\$294.93
10994	01/31/2020	Golden State Water Company	\$801.94
10995	01/31/2020	High Desert Laser Graphics	\$11.85
10996	01/31/2020	SOUTHWEST GAS CORPORATION	\$150.44
10997	01/31/2020	Verizon-Security Phones	\$5,757.56
10998	01/31/2020	Verizon	\$1,824.48
Total			\$1,105,206.91

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**AGENDA ITEM
THREE**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Amend VVTA Procurement Policies.

SUMMARY STATEMENT

On December 16-17, 2019, the Director of Finance and the Procurement Manager attended the FTA Comprehensive Review training at Los Angeles Metro's corporate office. During the training, the FTA Triennial Reviewers stated that with the adoption of Circular FTA C 5010.1E, on February 13, 2017, FTA has removed the instructions to escalate any FTA grant funded solicitations that are under Protest by interested parties. The intention is to keep protests with the jurisdiction awarding the contract. To that end, VVTA needs to eliminate the escalation verbiage from its Procurement Policy, otherwise VVTA will receive a negative "finding" in its upcoming FTA Triennial Review.

Additionally, in January 2020, CALTRANS required VVTA to provide its Procurement Protest Policy to ensure the FTA escalation clause is removed. The updated policy to CALTRANS will be provided through their Black Cat online system for Grants.

Lastly the VVTA Procurement Department has also moved from the Operations Department to the Finance Department. This alone will require an update to the procurement policies in order to reflect this change.

Summary of changes regarding VVTA Procurement Policies:

- Policy 1000 – Change from Director of Operations to Director of Finance.
- Policy 1020 – Change from Director of Operations to Director of Finance
- Policy 5000 – Remove instructions to escalate Protests to the FTA.
- Policy 6000 – Change from Director of Operations to Director of Finance.

Any change to VVTA Policies requires Board of Directors approval.

RECOMMENDED ACTION

Approve amendments to VVTA Procurement Policies, 1000, 1020, 5000, and 6000.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Christine Plasting Procurement Manager	N/A	March 16, 2020	3

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**AGENDA ITEM
FOUR**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Meeting Notes from The Technical Advisory Committee Meeting Conducted on March 4, 2020.

SUMMARY STATEMENT

Meeting Notes from the Technical Advisory Committee meeting conducted on March 4, 2020.

RECOMMENDED ACTION

Information item only.

PRESENTED BY
Debi Lorrah,
Clerk of the Board

FISCAL IMPACT

N/A

MEETING DATE

March 16, 2020

ITEM NUMBER

4

**VICTOR VALLEY TRANSIT AUTHORITY
TECHNICAL ADVISORY COMMITTEE**

March 4, 2020

MEETING NOTES

The meeting of the Technical Advisory Committee (TAC) of Victor Valley Transit Authority was opened at 3:05 p.m. at Victor Valley Transit Authority, Board room, 17150 Smoke Tree Street, Hesperia, CA.

ROLL CALL

TAC Members

Present:	Tina Souza, City of Hesperia	Julie Ryan, Town of AV
Staff Present:	Kevin Kane, VVTA	Nancie Goff, VVTA
	Craig Barnes, VVTA	Maged Azer, VVTA
	Debi Lorrah, VVTA	Christine Plasting, VVTA
	Ron Zirges, VVTA	Denise Madrid, VVTA
	Marie Downing, VVTA	Rebekah Soto, SBCTA (via telephone)

1. Public Comment.

None.

2. Review Draft Board Agenda.

a. Update to Procurement Policies (consent calendar).

This change to the Procurement Policy is being made simply due to FTA and CalTrans rule changes, Mr. Kane stated.

b. Mid-Year Budget Review.

Mr. Azer offered a brief review of the revenue and expenses for the six-month period of July through December 2019, overall with revenue exceeding budget by \$156,074 or 5% and expenses under budget by \$483,921 or 2%. Mr. Kane added that part of the positive revenue dollars is due to the Barstow CNG/LNG station turning a profit.

c. Board Resolution for the submission of LCTOP projects.

Ms. Goff briefly described the three projects this funding will be used for. They are the same three as last year.

d. Terminate for Convenience Contract 2018-14 and Approve Release of RFP 2020-05 Operations and Maintenance Services.

Mr. Kane reviewed the Notice to Cure process and other measures that VVTA has experienced and encountered with Next in hopes of improvement. VVTA staff has determined that there is a serious corporate issue that cannot be overcome; therefore, will be asking the Board to cancel the contract "for convenience" for Operations and Maintenance and go back out to bid for a new contractor.

Mr. Zirges shared that two (2) other agencies have recently cancelled Operations and Maintenance contracts with Next.

3. Bus stop shelters/benches/lighting.

The Town of Apple Valley has a surplus of amenity items and inquired as to where they may be used. Staff is investigating possible locations. Mr. Kane stated that there is funding available for bus stop amenities; Ms. Souza asked if this included the Simmi-Seats, and Ms. Goff stated that yes, those are included

4. SBCTA Update.

Ms. Soto asked that a slight adjustment be made to the CTSA report in the future. Additionally, Ms. Soto said that the County of Los Angeles has declared a state of emergency regarding the corona virus. She also stated the Metrolink will be releasing a message on the trains regarding the frequency of cleaning as well as tips on how to avoid spreading illnesses. NOTE: VVTA has already posted information on its buses.

5. Other Business.

AECOM SRTP update: Stuart Geltman, the representative from AECOM will be visiting VVTA for the March 16, 2020 Board meeting to present an update for the SRTP.

Video presentation/Trona update: Mr. Ackerman, VVTA's Marketing Manager, will be presenting a brief update at the March 16, 2020 Board meeting.

Mr. Kane shared that there are three pieces of legislation that are currently being reviewed: 1) to provide free bus rides to all people under 18 years of age; 2) free bus rides for all people over 65 years of age; and 3) free rides to all college students. Additionally, Mr. Kane is on a committee to work with the Transit Development Act (TDA) to adjust the fare box ratio to a more reasonable level; this task may become impossible if the above-mentioned legislation is passed.

Mr. Zirges shared some of the pros and cons of battery electric buses versus Fuel Cell Battery Electric Buses – FCBEb (hydrogen fuel cells).

6. Adjournment: 3:40 pm

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**AGENDA ITEM
FIVE**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Management reports.

SUMMARY STATEMENT

The attached Performance Reports are presented to the Board of Directors to provide an overview of the transit system's costs and performance.

- "Next" invoice for January.
- VVC Social Media Campaign Analysis.
- Monthly Performance Statistics Systemwide Summary.
- Monthly Ridership Report.
- Monthly ADA Denial Report.
- Monthly Road Call Report.
- "Next" On Time Performance Report FY 2020.
- Trona and Barstow Facility Update.

RECOMMENDED ACTION

Information items only.

PRESENTED BY
Kevin Kane,
Executive Director

FISCAL IMPACT
N/A

MEETING DATE
March 16, 2020

ITEM NUMBER
5

National Express Transit17150 Smoke Tree St.
Hesperia Calif. 92345

INVOICE NO.

91797219

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

DATE

2/5/2020

CONTRACT NAME:
Victor Valley TransitAttention: Mr. Kevin Kane
Executive Director

MONTH

January

BILLING PERIOD 01/01/20 to 01/31/20

	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	3,797.31	\$240,917.36	\$279,595.94	\$38,678.58	\$1,654,912.16	\$1,820,238.10	\$165,325.94
Subscription	1,133.00	1,269.33	\$83,422.79	\$93,460.77	\$10,037.98	\$573,048.74	\$665,331.85	\$92,283.11
Regional Fixed Rt	11,277.39	11,237.34	\$793,251.61	\$790,434.50	(\$2,817.12)	\$5,391,015.40	\$5,371,566.75	(\$19,448.65)
County	1,807.52	1,787.45	\$127,140.96	\$125,729.23	(\$1,411.72)	\$867,848.53	\$854,598.86	(\$13,249.67)
Rte. 200	50.00	50.00	\$3,517.00	\$3,517.00	\$0.00	\$21,407.60	\$21,407.60	\$0.00
B.V. Link/Lifeline	636.68	633.06	\$44,784.07	\$44,529.44	(\$254.63)	\$303,276.54	\$301,040.88	(\$2,235.66)
Fort Irwin	497.20	492.00	\$39,224.11	\$38,813.88	(\$410.23)	\$262,461.48	\$261,056.60	(\$1,404.88)
Barstow-Fixed Route	1,882.30	1,881.78	\$132,400.98	\$132,364.41	(\$36.58)	\$899,215.72	\$899,215.72	\$0.00
Barstow-County	774.30	774.00	\$54,464.26	\$54,443.16	(\$21.10)	\$368,944.41	\$368,944.41	\$0.00
Barstow-DAR	454.00	311.83	\$33,428.02	\$22,960.04	(\$10,467.98)	\$153,186.92	\$153,186.92	\$0.00
SUBTOTALS	21,784.39	22,234.10	\$1,552,551.16	\$1,585,848.36	\$33,297.20	\$10,495,317.50	\$10,716,587.69	\$221,270.19

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

TOTAL INVOICE INCLUDING VARIANCE**\$1,585,848.36****Please REMIT TO:**National Express Transit Corp.
62807 Collections Center Dr
CHICAGO, IL 60693

Manager's Signature and Business Phone

Victor Valley College #Free4meVVC Social Media Campaign Analysis February 18-20, 2020

In conjunction with our Bi-Annual promotion at Victor Valley College promoting free rides for students with a current VVC ID, we developed a marketing campaign to grow our social media presence with the 18-35 demographic. To accomplish this, we developed the #Free4meVVC Campaign, where students posted selfies or videos on one of 4 social media channels, using the unique hashtag, to then be entered into a drawing to win a daily VVTA duffel bag, or the two grand prizes of a VIZIO 40" TV or Nintendo Switch. The social media applications used for this campaign were Facebook, Twitter, Instagram and TikTok. Utilizing video, we did a series of 4 "teaser" videos over all of our channels to develop interest.



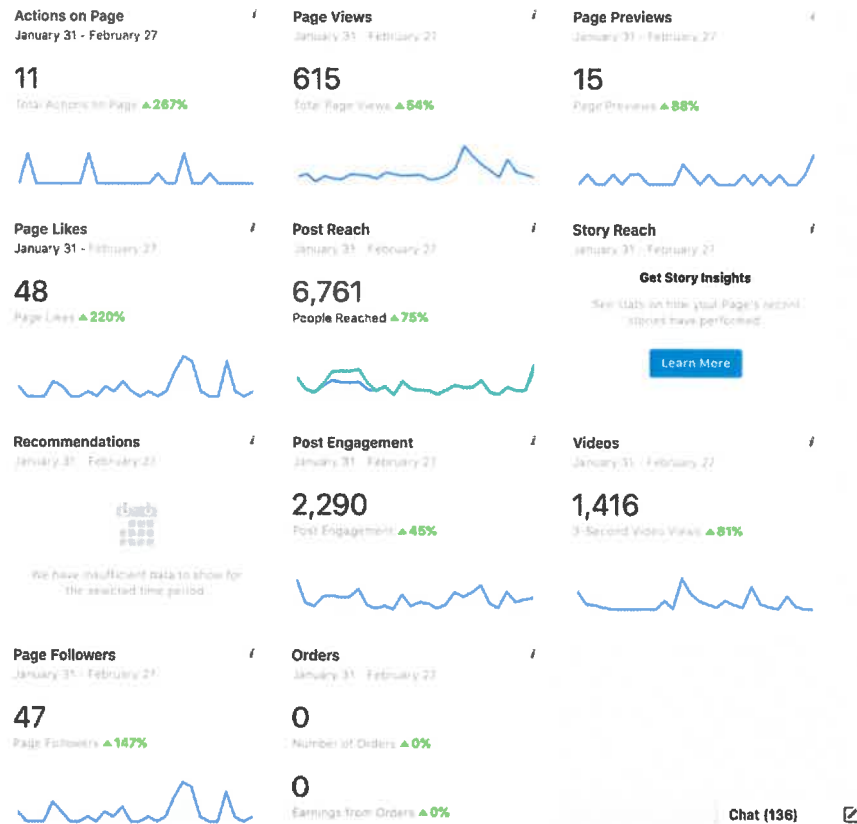
Campaign Goals:

The purpose in running this campaign was 3-fold:

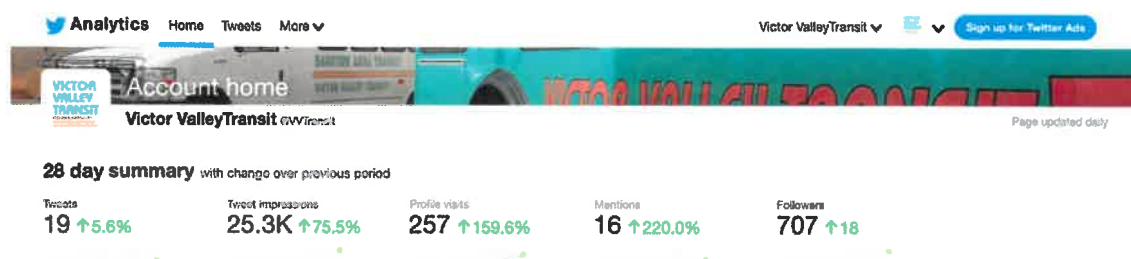
1. Analyzing who VVTA's College aged followers are and which social media platforms they tend to gravitate towards.
2. Increase VVTA's social media presence in terms of new followers, likes and overall engagement.
3. Collect Data to determine which type of social media posts gets the most engagement from each platform.

Goal 1: The Audience

- **Instagram:** Our Instagram channel had the most traction, with 43 new followers in 3 days.
- **Facebook:** Facebook was a great spike in numbers, seen below.



- **Twitter:** We gained 10 new college aged followers, up 18% over the previous month, and visits raised 159.6%



- **TikTok:** Set up specifically for this campaign, we posted two videos and received 4 from students. We are getting in on the “ground floor” of businesses starting to use this media, and time will tell if it is an asset for VVTA.

Goal 3: Engagement Trends

Instagram: VVTA’s audience continues to use Instagram as its main source of engagement.

Facebook: Our target marketing for this campaign, is shying away nationally with this platform and moving towards Instagram, as seen in the lower numbers, but not surprised, on who we were trying to reach.

Twitter: Surprisingly, we did better this time around than with the “Randy the Reindeer” campaign on Twitter. I spoke to a few students, and they are turning towards this platform for news and information purposes.

TikTok: While this program continues to find its place among business marketing, this is the new rage among the desired target audience for this campaign, but as mentioned above, time will tell if this is a platform we’d like to continue in or not.

FY 2020 -- Monthly Performance Statistics by Mode
Systemwide Summary
All Routes

Performance Statistics for January

Mode	Passengers	Revenue Hours	Operating Costs	Passenger Revenue	Passengers Per Rev. Hour	Operating Cost Per Passenger	Operating Cost Per Rev. Hour	Passenger Revenue Per Passenger	Passenger Revenue Per Rev. Hour	Farebox Recovery Ratio
Bus (Motorbus)	131,312	16,334.8	\$1,491,479	\$273,871	8.0	\$11.36	\$91.31	\$2.09	\$16.77	18.36%
Commuter Bus	2,997	492.4	\$56,142	\$14,637	6.1	\$18.73	\$114.01	\$4.88	\$29.72	26.07%
Demand Response	16,067	5,378.6	\$502,271	\$42,181	3.0	\$31.26	\$93.38	\$2.63	\$7.84	8.40%
System Total	150,376	22,205.8	\$2,049,891	\$330,690	6.8	\$13.63	\$92.31	\$2.20	\$14.89	16.13%

Monthly Ridership Report

January, FY 2020

Bus (Motorbus), Commuter Bus, Demand Response Only

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)	117,125	131,312	7.1	8.0	7.47%	18.36%
Commuter Bus	2,963	2,997	4.7	6.0	50.15%	26.07%
Demand Response	15,936	16,067	3.1	2.9	9.46%	8.40%
System Total	136,024	150,376	6.1	6.7	9.46%	16.13%

Hesperia

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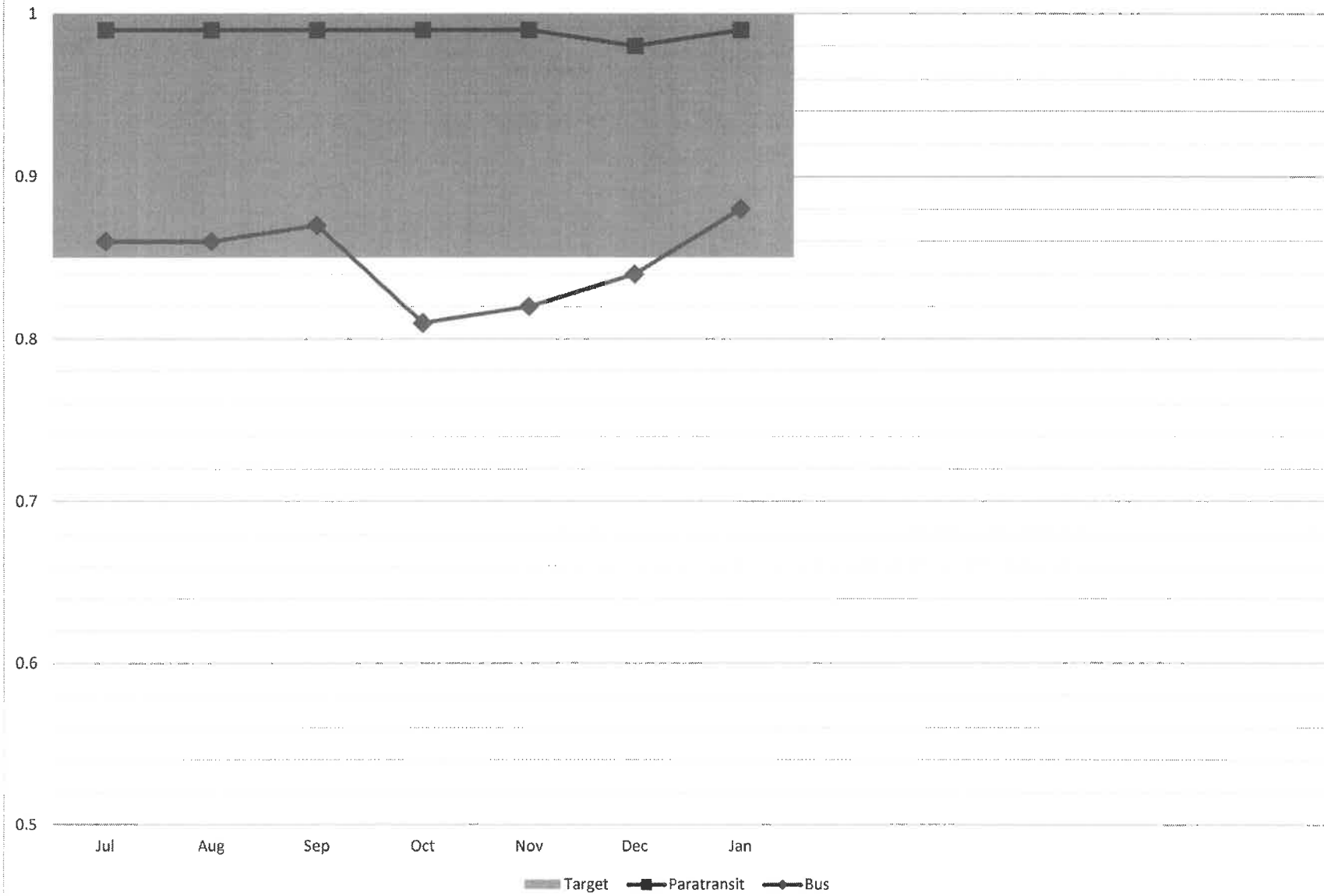
Barstow

41

January 2020
Major and Non-Major
Miles between road calls - VVTA and Barstow

	Total Miles	Road Calls	Miles Between Road Calls
Demand Response	84,139	12	7,012
Commuter Bus	19,236	1	19,236
Motor Bus	281,435	101	2,786
Total System	384,810	114	3,376

FY 20 System Wide Schedule Adherence



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**AGENDA ITEM
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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

FY19-20 Mid-Year Budget Review.

SUMMARY STATEMENT

VVTA's Director of Finance presents to the Board for information purposes the July through December 2019 mid-year budget review. VVTA is in healthy financial shape for the first six months and this is projected to continue throughout the rest of the year. The annual net revenue / expense forecast is projected to finish at a surplus of \$1,434,138 with expenses coming in approximately 4.4% under budget for Core Services. In aggregate, staff's estimates revenues will outpace the projected budget by \$274,218 and the agency's expenses to be under budget by \$1,159,920.

For FY19-20, staff has divided the budget review into two main sections: Core Services and Intercity/Commuter Services. The Core services, Fixed Route, ADA and County Routes are funded primarily by fare revenues and LTF funds with minor support from, FTA 5307, Measure I and AB2766 funding. The Intercity/Commuter Services are supported almost entirely by fare revenue and grants other than LTF.

FARE REVENUE

- **System-wide** - fare revenue is at a positive 55% of budget at the 6-month mark and is estimated to finish the Fiscal Year exceeding the budget projections by \$274,218, for a total revenue of \$3,677,518 by year end. Overall the passenger fare revenue for the core services for the midpoint of the year increased 3% over the projected budget. This is due to the increase in ridership of approximately 58,000 when compared with same period last year. The increase in CNG fuel sales at VVTA's public stations along with the increased interest income from investing the 2018 COP funds resulted in Miscellaneous Administrative revenues surpassing projections by 33%.

Continued

RECOMMENDED ACTION

Receive and file.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Maged Azer, Director of Finance	None	March 16, 2020	6

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

FY19-20 Mid-Year Budget Review.

SUMMARY STATEMENT

- **Paratransit** – fare revenue is at 50% of budget at the 6-month mark and is expected to finish at \$569,296 or 100% of budget by year end. Ridership and revenue on this service expected to decrease partially due to the much lower cost of the Brokerage program which took off mid-year, this program is part of VVTA's CTSA.
- **Fixed Route** - at the six-month mark, fare revenue is also surpassing the estimated budget by 2.5% and is expected to complete the year at \$1,677,816 or 105% of budget, again, due to the increase of the ridership as mentioned above.
- **County Routes** - fare revenue is also beating budget expectations at the 6-month mark by 8% and is projected to reach \$347,390 which should surpass budget by 16%

EXPENSES BY DEPARTMENT

Overall, expenses for core services are under budget at the midpoint of FY19-20 by 1% and are projected to finish the year \$549,204 or 3% lower than budgeted, this is thanks to the decrease in fuel market prices compared with same period last year. Additionally, the low performance of the National Express, VVTA's operations and maintenance contractor, at the beginning of the Fiscal Year reduced VVTA's purchase transportation cost for the first 5 months. VVTA continues to monitor National Express' performance.

- **Administration** – Administration expenses at mid-year are right on target at 51% and are expected to end the year below budget by approximately 5%.
- **Yard/Facility** – Expenses for this cost category are running lower than projected budget due to the decrease of the Electricity costs as result of the Southern California Edison solar credits VVTA receives.

Revenues/ Expenditures FY 2019 - 2020

(SUMMARY)

Budget to Actual - 6 Months**OPERATING REVENUES**

Description	Annual Budgeted	Actual 6 Months	Amount Remaining	% Budget	Projected 12 Months	Projected Over/(Under)	Notes
ADMINISTRATION	\$ 247,000	\$ 203,943	\$ 43,057	83%	\$ 369,956	\$ 122,956	CNG Sales & COP Interest
ADA	\$ 569,000	\$ 284,648	\$ 284,352	50%	\$ 569,296	\$ 296	
FIXED ROUTE	\$ 1,601,000	\$ 838,908	\$ 762,092	52%	\$ 1,677,816	\$ 76,816	
DEVIATED/COUNTY	\$ 298,800	\$ 173,695	\$ 125,105	58%	\$ 347,390	\$ 48,590	
SUB-TOTAL Core Services	\$ 2,715,800	\$ 1,501,194	\$ 1,171,549	55%	\$ 2,964,458	\$ 248,658	
 BV LINK	 \$ 229,500	 \$ 132,020	 \$ 97,480	 58%	 \$ 264,040	 \$ 34,540	
NTC FT. IRWIN	\$ 458,000	\$ 224,510	\$ 233,490	49%	\$ 449,020	\$ (8,980)	
SUB-TOTAL Intercity/Commuter	\$ 687,500	\$ 356,530	\$ 330,970	52%	\$ 713,060	\$ 25,560	
 BUDGET REVENUE TOTALS	 \$ 3,403,300	 \$ 1,857,724	 \$ 1,502,519	 55%	 \$ 3,677,518	 \$ 274,218	 8.1%

OPERATING EXPENSES

Description	Annual Budgeted	Actual 6 Months	Amount Remaining	% Budget	Projected 12 Months	Projected Over/(Under)	Notes
ADMINISTRATION	\$ 2,696,210	\$ 1,377,874	\$ 1,318,336	51%	\$ 2,559,731	\$ (136,479)	
FUEL YARD/ FACILITIES	\$ 348,573	\$ 135,218	\$ 213,355	39%	\$ 287,800	\$ (60,773)	
ADA	\$ 4,967,846	\$ 2,486,766	\$ 2,481,080	50%	\$ 4,921,678	\$ (46,168)	
FIXED ROUTE	\$ 12,389,048	\$ 5,981,268	\$ 6,407,780	48%	\$ 12,089,394	\$ (299,654)	
DEVIATED/COUNTY	\$ 2,443,279	\$ 1,150,457	\$ 1,292,822	47%	\$ 2,300,670	\$ (142,609)	
SUB-TOTAL Core Services	\$ 22,844,956	\$ 11,131,583	\$ 11,713,373	49%	\$ 22,159,273	\$ (685,683)	
 INTERCITY (BV LINK)	 \$ 742,587	 \$ 327,326	 \$ 415,261	 44%	 \$ 677,999	 \$ (64,588)	
COMMUTER (NTC FT. IRWIN)	\$ 672,348	\$ 286,211	\$ 386,137	43%	\$ 594,422	\$ (77,926)	
CTSA	\$ 756,794	\$ 313,953	\$ 442,841	41%	\$ 549,425	\$ (207,369)	
VAN POOLS	\$ 1,429,939	\$ 648,160	\$ 781,779	45%	\$ 1,305,584	\$ (124,355)	
SUB-TOTAL Intercity/Commuter	\$ 3,601,668	\$ 1,575,650	\$ 2,026,018	44%	\$ 3,127,431	\$ (474,238)	
 BUDGET EXPENSE TOTALS	 \$ 26,446,624	 \$ 12,707,233	 \$ 13,739,391	 48%	 \$ 25,286,704	 \$ (1,159,920)	 -4.4%

Net Revenue / Expenses Forecast**\$ 1,434,138**

VVTA Earned Revenue

FY 2019 - 2020

Budget to Actual - 6 Months

Description	Annual Budgeted Revenue	Actual Revenue 6 Months	Amount Remaining	% Budget Spent	Projected 12 Months	Projected % Over/Under	Notes
Administration							
Interest Income	\$ 21,000	\$ 58,930	\$ (37,930)	281%	\$ 79,930	280.62%	Including 2018 COP Interest
Misc Income	\$ 226,000	\$ 145,013	\$ 80,987	64%	\$ 290,026	28.33%	Increase in CNG Sales
TOTAL ADMINISTRATION	\$ 247,000	\$ 203,943	\$ 43,057	83%	\$ 369,956	49.78%	\$ 122,956
						Total Excess Revenue Over Budget	
Paratransit							
ADA Fares-VVTA	\$ 320,000	\$ 165,308	\$ 154,692	51.66%	\$ 330,616	3.32%	
ADA Fares-BAT	\$ 37,000	\$ 15,890	\$ 21,110	42.95%	\$ 31,780	-14.11%	
Subscription Fares	\$ 212,000	\$ 103,450	\$ 108,550	48.80%	\$ 206,900	-2.41%	
SubTotal	\$ 569,000	\$ 284,648	\$ 284,352	50.03%	\$ 569,296	0.05%	\$ 296
						Total Revenue (Under) Budget	
Fixed Route							
Passenger Fares (VVTA)	\$ 1,500,000	\$ 784,149	\$ 715,851	52.28%	\$ 1,568,298	4.55%	New client ALC , which increased the student passes
Passenger Fares (BAT)	\$ 101,000	\$ 54,759	\$ 46,241	54.22%	\$ 109,518	8.43%	
SubTotal	\$ 1,601,000	\$ 838,908	\$ 762,092	52.40%	\$ 1,677,816	4.80%	\$ 76,816
						Total Excess Revenue Over Budget	
Deviated / County Route							
Passenger Fares (VVTA)	\$ 270,000	\$ 158,195	\$ 111,805	58.59%	\$ 316,390	17.18%	
Passenger Fares (BAT)	\$ 28,800	\$ 15,500	\$ 13,300	53.82%	\$ 31,000	7.64%	
SubTotal	\$ 298,800	\$ 173,695	\$ 125,105	58.13%	\$ 347,390	16.26%	\$ 48,590
SUBTOTAL CORE SVCS	\$ 2,715,800	\$ 1,501,194	\$ 1,214,606	55%	\$ 2,964,458	9%	\$ 248,658
						Total Excess Revenue Over Budget	
Intercity and Commuter Services							
BV Link	\$ 229,500	\$ 132,020	\$ 97,480	57.53%	\$ 264,040	15.05%	
NTC Commuter (Ft. Irwin)	\$ 458,000	\$ 224,510	\$ 233,490	49.02%	\$ 449,020	-1.96%	Including fares subsidy
SUBTOTAL Intercity/Comm SVCS	\$ 687,500	\$ 356,530	\$ 330,970	51.86%	\$ 713,060	3.72%	\$ 25,560
						Total Revenue (Under) Budget	
TOTAL	\$ 3,403,300	\$ 1,857,724	\$ 1,545,576	55%	\$ 3,677,518	8.06%	\$ 274,218
						Total Excess Revenue Over Budget	

VVTA Expenditures FY 2019 - 2020							
Budget to Actual - 6 Months							
Description	Annual Budgeted Expense	Actual Expense 6 Months	Amount Remaining	% Budget Spent	Projected 12 Months	Projected Expense Over/(Under)	Notes
Administration							
Salaries	\$ 1,580,478	\$ 722,524	\$ 857,954	46%	\$ 1,492,244	\$ (88,234)	Due to unfilled IT Manager position
Benefits	\$ 650,127	\$ 269,678	\$ 380,449	41%	\$ 540,830.00	\$ (109,297)	Based on Actuals Health Care and Benefits
Contract Services	\$ 42,230	\$ 20,281	\$ 21,949	48%	\$ 42,230	\$ -	
IT Services	\$ 164,640	\$ 138,821	\$ 25,819	84%	\$ 164,640	\$ 0	IT License fees front loaded H1
Telephone/Internet	\$ 22,200	\$ 10,569	\$ 11,631	48%	\$ 21,138	\$ (1,062)	
Office Expense	\$ 38,580	\$ 27,331	\$ 11,249	71%	\$ 54,662	\$ 16,082	
Marketing	\$ 45,600	\$ 44,598	\$ 1,002	98%	\$ 45,600	\$ -	
Liability Insurance	\$ 50,180	\$ 41,742	\$ 8,439	83%	\$ 76,303	\$ 26,123	Increase in Insurance rates
Professional Development	\$ 60,000	\$ 55,928	\$ 4,072	93%	\$ 75,000	\$ 15,000	More Education and Development to second Levels
Dues & Subscriptions	\$ 38,475	\$ 43,384	\$ (4,909)	113%	\$ 43,384	\$ 4,909	Most Dues/Fees due at Beginning of Year
Miscellaneous Exp	\$ 3,700	\$ 3,018	\$ 682	82%	\$ 3,700	\$ -	
TOTAL ADMINISTRATION	\$ 2,696,210	\$ 1,377,874	\$ 1,318,336	51%	\$ 2,559,731	-5% \$	(136,479)
Fuel Yard							
Maintenance	\$ 24,500	\$ 7,780	\$ 16,720	31.76%	\$ 24,500.00	\$ -	
SubTotal	\$ 24,500	\$ 7,780	\$ 16,720	31.76%	\$ 24,500	0% \$	-
Facilities							
Electricity-Hesperia	\$ 137,638	\$ 27,272	\$ 110,366	19.81%	\$ 54,544	\$ (83,094)	
Water-Hesperia	\$ 20,176	\$ 8,534	\$ 11,642	42.30%	\$ 17,068	\$ (3,108)	
Waste-Hesperia	\$ 2,660	\$ 1,138	\$ 1,524	42.71%	\$ 2,272	\$ (388)	
Gas-Hesperia	\$ 41,124	\$ 23,013	\$ 18,111	56.96%	\$ 46,028	\$ 4,902	
Maint & Repairs-Hesperia	\$ 10,000	\$ 4,378	\$ 5,622	43.78%	\$ 10,000	\$ -	Maintenance Expenses estimated for 6 months
Barstow Facilities	\$ 89,655	\$ 51,695	\$ 37,960	57.83%	\$ 103,396	\$ 13,735	Rent for current facility budgeted only for 9 months, 4
Property Insurance	\$ 22,820	\$ 11,410	\$ 11,410	50.00%	\$ 30,000	\$ 7,180	
SubTotal	\$ 324,073	\$ 127,438	\$ 196,635	39.32%	\$ 263,300	-19% \$	(60,773)
ADA							
Fuel-VVTA	\$ 431,497	\$ 201,872	\$ 229,625	46.78%	\$ 403,744	\$ (27,753)	Market prices decreased more than projected budget.
Fuel-BAT	\$ 42,500	\$ 22,978	\$ 19,522	54.07%	\$ 45,956	\$ 3,456	
Contractor-ADA (VVTA)	\$ 3,058,860	\$ 1,504,526	\$ 1,554,334	49.19%	\$ 2,975,075	\$ (83,785)	Based on Actuals
Contractor-Subscription	\$ 983,205	\$ 571,871	\$ 411,334	58.16%	\$ 1,121,397	\$ 138,192	Based on Actuals
Contractor-ADA (BAT)	\$ 308,362	\$ 130,226	\$ 178,136	42.23%	\$ 264,311	\$ (44,051)	Based on Actuals
Certification Contractor (ADA Ride)	\$ 65,500	\$ 36,040	\$ 29,460	55.02%	\$ 65,500	\$ -	
Certification Contractor (ADA Ride) Brstw	\$ 15,000	\$ 3,905	\$ 11,095	26.03%	\$ 15,000	\$ -	
Verizon Svc- BAT ADA control	\$ 7,800	\$ 3,249	\$ 4,551	41.65%	\$ 6,498	\$ (1,302)	
Misc Cost Allocations	\$ 55,122	\$ 12,099	\$ 43,023	21.95%	\$ 24,198	\$ (30,924)	
SubTotal	\$ 4,967,848	\$ 2,486,766	\$ 2,481,080	50.06%	\$ 4,921,678	-0.9% \$	(46,168)
Fixed Route							
Fuel- VVTA	\$ 1,097,202	\$ 495,405	\$ 601,797	45.15%	\$ 990,809	\$ (106,393)	Market prices decreased more than projected budget.
Fuel-BAT	\$ 127,800	\$ 45,851	\$ 81,949	35.88%	\$ 91,702	\$ (36,098)	Market prices decreased more than projected budget.
NEXT-VVTA	\$ 9,217,046	\$ 4,472,567	\$ 4,744,479	48.52%	\$ 9,044,562	\$ (172,484)	Based on Actuals with the contractor rates
NEXT-BAT	\$ 1,557,729	\$ 766,851	\$ 790,878	49.23%	\$ 1,589,829	\$ 32,100	Based on Actuals with the new contractor rates
Mall/Costco Security	\$ 251,986	\$ 135,209	\$ 116,777	53.66%	\$ 251,986.00	\$ -	
Syncromatics Plus Drivers Appreciation	\$ 15,500	\$ -	\$ 15,500	0.00%	\$ -	\$ (15,500)	
Misc Cost Allocations	\$ 112,609	\$ 61,437	\$ 51,172	54.56%	\$ 112,609	\$ -	
Misc Cost Allocations-Brstw	\$ 8,176	\$ 3,948	\$ 5,228	43.03%	\$ 7,898	\$ (1,280)	
SubTotal	\$ 12,389,048	\$ 5,981,268	\$ 6,407,780	48.28%	\$ 12,089,394	-2.4% \$	(299,654)

Description	Annual Budgeted Expense	Actual Expense 6 Months	Amount Remaining	% Budget Spent	Projected 12 Months	Projected Expense Over/(Under)	Notes
Deviated / County Route							
Fuel-VVTA	\$ 154,971	\$ 43,788	\$ 111,183	28.26%	\$ 87,576	\$ (67,395)	
Fuel-BAT	\$ 80,260	\$ 47,469	\$ 32,791	59.14%	\$ 94,938	\$ 14,678	
NEXT -BAT	\$ 628,975	\$ 314,501	\$ 314,474	50.00%	\$ 652,133	\$ 23,158	Based on Actuals with the new contractor rates
NEXT-Hesperia	\$ 1,513,145	\$ 711,739	\$ 801,406	47.04%	\$ 1,400,103	\$ (113,042)	Based on Actuals with the new contractor rates
Misc Cost Allocations	\$ 65,928	\$ 32,960	\$ 32,968	49.99%	\$ 65,920	\$ (8)	
SubTotal	\$ 2,443,279	\$ 1,160,457	\$ 1,292,822	47.09%	\$ 2,300,670	-5.8%	\$ (142,609)
Sub-Total Core Svcs	\$ 22,844,956	\$ 11,131,583	\$ 11,713,373	49%	\$ 22,159,273	-3.00%	\$ (685,683)
Intercity (BV Link/Needles Life Line)							
Fuel	\$ 151,083	\$ 46,895	\$ 104,388	30.91%	\$ 93,390	\$ (57,693)	
NEXT	\$ 559,899	\$ 275,724	\$ 284,175	49.25%	\$ 553,004	\$ (6,895)	Based on Actuals with the new contractor rates
Misc Cost Allocation	\$ 31,605	\$ 4,907	\$ 26,698	15.53%	\$ 31,605	\$ -	
SubTotal	\$ 742,587	\$ 327,326	\$ 415,261	44.08%	\$ 677,999	-8.7%	\$ (64,588)
Commuter (NTC-Ft. Irwin)							
Fuel	\$ 195,884	\$ 57,105	\$ 138,779	29.15%	\$ 114,210	\$ (81,674)	Used some Unleaded. 2nd half all CNG
NEXT	\$ 448,054	\$ 222,243	\$ 225,811	49.60%	\$ 466,486	\$ 18,432	
Misc	\$ 28,410	\$ 6,863	\$ 21,547	24.16%	\$ 13,726	\$ (14,684)	
SubTotal	\$ 672,348	\$ 286,211	\$ 386,137	42.57%	\$ 594,422	-11.6%	\$ (77,926)
Vanpools							
Contractors Leases	\$ 1,320,000	\$ 628,038	\$ 691,962	47.58%	\$ 1,256,076	\$ (63,924)	Based on Actuals
Development Management	\$ 5,000	\$ 5,000	\$ -	100.00%	\$ 5,000	\$ -	
Marketing	\$ 25,000	\$ 5,368	\$ 19,632	21.47%	\$ 25,000	\$ -	
Legal & Admin	\$ 79,939	\$ 9,754	\$ 70,185	12.20%	\$ 19,508	\$ (60,431)	
SubTotal	\$ 1,429,939	\$ 648,160	\$ 781,778.89	45.33%	\$ 1,305,584	-8.7%	\$ (124,355)
CTSA							
Program Management	\$ 210,404	\$ 71,793	\$ 138,611	34.12%	\$ 101,184	\$ (109,220)	Unfilled CTSA Director position (Resignation)
Grant Admin Support	\$ 81,674	\$ 40,000	\$ 41,674	48.98%	\$ 81,674	\$ -	
Advertising/Marketing	\$ 55,000	\$ 17,278	\$ 37,722	31.41%	\$ 34,556	\$ (20,444)	
Training and Professional Development	\$ 5,000	\$ 4,890	\$ 110	97.80%	\$ 5,000	\$ -	
Legal Services	\$ 500	\$ -	\$ 500	0.00%	\$ 500	\$ -	
Transit Ambassador Program	\$ 400	\$ -	\$ 400	0.00%	\$ 400	\$ -	
Brokerage Planning / Administration	\$ 35,000	\$ 20,000	\$ 15,000	57.14%	\$ 35,000	\$ -	
Brokerage Trips	\$ 20,000	\$ -	\$ 20,000	0.00%	\$ 20,000	\$ -	
TRIP Program (Urban)	\$ 50,000	\$ 30,297	\$ 19,703	60.59%	\$ 60,594	\$ 10,594	
TRIP Program (Non-Urban)	\$ 75,000	\$ 56,266	\$ 18,734	75.02%	\$ 112,532	\$ 37,532	Increased TRIP Program Activity
Travel Training Program	\$ 78,896	\$ 28,873	\$ 50,023	36.60%	\$ 28,873	\$ (50,023)	Not continued
Car Share - Needles	\$ 25,000	\$ 5,738	\$ 19,262	22.95%	\$ 11,476	\$ (13,524)	
Big River	\$ 25,000	\$ 7,156	\$ 17,844	28.63%	\$ 14,313	\$ (10,687)	
Trona	\$ 74,200	\$ 11,621	\$ 62,579	15.66%	\$ 23,243	\$ (50,957)	
Nonprofit Agency Transit Fare Scholarship	\$ 20,000	\$ 20,000	\$ -	100.00%	\$ 20,000	\$ -	
Cell Phone	\$ 720	\$ 40	\$ 680	5.56%	\$ 80	\$ (640)	
SubTotal	\$ 756,794	\$ 313,953	\$ 442,841	41%	\$ 549,425	-27.40%	\$ (207,369)
Sub-Total Intercity/Commuter	\$ 3,601,668	\$ 1,575,650	\$ 2,026,018	43.75%	\$ 3,127,431	-13%	\$ (474,238)
Budget to Actual - 6 Months							
TOTAL	\$ 26,446,624	\$ 12,707,233	\$ 13,739,391	48.05%	\$ 25,286,704	-4.4%	\$ (1,159,920)
Amount Over/ Under Budget							

**AGENDA ITEM
SEVEN**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Authorize the Filing of Grant Applications through the Low Carbon Transit Operations Program (LCTOP) for the 2019-20 Fiscal Year Allocations.

SUMMARY STATEMENT

The Low Carbon Transit Operations Program (LCTOP) is one of several grant programs funded as part of 2014-15 State of California budget (by Senate Bills 852 and 862) which have a goal of reduced greenhouse gas emissions and achievement of other benefits. VVTA is eligible to apply for \$63,317 (operator PUC 99314) allocation and \$844,558 (population PUC 99313) funding from FY 2019-20 apportionments. The key LCTOP objectives are to provide operating and capital assistance for transit agencies to 1) reduce greenhouse gas emissions, 2) improve mobility and 3) prioritize service to disadvantaged communities. Eligible transit projects types have been categorized by CA DOT to assist with the Green House Gas reductions calculations.

This year there is a new LCTOP requirement to include an enhancement of public engagement. To meet this obligation and receive valuable input from VVTA's riders, CTSA and Marketing have developed a PowerPoint presentation and surveys to be distributed to the community via public forums and social media.

VVTA will submit allocation requests for funding of three (3) projects:

- (1) The first project, Fare Media Subsidy, is a continuation from a previous cycle. This project is intended to provide subsidized transportation services to eligible non-profit, human and social service agencies to serve individuals with disabilities, seniors, and low-income individuals.

Continued

RECOMMENDED ACTION

Adopt Resolution 20-01 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

FISCAL IMPACT
\$907,875 in LCTOP
Capital & Operating
Revenue

MEETING DATE

March 16, 2020

ITEM NUMBER

7

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Authorize the Filing of Grant Applications through the Low Carbon Transit Operations Program (LCTOP) for the 2019-20 Fiscal Year Allocations.

SUMMARY STATEMENT

- (1) The second project is to purchase of four (4) Battery Electric Buses. VVTA will purchase four (4) battery electric bus to replace four (4) CNG bus that have exceeded their useful life. Once combined with a previous “one (1) bus” LCTOP grant from FY18-19 allocation, it will make a total of 12 battery electric buses (BEBs) in the VVTA fleet. This purchase will allow for cleaner Battery Electric vehicles to be used in the Disadvantaged Communities (DAC s) within VVTA’s service area.
- (2) The third project is VVTA’s New and Expanded Service – Barstow, is in its’ fourth year of a continuing grant from FY 2016-17 LCTOP. This project expanded the number of service hours and made improvements on Barstow Routes 1, 2, 3, 28 and 29. In addition, new Route 6 was added to alleviate on-time performance issues on Routes and 1 and 2 within the Barstow DAC. SB 824 2016 allows that *“a recipient transit agency that has used program moneys for operating assistance to implement new or expanded transit service in a previous fiscal year may use program moneys to continue to operate the same service in any subsequent fiscal year if the agency can demonstrate that reductions in greenhouse gas emissions can be realized.”* With this SB 824 amendment and updated LCTOP guidelines, VVTA can continue to use LCTOP funds in support of this “start-up” service for up to 5 years.

In addition to the allocation request submittals, VVTA needs to submit several supporting documents to be approved by the Board. These include Resolution 20-01, an authorized agent form, as well as, the standard certifications and assurances. Caltrans’s tentative schedule calls for an approved list of projects to be submitted to the State Controller’s Office (SCO) by Mid-June 2020. The SCO plans to release the approved project amounts to recipients by June 30th. This timeline will allow for VVTA staff to program the anticipated project funding in next fiscal year’s 2020-21 draft budget.

RESOLUTION No. 20-01

AUTHORIZATION FOR THE EXECUTION OF THE
CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS
FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)
FOR THE FOLLOWING PROJECTS:
Fare Media Subsidy, New & Expanded Service – Barstow, and
Purchase Four (4) Battery Electric Buses

WHEREAS, the Victor Valley Transit Authority (VVTA) is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

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

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

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

WHEREAS, VVTA wishes to delegate authorization to execute these documents and any amendments thereto to Kevin Kane, Executive Director; and

WHEREAS, VVTA wishes to implement the LCTOP project(s) listed above,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of VVTA that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of VVTA that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY19-2020 LCTOP funds:

1. Project Name: Fare Subsidy Program
Amount of LCTOP Funds Requested - \$20,000
Project Description: With LCTOP funds, VVTA will collaborate with non-profit, human, and social service agencies to provide subsidized transportation services to seniors, individuals with disabilities, and the low-income population.
Contributing Sponsor: SBCTA
Project Lead: VVTA
Disadvantaged Community Benefit: This project will benefit a disadvantaged community. Low Income Community Benefit: This project will benefit a low-income community.
2. Project Name: New and Expanded Service
Amount of LCTOP Funds Requested - \$250,000
Project Description: VVTA will utilize LCTOP funds to continue expanded service on Routes 1, 2, 3, 28, 29 and 6 (new route) in Barstow. This service expansion was implemented in October 2017.
Contributing Sponsor: SBCTA
Project Lead: Victor Valley Transit Authority
Disadvantaged Community Benefit: This project will benefit a disadvantaged community. Low Income Community Benefit: This project will benefit a low-income community.
3. Project Name: Purchase Four (4) Battery Electric Buses (This project will be combined with the Battery Electric Bus purchase from FY18/19 to make a total of five (5) buses)
Amount of LCTOP Funds Requested - \$637,875 (\$574,558 population funds and \$63,317 operator funds)
Project Description: With this allocation of LCTOP funds, VVTA will purchase four (4) battery electric bus to replace four (4) CNG bus that have exceeded their useful life.
Contributing Sponsor: SBCTA
Project Lead: VVTA
Disadvantaged Community Benefit: This project will benefit a disadvantaged community. Low Income Community Benefit: This project will benefit a low-income community.

PASSED, APPROVED AND ADOPTED THIS 16TH DAY OF March 2020.

BY: _____
Curt Emick, VVTA Board Chair

ATTEST: _____
Debi Lorrach, Clerk of the Board



VVTA 2020 Grants Connecting Community to Opportunity

Victor Valley Transit Authority

Grants

- ▶ Grants provide additional transit opportunities in our disadvantaged communities such as continued expanded service in Barstow, and fare subsidies, as well as doing our part to reduce Greenhouse Gas Emissions with zero emission buses.



**VICTOR
VALLEY
TRANSIT**

Three horizontal orange lines of varying lengths, stacked vertically, located below the text 'VICTOR VALLEY TRANSIT'.

Fare Media Subsidy

A Partnership with Local Non-Profits

- For Low Income, Disabled & Seniors
- Provides One Day Passes to Non-profit, Human & Social Service Agencies
- Partner agencies distribute to those in need
- Community Outreach

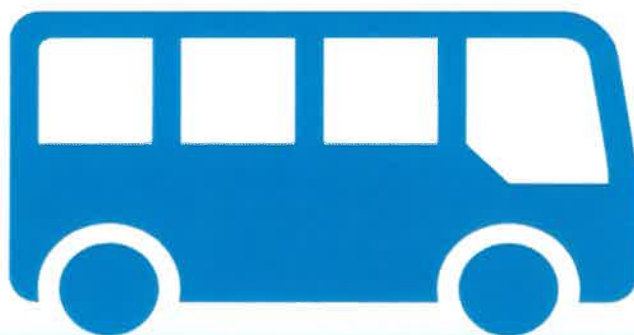


**VICTOR
VALLEY
TRANSIT**



Criteria

- **Complete Subsidy Application**
- **Monthly Reporting to VVTA**
- **Must have a 501c 3 Tax Clearance**

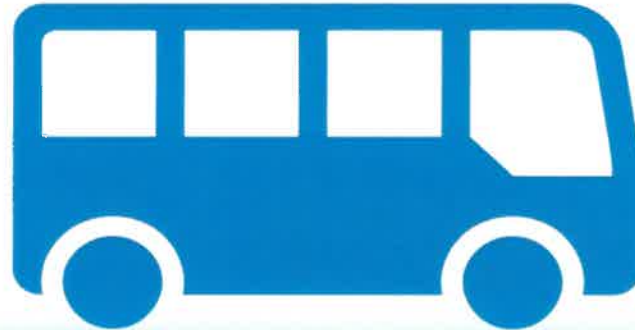


**VICTOR
VALLEY
TRANSIT**



Benefits

- **Assist with Transportation for People in Disadvantaged areas**
- **Reduce Number of Cars on Roads**
- **Reduce Greenhouse Gas Emissions**
- **Increased Awareness of Transit System**



**VICTOR
VALLEY
TRANSIT**



Battery Electric Buses



Benefits

- **Serves Barstow with Brand New Buses**
- **Battery Electric = Quieter Ride**
- **New Suspension = Smoother Ride**
- **Zero Emissions = Better for The Environment**

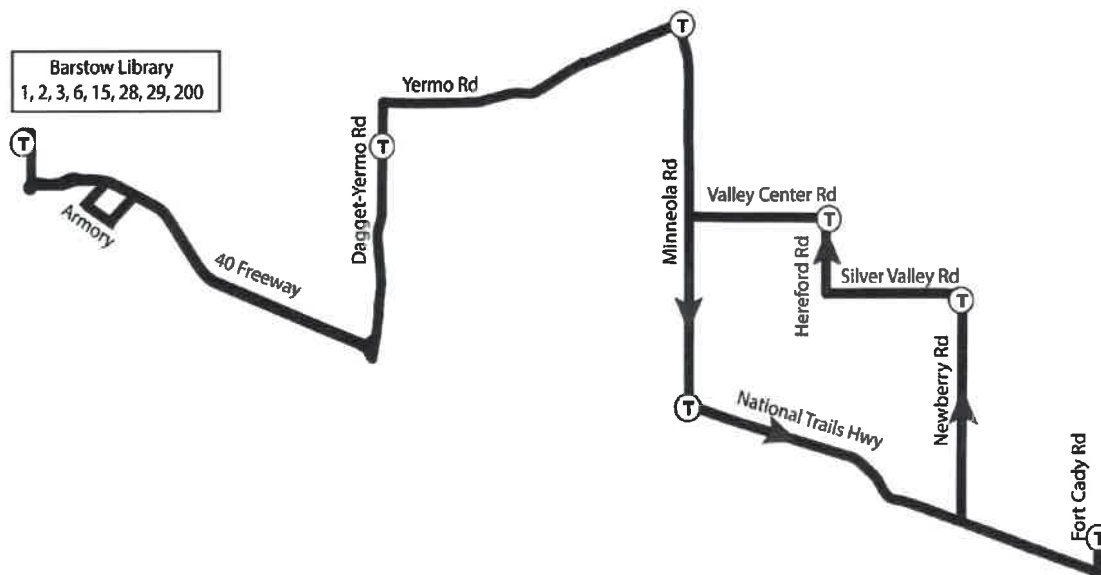


Expanded Barstow Services

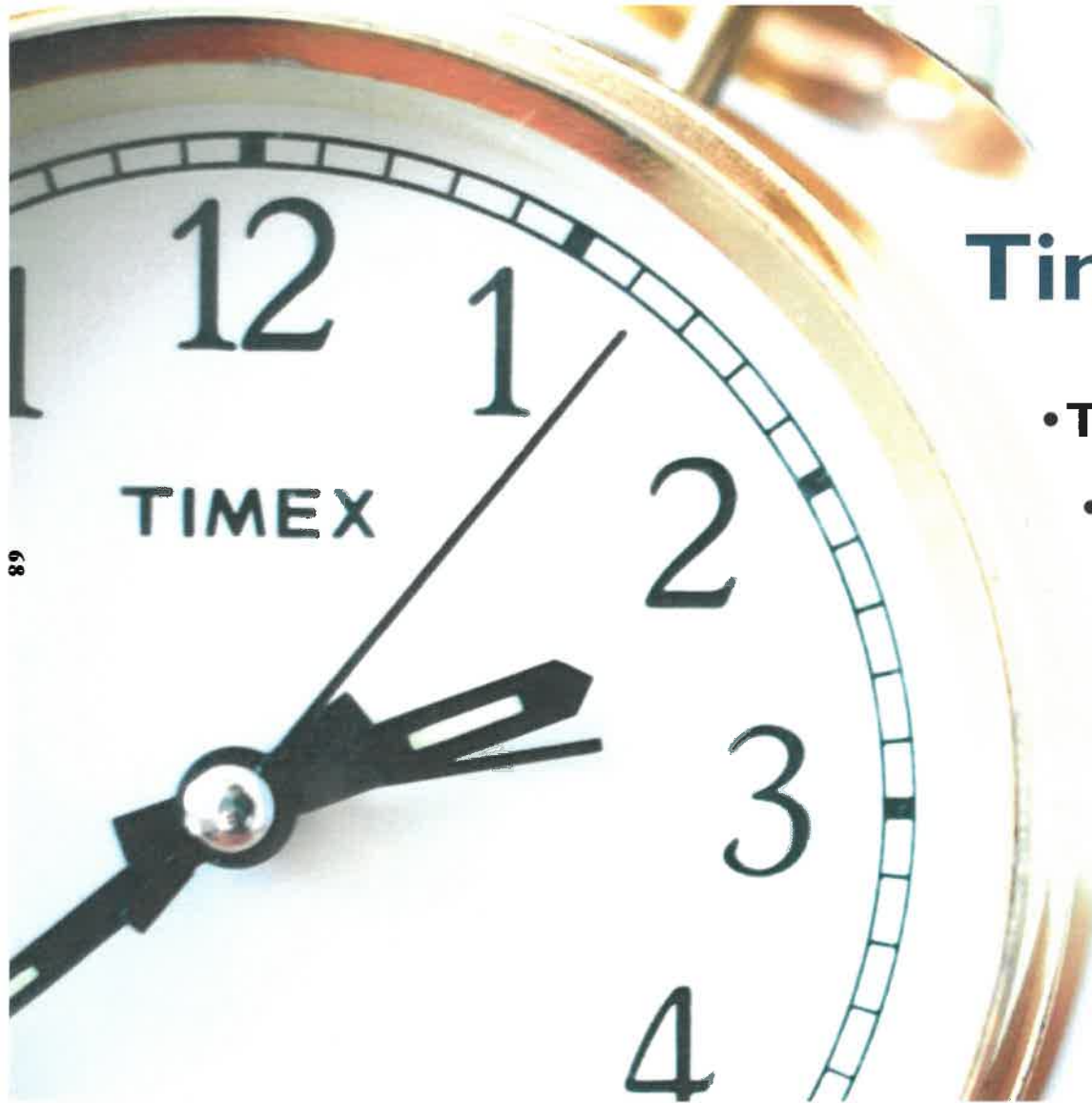


Route Expansion

- **VVTA Expands Service to Routes 1, 2, 3, 28 and 29**
- **Service Includes Passage To and Throughout Barstow**
- **Began Route 6, Covering Underserved & Unserved areas**



**VICTOR
VALLEY
TRANSIT**



Time Expansion

- **Two Additional Hours on Weekdays**
- **One Additional Hour on Weekends**

Benefits

- **Improved Transportation Accessibility in Barstow**
- **Less Vehicles on Roadways**
- **Reduce Greenhouse Gas Emissions**



**VICTOR
VALLEY
TRANSIT**





Questions?

**CORRESPONDENCE
/PRESS CLIPS**

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ADELANTO, APPLE VALLEY, BARSTOW, BIG BEAR LAKE, HESPERIA, OAK HILLS, ORO GRANDE, PHELAN, VICTORVILLE, WRIGHTWOOD, YERMO

Victor Valley Transit Authority Holds Annual Bus Rodeo

by admin • March 8, 2020 • 0 Comments



Left to right: Rodeo winner Robert Luna, VVTA Executive Director Kevin Kane, & second runner-up John Solorio.

By Staff Reports

(Victor Valley)— On Saturday, February 23rd, Victor Valley Transit Authority held its annual Bus Rodeo, a nationwide competition to find the best bus driver in the United States. Held at their Hesperia location, drivers from both the Victor Valley and Barstow competed in one of four classes. Their large and small cutaway buses competed separately in national (*driving over a year*) and local (*driving less than a year*) categories. Competitions included obstacle courses, curb stopping, reverse challenges, and a diminishing clearance challenge through barrels. The staff of Victor Valley Transit Authority and contracting partner National Express, put in many days and hours planning and executing this event each year.

APTA (*American Public Transit Association*) International Bus Rodeo committee member Craig Barnes shared, “The purpose of the Rodeo is to enhance safety and to develop safety consciousness on the part of operators. In addition to the obstacle course, drivers were judged on appearance, and their ability to note safety hazards in a bus that had been purposely rigged by the maintenance department.”

Winning for his 3rd year in a row, Robert Luna took top honors in the Big Bus National Category. He will represent VVTA at both the Regional Roadeo in Torrance on April 18th and the National Roadeo Competition in San Antonio, Texas, to be held May 14-20, 2020. Other winners in the Big Bus national and local categories included Gordon Irons, John Solorio, Wilder Rodas, Samantha Domcik, and Bryan Powell.

Three winners in the Small Bus National Category will also represent the company at the CalAct Roadeo, which will be held on March 7-8, 2020.

Those participants representing VVTA include Steven Agcaoili, Geneva Barker, and Michelle Turrentine. Other winners in the Small Bus Category were Kristina Minter, Daysi Duenas, and Robin Murphy. The CalAct Spring Roadeo will feature Cutaway (*small bus*) and Minivan Drivers from all over the State, with the winner representing California at the National event in Louisville, Kentucky.

Complete Winner List

Big Bus National Category

- 1st Place—Robert Luna
- 2nd Place—Gordon Irons
- 3rd Place—John Solorio

Big Bus Local Category

- 1st Place—Wilder Rodas
- 2nd Place—Samantha Domcik
- 3rd Place—Bryan Powell

Small Bus National Category

- 1st Place—Steven Agcaoili
- 2nd Place—Geneva Barker
- 3rd Place—Michelle Turrentine

Small Bus Local Category

- 1st Place—Kristina Minter
- 2nd Place—Daysi Duenas
- 3rd Place—Robin Murphy

Source: High Desert Daily