



**VICTOR VALLEY TRANSIT AUTHORITY
PUBLIC HEARING AND REGULAR MEETING OF
THE BOARD OF DIRECTORS
July 20, 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 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

Due to on-going COVID-19 restrictions, this Board Meeting will only be available for twelve (12) members of the public to attend. This limitation follows the County recommendations for social distancing. 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, July 13, 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 June 15, 2020.***

Recommendation: Move for approval.

Presented by: None.

Pg. 17 ***Item #2: Warrants, May, 2020.***

Recommendation: Move for approval.

Presented by: None.

REPORTS

Pg. 23 ***Item #3: Meeting Notes from The Technical Advisory Committee Meeting Conducted on July 1, 2020.***

Recommendation: Information item only.

Presented by: None.

Pg. 29 ***Item #4: 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. 39 ***Item #5: Public Hearing and Presentation of the Fiscal Year 2020-21 Final Amended Federally Funded Program of Projects.***

Recommendation: 1) Receive any input and public testimony. 2) Approve the Federally Funded Program of Projects for the FY2020-21 Final Budget as Amended.

Presented by: Nancie Goff, Deputy Executive Director.

- Open Public Hearing: Presentation of the Fiscal Year 2020-21 Final Amended Federally Funded Program of Projects.

Hear public testimony and receive comments on the Presentation of the Fiscal Year 2020-21 Final Amended Federally Funded Program of Projects.

- Close Public Hearing: FY 2020-21 Presentation of the Fiscal Year 2020-21 Final Amended Federally Funded Program of Projects.

Recommendation: 1) Receive any input and public testimony. 2) Approve the Federally Funded Program of Projects for the FY 2020-21 Final Budget as Amended.

Presented by: Nancie Goff, Deputy Executive Director.

Pg. 43 ***Item #6: Award VVTA RFP 2020-05 Bus Stop Shelters and Amenities.***
Recommendation: Award RFP 2020-04 to Tolar Manufacturing Company, Corona, CA, not to exceed \$800,000.00.
Presented by: Christine Plasting, Procurement Manager.

Pg. 47 ***Item #7: Award VVTA RFP 2020-12 ADA Complementary Paratransit Eligibility Certification Services.***
Recommendation: Award RFP 2020-12 to ADARide.com, Gardena CA, not to exceed \$400,000.00.
Presented by: Christine Plasting, Procurement Manager.

Pg. 51 ***Item #8: Approve the Termination for Convenience of Contract 2018-02 and Approve the Release of RFP 2020-20 Security Services.***
Recommendation: Approve the Termination of contract 2018-02 effective August 21, 2020 and approve the release of RFP 2020-20 Security Services.
Presented by: Christine Plasting, Procurement Manager.

Pg. 57 ***Item #9: Presentation of Technical Memos #4 and 5 (Operating, Capital and Financial Plans) of Short Range Transit Plan (SRTP) from AECOM.***
Recommendation: Approve and receive final draft of the VVTA Short Range Transit Plan (SRTP).
Presented by: Stuart Geltman, AECOM.

Pg. 61 ***Item #10: Approve Cost of Living Adjustment and Amend FY21 Budget.***
Recommendation: Approve Cost of Living Adjustment for VVTA staff and amend FY21 budget.
Presented by: Kevin Kane, Executive Director.

BOARD OF DIRECTORS COMMENTS

DATE OF NEXT MEETING

**Monday, August 17, 2020 at 9:30 AM
Barstow City Council Chambers
220 East Mountain View Street
Barstow, CA 92311**

ADJOURNMENT

Victor Valley Transit Acronym List

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ADA	Americans with Disabilities Act
APTA	American Public Transit Association
AQMP	Air Quality Management Plan
BAFO	Best and Final Offer
BEB	Battery Electric Bus
BOE	Board of Equalization
CALCOG	California Association of Councils of Governments
CALTRANS	California Department of Transportation
CARB	California Air Resources Board
CEQA	California Environmental Quality Act
CHP	California Highway Patrol
CIP	Capital Improvement Program
CMAQ	Congestion Mitigation and Air Quality
CMP	Congestion Management Program
CNG	Compressed Natural Gas
COG	Council of Governments
CSAC	California State Association of Counties
CTC	California Transportation Commission
CTC	County Transportation Commission
CTP	Comprehensive Transportation Plan
CTSA	Consolidated Transportation Services Agency
CTSGP-CTAF	California Transit Security Grant Program-California Transit Assistance Fund
DAC	Disadvantaged Communities
DBE	Disadvantaged Business Enterprise
DBELO	Disadvantaged Business Enterprise Liaison Officer
DOD	Department of Defense
DOT	Department of Transportation
E&H	Elderly and Handicapped
EEM	Environmental Enhancement and Mitigation
EIR	Environmental Impact Report
EIS	Environmental Impact Statement
EPA	United States Environmental Protection Agency
ETC	Employee Transportation Coordinator
FAST	Fixing America's Surface Transportation ACT
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

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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
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, pending litigation, labor negotiations and real estate negotiations. Prior to each closed session, the Chair will announce the subject matter of the closed session. If action is taken in closed session, the Chair may report the action to the public at the conclusion of the closed session.
4. **Public Testimony on an Item** - Members of the public are afforded an opportunity to comment on any listed item. Individuals wishing to address the Board of Directors should complete a "Request to Speak" form. A form must be completed for each item an individual wishes to speak on. When recognized by the Chair, speakers should be prepared to step forward and announce their name and address for the record. In the interest of facilitating the business of the Board, speakers are limited to three (3) minutes on each item. Additionally, a twelve (12) minute limitation is established for the total amount of time any one individual may address the Board at any one meeting. The Chair or a majority of the Board may establish a different time limit as appropriate, and parties to agenda items shall not be subject to the time limitations. If there is a Consent Calendar, it is considered a single item; thus the three (3) minute rule applies. Consent Calendar items can be pulled at Board member request and will be brought up individually at the specified time in the agenda allowing further public comment on those items.
5. **Public Comment** - At the beginning of the agenda an opportunity is also provided for members of the public to speak on any subject within VVTa's authority. Matters raised under "Public Comment" may not be acted upon at that meeting. The time limits established in Rule #4 still apply.
6. **Disruptive Conduct** - If any meeting of the Board is willfully disrupted by a person or by a group of persons so as to render the orderly conduct of the meeting impossible, the Chair may recess the meeting or order the person, group or groups of persons willfully disrupting the meeting to leave the meeting or to be removed from the meeting. Disruptive conduct includes addressing the Board without first being recognized, not addressing the subject before the Board, repetitiously addressing the same subject, failing to relinquish the podium when requested to do so, or otherwise preventing the Board from conducting its meeting in an orderly manner.

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

VICTOR VALLEY TRANSIT AUTHORITY

MISSION STATEMENT

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

Quality

To increase ridership and community support by exceeding expectations.

Efficiency

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

Responsiveness

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

**AGENDA ITEM
ONE**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Minutes from the Regular Meeting of the Board of Directors Conducted on June 15, 2020.

SUMMARY STATEMENT

Following are copies of the minutes from the regular meeting of the Board of Directors conducted on June 15, 2020.

RECOMMENDED ACTION

Move for approval.

PRESENTED BY
Debi Lorrach,
Clerk of the Board

FISCAL IMPACT

N/A

MEETING DATE

July 20, 2020

ITEM NUMBER

1

**VICTOR VALLEY TRANSIT
PUBLIC HEARING AND REGULAR MEETING OF THE
BOARD OF DIRECTORS**

**June 15, 2020
MINUTES**

CALL TO ORDER

The Public Hearing and 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.

ROLL CALL

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

Staff Members Present:

Kevin Kane, VVTA	John Tubbs, County Counsel
Maged Azer, VVTA	Barbara Miller, VVTA
Debi Lorrah, VVTA	Ron Zirges, VVTA
Christine Plasting, VVTA	Doug Mathews, City of Victorville
Christine Ortega, NEXT	Jonathan McDowell, NEXT
Nancie Goff, VVTA	Ro Ratliff, City of Victorville
Denise Madrid, VVTA	

PLEDGE OF ALLEGIANCE

Vice-Chair Jeannette led the audience in the pledge of allegiance.

ANNOUNCEMENTS

None.

PUBLIC COMMENTS

None.

CONSENT CALENDAR

1. **Minutes from the Regular Meeting of The Board of Directors Conducted on May 18, 2020.**
Recommendation: Move for approval.
Presented by: None.

2. **Warrants, April 2020.**
Recommendation: Move for approval.
Presented by: None.
3. **Amendment to VVTA Conflict of Interest Code – Policy No. 2013-02.**
Recommendation: Move for approval.
Presented by: None.

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

REPORTS

4. **Meeting Notes from the Technical Advisory Committee Meeting Conducted on June 3, 2020.**
Recommendation: Information item only.
Presented by: None.
5. **Management Reports for Hesperia and Barstow Divisions – Verbal Report from Executive Director.**
Recommendation: Information item only.

Mr. Kane shared a presentation with the Board that details all the efforts that VVTA has put in place to comply with COVID-19 restrictions as well as keeping the buses running and drivers working. For the future, Mr. Kane explained, as of July 1, 2020 VVTA will operate on a Saturday schedule and will tentatively begin regular scheduled service as of August 3, 2020.

Additionally, Mr. Kane briefly explained an upcoming bill called Investing in a New Vision for the Environment and Surface Transportation in American Act (INVEST) that will support public transit infrastructure if passed. Lastly, Mr. Kane shared that many of the ADA drivers participated in an on-going telephone campaign to check on the well-being of our passengers.

ACTION/DISCUSSION ITEMS

6. **Amend the VVTA Fiscal Year 2019-20 Capital Budget, Short Range Transit Plan, and TDA Claim to Reallocate Funds to the Paratransit Bus purchase Project.**
Recommendation: 1) Amend the VVTA Fiscal Year 2019-20 Capital Budget, Short Range Transit Plan, and TDA Claim to Reallocate the Funds Identified to the Existing Paratransit Bus Purchase Project. 2) Approve PTMISEA Resolution #20-03.
Presented by: Nancie Goff, Deputy Executive Director.

Ms. Goff reported there is a total of four (4) Paratransit bus purchase projects with various remaining amounts of funds. Staff recommends expending these funds to facilitate closing out these four (4) projects. Additionally, staff would like to apply funding from two other sources (LCSF and PTMISEA) to facilitate the purchase of three (3) buses. The balance of the PTMISEA surplus funds from a separate project has funds that are aging and need to be reallocated to another project that can be expedited. Lastly, Ms. Goff explained that the buses due to be replaced will soon be past their useful life.

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

7. **Award VVTA RFP 2020-16 Asphalt Stamping Repair.**
Recommendation: Award RFP 2020-16 Asphalt Stamping Reseal to Shariden Design Asphalt, Inc., Alpine, CA, not to exceed \$74,320.00.
Presented by: Christine Plasting, Procurement Manager.

Ms. Plasting explained the RFP process and discussed the new online bidding program that is available for all qualified firms. Though the RFP was made widely available, VVTA received one bid and it was deemed reasonable and responsible; staff recommends the contract be awarded to Shariden Design.

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

8. **Claim for Completed Article 3 Pedestrian Access to Transit Facilities Projects.**
Recommendation: Authorize Staff to file an Article 3 reimbursement claim for up to \$87,000 to SBCTA for the completed Article 3 project as presented.
Presented by: Nancie Goff, Deputy Executive Director.

Ms. Goff stated that the construction project is finished, and buses are using the stop where the work was completed. This board item allows the staff to process the final reimbursement paperwork.

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

9. **Public Hearing and Presentation of the Fiscal Year 2020-21 Annual Operating and Capital Budget.**
Recommendation: 1) Receive any input and public testimony. 2) Adopt Resolution 20-02 and based on testimony approve or amend the FY 2020-21 Annual Operating and Capital Budget. 3) Ratify Publishing the Federally Funded Program of Projects for the FY 2020-21 Final Budget as Amended.
Presented by: Maged Azer, Director of Finance.

9:53am: Open Public Hearing: FY 2020-21 Annual Operating and Capital Budget and FTA Funded Program of Projects.

- No comments.

9:53 am: Close Public Hearing: FY 2020-21 Annual Operating and Capital Budget and FTA Funded Program of Projects.

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

PRESS CLIPS/CORRESPONDENCE

BOARD OF DIRECTORS COMMENTS

Vice-Chair Jeannette shared that the City of Adelanto will be hosting their fourth (4th) food share drive on June 26, 2020 at the Adelanto Stadium.

Director Garcia mentioned that she is pleased the Board can meet together once again.

DATE OF NEXT MEETING

The next scheduled Board meeting will be on Monday, July 20, 2020 at Victor Valley Transit Authority, 17150 Smoke Tree Street, Hesperia, CA 92345

ADJOURNMENT

The meeting was adjourned at 9:57 am.

APPROVED: _____
Curt Emick, Chair

ATTEST: _____
Debi Lorrach, Clerk of the Board

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**AGENDA ITEM
TWO**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Payrolls and Warrants for May 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>
5/08/2020	\$62,923.01	PR0265-05-20
5/22/2020	\$63,882.48	PR0266-05-20
Total Payroll	\$126,805.49	

Agency's Register of Warrants

<u>Register Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Register #</u>
5/11/2020	\$1,441,416.90	11283- 11310	AP02909AAAEGH
5/18/2020	\$109,329.67	11311- 11329	AP02915AAAEGN
5/21/2020	\$180,206.71	11330- 11355	AP02928AAAEHA
5/28/2020	\$2,238,034.59	11382- 11392	AP02938AAAEHK
	\$3,968,987.87		

RECOMMENDED ACTION

Approve VVTA's expenditures for May 2020.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Maged Azer Finance Director	\$4,095,793.36	July 20, 2020	2

Bank Register Report
Victor Valley Transit Authority
May-20

Chevk Number	Date	Payee Name	Amount
EFT029020001	05/01/2020	Macro-Z-Technology	\$1,345,458.03
11283	05/11/2020	Abundant Living Family Church HD	\$3,332.00
11284	05/11/2020	ADArIde.com	\$2,915.10
11285	05/11/2020	Allied Universal Security Services	\$6,552.00
11286	05/11/2020	AMERICAN NEWS	\$407.97
11287	05/11/2020	Clean Energy	\$6,680.70
11288	05/11/2020	Daily Press	\$377.76
11289	05/11/2020	Diamond	\$315.42
11290	05/11/2020	Southern California Edison	\$12,559.40
11291	05/11/2020	Frontier	\$439.03
11292	05/11/2020	Golden State Water Company	\$7,000.00
11293	05/11/2020	HI DESERT ALARM	\$180.00
11294	05/11/2020	HI-Desert Communications	\$1,308.00
11295	05/11/2020	Labor Finders	\$835.20
11296	05/11/2020	Marrs Services, Inc	\$27,000.00
11297	05/11/2020	National Express Transit Corp	\$820.56
11298	05/11/2020	SONIC SYSTEMS IT	\$4,182.50
11299	05/11/2020	Tops N Barricades	\$512.89
11300	05/11/2020	VOID	\$0.00
11301	05/11/2020	VOID	\$0.00
11302	05/11/2020	VOID	\$0.00
11303	05/11/2020	VOID	\$0.00
11304	05/11/2020	VOID	\$0.00
11305	05/11/2020	VOID	\$0.00
11306	05/11/2020	VOID	\$0.00
11307	05/11/2020	VOID	\$0.00
11308	05/11/2020	VOID	\$0.00
11309	05/11/2020	VOID	\$0.00
11310	05/11/2020	US BANK	\$20,540.34
11311	05/18/2020	AECOM	\$24,195.33
11312	05/18/2020	Apple Valley Communications, Inc.	\$7,981.12
11313	05/18/2020	Beck Oil	\$5,437.11
11314	05/18/2020	SPECTRUM	\$1,075.00
11315	05/18/2020	Southern California Edison-CNG	\$6,079.35
11316	05/18/2020	Southern California Edison	\$694.54
11317	05/18/2020	Federal Express Corp.	\$176.11
11318	05/18/2020	Inland Empire Community Newspapers	\$48.00
11319	05/18/2020	Labor Finders	\$849.12
11320	05/18/2020	Packet Fusion, Inc	\$1,683.39
11321	05/18/2020	PATTERSON PRINT SHOPS	\$7,125.00
11322	05/18/2020	Christine Plasting	\$100.58
11323	05/18/2020	Special District Risk Management	\$27,480.58
11324	05/18/2020	Southwest Gas Corporation	\$746.41
11325	05/18/2020	Southwest Gas Corporation	\$2,190.48
11326	05/18/2020	Southwest Gas Corporation	\$399.38
11327	05/18/2020	State Compensation Insurance Fund	\$1,232.75
11328	05/18/2020	Tennant Company	\$17,155.52
11329	05/18/2020	Charles Meier	\$4,679.90
11330	05/21/2020	American Guard Services INC	\$17,628.64
11331	05/21/2020	AVR Vanpool	\$2,500.00
11332	05/21/2020	Lawrence Bird	\$125.00
11333	05/21/2020	Bonnie Baker Senior Center	\$1,269.19
11334	05/21/2020	CDW Government Inc	\$4,695.00
11335	05/21/2020	SPECTRUM	\$149.67
11336	05/21/2020	Spectrum Business-Sec	\$104.97
11337	05/21/2020	Clean Energy	\$7,924.15
11338	05/21/2020	Enterprise Ride Share	\$108,625.00

11339	05/21/2020	Federal Express Corp.	\$65.14
11340	05/21/2020	Gloria L. Garcia	\$125.00
11341	05/21/2020	Green Commuter. Inc	\$500.00
11342	05/21/2020	Joy Jeannette	\$125.00
11343	05/21/2020	Labor Finders	\$835.20
11344	05/21/2020	Robert Lovingood	\$125.00
11345	05/21/2020	Needles Chamber Of Commerce	\$100.00
11346	05/21/2020	James Noble	\$125.00
11347	05/21/2020	Packet Fusion, Inc	\$889.38
11348	05/21/2020	San Bernardino County	\$1,402.56
11349	05/21/2020	Southwest Gas Corporation	\$28,727.20
11350	05/21/2020	State Water Resources Control Board	\$526.00
11351	05/21/2020	Trona Community Senior Center	\$1,504.44
11352	05/21/2020	VerizonBAT	\$959.32
11353	05/21/2020	City Of Victorville	\$80.85
11354	05/21/2020	VIP Restrooms	\$790.00
11355	05/21/2020	Victor Valley Chamber Of Commerce	\$305.00
EFT029170001	05/22/2020	National Express Transit Corp	\$1,143,538.73
EFT029220001	05/22/2020	Curt Emick	\$125.00
EFT029180001	05/26/2020	BP Energy Company	\$11,941.82
11382	05/28/2020	AECOM	\$9,295.89
11383	05/28/2020	SPECTRUM	\$1,109.01
11384	05/28/2020	Southern California Edison	\$754.43
11385	05/28/2020	Federal Express Corp.	\$30.33
11386	05/28/2020	FRONTIER-OFFICE LINES	\$58.55
11387	05/28/2020	Frontier	\$186.96
11388	05/28/2020	Golden State Water Company	\$1,211.27
11389	05/28/2020	Labor Finders	\$835.20
11390	05/28/2020	Loomis	\$63.17
11391	05/28/2020	SOUTHWEST GAS CORPORATION	\$11.00
11392	05/28/2020	Principal Life Insurance Company	\$1,665.75
EFT029400001	05/29/2020	Macro-Z-Technology	\$1,067,207.48
Totals			\$3,968,987.87

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**AGENDA ITEM
THREE**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Meeting Notes from The Technical Advisory Committee Meeting Conducted on July 1, 2020.

SUMMARY STATEMENT

Meeting Notes from the Technical Advisory Committee meeting conducted on July 1, 2020.

RECOMMENDED ACTION

Information item only.

PRESENTED BY
Debi Lorrach,
Clerk of the Board

FISCAL IMPACT

N/A

MEETING DATE

July 20, 2020

ITEM NUMBER

3

**VICTOR VALLEY TRANSIT AUTHORITY
TECHNICAL ADVISORY COMMITTEE**

July 1, 2020

MEETING NOTES

The meeting of the Technical Advisory Committee (TAC) of Victor Valley Transit Authority was opened at 3:00 p.m. at Victor Valley Transit Authority, Conference room, 17150 Smoke Tree Street, Hesperia, CA.

ROLL CALL

TAC Members

Present: Tina Souza, City of Hesperia Ro Ratliff, City of Victorville

Staff Present: Kevin Kane, VVTA Nancie Goff, VVTA
 Maged Azer, VVTA Barbara Miller, VVTA
 Debi Lorrach, VVTA Christine Plasting, VVTA
 Ron Zirges, VVTA Simon Herrera, VVTA
 Rebekah Soto, SBCTA

1. Public Comment.

None.

2. Review Draft Board Agenda.

- a. Public Hearing and Presentation of the FY 2020-21 Final Amended Federally Funded Program of Projects.

Ms. Goff explained that the Program of Projects (POP) is only for the federally funded projects and was amended to correspond with the final budget presentation at the June 15, 2020 Board meeting. VVTA is required to allow a full 30-days of public review and comment; as of this date there have been no comments received.

- b. Award VVTA RFP 2020-05 Bus Stop Shelters and Amenities to Tolar.

Ms. Plasting explained the RFP process, with the staff recommendation to award the contract to Tolar for a not-to-exceed amount of \$800,000 for the term of the contract (ten years with five one-year options).

- c. Award VVTA RFP 2020-12 ADA Complementary Paratransit Eligibility Certification Services to ADARide.com.

VVTA staff recommends awarding this contract to ADARide.com, Ms. Plasting said, as they were the high scorer of the two bids that were received. This contract will be for a term of three (3) years with two (2) one-year options to extend. This contract is not-to-exceed \$400,000.

- d. Approve the Termination for Convenience of Contract 2018- 02 and Approve the Release of RFP 2020-20 Security Services.

Ms. Plasting stated that the current security contractor has failed to fulfill the requirements of their contract, even after several warnings, including a Notice to Cure. Staff recommends terminating the contract for convenience and issuing an RFP for security services.

Ms. Ratliff asked if there would be any lapse in coverage for security services while the change is in process; Ms. Plasting stated that there will no lapse in coverage.

3. Bus stop shelters/benches/lighting.

Mr. Herrera informed TAC that all jurisdictions needs have been received and when the contract is approved, the order will be placed.

Ms. Goff mentioned that some of the jurisdictions have bus stop/shelter/amenity supplies at their yards.

4. SBCTA Update.

The contract with Mott McDonald has been approved for continued NTD statistical data support, Ms. Soto shared.

5. Other Business.

Mr. Kane said that the SRTP has been delayed due to the COVID-19 pandemic and has been hold for too long; Mr. Geltman from AECOM will phone in the final draft presentation to the Board at the July 20th Board Meeting.

6. Adjournment: 3:17 pm

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**AGENDA ITEM
FOUR**

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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 May.
- Monthly Performance Statistics Systemwide Summary.
- Monthly Ridership Report.
- Monthly ADA Denial Report.
- Monthly Road Call Report.
- "Next" On Time Performance Report FY 2020.

RECOMMENDED ACTION

Information items only.

PRESENTED BY
Kevin Kane,
Executive Director

FISCAL IMPACT
N/A

MEETING DATE
July 20, 2020

ITEM NUMBER
4

National Express Transit17150 Smoke Tree St.
Hesperia Calif. 92345

INVOICE NO.

91816431

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

DATE

6/2/2020

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

MONTH

May

BILLING PERIOD 05/01/20 to 05/31/20

	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	1,442.47	\$240,917.36	\$106,209.07	(\$134,708.29)	\$2,618,581.60	\$2,462,363.86	(\$156,217.74)
Subscription	1,133.00	-	\$83,422.79	\$0.00	(\$83,422.79)	\$906,759.90	\$811,348.23	(\$95,411.67)
Regional Fixed Rt	-	-	-	-	-	-	-	-
County	10,957.55	6,306.00	\$770,754.07	\$443,564.04	(\$327,190.03)	\$8,160,401.32	\$7,591,402.18	(\$568,999.14)
Rte. 200	-	-	-	-	-	-	-	-
	1,775.65	1,226.00	\$124,899.22	\$86,236.84	(\$38,662.38)	\$1,331,031.80	\$1,241,720.68	(\$89,311.12)
	-	-	-	-	-	-	-	-
Rte. 200	50.00	-	\$3,517.00	\$0.00	(\$3,517.00)	\$30,551.80	\$25,628.00	(\$4,923.80)
B.V. Link/Lifeline	608.35	585.00	\$42,791.34	\$41,148.90	(\$1,642.44)	\$472,274.25	\$456,725.10	(\$15,549.15)
Fort Irwin	452.00	445.00	\$35,658.28	\$35,106.05	(\$552.23)	\$412,226.26	\$409,843.14	(\$2,383.12)
Barstow-Fixed Route	1,832.30	1,332.00	\$128,883.98	\$93,692.88	(\$35,191.10)	\$1,310,455.71	\$1,310,455.71	\$0.00
Barstow-County	510.30	510.00	\$35,894.50	\$35,873.40	(\$21.10)	\$532,349.86	\$532,349.86	\$0.00
Barstow-DAR	454.00	203.76	\$33,428.02	\$15,002.85	(\$18,425.17)	\$222,715.73	\$222,715.73	\$0.00
SUBTOTALS	21,045.15	12,050.23	\$1,500,166.56	\$856,834.02	-\$643,332.54	\$15,997,348.23	\$15,064,552.49	-\$932,795.74

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

TOTAL INVOICE INCLUDING VARIANCE

\$856,834.02

Please REMIT TO:

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

Manager's Signature and Business Phone

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

Performance Statistics for May

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)	43,013	9,954.7	\$924,630	\$4,362	4.3	\$21.50	\$92.88	\$0.10	\$0.44	0.47%
Commuter Bus	1,469	444.9	\$49,328	\$31,097	3.3	\$33.58	\$110.87	\$21.17	\$69.90	63.04%
Demand Response	3,485	3,546.2	\$186,477	\$786	1.0	\$53.51	\$52.59	\$0.23	\$0.22	0.42%
System Total	47,967	13,945.8	\$1,160,435	\$36,245	3.4	\$24.19	\$83.21	\$0.76	\$2.60	3.12%

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)	133,959	43,013	8.2	4.3	8.99%	0.47%
Commuter Bus	2,835	1,469	4.4	3.3	53.31%	63.04%
Demand Response	16,860	3,485	3.0	0.9	12.86%	0.42%
System Total	153,654	47,967	6.8	3.4	11.53%	3.12%

Hesperia

[illegible]

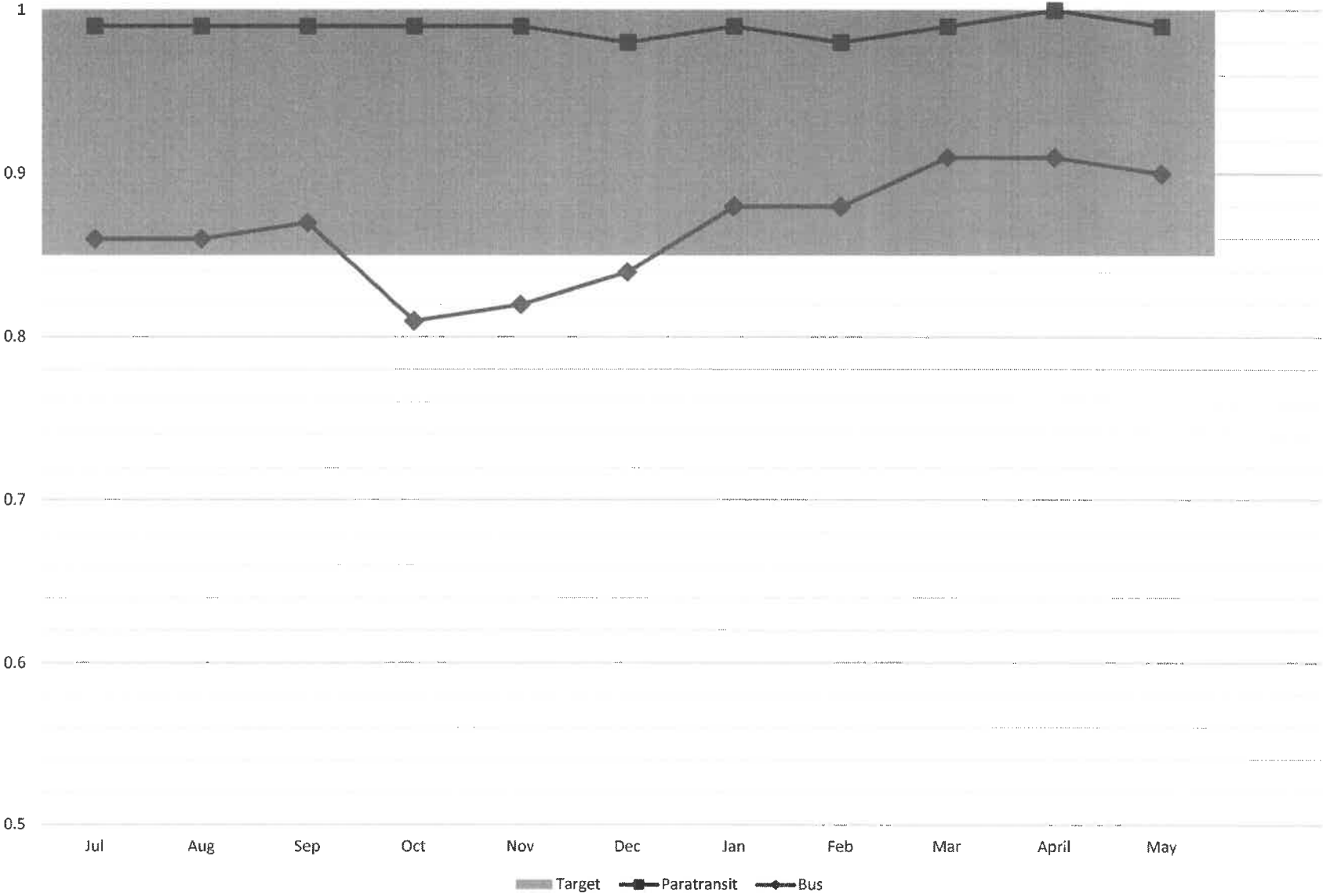
Barstow

[illegible]

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

	Total Miles	Road Calls	Miles Between Road Calls
Demand Response	24,754	5	4,951
Commuter Bus	17,357	6	2,893
Motor Bus	177,820	139	1,279
Total System	219,931	150	1,466

FY 20 System Wide Schedule Adherence



**AGENDA ITEM
FIVE**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Public Hearing and Presentation of the FY 2020-21 Final Amended Federally Funded Program of Projects.

SUMMARY STATEMENT

As the Board may recall, the initial federally funded capital plan was presented in May along with the FY 21 draft budget. In June, the Board was presented with the final draft FY 21 budget including an amendment to the capital plan. VVTA is required to allow 30 days of review for the public to consider federally funded projects and therefore has re-posted the Program of Projects as amended.

Since the amended plan was re-posted no comments have been received by the Clerk. At this time, the Board should open the Public Hearing and hear any public testimony or comments presented, and after consideration of the testimony, approve, postpone or further amend the Program of Projects as deemed necessary.

RECOMMENDED ACTION

1) Receive any input and public testimony. 2) Approve the Federally Funded Program of Projects for the FY 2020-21 Final Budget as Amended.

PRESENTED BY
Nancie Goff,
Deputy Director

FISCAL IMPACT

As budgeted.

MEETING DATE

July 20, 2020

ITEM NUMBER

5

Notice of Public Hearing for the Amended Program of Projects for Fiscal Year 2020/21

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, July 20, 2020 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 (LowNo) of the Federal Transit Act, and Congestion Mitigation and Air Quality Improvement (CMAQ) grants following FTA guidelines.

FY 2020- 2021 Project Descriptions	SECTION 5307	SECTION 5311	SECTION 5339	CMAQ	TOTAL PROJECT COST
FY 2020-21 5307 Estimated Apportionment	\$ 8,734,228				
FTA Operating Assistance (Including CARES Act) and Rural Operating Assistance Unincorporated Areas of SB	\$ 5,264,240	\$ 710,112			\$ 15,295,928
Paratransit vehicle exp (5)			\$ 520,000		\$ 650,000
Driver Safety Shields	\$ 400,000				\$ 500,000
Regional buses rplc Class H CNG (1) '32				\$ 495,000	\$ 559,500
Regional buses rplc Class H CNG (3) '40				\$ 1,514,000	\$ 1,710,500
Paratransit vehicle rpl (2)			\$ 208,000		\$ 260,000
Bus facility capital lease (Hsp)	\$ 1,230,840				\$ 1,538,550
Funding	\$ 6,895,080	\$ 710,112	\$ 728,000	\$ 2,009,000	\$ 20,514,478

Those interested in commenting on the program of projects are encouraged to either attend this public hearing or submit comments to publiccomments@vvta.org 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 or by publiccomments@vvta.org. The program of projects will become final with no further posting, unless amended.

**AGENDA ITEM
SIX**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Award VVTA RFP 2020-05 Bus Stop Shelters and Amenities.

SUMMARY STATEMENT

At the May 18, 2020 Board meeting, the Board of Directors ratified the release of (Invitation for Bid) IFB 2020-04 for Bus Stop Shelters and Amenities.

On April 27, 2020, VVTA released IFB 2020-04. A job walk was scheduled for May 20, 2020; however, the meeting was canceled and not rescheduled due to COVID-19. The last day for questions was on Friday, May 29, 2020, and Addendum No. 1 was issued on June 4, 2020.

The Public Bid Opening was on Thursday, June 11, 2020, at 3:00 PM (PDT), and three Bids were received.

The Bids Received were from:

Tolar Manufacturing Company, Corona, CA	\$ 984,733.00
LNI Custom Manufacturing, Gardena, CA	\$1,149,020.00
California Outdoor (KDTS, LLC), Fair Oaks, CA	\$1,214,267.34

The recommendation is to award the Contract to Tolar Manufacturing Company, Corona, CA, this will be for ten (10) years with five (5) one-year (1) options to extend, not to exceed \$800,000.00. This award is also to establish a standard for VVTA's Bus Stop Shelters and Amenities.

The project will be paid for by Federal 5307 funds with a Prop 1B match of 50%.

RECOMMENDED ACTION

Award RFP 2020-04 to Tolar Manufacturing Company, Corona, CA, not to exceed \$800,000.00.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Christine Plasting Procurement Manager	Not to Exceed \$800,000.00	July 20, 2020	6

IFB 2020-04 Bus Stop Shelters and Amenities
Bid Tabulation Form

BID LINE ITEM	DESCRIPTION	EST. QTY	Tolar				LNI Custom Mfg Inc			KDTS LLC		
			Description	ITEM COST	without solar	TOTAL	Description	ITEM COST	TOTAL	Description	ITEM COST	TOTAL
1	14' Pacific Style Non-Advertising	7	7243-01 with roof solar	\$ 9,105.00	\$ 7,565.00	\$ 52,955.00		\$ 4,500.00	\$ 31,500.00		\$ 9,992.74	\$ 69,949.18
2	14' Pacific Style with Advertising	14	7244-01 with roof solar	\$ 9,735.00	\$ 8,195.00	\$ 114,730.00		\$ 6,000.00	\$ 84,000.00		\$ 10,684.16	\$ 149,578.24
3	10' Pacific Style Non-Advertising	26	10075-00 with roof solar	\$ 7,565.00	\$ 6,025.00	\$ 156,650.00		\$ 4,000.00	\$ 104,000.00		\$ 8,302.59	\$ 215,867.34
4	10' Pacific Style with Advertising	1	29552-00 with roof solar	\$ 9,290.00	\$ 7,750.00	\$ 7,750.00		\$ 5,200.00	\$ 5,200.00		\$ 10,195.78	\$ 10,195.78
5	13' Sierra High Peak with Advertising	26	19019-01 with roof solar	\$ 7,315.00	\$ 5,775.00	\$ 150,150.00		\$ 10,000.00	\$ 260,000.00		\$ 8,028.21	\$ 208,733.46
6	13' Sierra Dome Non-Advertising	2	5725-00 with roof solar	\$ 5,590.00	\$ 4,050.00	\$ 8,100.00		\$ 8,000.00	\$ 16,000.00		\$ 6,135.03	\$ 12,270.06
7	Sierra Low Peak Monopole Non-Advertising	3	21680-00 with roof solar	\$ 6,765.00	\$ 5,225.00	\$ 15,675.00		\$ 500.00	\$ 1,500.00		\$ 7,424.59	\$ 22,273.77
8	Solar Lights – Pacific Style shelter	50	3360010	\$ 1,540.00	\$ -	\$ 77,000.00		\$ 1,600.00	\$ 80,000.00		\$ 1,690.15	\$ 84,507.50
9	Solar Lights – Sierra High Peak shelter	19	336001 15902	\$ 1,540.00	\$ -	\$ 29,260.00		\$ 1,600.00	\$ 30,400.00		\$ 1,690.15	\$ 32,112.85
10	Solar Lights – Low Peak Pacific Shelter	2	336001 15902	\$ 1,540.00	\$ -	\$ 3,080.00		\$ 1,600.00	\$ 3,200.00		\$ 1,690.15	\$ 3,380.30
11	Makrolon SL Ad Panel Glass, or equal	42	7010870	\$ 129.00		\$ 5,418.00		\$ 1,000.00	\$ 42,000.00		\$ 141.58	\$ 5,946.36
12	8' Perforated Metal Bench – without Back	78	12104-111	\$ 640.00		\$ 49,920.00		\$ 450.00	\$ 35,100.00		\$ 702.40	\$ 54,787.20
13	8' Perforated Metal Bench - with Back	3	12830-111	\$ 1,250.00		\$ 3,750.00		\$ 550.00	\$ 1,650.00		\$ 1,371.88	\$ 4,115.64
14	6' Perforated Metal Bench – without Back	46	12101-111	\$ 590.00		\$ 27,140.00		\$ 420.00	\$ 19,320.00		\$ 647.53	\$ 29,786.38
15	6' Perforated Metal Bench with Back	3	14001-111	\$ 1,130.00		\$ 3,390.00		\$ 550.00	\$ 1,650.00		\$ 1,240.18	\$ 3,720.54
16	8' Expanded Metal Bench with Back	3	12114-111	\$ 975.00		\$ 2,925.00		\$ 500.00	\$ 1,500.00		\$ 1,070.06	\$ 3,210.18
17	32 Gallon Trash Receptacle	120	12797-111	\$ 525.00		\$ 63,000.00		\$ 900.00	\$ 108,000.00		\$ 576.19	\$ 69,142.80
18	USC PV Stop Illumination Kit with Push Button	144	UL Listed PV Stop Plus	\$ 1,485.00		\$ 213,840.00		\$ 2,250.00	\$ 324,000.00		\$ 1,629.79	\$ 234,689.76
			\$ 66,709.00 Total				Total \$ 1,149,020.00			Total \$ 1,214,267.34		

**AGENDA ITEM
SEVEN**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Award VVTA RFP 2020-12 ADA Complementary Paratransit Eligibility Certification Services.

SUMMARY STATEMENT

At the May 18, 2020 Board meeting, the Board of Directors ratified the release of RFP 2020-12 for the ADA Complementary Paratransit Eligibility Certification Services.

On April 7, 2020, VVTA released RFP 2020-12. The last day for questions was on Friday, April 24, 2020, and Addendum No. 1 was issued on April 28, 2020.

The deadline for proposals was on Thursday, May 7, 2020 at 3:00 PM (PDT) and two (2) proposals were received. An evaluation committee was created to review the responses and determine the highest scored proposal. Originally scheduled for June 6, 2020, the Evaluation Committee meeting had to be postponed due to some technical difficulties. The Evaluation Committee convened via Zoom on June 16, 2020. The final scores tabulated, of a maximum possible score of 100 points:

ADARide.com, Gardena, CA:	80.58 points
Paratransit, Inc., Sacramento, CA:	57.92 points

The recommendation is to award the Contract to ADARide.com, Gardena, CA, for three (3) years with two (2) one-year options to extend, not to exceed \$400,000.00.

Funds for this Project will be paid for by Measure I and LTF Funds.

RECOMMENDED ACTION

Award RFP 2020-12 to ADARide.com, Gardena CA, not to exceed \$400,000.00.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Christine Plasting Procurement Manager	Not to Exceed \$400,000.00	July 20, 2020	7

RFP 2020-12 ADA COMPLEMENTARY PARATRANSIT ELIGIBILITY CERTIFICATION SERVICES
Evaluation Recap

Technical Evaluation:

Evaluation Criteria	Weight Factor	Company	E1	E2	E3	E4	E5	Total
Experience	20.00							
		C-1	5.00	5.00	5.00	5.00	5.00	20.00
		C-2	3.00	4.00	4.00	4.00	3.00	14.40
Comments:								
Prop Staff	15.00							
		C-1	4.00	5.00	5.00	5.00	5.00	14.40
		C-2	2.00	4.00	4.00	3.00	3.00	9.60
Comments:								
Tech Ability	15.00							
		C-1	5.00	4.00	4.00	5.00	4.00	13.20
		C-2	4.00	4.00	4.00	4.00	3.00	11.40
Comments:								
Proposal	20.00							
		C-1	4.00	5.00	5.00	5.00	4.00	18.40
		C-2	3.00	4.00	4.00	4.00	4.00	15.20
Comments:								
Total Weight Score	70.00		Eval 1	Eval 2	Eval 3	Eval 4	Eval 5	Average Weighted Score
TOTAL		C-1	63.00	66.50	66.50	70.00	63.00	65.80
		C-2	42.00	56.00	56.00	52.50	45.50	50.40

Cost Evaluation		
	15.00	Cost Score
ADARide.com		14.7800
Paratransit, Inc.		7.5200

References		
	10.00	Score
ADARide.com		0.00
Paratransit, Inc.		0.00

Zero Responses via Survey Monkey

Civil Rights		
	5.00	Score
ADARide.com		0.00
Paratransit, Inc.		0.00

	Technical	Cost	References	Civil Rights	Total Score
ADARide.com	65.80	14.7800	0.0000	0.0000	80.58
Paratransit Inc.	50.40	7.5200	0.0000	0.0000	57.92

**AGENDA ITEM
EIGHT**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Approve the Termination for Convenience of Contract 2018- 02 and Approve the Release of RFP 2020-20 Security Services.

SUMMARY STATEMENT

On May 21, 2018, the VVTA Board of Directors approved the award for contract 2018-02 to American Guard Services. Since the inception of the contract, American Guard Services have not been able to fulfill the contract requirements as addressed in their proposal. VVTA staff has communicated verbally and in writing, including a formal Notice to Cure, to no avail. VVTA has determined it to be its best interest to exercise the termination for convenience clause(s) within Section 9.A., page 6 of the contract. Once the Board approves the cancellation, a 30-day Notice of Termination will be sent to American Guard Services.

Additionally, staff recommends the VVTA Board approve the release of RFP 2020-20 Security Services.

Staff requests that the Board 1. Approve the termination for Convenience Contract 2018-02 American Guard Services, and 2. Ratify the release of VVTA RFP 2020-20 Security Guard Services.

RECOMMENDED ACTION

Approve the Termination of contract 2018-02 effective August 21, 2020 and approve the release of RFP 2020-20 Security Services.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Christine Plasting Procurement Manager	TBD	July 20, 2020	8

VVTA RFP 2020-20 SECURITY SERVICES ATTACHMENT A – SCOPE OF WORK

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

A. HESPERIA PARK AND RIDE LOT

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

B. VICTOR VALLEY TRANSPORTATION CENTER

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

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

VVTA RFP 2020-20 SECURITY SERVICES ATTACHMENT A – SCOPE OF WORK

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

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

C. 7TH STREET AND LORENE AVE. TRANSFER CENTER

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

VVTA RFP 2020-20 SECURITY SERVICES ATTACHMENT A – SCOPE OF WORK

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

D. Holidays

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

E. MANPOWER

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

F. PROJECTED SECURITY SERVICE HOURS

VVTA projects approximately 15,000 yearly hours.

**AGENDA ITEM
NINE**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Presentation of Technical Memos #4 and 5 (Operating, Capital and Financial Plans) of Short Range Transit Plan (SRTP) from AECOM.

SUMMARY STATEMENT

CalTrans requires transit agencies throughout the state to update their Short-Range Transit Plan (SRTP) every two-years. The Technical Memos 4 and 5 presents an operating and capital plan along with a financial plan that illustrates costs and revenues, showing how CalTrans-managed funding sources are being spent.

Along with the state requirement, SBCTA also requested and funded this SRTP update so to align VVTA's SRTP with the other scheduled SRTP's for transit providers in San Bernardino County. This will aid SBCTA in developing their expenditure plan for the transit funds they manage. VVTA contracted with AECOM to conduct the SRTP. The SRTP kicked off in late January 2020 and was expected to be a six month study. Due to COVID-19, the timeline of this study has been extended by one month.

At the January 21, 2020 Board Meeting, AECOM Project Manager, Stuart Geltman, presented progress and findings from the first half of the study. The first half of the study documents and analyzes the existing conditions of VVTA. These include:

- A transit services inventory;
- A presentation of system goals and objectives;
- A discussion of how performance is measured; and
- An analysis of VVTA's services based on those system goals and objectives.

This information was used to develop the recommendations for the Technical Memos 4 and 5 of the Final SRTP.

RECOMMENDED ACTION

Approve and receive final draft of the VVTA Short Range Transit Plan (SRTP).

PRESENTED BY
Stuart Geltman,
AECOM

FISCAL IMPACT

N/A

MEETING DATE

July 20, 2020

ITEM NUMBER

9

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Presentation of Technical Memos #4 and 5 (Operating, Capital and Financial Plans) of Short Range Transit Plan (S RTP) from AECOM.

SUMMARY STATEMENT

Today, AECOM is presenting the operating, capital, and financial plan sections of the S RTP (Technical Memos 4 and 5). The financial plan presented reflects impacts that COVID-19 has, and will continue to have, on funding for VVTA services. The operating plan reflects a modification of the service operating and implementation plan developed in the last Comprehensive Operational Analysis that delays the implementation of service improvements due to funding and ridership impacts of COVID-19.

The capital plan continues vehicle replacement and facility upgrades to support high quality transit service. The financial plan maximizes the available revenue sources, including funding that was provided through the CARES Act, to ensure that VVTA is maximizing the use of all funding sources for operations and capital projects.

**AGENDA ITEM
TEN**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Approve Cost of Living Adjustment and Amend FY21 Budget.

SUMMARY STATEMENT

According to the business dictionary.com, the definition of a cost-of-living allowance (COLA) is "Periodic increase in wages or salaries, to compensate for loss in purchasing power of money due to inflation." Generally speaking this loss of purchasing power happens during the previous year and the COLA is an adjustment to offset the negative impact of recent past inflation. In a way, it makes the employee "whole".

During uncertain economic times it is an easy decision for corporate management, Board of Directors, etc. to suspend a cost-of-living adjustment.

In order to make a more informed decision regarding a COLA, corporate management might wish to consider the health of its company absent any economic external factors which may be negatively impacting other companies in the area but not the one in question.

On November 19, 2018, the VVTA Board approved the updated Personnel Policies which explicitly 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."

RECOMMENDED ACTION

Approve Cost of Living Adjustment for VVTA staff and amend FY21 budget.

PRESENTED BY
Kevin Kane,
Executive Director

FISCAL IMPACT

\$43,348

MEETING DATE

July 20, 2020

ITEM NUMBER

10

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Approve Cost of Living Adjustment for Amend FY21 Budget.

SUMMARY STATEMENT

The US Bureau of Labor Statistics for *Riverside – San Bernardino – Ontario, CA* only publishes the CPI every other month.

In consideration of the COVID-19 crisis, staff suggests the Board consider the Cost-of-Living Adjustment (COLA) be based on the average CPI for the last three (3) published months (November–3.0; January–3.4, March–2.3). That number is 2.96%. This translates to a total amount of only \$43,348 which is 0.13% or less than half of 1% of the VVTA FY 2020- 21 approved budget.

This cost-of-living adjustment and staff recommendation was brought before the VVTA Board at its May 2020 meeting. At that time, the Board chose to delay any decision and asked staff to bring the item back in two (2) months i.e. July 2020.

**CORRESPONDENCE
/PRESS CLIPS**

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The Joshua Tree

June 16, 2020

LIVING THE FRONTLINE LIFE

There are many essential workers and businesses that have shown heroism during the COVID-19 pandemic such as First Responders, Medical Professionals, and Teachers. Count among them, Transit Operators. Transit is a critical business for infrastructure, and Victor Valley Transit Marketing Manager **Chris Ackerman**, plus Executive Director **Kevin Kane**, were on hand to share the "Frontline Life" of transit operators.



VTA had a dual task, to both learn and educate Coronavirus to their staff as well as the public simultaneously. Social media posts went from daily to hourly and while the public was being alerted to COVID-19 precautions and service changes, the Directors were working out how to keep everyone employed.

With less riders getting onto buses, there was less need for vehicles and drivers on the routes, so the first step was to move from Full Service (6am – 10pm) to a Sunday Schedule (8am – 6pm). The answer was found with "A" and "B" teams. On one day, half of the operators would drive buses (A Team) while the other half (B Team) would volunteer to clean buses,

facilities, shelters and high touch points. Those employees who signed on with this work model, would get full time 40 hour pay, and even if they worked much less, VTA covered the cost of a full week. Those who did not want to clean were paid for their driving hours and were allowed to collect unemployment for the remaining time.

Through March and April, the marketing of the VTA went into overdrive, and most days were dedicated to Coronavirus marketing and solutions with Car Cards, digital screens, films and social media alerts. Also, during these months their ADA (elderly handicapped, door to door service) operators would perform wellness checks on their passengers.

In May, while information to the public continued, the focus turned towards those living the Frontline Life, the Drivers and staff members. At weekly "Food and Fun Wednesdays", the Administration Staff would feed the crews with homemade street tacos and nachos, plus food from local businesses like Los Pollos Bros and Hawkins Burgers on Wheels. While some food was served at their facilities in Hesperia and Barstow, some was served mobile, while the drivers were own their routes! They also had See's Candy given to them from the Boy Scouts and performed community outreach volunteering with the Benjamin E Jones Community Resource Center.

As restrictions ease up, Victor Valley Transit is well on their way to bringing back full serve to the public. Front door

Continued on page 3

This Week's Functionaries

Invocation: **Chris Ackerman**

Flag Salute: **Kevin Kane**

4-Way Test: **Stew Anderson**

Finemaster: **David North**

Big Blue Dice



We had a rare appearance from Paula Porter who won the chance for the Big Money but drew white..

We will continue next week with 11 dice and \$275 for the Rotarian who can pick the Blue Dice out of the bag.

Proposed Member

If you protest the admission of this member please respond in writing by 5 p.m. June 29th to President Steve Orr.

Jessica Perez

Position: Tax Preparer/Process Servicer/Notary

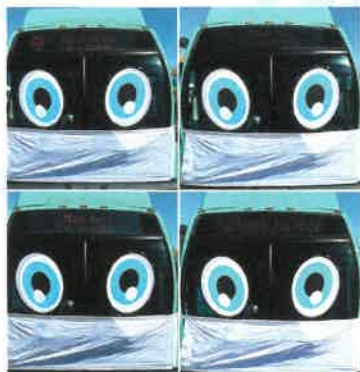
Company: MRGroup

Classification: Service: Tax Preparation

**Sponsors: Bryan Gillespie
(and Stefanie Montoya)**

FRONTLINE LIFE

Continued from page 1



boarding and fare collections have resumed, and the plan is to move up to their Saturday Service in July and Full Bus Service in August.

Transit workers are both essential and critical to keeping the Victor Valley moving. During this pandemic, they have put their own health on the line

to make sure essential workers can get to their essential jobs. They are truly living the Frontline Life.

Find out more at vvta.org or follow them on Twitter, Instagram or Facebook @OfficialVVTA.

Fine Session



David North was our Fine Master and began by wishing **Mike Page** a happy belated birthday and congrats on his 28-year Rotary Anniversary. His fine? \$28. **Don Lager** was penalized \$20 for making big money at his store for selling lots of TV's for people quarantined at home, and **Esther Mears** was fined the same amount for the bank's reopening. The final fine of the day was levied against **Jon Hove** for his decision to show "Notting Hill", what David called a "chick-flick", at his upcoming movie night, instead of a sports themed movie. Jon went home with \$20 less in his wallet for that.

Raffle

Our speaker today **Chris Ackerman** went home with a USA candle and decoration set from **Esther Mears** at DCB, while **Dwight Johnson**, **Don Lager** and **Donna Wells** left the meeting with a Victor Valley Transit USB Bus. Esther will enjoy her bottle of wine from **Dwight Johnson**, and **Donna Wells** will have a great week with her bottle of Southern Comfort, also from Dwight. Our President **Steve Orr** took home the final gift, a DCB bag of goodies.



NEXT WEEK:
Assemblyman
Jay Obernolte

Please let Margaret Cooker know if you will attend and how many guests you are bringing.

The Polio Pig

Collected this week: \$22.00

Polio Pig: \$17.00 + Dice (Paula Porter): \$5.00= \$22.00

Collected to Date: \$17,237.48

Total equals: 95,586 Doses!

*One dollar equals 2 doses of vaccine!
\$500 pays for a Polio Clinic!*



ALL NEWS

Victor Valley Transit Announces Additional Service Hours



Published 2 hours ago on July 8, 2020
By VictorValleyNews 



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Another step was taken towards restoring full service for Victor Valley Transit bus riders, as the organization now moves from Sunday Service Hours to Saturday Service.

VICTOR VALLEY — The next phase in VVTA's restoration plan in response to COVID-19 took another step this week as their transit lines officially moved from Sunday service hours (8am – 6pm) to Saturday service hours of 7am – 8pm, Monday through Saturday.

The federal government has identified Public Transit as a part of the nation's critical infrastructure. Also recognized as an essential service, VVTA has proven indispensable during the COVID-19 Pandemic. Transporting essential workers to jobs, assisting residents getting to much needed medical appointments and shopping, all help keep the economy stable and moving throughout the crisis.

"Our passengers now have an additional 3 hours of service they need to get to their destinations, make transfers and take care of day to day necessities for their families," stated Victor Valley Transit Public Information Officer Chris Ackerman. "As we prepare to resume full service next month, VVTA is committed to making sure the safety of our riders and staff remain our highest priority".

Victor Valley Transit is planning to return to normal service in August, but continues to monitor Federal, State and Local mandates, and will make necessary revisions as needed over the next 30 days.

To ride with VVTA, passengers must still wear appropriate face coverings and honor proper social distancing guidelines.

Victor Valley Transit conducts rigorous cleaning of all buses, stops, shelters, and facilities daily, plus all staff continues to be tested for symptoms of COVID-19 every day before the start of shifts.



The federal government has identified Public Transit as a part of the nation's critical infrastructure.
(courtesy photo)

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