



# VICTOR VALLEY TRANSIT AUTHORITY

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

## TECHNICAL ADVISORY COMMITTEE MEETING AGENDA

February 3<sup>rd</sup> 3:00 p.m.

### MEETING VIA ZOOM

<https://us02web.zoom.us/j/87886809440?pwd=NThhc2t4enBVelpSUHRVWGhCZGnkUT09>

DIAL IN (669) 900-6833 US (San Jose)

Meeting ID: 878 8680 9440

Passcode: 080086

**1. Interested persons may submit Public Comment in writing to the Clerk of the Board at [info@vvta.org](mailto:info@vvta.org) . Written comments must acknowledge the Agenda Item number and specify whether the commenter wishes the comment be included with the minutes or read into the record. Comments read into the record will be read for three minutes; if three minutes pass, the time will not be extended, and the remaining comment will not be read. Public Comments must be submitted no later than 5:00 pm on February 2, 2021.**

2. Review Draft Board Agenda .....K. Kane/Group

- a. Audited Financial Statements (tentative).
- b. Approve Cost of Living Adjustment for VVTA Staff and Amend FY21 Budget.
- c. Amend the VVTA Fiscal Year 2020-21 Budget, Short Range Transit Plan, and TDA Claim to Add Funding to the Purchase of Regional Replacement Buses Class H (4).
- d. Amend the VVTA Fiscal Year 2020-21 Budget, Short Range Transit Plan, and TDA Claim to Add Funding to the Purchase of Regional Replacement Buses Class H (3).
- e. Reject All Bids Received, Cancel IFB 2021-01 and Approve Release of RFP 2021-08 ChargePoint Battery Charger Installation.
- f. Closed Session Pending and Threatened litigation.

3. Bus stop shelters/benches/lighting .....S. Herrera

4. SBCTA Update .....N. Strickert

5. Other Business:

6. Adjournment.

The next regularly scheduled meeting is March 3, 2021. To obtain further or available information regarding agenda items, please contact the Clerk of the Board VVTA at 760 948-3262. Posted: Friday, January 29, 2021.

VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Approve Cost of Living Adjustment for VVTA Staff and Amend FY21 Budget.**

**SUMMARY STATEMENT**

At the Board meeting which took place on July 20, 2020, staff was directed to postpone Item #10 for a period of six (6) months to see what the state of the COVID-19 pandemic would be at that time.

It has actually been seven (7) months since the previous Board review. During that time staff has worked tirelessly from home and in the office. Some employees were scheduled to be in the office while others were assigned to telework. Those in office schedules were managed according each employee's need to be in the office to perform key activities. This resulted in an absolute minimum in the number of employees in the office at any one time.

Now that staff have shown their mettle by balancing telework with in office duties, staff suggests the Board may consider favorably and approve the Cost-of-Living Adjustment (COLA). The total yearly amount in question is only \$43,348 against the yearly budget of \$32.9 million or 0.13% of the FY 20-21 VVTA Budget.

Again, the COLA was based on the average CPI for the last three (3) published months (November-3.0; January-3.4, March-2.3). That number was 2.96%. This translated 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.

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".

**RECOMMENDED ACTION**

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

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Kevin Kane, Executive Director	\$43,348	January 19, 2021	

VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Approve Cost of Living Adjustment for VV TA Staff and Amend FY21 Budget.**

**SUMMARY STATEMENT**

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 this one.

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."*

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

VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Amend the VVTA Fiscal Year 2020-21 Budget, Short Range Transit Plan, and TDA Claim to Add Funding to the Purchase of Regional Replacement Buses Class H (4).**

**SUMMARY STATEMENT**

Upon review of the procurement efforts for similar buses, it was determined this project budget was underfunded. The cost increase is mainly due to price inflation as compared to the prior contract, changing one bus from a 32 ft. bus to a 35 ft. bus to meet the agency's current needs, and VVTA's required options, including GFI fare boxes and the new Driver Protective Barriers.

The recommended funding plan for this short fall is to use available Congestion Mitigation and Air Quality Improvement (CMAQ) Funds and local match from Toll Credits. State of Good Repair (SGR) funds. These will be reallocated to "buses" in the FY20 capital plan. The total project cost is \$2,632,000. The amount of Toll Credits used will transfer directly from CalTrans to FTA and as such, are not added as a cash match for the project. This action will have no impact on Local Transportation Funds (LTF).

Regional Replacement Buses Class H (4)	CMAQ	SGR	Toll Credits
Original Estimated Budget	\$2,009,000	\$261,000	
Budget Amendment	\$623,000	-\$261,000	\$302,005
Revised Total Project Cost	\$2,632,000	\$0	\$302,005

**RECOMMENDED ACTION**

Amend the VVTA Fiscal Year 2020-21 Budget, Short Range Transit Plan, and TDA Claim to Add Funding to the Purchase of Regional Replacement Buses Class H (4).

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Nancie Goff, Deputy Executive Director	CMAQ Funds \$623,000 & Toll Credits \$302,005	February 16, 2021	#

**VICTOR VALLEY TRANSIT AUTHORITY**

**AGENDA MATTER**

**Amend the VVTA Fiscal Year 2020-21 Budget, Short Range Transit Plan, and TDA Claim to Add Funding to the Purchase of Regional Replacement Buses Class H (3).**

**SUMMARY STATEMENT**

During the procurement efforts for three 35' class H buses, it was determined the project budget was underfunded. The cost increase is mainly price inflation as compared to the prior contract and VVTA's required options, including GFI fare boxes and the new Driver Protective Barriers.

The recommended funding plan for this short fall is to utilize reallocated local match from State of Good Repair funds (SGR) from FY21 and a reallocation of FY20 LTF.

Regional Replacement Buses Class H (3)	CMAQ	SGR	Reallocated LTF	Reallocated SGR	Project Cost
Original Estimated Budget	\$1,442,000	\$186,733			\$1,628,733
Budget Amendment			\$60,000	\$261,000	\$321,000
Revised Total Project Cost	\$1,442,000	\$186,733	\$60,000	\$261,000	\$1,949,733

The LTF funds (L20-VVT-02) were originally programmed as local match included in an ITS-GFI Fare Box Upgrade project. Originally the ITS project included new hardware and equipment. Upon further research, the modified project will include only the software update, substantially reducing the project cost estimates. Subsequently, the ITS project will be funded with older ITS surplus funds already included in the capital plan. Therefore, the local LTF can be reallocated to a new project and the federal funds will simply be obligated in the next budget year. The SGR funds will be easily reallocated from one bus project to a similar bus project.

**RECOMMENDED ACTION**

**Amend the VVTA Fiscal Year 2020-21 Budget, Short Range Transit Plan, and TDA Claim to Add Funding to the Purchase of Regional Replacement Buses Class H (3).**

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Nancie Goff, Deputy Executive Director	Reallocated LTF \$60,000 and SGR \$261,000	February 16, 2021	

VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Reject All Bids Received, Cancel IFB 2021-01 and Approve Release of RFP 2021-08 ChargePoint Battery Charger Installation.**

**SUMMARY STATEMENT**

On August 24, 2020, VVTA issued IFB 2021-01 ChargePoint Installation – Hesperia. Subsequently, Addendum No. 1 was issued on September 23, 2020 with changes made to the scope of work. Addendum No. 2, issued on October 6, 2020 added the installation at the Barstow New Facility and Addendum No. 3, issued on October 29, 2020 included answers to questions received from potential bidders. Addendum No. 4, issued on November 3, 2020 extended the Bid Opening date to November 19, 2020.

Only two (2) bids were received. It was identified by staff that one of the bids was insufficient and too low to be considered and as such should be rejected. The second bid should be rejected for technical reasons. The proposer did not use the required forms. As such, staff firmly believes it is necessary to reject the two (2) bids received.

Additionally, staff recommends the VVTA Board release RFP 2021-08 ChargePoint Battery Charger Installation. Rather than issuing as another IFB, staff suggests releasing an RFP which will give the Proposers flexibility in devising a solution which then can be reviewed and scored by an evaluation committee to determine the best value for VVTA.

Staff requests that the Board: 1) Reject all bids and cancel IFB 2021-01 ChargePoint Battery Charger Install - Hesperia and 2) Approve the release of VVTA RFP 2021-08 ChargePoint Battery Charger Installation.

**RECOMMENDED ACTION**

Reject all Bids received – IFB 2021-01 and approve the release of RFP 2021-08.

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Christine Plasting Procurement Manager	None	February 16, 2021	

VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Closed Session.**

**SUMMARY STATEMENT**

**BOARD BUSINESS**

**Closed Session.**

Government Code 54956.9(d) Pending and Threatened Litigation – One Case.

**RECOMMENDED ACTION**

**PRESENTED BY**  
John Tubbs, III,  
County Counsel

**FISCAL IMPACT**  
N/A

**MEETING DATE**  
February 16, 2021

**ITEM NUMBER**