



VICTOR VALLEY TRANSIT AUTHORITY

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

TECHNICAL ADVISORY COMMITTEE MEETING AGENDA

March 3rd 3:00 p.m.

MEETING VIA ZOOM

<https://us02web.zoom.us/j/88641320423?pwd=K2M5eVh0dURWaXRDOTJuUDVKbnluZz09>

Meeting ID: 886 4132 0423

Passcode: 615291

(669) 900-6833

1. Interested persons may submit Public Comment in writing to the Clerk of the Board at 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 March 2, 2021.

- 2. Review Draft Board AgendaK. Kane/Group
 - a. Audited Financial Statements (tentative).
 - b. Mid-Year Budget Review.
 - c. VVTA Annual NTD Audit Report for Fiscal Year Ending June 30, 2020 Completed by Eide Bailly CPAs & Business Advisors.
 - d. Authorize the Filing of Grant Applications through the Low Carbon Transit Operations Program (LCTOP) for the 2020-21 Fiscal Year Allocations.
 - e. Ratify Award of RFP 2020-06 to RMS Construction – Barstow CNG Station.
- 3. Bus stop shelters/benches/lighting S. Herrera
- 4. SBCTA UpdateN. Strickert
- 5. Other Business:
- 6. Adjournment.

The next regularly scheduled meeting is April 7, 2021. To obtain further or available information regarding agenda items, please contact the Clerk of the Board VVTA at 760 948-3262. Posted: Friday, February 26, 2021.

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

**VVTA Annual NTD Audit Report for Fiscal Year Ending June 30, 2020
Completed by Eide Bailly CPAs & Business Advisors.**

SUMMARY STATEMENT

In 1974 Congress established the National Transit Database (NTD) to be the Nation's primary source for information and statistics on the transit systems of the United States and is used to calculate Federal funding formulas. Urban and rural transit grantees of Federal funding are required to report. The NTD also requires monthly operating and safety statistics reports from agencies such as VVTA. This is because VVTA is required to file as a Full Reporter.

Transit agencies are responsible for the data that they report to the NTD. If the data does not follow NTD prescribed procedures or seem unreasonable or inaccurate, or an agency cannot provide a reasonable response to explain data, the NTD may publish the data with a 'questionable' notation.

Like many federal reviews, this in-depth review is performed for NTD by a contracted Independent Auditor. The Independent auditor's statement is provided to the Board to receive and file. Within this report, there was approximately 4 months of the year whereby service and financial data were affected by Covid-19.

FTA provided separate guidance for reporting changes resulting from the pandemic, as well as administrative relief from several requirements. For example, FTA waived the mandatory sampling requirement for Report Year 2020 for all agencies due to Covid-19. Therefore, VVTA used instead an approved method to estimate the passenger miles traveled (PMT) for this report year.

The results of the auditor's statement find that no events or instances of non-compliance were found that would require adjustment to, or disclosure to, the FFA-10 or Agreed Upon Procedures Report.

RECOMMENDED ACTION

Receive and file.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Nancie Goff, Deputy Executive Director	N/A	March 15, 2021	

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Authorize the Filing of Grant Applications through the Low Carbon Transit Operations Program (LCTOP) for the 2020-21 Fiscal Year Allocations.

SUMMARY STATEMENT

The Low Carbon Transit Operations Program (LCTOP) is one of several 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 \$32,548 (operator PUC 99314) allocation and \$479,214 (population PUC 99313) funding from the FY 2020-21 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.

VVTA will submit allocation requests for the funding of three (3) projects. The first project continues the approved project from previous cycles. The Fare Media Subsidy 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 21-01 authorizing the filing of Low Carbon Transit Operations Program (LCTOP) allocation requests, authorized agent forms, and certification and assurances.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Nancie Goff, Deputy Executive Director	\$511,762 in LCTOP Capital & Operating Revenue	March 15, 2021	

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Authorize the Filing of Grant Applications through the Low Carbon Transit Operations Program (LCTOP) for the 2020-21 Fiscal Year Allocations.

SUMMARY STATEMENT

The second project, the VVTA New and Expanded Service – Barstow, is the fifth and final year and is continued from FY 2016-17 funding allocation. The project increased the service span and made improvements on Barstow Routes 1, 2, 3, 28 and 29. A new Route 6 was added to alleviate pressure on Routes 1 and 2 within the DAC intensive area in and around the City of Barstow and expanded service coverage. 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.

The third project will be the purchase of a fuel cell electric bus (FCEB). VVTA will purchase one FCEB to replace one CNG bus that will have exceeded its useful life. The purchase will allow for cleaner zero emission buses to be used in the Disadvantaged Community (DAC) area. FY20-21 LCTOP funds will be rolled over with an additional three years of funds in order to purchase the bus.

In addition to the allocation request submittals, VVTA needs to submit several supporting documents to be approved by the Board. These include Resolution 21-01, 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 2021. 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 2021-22 draft budget.

RESOLUTION No. 21-01

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 Fuel Cell Electric Bus (FCEB)

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 FY20-2021 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: SBCT A
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 Fuel Cell Electric Bus (Funds will be rolled over with an additional three years of LCTOP funds)
Amount of LCTOP Funds Requested - \$234,714
Project Description: With this allocation of LCTOP funds and funds from three more years, VVTA will purchase one (1) fuel cell electric bus to replace one (1) CNG bus that will have exceeded its 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 15TH DAY OF March 2021.

BY: _____
Curt Emick, VVTA Board Chair

ATTEST: _____
Debi Lorrach, Clerk of the Board

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Ratify Award of VVTA RFP 2020-06 to RMS Construction Barstow CNG Station Upgrade.

SUMMARY STATEMENT

On February 18, 2020, the VVTA Board of Directors approved the release of RFP 2020-06 Barstow CNG Station upgrade.

Due to COVID restrictions, staff postponed the RFP due dates with Addendum Nos. 1-8 issued between March 2020 and October 2020. New set up processes were introduced allowing submission of proposals electronically using Publicpurchase.com. Proposals were due on June 11, 2020, and it was discovered that the proposals came in over the amount budgeted for the project.

The deadline for revised proposals was on Friday, November 5, 2020 at 3:00 PM (PST) and 4 proposals were received. An evaluation committee was created to review the responses and determine the highest scored proposal. The Evaluation Committee convened on November 13, 2020. The final scores tabulated, of a maximum possible score of 100 points:

Clean Energy, Newport Beach, CA	No Bid
Macro-Z Technologies, Santa Ana, CA	52.28
EFS West, Valencia, CA	70.88
RMS Construction, Signal Hill, CA	77.23
Cryogenic Industries, Escondido, CA	60.00

RECOMMENDED ACTION

Ratify award RFP 2020-06 to RMS Construction, Valencia, IA, not to exceed \$1,200,000.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Christine Plasting Procurement Manager	Not to Exceed \$1,200,000.00	March 15, 2021	

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Ratify Award of VVTA RFP 2020-06 to RMS Construction Barstow CNG Station Upgrade.

SUMMARY STATEMENT

The recommendation is to ratify the award of the Contract to RMS Construction, Valencia, CA, not to exceed \$1,200,000.00. Due to some COVID and other health issues, the limitations of staff availability and the process to get the contract negotiated brought some challenges. During the negotiation process, system failures at the station started to appear. The Notice to Proceed was given to the contractor on February 11, 2021, due the now emergency nature of the project. RMS is currently doing some of the "leg work" with Southern California Edison, Southwest Gas to discuss the needs of the Utilities and the project.

This project will be funded by STA, State of Good Repair (SGR) and LCFS Credits.