



**VICTOR VALLEY TRANSIT AUTHORITY  
REGULAR MEETING OF  
THE BOARD OF DIRECTORS  
February 16, 2021 9:30 A.M.**

Join Zoom Meeting

<https://us02web.zoom.us/j/83802439073?pwd=bXFzS2pWYVNMUmtrTzIzeGNYWW82UT09>

Meeting ID: 838 0243 9073

Passcode: 335338

(669) 900-6833

**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  
Paul Cook, Director, County of San Bernardino  
Dawn Rowe, Director, County of San Bernardino  
Liz Becerra, 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**

**There will be no physical location for this meeting.** Members of the public wishing to participate via teleconference, can do so by dialing the following number: 1 669-900-6833, Meeting ID: 838 0243 9073, passcode 238920. If you wish to make public comment, please send an email to [publiccomments@vvta.org](mailto:publiccomments@vvta.org) by Wednesday, February 10, 2021 at 5:00 p.m. Written comments will be read into the record. Please silence/mute your device during the meeting. Any member of the public requiring a reasonable accommodation to participate in this meeting in light of this announcement shall contact the Clerk of the Board no later than Wednesday, February 10, 2021 at 5:00 p.m. The Clerk's telephone number is 760-948-3262 x112. This agenda available and posted: Monday, February 8, 2021.

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. 11      ***Item #1: Minutes from Regular Meeting of The Board of Directors Conducted January 19, 2021.***

Recommendation: Move for approval.

Presented by: None.

Pg. 19      ***Item #2: Warrants, December 2020.***

Recommendation: Move for approval.

Presented by: None.

REPORTS

Pg. 23      ***Item #3: Meeting Notes from The Technical Advisory Committee Meeting Conducted on February 3, 2021.***

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: 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).***  
Recommendation: 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: Nancie Goff, Deputy Executive Director.
- Pg. 41      ***Item #6: 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).***  
Recommendation: 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: Nancie Goff, Deputy Executive Director.
- Pg. 45      ***Item #7: Reject All Bids Received, Cancel IFB 2021-01 and Approve Release of RFP 2021-08 ChargePoint Battery Charger Installation.***  
Recommendation: Reject all Bids received – IFB 2021-01 and approve the release of RFP 2021-08.  
Presented by: Christine Plasting, Procurement Manager.
- Pg. 49      ***Item #8: Purchase Adjacent Property North of Current Facility on E Avenue.***  
Recommendation: Approve and authorize the Executive Director to finalize the purchase of real estate referred to as San Bernardino County Assessor Parcel Number 0410-121-06.  
Presented by: Kevin Kane, Executive Director.
- Pg. 55      ***Item #9: Closed Session.***  
**BOARD BUSINESS**  
**Closed Session.**  
Government Code 54956.9(d) Pending and Threatened Litigation – One Case.
- Pg. 59      ***Item #10: Closed Session.***  
**BOARD BUSINESS**  
**Closed Session.**  
Personnel Matters - Government Code Section 54957(b)(1) – Public Employee Evaluation. Title: Executive Director.

**BOARD OF DIRECTORS COMMENTS**

**DATE OF NEXT MEETING**

**Monday, March 15, 2021 at 9:30 AM**

**To be announced**

**ADJOURNMENT**

## **Victor Valley Transit Authority Meeting Procedures and Rules of Conduct During COVID-19 "Stay in Place" Order**

**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. California Governor Gavin Newsom has issued Executive Order N-29-3=20 waiving portions of the Brown Act requirements during the COVID-19 State of Emergency.

**Accessibility:** During the COVID-19 Crisis, meetings are being held virtually using web-based or telephone technologies. If accessibility assistance is 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 can be reached by phone at (760) 948-4021 x112 or via email at [publiccomments@vvta.org](mailto:publiccomments@vvta.org).

**Agendas:** All agendas are posted at the VVTA Administrative offices, and the Victorville, Hesperia, Barstow and Apple Valley city/town halls and [vvta.org](http://vvta.org) at least 72 hours in advance of the meeting. Staff reports related to agenda items may be reviewed at [vvta.org](http://vvta.org).

**Agenda Actions** - Items listed on both the "Consent Calendar" and "Action/Discussion Items" contain recommended 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 or unanimous vote of members present as provided in the Ralph M. Brown Act Government Code Sec. 54954.2(b).

**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.

**Public Testimony on an Item:** If you wish to make public comment, please send an email to [publiccomments@vvta.org](mailto:publiccomments@vvta.org) by Wednesday, January 13, 2021 at 5:00 p.m. Written comments will be read into the record. Please silence/mute your device during the meeting. Any member of the public requiring a reasonable accommodation to participate in this meeting in light of this announcement shall contact the Clerk of the Board no later than Wednesday, January 13, 2021 at 5:00 p.m. The Clerk's telephone number is 760-948-3262 x112. Comments read into the record will be read for three minutes; if three minutes pass and there is comment still unread, the time will not be extended, and the remaining comment will not be read. Public Comment must be submitted no later than 5:00 pm the day before the meeting. Members of the public are afforded an opportunity to speak on any listed item. Individuals wishing to address the Board of Directors or Policy Committee Members should indicate their request when Public Comment is called for during the meeting. This request to speak can be achieved by either using the 'Raise Hand' feature in Zoom platform or by verbally stating interest when the Chair calls for Public Comment. When recognized by the Chair, speakers should be prepared to announce their name 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. Members of the public requesting information be distributed to the Board of Directors must provide such information electronically to the Clerk of the Board via email at [publiccomments@vvta.org](mailto:publiccomments@vvta.org) no later than 5:00 pm the day before the meeting. The Consent Calendar 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 comments on those items.

**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. "Public Testimony on an Item" still applies.

**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, posting profane or rude content in the virtual meeting environment, 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 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 <sup>st</sup> 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 Account.
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**

## **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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ONE**

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VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Minutes from the Regular Meeting of the Board of Directors Conducted on January 19, 2021.**

**SUMMARY STATEMENT**

Following are copies of the minutes from the regular meeting of the Board of Directors conducted on January 19, 2021.

**RECOMMENDED ACTION**

Move for approval.

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Debi Lorrh, Clerk of the Board	N/A	February 16, 2021	1

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

**Via Zoom**

**January 19, 2021  
MINUTES**

**CALL TO ORDER**

The Regular Meeting of the Board of Directors of the Victor Valley Transit Authority was called to order at 9:35 a.m. by Chair Curt Emick.

**ROLL CALL**

Board Members Present: Chair Curt Emick  
Vice-Chair Joy Jeannette  
Director Larry Bird  
Director Liz Becerra  
Director James Noble  
Alternate-Director Kim Mesen  
Alternate-Director Elaine Villareal

Staff Members Present:

Kevin Kane, VVTA	Jenele Davidson, City of Victorville
Maged Azer, VVTA	Barbara Miller, VVTA
Debi Lorrh, VVTA	Sylvia Harris, VVTA
Chris Ackerman, VVTA	John Tubbs, County Counsel
Simon Herrera, VVTA	Christine Plasting, VVYA
Dustin Strandberg, VVTA	Doug Matthews, City of Victorville
Ro Ratliff, City of Victorville	Christine Ortega, Keolis
Chase Williams, VVTA	Marie Downing, VVTA

**PLEDGE OF ALLEGIANCE**

Chair Emick led the audience in the pledge of allegiance.

**ANNOUNCEMENTS**

Chair Emick announced VVTA's two (2) new Board members, full time Alternate-Director Kimberly Mesen (Kim) from Supervisor Cook's office and Liz Becerra from the City of Victorville.

Alternate-Director Mesen shared that she has worked with Supervisor Cook on the Federal side of things for approximately three (3) years and looks forward to learning more and serving on VVTA's Board.

Director Becerra shared that she recently retired from the City of Victorville after thirty-four years and is familiar with VVTA's service. Director Becerra looks forward to being

involved and learning more as time goes on.

### PUBLIC COMMENTS

None.

### ACTION/DISCUSSION ITEMS

**1. Election of Chair and Vice-Chair for Calendar year 2021.**

Recommendation: Pursuant to Section 1.0024, nominate and elect a Chair and Vice Chair to fill the terms of office and select a personnel committee.

Presented by: N/A.

Vice-Chair Jeannette nominated Chair Emick to serve as Chair for a second term; Director Noble seconded the motion. Chair Emick nominated Vice-Chair Jeannette to also serve a second term as Vice-Chair; Director Noble seconded the motion. The motions passed unanimously.

### CONSENT CALENDAR

**2. Minutes from the Regular Meeting of The Board of Directors Conducted on November 16, 2020.**

Recommendation: Move for approval.

Presented by: None.

**3. Warrants, October and November 2020.**

Recommendation: Move for approval.

Presented by: None.

**A MOTION WAS MADE BY** Alternate-Director Villareal 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 January 6, 2021.**

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 report statistics from October and November, due to the December meeting being dark. He mentioned that the ridership is down due to COVID restrictions, however, VVTA feels it is important to keep the buses running with as few reductions in service as possible as it is vital for essential workers.

Additionally, Mr. Kane informed the Board of several different activities going on in all departments at VVTA, including the immediate future. This report will be emailed to all Board members.

**Presentation:** Living the Frontline Life: Victor Valley Transit and the COVID-19 Pandemic.

**Presented by:** Simon Herrera, Director of Operations and Chris Ackerman, Marketing Manager and PIO.

Mr. Ackerman shared a PowerPoint presentation detailing VVTA's frontline efforts during the COVID-19 pandemic and the multiple changes transit has had to deal with. He said that VVTA continues to learn while teaching the public, as well as the drivers.

The Board expressed their appreciation for the presentation, as well as all the hard work VVTA has put in to keep the drivers employed and the public safe.

#### ACTION/DISCUSSION ITEMS

6. **VVTA's COVID-19 Prevention Program (CPP) Guidelines and Procedures.**  
**Recommendation: Approve the VVTA's COVID-19 Prevention Program Guidelines and Procedures.**  
**Presented by:** Maged Azer, Director of Finance.

Mr. Azer said that these guidelines and procedures were created in accordance with requirements from an emergency order by the California Occupational Safety and Health Standards Board (CalOSHA).

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

#### PRESS CLIPS/CORRESPONDENCE

None.

#### BOARD OF DIRECTORS COMMENTS

Director Bird welcomed the new Board members; Chair Emick, Vice-Chair Jeannette and Alternate-Director Villareal stated that they look forward to a new year.

Chair Emick also requested that the new Board members are provided with the New Member Handbook; Mr. Kane stated they currently have it in their possession.



DATE OF NEXT MEETING

Due to the President's Day holiday on Monday, February 15, 2021, the next scheduled Board meeting will be on Tuesday, February 16, 2021 at Victor Valley Transit Authority, via Zoom.

ADJOURNMENT

The meeting was adjourned at 10:23 am.

APPROVED: \_\_\_\_\_  
Curt Emick, Chair

ATTEST: \_\_\_\_\_  
Debi Lorrh, 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 December 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>
12/04/2020	\$74,279.77	PR-280-12-20
12/18/2020	\$74,279.77	PR-281-12-20
<b>Total Payroll</b>	<b>\$148,559.54</b>	

**Agency's Register of Warrants**

<u>Register Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Register #</u>
12/03/2020	\$43,181.35	11923-1-11937-1	AP03206AAAERS
12/10/2020	\$107,489.58	11923-11953	AP03190AAAERC
12/17/2020	\$ 224,758.52	11954-11978	AP03193AAAERF
	<b>\$375,429.45</b>		

**RECOMMENDED ACTION**

Approve VVTA's expenditures for December 2020.

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Maged Azer Finance Director	\$523,988.99	February 16, 2021	2

**Victor Valley Transit Authority  
Dec-20**

Check Number	Date	Payee Name	Amount
11923-1	12/03/2020	Apple Valley Communications, Inc.	\$565.00
11924-1	12/03/2020	Clean Energy	\$16,591.23
11925-1	12/03/2020	California Transit Association	\$200.00
11926-1	12/03/2020	Denco Sales	\$251.44
11927-1	12/03/2020	Diamond Environmental Services LP	\$315.42
11928-1	12/03/2020	FRONTIER-OFFICE LINES	\$58.84
11929-1	12/03/2020	Frontier	\$107.47
11930-1	12/03/2020	G&M Automotive Center	\$6,821.58
11931-1	12/03/2020	Golden State Water Company	\$1,185.41
11932-1	12/03/2020	Hi-Desert Communications	\$1,308.00
11933-1	12/03/2020	High Desert Laser Graphics	\$163.73
11934-1	12/03/2020	Labor Finders	\$6,212.40
11935-1	12/03/2020	SOUTHWEST GAS CORPORATION	\$1,622.81
11936-1	12/03/2020	Verizon-Security Phones	\$5,953.54
11937-1	12/03/2020	Verizon	\$1,824.48
11923	12/10/2020	Acacia's Country Florist	\$74.99
11924	12/10/2020	ADARide.com	\$2,484.50
11925	12/10/2020	AECOM	\$447.31
11926	12/10/2020	Allied Universal Security Services	\$4,514.96
11927	12/10/2020	Asset Panda LLC	\$9,581.20
11928	12/10/2020	Barstow Area Chamber Of Commerce	\$585.00
11929	12/10/2020	Beck Oil	\$427.57
11930	12/10/2020	Calif Asoc Of Coordinated Transport	\$1,055.00
11931	12/10/2020	SPECTRUM	\$1,075.00
11932	12/10/2020	Clean Energy	\$5,624.43
11933	12/10/2020	Diamond Environmental Services LP	\$359.54
11934	12/10/2020	Southern California Edison	\$8,972.39
11935	12/10/2020	G&M Automotive Center	\$2,411.22
11936	12/10/2020	Golden State Water Company	\$1,735.56
11937	12/10/2020	Johnson Controls	\$1,712.00
11938	12/10/2020	Labor Finders	\$12,774.32
11939	12/10/2020	Mission Property Advisors, Inc.	\$3,250.00
11940	12/10/2020	Moody's Investors Services, INC	\$1,000.00
11941	12/10/2020	South Coast Mechanical	\$489.00
11942	12/10/2020	SONIC SYSTEMS IT	\$4,549.50
11943	12/10/2020	State Compensation Insurance Fund	\$1,050.08
11944	12/10/2020	Marlin Software, LLC	\$998.37
11945	12/10/2020	Tolar Manufacturing Co., Inc	\$13,971.13
11946	12/10/2020	VOID	\$0.00
11947	12/10/2020	VOID	\$0.00
11948	12/10/2020	VOID	\$0.00
11949	12/10/2020	VOID	\$0.00
11950	12/10/2020	VOID	\$0.00
11951	12/10/2020	VOID	\$0.00
11952	12/10/2020	VOID	\$0.00
11953	12/10/2020	US BANK	\$28,346.51
11954	12/17/2020	Abundant Living Family Church HD	\$2,531.00
11955	12/17/2020	Apple Valley Communications, Inc.	\$113.00
11956	12/17/2020	AVR Vanpool	\$2,500.00
11957	12/17/2020	Beck Oil	\$8,703.89
11958	12/17/2020	Bonnie Baker Senior Center	\$723.37
11959	12/17/2020	Clean Energy	\$11,940.08
11960	12/17/2020	California Transit Association	\$11,000.00
11961	12/17/2020	Diamond Environmental Services LP	\$342.86
11962	12/17/2020	Southern California Edison-CNG	\$4,838.22
11963	12/17/2020	Enterprise Ride Share	\$88,340.00
11964	12/17/2020	Foothill AIDS Project	\$1,566.00
11965	12/17/2020	G&M Automotive Center	\$1,813.36
11966	12/17/2020	Konica Minolta Business Solutions	\$683.43
11967	12/17/2020	Labor Finders	\$6,437.58
11968	12/17/2020	Loomis	\$485.12
11969	12/17/2020	Pinnacle Petroleum, Inc.	\$18,700.40
11970	12/17/2020	Promaxima Manufacturing, LLC	\$14,964.50
11971	12/17/2020	San Bernardino County	\$2,910.71
11972	12/17/2020	Special District Risk Management	\$401.47
11973	12/17/2020	Southwest Gas Corporation - CNG	\$38,850.89
11974	12/17/2020	Southwest Gas Corporation	\$997.28
11975	12/17/2020	Southwest Gas Corporation	\$764.46
11976	12/17/2020	Tolar Manufacturing Co., Inc	\$4,439.30
11977	12/17/2020	Trona Community Senior Center	\$292.44
11978	12/17/2020	Type-Set-Go	\$389.16
<b>TOTAL</b>			<b>\$375,399.45</b>

**AGENDA ITEM  
THREE**

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VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Meeting Notes from The Technical Advisory Committee Meeting Conducted on February 3, 2021.**

**SUMMARY STATEMENT**

Meeting Notes from the Technical Advisory Committee meeting conducted on February 3, 2021.

**RECOMMENDED ACTION**

Information item only.

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Debi Lorrh, Clerk of the Board	N/A	February 16, 2021	3

**VICTOR VALLEY TRANSIT AUTHORITY  
TECHNICAL ADVISORY COMMITTEE**

**VIA ZOOM**

**February 3, 2021  
MEETING NOTES**

The meeting of the Technical Advisory Committee (TAC) of Victor Valley Transit Authority was opened at 3:04 p.m. via Zoom 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
	Julie Ryan, Town of AV	Jim Mesen, Co. of SB
Staff Present:	Kevin Kane, VVTA	Nancie Goff, VVTA
	Maged Azer, VVTA	Barbara Miller, VVTA
	Debi Lorrh, VVTA	Simon Herrera, VVTA
	Christine Plasting, VVTA	Nicole Soto, SBCTA
	Chris Ackerman, VVTA	Marie Downing, VVTA
	Sylvia Harris, VVTA	Ron Zirges, VVTA

**1. Public Comment.**

None.

**2. Review Draft Board Agenda.**

**a. Audited Financial Statements (tentative).**

Mr. Azer explained that while the field audit was completed in October, the final audit is behind schedule; it has been announced that the deadline for the single audit has been extended to March 31, 2021. Lastly, Mr. Azer stated that the audit should be ready for the March Board meeting.

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

Mr. Kane explained that when this item was first brought to the Board, it was determined it should be brought back for review in six (6) months due to the unknown factors regarding COVID-19. It has now been seven (7) months. Mr. Kane also pointed out how well staff has responded to the pandemic, always willing to do what needs to be done.

Ms. Ratliff said that this item is not something the City of Victorville is willing to support at this time; she also mentioned that if the COLA is not approved this year, it would be appropriate to request approval for it be added to next year's COLA.

Ms. Souza mentioned that she has seen several news articles stating that transit is in trouble due to the pandemic. Mr. Kane reminded TAC that these reports are

regarding very large agencies such as New York City, Chicago, LA, Atlanta, etc. Mr. Azer added that VVTA is in a very stable financial position.

- 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).

Ms. Goff explained that these two budget amendments are contingent upon each other. The approved CMAQ expenditure plan has an amount of unallocated funds available in this fiscal year. By increasing the CMAQ and matching with toll credits – VVTA will be maximizing the use of the federal funds. In turn, this allows for re-allocating those local funds to an older bus purchase project. This will mitigate the expected funding short fall and avoid delays when having to revise federal funds in the FTIP as the buses in the second item are already on order.

Additionally, Ms. Goff offered more information regarding local funds since it might be confusing to those not familiar with it she said. The SGR is simply moving the funds from one fiscal year bus purchase project to a different fiscal year. The LTF comes from an Intelligent Transit Systems yes (ITS) project to upgrade the GFI fare boxes. Originally the \$60k LTF was match to federal funds. However, the project costs estimates were reduced from \$300k to \$100k so the \$300k project was never included in a grant. Therefore, the LTF can be re-allocated and the federal funds will simply be obligated next year. Ms. Goff added no additional LTF is necessary with these two budget amendments.

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

Ms. Plasting shared that only two (2) bids were received for IFB 2021-01, and one of them was insufficient and the other was unacceptable for technical reasons. This new item is to release an RFP in order to have an evaluation committee review the proposals and bids.

- f. Closed Session Pending and Threatened litigation.  
No comment.

- 3. Bus stop shelters/benches/lighting.  
Mr. Herrera stated there are no new updates.

4. SBCTA Update.

Ms. Soto said that the Article 3, Call for Projects will go to committee in April and up for SBCTA Board approval in May. She also mentioned that SBCTA is in the process of improving the Article 3 submission process.

Mr. Azer asked Ms. Soto if there was some way to escalate the timeline for transit workers receiving the COVID-19 vaccine. Mr. Kane added that in some areas transit workers are considered emergency workers.

5. Other Business:

None.

6. Adjournment. 3:28 pm

**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" invoices for December.
- Monthly Performance Statistics Systemwide Summary.
- Monthly Ridership Report.
- Monthly ADA Denial Report.
- Monthly Road Call Report.
- "Next" On Time Performance Report FY 2021.

**RECOMMENDED ACTION**

Information items only.

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Kevin Kane, Executive Director	N/A	February 16, 2021	4



INVOICE NO. 0060079-IN

**Keolis Transit Services**17150 Smoke Tree St.  
Hesperia Calif. 92345BILL TO Victor Valley Transit Authority  
17150 Smoke Tree St.  
Hesperia, CA 92345

DATE 1/6/2021

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

MONTH December

BILLING PERIOD 12/01/20 to 12/31/20

	Budgeted Revenue hours	Actual Revenue hours	Variance in Missed Service	Budgeted Expense	Actual Expense	Variance (+ or -)	Budgeted Expense Year-to-date	Actual Expense Year-to-date	Variance (+ or -) Year-to-date
ADA ParaTransit	3,233.00	2,253.68		\$326,242.03	\$227,418.85	(\$98,823.18)	\$982,661.58	\$720,243.10	(\$262,418.48)
Subscription	1,172.00	198.22		\$118,266.52	\$20,002.38	(\$98,264.14)	\$350,864.07	\$25,123.57	(\$325,740.50)
Regional Fixed Rt	10,953.32	10,942.90	(10.42)	\$956,224.84	\$955,315.17	(\$909.67)	\$2,878,617.98	\$2,874,486.94	(\$4,131.04)
County	1,791.32	1,788.38	(2.94)	\$156,382.24	\$156,125.57	(\$256.66)	\$469,247.98	\$468,331.32	(\$916.66)
B.V. Link/Lifeline	608.62	606.16	(2.46)	\$53,132.53	\$52,917.77	(\$214.76)	\$157,900.38	\$157,047.47	(\$852.91)
Fort Irwin	497.20	497.20	-	\$46,060.61	\$46,060.61	\$0.00	\$133,994.50	\$133,529.45	(\$465.05)
Barstow-Fixed Route	1,832.30	1,830.00	(2.30)	\$159,959.79	\$159,759.00	(\$200.79)	\$484,244.37	\$483,903.90	(\$340.47)
Barstow-County	750.30	750.30	-	\$65,501.19	\$65,501.19	\$0.00	\$198,598.77	\$198,366.55	(\$232.22)
Barstow-DAR	454.00	166.41		\$45,813.14	\$16,792.43	(\$29,020.71)	\$137,439.42	\$50,269.32	(\$87,170.10)
<b>SUBTOTALS</b>	<b>21,292.06</b>	<b>19,033.25</b>		<b>\$1,927,582.88</b>	<b>\$1,699,892.97</b>	<b>-\$227,689.90</b>	<b>\$5,793,569.05</b>	<b>\$5,111,301.62</b>	<b>-\$682,267.43</b>

\* County routes include 21,22,23, and 25

TOTAL INVOICE INCLUDING VARIANCE

\$1,699,892.97

Please REMIT TO:  
Keolis Transit Services, LLC  
470 Atlantic Avenue, 5th Floor  
Boston, MA 02210

Manager's Signature and Business Phone



**FY 2021 -- Monthly Performance Statistics by Mode**  
**Systemwide Summary**  
**All Routes**

**Performance Statistics for December**

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)	41,305	15,872.7	\$2,337,813	\$46,686	2.6	\$56.60	\$147.29	\$1.13	\$2.94	2.00%
Commuter Bus	1,718	496.5	\$81,978	\$30,090	3.5	\$47.72	\$165.10	\$17.51	\$60.60	36.71%
Demand Response	4,662	2,829.0	\$441,664	\$15,844	1.6	\$94.74	\$156.12	\$3.40	\$5.60	3.59%
<b>System Total</b>	<b>47,685</b>	<b>19,198.3</b>	<b>\$2,861,455</b>	<b>\$92,620</b>	<b>2.5</b>	<b>\$60.01</b>	<b>\$149.05</b>	<b>\$1.94</b>	<b>\$4.82</b>	<b>3.24%</b>

**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)	108,802	41,305	6.9	2.6	7.94%	2.00%
Commuter Bus	2,316	1,718	4.9	3.4	50.29%	36.71%
Demand Response	15,415	4,662	2.9	1.6	6.80%	3.59%
<b>System Total</b>	<b>126,533</b>	<b>47,685</b>	<b>5.9</b>	<b>2.4</b>	<b>8.79%</b>	<b>3.24%</b>

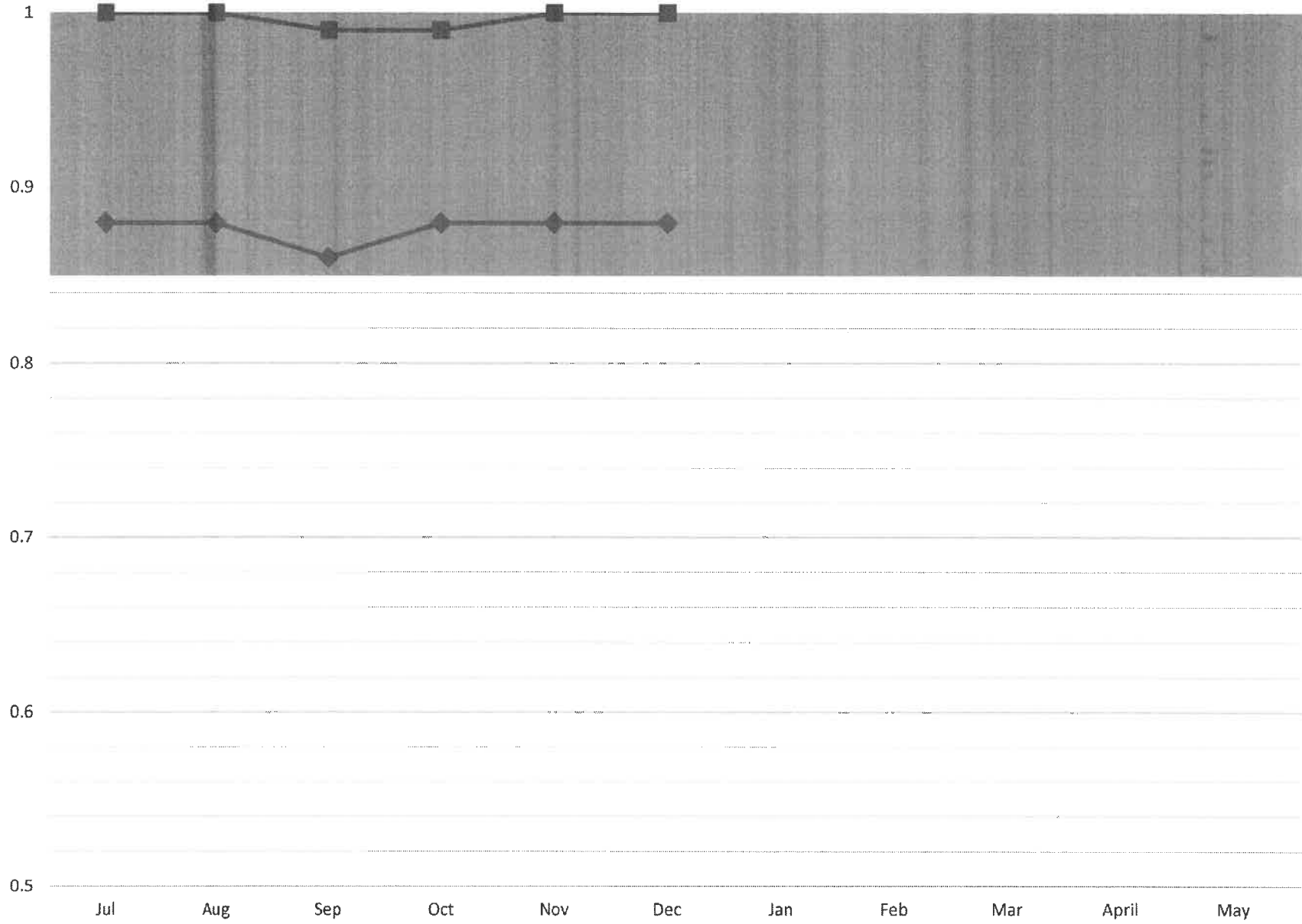
34



**December 2020**  
**Major and Non-Major**  
**Miles between road calls - VVTA and Barstow**

	Total Miles	Road Calls	Miles Between Road Calls
Demand Response	37,726	4	9,432
Commuter Bus	19,417	0	19,417
Motor Bus	273,271	40	6,832
<b>Total System</b>	<b>330,414</b>	<b>44</b>	<b>7,509</b>

### FY 21 System Wide Schedule Adherence



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**AGENDA ITEM  
FIVE**

**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	5



**AGENDA ITEM  
SIX**

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**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
<b>Revised Total Project Cost</b>	<b>\$1,442,000</b>	<b>\$186,733</b>	<b>\$60,000</b>	<b>\$261,000</b>	<b>\$1,949,733</b>

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	6

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**AGENDA ITEM  
SEVEN**

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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	7

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**AGENDA ITEM  
EIGHT**

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VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Purchase Adjacent Property North of Current Facility on E Avenue.**

**SUMMARY STATEMENT**

The board approved a Comprehensive Operational Analysis (COA) in February of 2017. In that study was an analysis of VVTA's current transfer points. Prioritizing several recommendations, funding for two (2) transfer hub projects were approved in the FY 2017 capital plan. One in Victorville and one in Hesperia.

The search for suitable sites to relocate these transfer points has been particularly challenging. Procurement and senior staff have continued to pursue several possibilities over the last several years. Staff have assembled additional funding approved by the Board in FY 2019 and FY 2020 for the Hesperia site and has accumulated \$1,260,285. All funds are Prop 1B and LTF, there are no federal funds included.

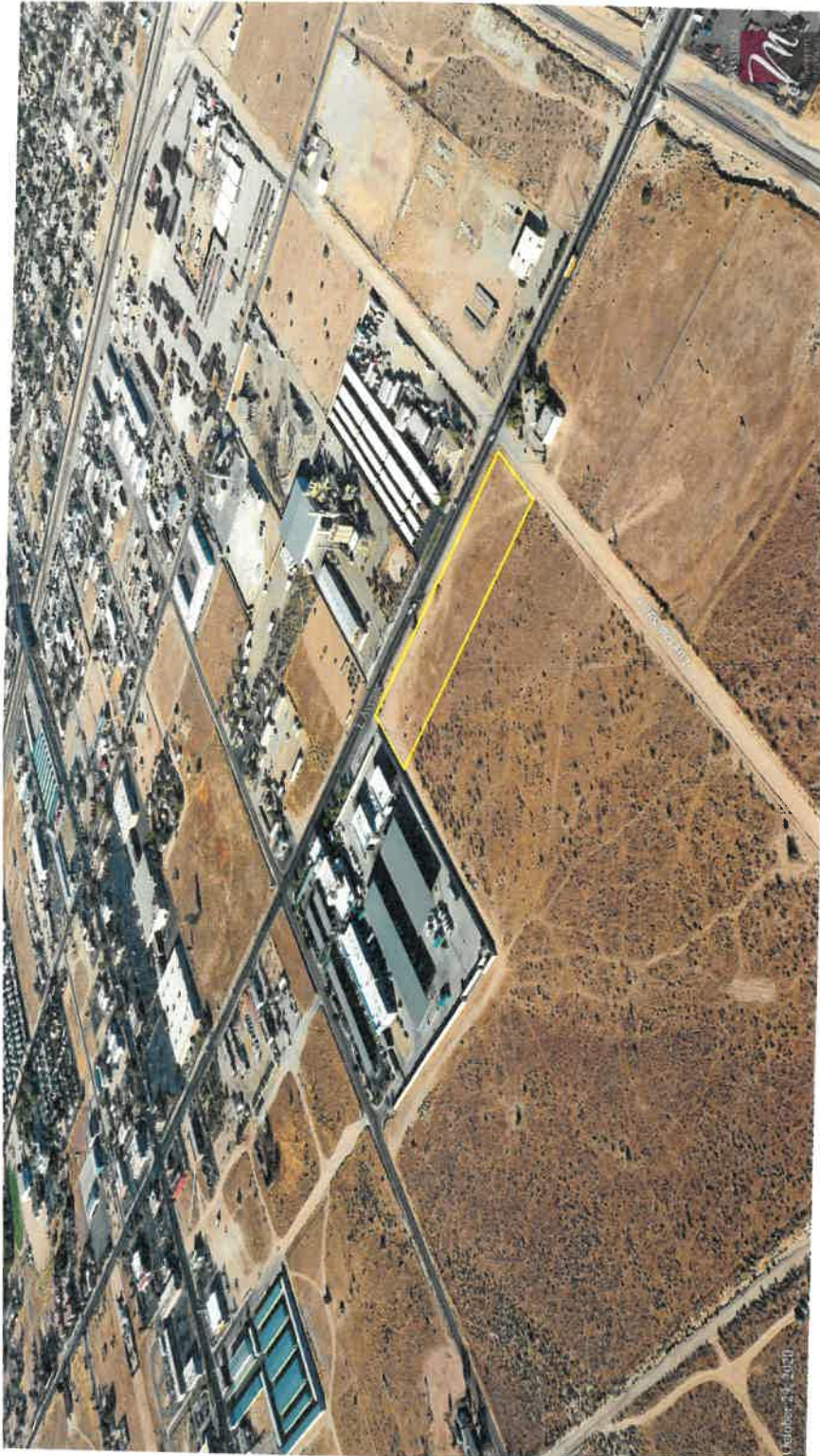
After contacting a responsive local commercial real estate broker, various locations have been identified as viable properties for the Hesperia transfer hub. One property contiguous to the VVTA facility was prioritized because its size and location could also encompass a future expansion for zero emission fueling facilities such as hydrogen.

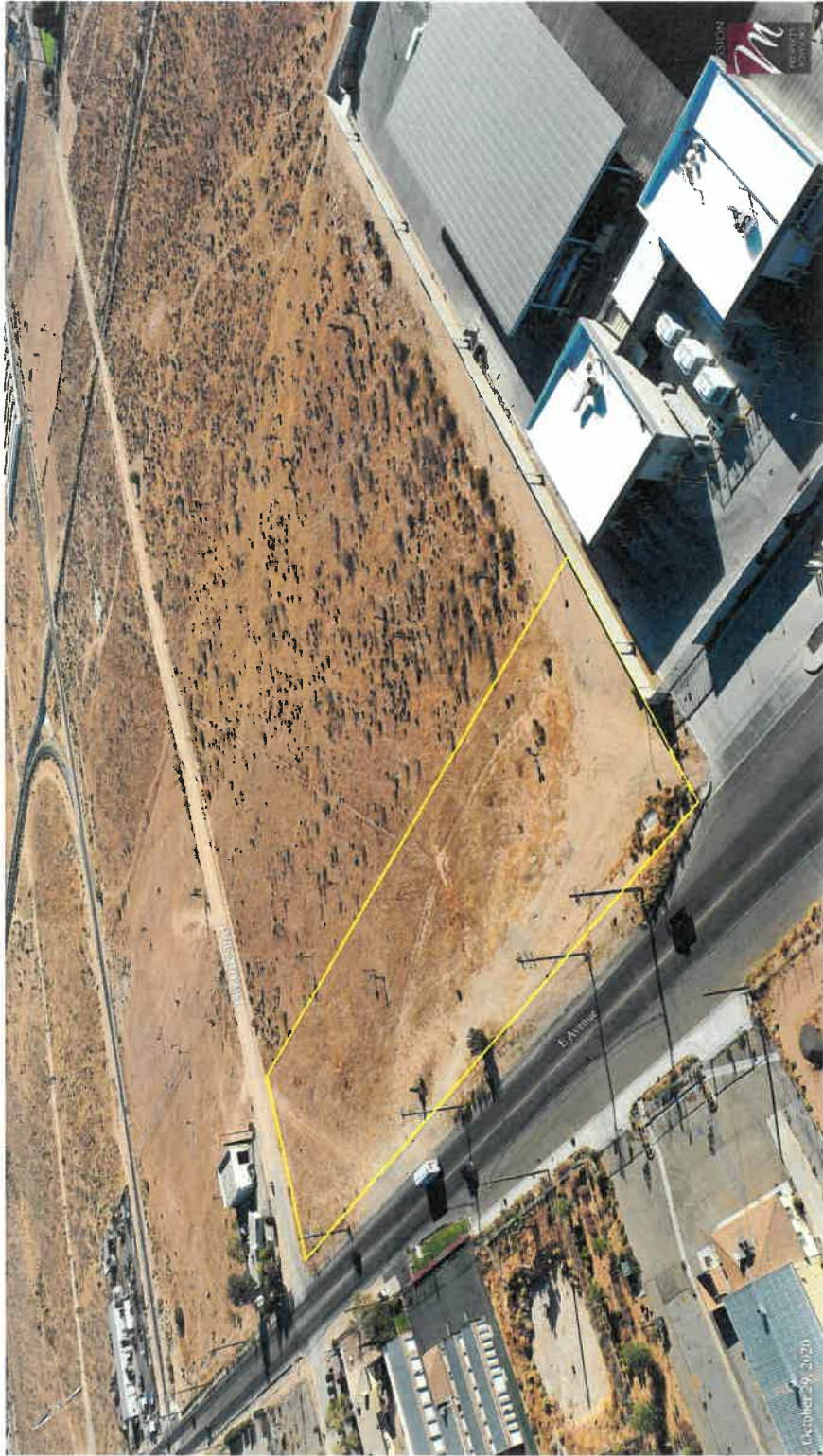
The property was appraised at \$160,000 and following discussions with the property owner, they are willing to sell the property to VVTA at the appraisal amount. The property is a 2.5-acre parcel to the north of VVTA's Hesperia location.

**RECOMMENDED ACTION**

Approve and authorize the Executive Director to finalize the purchase of real estate referred to as San Bernardino County Assessor Parcel Number 0410-121-06.

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Kevin Kane, Executive Director	\$160,000 plus all closing costs and fees	February 16, 2021	8





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**CLOSED SESSION**

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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**

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
John Tubbs, III, County Counsel	N/A	February 16, 2021	9

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**CLOSED SESSION**

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VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Closed Session.**

**SUMMARY STATEMENT**

**BOARD BUSINESS**

**Closed Session.**

Personnel Matters - Government Code Section 54957(b)(1) – Public Employee Evaluation. Title: Executive Director.

**RECOMMENDED ACTION**

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
John Tubbs, County Counsel	N/A	February 16, 2021	10

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**CORRESPONDENCE  
/PRESS CLIPS**

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# DAILY PRESS

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## NEWS

# Victor Valley Transit Authority unveils Umo Mobility App and Pass for High Desert riders

**Rene Ray De La Cruz** Victorville Daily Press

Published 5:48 p.m. PT Feb. 3, 2021 | Updated 6:09 p.m. PT Feb. 3, 2021

The Victor Valley Transit Authority on Wednesday announced its adoption of the Umo Mobility App and Pass to help enhance mobility for its passengers.

Umo simplifies travel by integrating all of its service area transportation options — from VVTA fixed-route buses to ride shares, according to the Hesperia-based VVTA.

The Umo App includes trip-planning and fare payment capabilities, and the Umo Pass is an account-based fare collection platform that reduces the cost burden associated with traditional fare collection.

The pass allows riders to pay through various touchless options, including electronic payment and a method for those who prefer cash payments, VVTA officials said.

“I am most impressed by how our passengers can plan their complete trip in just a few seconds,” VVTA spokesman Chris Ackerman said in a statement. “You simply enter your starting and ending location, and let Umo do the rest.”

Ackerman said Umo will give transit riders a variety of route options, with live GPS bus tracking so they know precisely when a bus will arrive at designated stops.

“On top of that, you have contactless payment options, reporting capabilities, and so much more,” Ackerman said.

Produced by Cubic Transportation Systems, the downloadable Umo products also enable riders to earn rewards for riding public transit and access real-time information.

“Cities are undergoing a paradigm shift for transportation, with COVID-19 capping a decade in which the transit ecosystem fractured into a complex landscape of new private modes

alongside public networks,” Umo General Manager Mick Spiers said in a statement.

Spiers said his company’s vision is to improve the quality of life in towns and cities around the world through optimized mobility.

“Our platform is accessible to all types of travelers and provides the tools people need to travel without congestion, without delays, and ultimately, without stress,” he said.

Cubic purchased TouchPass, the previous platform used by VVTA, and redesigned and rebranded the platform into Umo, according to VVTA.

Ackerman said customers currently using the TouchPass Smart Card or App can still use the service for the next few months.

“There are so many great options already built into the Umo App, with more arriving in the coming months,” Ackerman said.

VVTA provides service to much of the Victor Valley, Barstow and the Fort Irwin National Training Center, as well as transportation between the High Desert and San Bernardino.

On Jan. 26, Cubic announced that its Umo services would be available in 15 markets across the U.S. in the coming weeks.

The company added that several transportation agencies would go live that week, including the Victor Valley’s, as well as agencies in Shreveport, Louisiana and Skagit County, Washington.

***Daily Press reporter Rene Ray De La Cruz may be reached at 760-951-6227 or RDeLaCruz@VVDailyPress.com. Follow him on Twitter @DP\_ReneDeLaCruz.***