



VICTOR VALLEY TRANSIT AUTHORITY

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

TECHNICAL ADVISORY COMMITTEE MEETING AGENDA

September 1, 2021 3:00 p.m.

This meeting is being conducted in accordance with Governor Newsom’s
Executive Order N-29-20

VIA ZOOM

Join Zoom Meeting

<https://us02web.zoom.us/j/81470301353?pwd=aTJ4Q3dYVnpFTkd2YVNRdXY5dDN1dz09>

Meeting ID: 814 7030 1353

Passcode: 714261 – Call in (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 but shall be included in any public comment document. Public Comments must be submitted no later than 5:00 pm on August 31, 2021.

- 2. Review Draft Board Agenda..... K. Kane/Group
 - a. Unmet Needs.
 - b. Award VVTA RFP 2022-20 Project Manager – Hesperia Transfer Hub.
 - c. International Car-Free Day, Free Rides.
 - d. Employee Policy and Procedure Update.

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

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

5. COVID 19 Update - VVTA and Keolis S. Herrera/C. Ortega

6. Other Business..... Group
Health Benefit Costs

7. Adjournment.

The next regularly scheduled meeting is October 6, 2021. To obtain further or available information regarding agenda items, please contact the Clerk of the Board VVTA at 760 948-3262. Posted: Friday, August 27, 2021.

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Unmet Needs Hearing for Fiscal Year 2021-2022

SUMMARY STATEMENT

Sections 99238 and 99401.5 of the California Public Utilities Code provide that a public hearing be held to receive testimony on whether or not there are public transportation needs which can be met by funds provided by the Transportation Development Act (Act). The San Bernardino County Transportation Authority (SBCTA) must make this determination before it can allocate funds provided by the Act to projects other than public transit.

This determination will be made by SBCTA from a review of the Regional Transportation Plan, the testimony received at the public hearings, and the recommendation of San Bernardino County Public and Specialized Transportation Advisory and Coordinating Council (PASTACC). These hearings will be concerned with funding for the Fiscal Year 2021/2022.

Comments are solicited relevant to the public transportation needs in the Desert portion of San Bernardino County, especially as they relate to the elderly, disabled, or underprivileged, or to providing transportation in environmentally sensitive areas.

Comments can be presented at the hearing orally or in writing. Those wishing to submit written testimony are asked to bring copies for the hearing panel and staff. For those who are not able to attend the meeting are invited to submit e-mails to nstrickert@gosbcta.com by November 30, 2021. Written comments can also be sent to:

San Bernardino County Transportation Authority
Unmet Transit Needs
Attention: Nancy Strickert
1170 W. 3rd Street, 2nd Floor
San Bernardino, CA 92410-1715

RECOMMENDED ACTION

Receive input and testimony from the public.

PRESENTED BY
Nancy Strickert,
SBCTA

FISCAL IMPACT

N/A

MEETING DATE

September 20, 2021

ITEM NUMBER

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Release RFP 2022-02 Construction Project Manager Hesperia Transfer Hub.

SUMMARY STATEMENT

At its July 19, 2021 meeting, the VVTA Board approved the release of RFQ 2021-17 for the Design Building of the Hesperia Transfer Hub.

Statements of Qualification from interested parties are due October 16, 2021. At that time an evaluation committee will be assigned to assess, provide scores, and create a shortlist of qualified Design Build Companies. The Construction Project Manager (CPM) will serve on the committee as well as ensure that the design and construction of the facility is performed according to specs. The Consultant is needed during the Design phase to ensure all necessary design elements are included in the design, and to ensure the Design-Build Team is following all Federal, State, County, and City of Hesperia codes. The Construction Project Manager will ensure the building is well built and safe for use once VVTA receives it's Notice of Occupancy and confirms all tasks completed and VVTA is able to submit a Notice of Completion to the County.

Although VVTA will be the primary and final decision maker, the Construction Project Manager will provide the needed expertise in making recommendations to VVTA during the planning, build-up, implementation, and close-out phases of the project.

VVTA's Procurement Policy requires the VVTA Board of Directors approve the release of all RFP's that will likely exceed the threshold of \$250,000.00.

Funding for the Construction Manager is federal funds and various local match.

RECOMMENDED ACTION

Authorize Staff to Release RFP 2022-02 for a Construction Project Manager – Hesperia Transfer Hub.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Christine Plasting Procurement Manager	None	September 20, 2021	

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Free Ride Day for International Car-Free Day, September 22, 2021.

SUMMARY STATEMENT

Wednesday, September 22, 2021 is International Car-Free Day. This promotional event coordinated by SBCTA and includes Omnitrans, Mountain Transit, Morongo Basin Transit Authority (MBTA), and Metrolink, is an effort to encourage residents to use public transportation. This event will include VVTA's Regional Fixed, County, and Paratransit service, including Barstow. The free ride day will allow access to transportation for all members of VVTA's community.

The fiscal impact is uncollected fare revenue of one (1) average day for fixed route, county route, and paratransit.

RECOMMENDED ACTION

Approve Free Ride Day for International Car-Free Day, September 22, 2021.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Kevin Kane, Executive Director/CEO	\$1,743.13	September 20, 2021	

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Personnel Policies and Procedures – Employee Handbook Updates.

SUMMARY STATEMENT

The Board approved the last update to the VVTA Policies and Procedures – Employee Handbook in October 2018. Since that time, there are some changes and updates in the policies and procedures that need to be made to reflect the changes in procedures and to meet any updates in Labor and Employment Law and guidance.

The following is summary of the major recommended changes and updates to the current policies and procedures:

- **Time Reports** – switch time reports from manual timesheets to electronic timesheet using the QuickBooks timesheet software system.
- **Bereavement leave** - limited to three days, Employee may use sick leave accruals if bereavement days exceed the three days.
- **Holidays** – Adding Juneteenth Holiday as one of the 6 optional holidays.
- **Military Leave** – update to include the Search and Rescue mission ordered or called by the Sheriff Department.
- **Health Insurance Benefits** – Medical care plan switched from SDRMA to be provided through CalPERS.

Staff recommends the Board approve the updated personal policies and procedures.

RECOMMENDED ACTION

Approve updated Employee Handbook.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Maged Azer, CFO	N/A	September 20, 2021	