



**VICTOR VALLEY TRANSIT AUTHORITY**

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

**TECHNICAL ADVISORY COMMITTEE MEETING AGENDA**

November 3, 2021 3:00 p.m.

**VIA ZOOM**

Join Zoom Meeting

<https://us02web.zoom.us/j/89710889798?pwd=alpCSHFmb1VqLzFSb1JGR3phT3Jsdz09>

Meeting ID: 897 1088 9798

Passcode: 646398

Call in (669) 900-6833

**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 but shall be included in any public comment document. Public Comments must be submitted no later than 5:00 pm on November 2, 2021.**

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

a. VVTA Board of Directors Calendar of Meetings for 2022 (Consent Calendar).

b. Adopt Resolution 21-04 Destruction of VVTA Records.

c. Release RFP2022-06 Construction Project Manager.

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

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

5. Other Business..... Group

6. Adjournment.

The next regularly scheduled meeting is December 1, 2021. To obtain further or available information regarding agenda items, please contact the Clerk of the Board VVTA at 760 948-3262. Posted: Friday, October 29, 2021.

VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**VVTA Board of Directors Calendar of Meetings for 2022.**

**SUMMARY STATEMENT**

Every year the third Monday in January and February fall on holidays (Martin Luther King Jr. Day and Presidents Day respectively). In the past, meetings have been scheduled for the third Tuesday of the month for both January and February meetings. Otherwise all meetings are scheduled for the third Monday of the month. Meeting times (9:30 am) and the locations (Victor Valley Transit Authority and Barstow Council Chambers) are unchanged.

**RECOMMENDED ACTION**

Move for approval.

**PRESENTED BY**  
Debi Lorrh,  
Clerk of the Board

**FISCAL IMPACT**  
  
N/A

**MEETING DATE**  
  
November 15, 2021

**ITEM NUMBER**

VICTOR VALLEY TRANSIT AUTHORITY  
BOARD OF DIRECTORS  
CALENDAR OF MEETINGS 2022

**Tuesday, January 18th, 9:30 a.m.**  
(*Monday, 17<sup>th</sup> Martin Luther King Jr. Day*)

**Monday, July 18<sup>th</sup>, 9:30 a.m.**

**Tuesday, February 22<sup>nd</sup>, 9:30 a.m.**  
(*Monday, 21<sup>st</sup> Presidents Day*)  
To be held at Barstow City Council Chambers.

**Monday, August 15<sup>th</sup>, 9:30 a.m.**  
To be held at Barstow City Council Chambers.

**Monday, March 21<sup>st</sup>, 9:30 a.m.**

**Monday, September 19<sup>th</sup>, 9:30 a.m.**

**Monday, April 18<sup>th</sup>, 9:30 a.m.**

**Monday, October 17<sup>th</sup>, 9:30 a.m.**

**Monday, May 16<sup>th</sup>, 9:30 a.m.**  
To be held at Barstow City Council Chambers.

**Monday, November 21<sup>st</sup>, 9:30 a.m.**  
To be held at Barstow City Council Chambers.

**Monday, June 20<sup>th</sup>, 9:30 a.m.**

**Monday, December 19<sup>th</sup>, 9:30 a.m.**

All meetings are the third Monday of the month except January and February due to holidays.

VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Adopt Resolution 21-04 Destruction of Victor Valley Transit Authority Records.**

**SUMMARY**

Records Management's primary concern is the efficient, effective and economical management of information. In February 2006, the Secretary of State published the "Local Government Records Management Guidelines" to provide substantial guidance to State and local agencies to develop policies and procedures for their agencies in regard to official records retention and destruction. VVTA has developed its policy based on these guidelines.

On September 21, 2015 VVTA adopted its Records Retention Policy 1.027.15. In accordance with sections 8.0 and 9.0 of that policy, which allows for destruction of documents, Resolution 21-04 is being presented to the VVTA Board of Directors in order to allow for the destruction of VVTA records that have exceeded their retention period. This Resolution is also in accordance with the FTA requirements. Furthermore, all these documents have been scanned into VVTA's Laserfiche system to be stored electronically so they are preserved indefinitely.

**RECOMMENDED ACTION**

Adopt Resolution 21-04 Destruction of Victor Valley Transit Authority records.

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Maged Azer, Chief Financial Officer	None	November 15, 2021	

**RESOLUTION NO. 21-04**

**A RESOLUTION OF THE VICTOR VALLEY TRANSIT AUTHORITY BOARD OF DIRECTORS, SAN BERNARDINO COUNTY, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF VICTOR VALLEY TRANSIT AUTHORITY RECORDS LISTED ON APPENDIX "A".**

WHEREAS, California Government Code Section 26202 provides for the destruction of records that are no longer required, with the approval of the legislative body by resolution and written consent to the Agency's Attorney; and

WHEREAS the records listed on Appendix "A" have been determined to no longer be required by the Victor Valley Transit Authority.

NOW THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to destroy the records listed on Appendix "A".

PASSED, APPROVED and ADOPTED this 15<sup>th</sup> day of November 2021.

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Curt Emick, VVTA Board Chair

APPROVED AS TO FORM:

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John Tubbs, VVTA Legal Counsel

I, DEBI ALBIN, Clerk of the Board of the Victor Valley Transit Authority DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution 21-04 which was duly adopted at a meeting held on the 15<sup>th</sup> day of November 2021, by the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Debi Albin, Clerk of the Board

**APPENDIX "A"**  
**LIST OF WVTA RECORDS TO BE DESTROYED**  
**November 15, 2022**

**YEARS TO BE DESTROYED**

**ALL DEPARTMENTS**

Correspondence Files	FY 2015 & prior
Departmental Copies of Budgets	FY 2015 & prior
Departmental Copies of Accounts Payable Records	FY 2015 & prior
Departmental Copies of Accounts Receivable Records	FY 2015 & prior
Desk Calendars & Diaries	FY 2015 & prior
Telephone Message Books or Slips	FY 2015 & prior
Department Monthly Reports	FY 2015 & prior

**RISK MANAGEMENT**

Claims - (Resolved for more than five years)	Closed prior to 1/31/16
Insurance Policies (if no open claims)	FY 2016 & prior

**PROCUREMENT**

Completed Contracts (if grant is closed and audited with no activity since FY 2006)	FY 2015 & prior
Formal Procurements Documents (other than resulting contracts)	FY 2015 & prior
Purchase Orders and Related Documentation	FY 2015 & prior

**FINANCE/Grants Admin**

Accounts Payable Records	FY 2015 & prior
Accounts Receivable Records	FY 2015 & prior
Annual Budgets (work papers, reports, summaries)	FY 2015 & prior
Balance Sheets	FY 2015 & prior
Banking Records	FY 2015 & prior
Capital Property Records (Inventory)	FY 2015 & prior
External Audits	FY 2015 & prior
Financial Reports and Statements	FY 2015 & prior
FTA & TDA Grant Records (where grants are closed and audited for 3 years)	FY 2015 & prior
NTD Reporting Records	FY 2015 & prior
General Accounting Records	FY 2015 & prior
Payroll Records	FY 2015 & prior
Tax Returns & Reports	FY 2015 & prior

**HUMAN RESOURCES**

Applications for Employment & Related Documents	CY 2017 & prior
Employee Accident/Incident Reports & Related Documents (Resolved for over five years)	CY 2014 & prior
Employees Personnel Files (Terminated)	CY 2014 & prior

CY = Calendar Year      FY = Fiscal Year

**Note:** (All documents connected to an ongoing or active investigation, audit, or legal action are excluded)

VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Release RFP 2022-06 Construction Project Manager (Consultant).**

**SUMMARY STATEMENT**

On December 31, 2021, VVTA's Director of Fleet and Facilities Management is retiring. With the upcoming construction and facility updates, VVTA has deemed it advisable to contract with a consultant to assist VVTA with the needed oversight and "boots on the ground" project management needed.

The Consultant is needed to be VVTA's representative to oversee and manage the Construction and Building updates at the Victorville Transportation Center and the Hesperia Transfer Hub, as well as on-call projects as needed.

The initial term of the contract will be for 1 year, with two (2) one-year options to extend.

Funding for the Construction Project Manager (Consultant) is federal funds and various local match.

**RECOMMENDED ACTION**

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

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Christine Plasting Procurement Manager	None	November 15, 2021	

# RFP 2022-06 CONSTRUCTION CONSULTANT PROJECT MANAGER ATTACHMENT A - SCOPE OF WORK

## INTRODUCTION

Victor Valley Transit Authority (VVTA) needs a consultant is for three major projects 1. A liquid delivery Hydrogen fueling station for the VVTA fleet and the public. 2. A transfer hub for Hesperia with restrooms. 3. Renovation projects for the newly acquired Victorville Transfer Hub. The Consultant will also be needed on an on-call basis for future construction on property that VVTA intends to purchase in the near future.

## SCOPE OF SERVICES

The following is an outline of scope of services anticipated to be provided by the selected consultant but is not an exhaustive list:

Provide overall project and program management of the projects from initial project development thru the end of construction and project closeout.

Coordinate all projects and activities with involved agencies and stakeholders, including the jurisdictions of the agency and adjacent local agencies that may be impacted by the proposed improvements in the adjacent areas; County, Caltrans, Federal Transit Authority, (FTA) and any other agencies and organizations that have jurisdictional control, regulatory agencies, and stakeholders as necessary.

Prepare necessary scopes of work for request for proposals, notice inviting bids, agreements, and assist in the selection of various design/build contractors and construction project managers.

The services requested are for the overall project, and program management from initial project development thru the end of construction and project close out. The consultant(s) shall provide their detailed approach and scopes of services to provide the required services and to manage the projects and program in an efficient and cost-effective manner for VVTA.

It is the consultant's responsibility to identify all necessary tasks and components and provide all necessary services as required. The level of work effort and level of staffing for the requested services will depend on various factors and will vary. The selected consultant will provide the services on as-needed basis.

The agency is in the process of finalizing funding agreements for 3 major projects

1. A liquid delivery Hydrogen fueling station for the VVTA fleet and the public;
2. A transfer hub for Hesperia with restrooms; and
3. Renovation projects for the newly acquired Victorville Transfer Hub.

VVTA will inform the consultant on the availability of final funds and the timing. The project schedules will be established based on final funding amounts and availability, as well as required process and durations for environmental reports, right-of-way acquisitions, review, and approvals by consultant, as well as jurisdictional and regulatory agencies.



## RFP 2022-06 CONSTRUCTION CONSULTANT PROJECT MANAGER ATTACHMENT A - SCOPE OF WORK

Preparing, attending, and participating in bi-weekly meetings of the VVTA committee and contractors with oversight for the construction of two different projects which will be design/build projects and one project will be the hiring of a general contractor(s) to upgrade the D St. Transfer hub.

Prepare meeting agendas and minutes for all project related meetings, managing and overseeing the project budget (including construction costs, insurance, and contingency). Setting up agenda for contractors and providing a bi-weekly report to the VVTA committee on the progress of the project and scheduling and conducting on-site or electronic bi-weekly progress meetings involving VVTA staff and contractors.

Reviewing and commenting on the contractor's procurement plan. Ensuring that all required permits are obtained and remain current for the duration of the project.

Keeping track of the budget and advising VVTA on the status of the budget and schedule. This will include timely advice on any situation which may increase the cost of the project or result in delayed completion.

Monitors and facilitates resolution of construction contract disputes and claims.

Creating and maintaining comprehensive project documentation files.

Reviewing any requests for changes and submitting written recommendations to VVTA with final terms and price for consideration and approval.

Reviewing payroll reports for accuracy and submitting findings to the VVTA finance department.

Coordinates with facility occupants and assists the move-in to new or newly renovated facilities.