



**VICTOR VALLEY TRANSIT AUTHORITY
REGULAR MEETING OF
THE BOARD OF DIRECTORS
January 18, 2022, 9:30 A.M.**

**Victor Valley Transit Authority
17150 Smoke Tree Street
Hesperia, CA 92345**

This meeting is being conducted in accordance with AB 361
Passed on September 16, 2021.

VIA ZOOM

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/86478970614?pwd=Q2xtMmVBbWNkYWd3M0M0Rk96V3FOQT09>

Or Telephone:

Dial in: (669) 900-6833

Passcode: 775772

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, Director, 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

The Board of Directors meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are 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's telephone number is 760-948-3262 x112, (voice) or for Telephone Device for the Deaf (TDD) service, begin by calling 711 and provide the VVTa phone number and the office is located at 17150 Smoke Tree Street, Hesperia, CA. This agenda available and posted: Monday, January 10, 2022.

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.

ACTION ITEM NUMBER ONE

- Pg. 11 ***Item #1: Election of Chair and Vice-Chair for Calendar year 2022.***
Recommendation: Pursuant to Section 1.0024, nominate and elect a Chair and Vice Chair to fill the terms of office through December 31, 2022.
Presented by: N/A.

CONSENT CALENDAR

Consent Calendar items shall be adopted by a single vote unless removed for discussion by Board member request.

- Pg. 15 ***Item #2: Minutes from Regular Meeting of The Board of Directors Conducted November 15, 2021.***
Recommendation: Move for approval.
Presented by: None.
- Pg. 23 ***Item #3: Warrants, October and November 2021.***
Recommendation: Move for approval.
Presented by: None.

REPORTS

- Pg. 31 ***Item #4: Meeting Notes from The Technical Advisory Committee Meeting Conducted on January 5, 2022.***
Recommendation: Information item only.
Presented by: None.
- Pg. 37 ***Item #5: 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. 55 ***Item #6: Amend the VVTA Fiscal Year 2021-22 to Fund Facility Maintenance and Repairs with Alternative Fuel Excise Tax Credits as Presented.***
Recommendation: Amend the VVTA Fiscal Year 2021-22 to Fund Facility Maintenance and Repairs with Alternative Fuel Excise Tax Credits as Presented.
Presented by: Nancie Goff, COO
- Pg. 59 ***Item #7: Fiscal Year 2021 FTA COVID-19 Relief ECHO Drawdown Review.***
Recommendation: Receive and File the FY 2021 FTA COVID-19 Relief ECHO Drawdown Review.
Presented by: Nancie Goff, COO
- Pg. 73 ***Item #8: VVTA Annual NTD Audit Report for Fiscal Year Ending June 30, 2021, Completed by Eide Bailly CPAs and Business Advisors.***
Recommendation: Receive and File.
Presented by: Nancie Goff, COO
- Pg. 89 ***Item #9: Adjust Employer Contribution for Health Insurance.***
Recommendation: Staff is seeking Board approval to adjust the health insurance employer share set aside to \$1,600 per employee with no return of funds for those who do not need the full amount based on family structure.
Presented by: Maged Azer, CFO

Pg. 93

Item #10: Approve the Technical Advisory Committee Conducted on January 5, 2022, and The Board of Directors meeting to be held on January 18, 2022, conducted virtually under AB 361, and adopt the required findings. Discussion on future virtual Board meetings under AB 361.

Recommendation: Adopt findings and approve January 5, 2022, TAC Meeting and January 18, 2022, Board virtual meeting under AB 361 during Proclaimed State of Emergency with findings as follows:

- 1) There exists a "proclaimed state of emergency", pursuant to the Governor's State of Emergency Declaration, issued on March 4, 2020.
- 2) State and/or local officials have imposed or recommended measures to promote social distancing.
- 3) The action and the findings contained herein shall apply to all the Standing Committees of the VVTA.

Presented by: John Tubbs, III, County Counsel.

BOARD OF DIRECTORS COMMENTS

DATE OF NEXT MEETING

Tuesday, February 22, 2022, at 9:30 AM
VIA ZOOM

ADJOURNMENT

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 st 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 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 in person and hybrid 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.

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

THIS PAGE INTENTIONALLY LEFT BLANK

**AGENDA ITEM
ONE**

THIS PAGE INTENTIONALLY LEFT BLANK

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Election of Chair and Vice Chair.

SUMMARY STATEMENT

The process for election of a Chair and Vice Chair are outlined in the VVTA Administrative Rules and Guidelines, Section 1.0024 below:

1.0024 CHAIR; ELECTION AND TERM; DUTIES GENERALLY. The Chair shall be elected by the Board. He/she shall be elected to such office for a term of one (1) year. No Board Director may hold the office of Chair for more than two (2) successive terms of one (1) year each. The election for Chair shall be held at the meeting which occurs in January. Pursuant to Administrative Guidelines, the Chair and Vice-Chair are selected at the January meeting to serve a one (1) year term. The Chair may only serve two (2) consecutive one (1) year terms.

Chair Emick has now served two (2) consecutive terms.

RECOMMENDED ACTION

Pursuant to Section 1.0024, nominate and elect a Chair and Vice Chair to fill the terms of office.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Kevin Kane, Executive Director/CEO	None	January 18, 2022	1

THIS PAGE INTENTIONALLY LEFT BLANK

**AGENDA ITEM
TWO**

THIS PAGE INTENTIONALLY LEFT BLANK

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Minutes from the Regular Meeting of the Board of Directors Conducted on November 15, 2021.

SUMMARY STATEMENT

Following are copies of the minutes from the regular meeting of the Board of Directors conducted on November 15, 2021.

RECOMMENDED ACTION

Move for approval.

PRESENTED BY
Debi Lorrah,
Clerk of the Board

FISCAL IMPACT

N/A

MEETING DATE

January 18, 2022

ITEM NUMBER

2

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

**November 15, 2021
MINUTES**

CALL TO ORDER

The Regular Meeting of the Board of Directors of the Victor Valley Transit Authority was called to order at 9:30 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	Debi Lorrach, VVTA
Barbara Miller, VVTA	Sylvia Harris, VVTA
Simon Herrera, VVTA	Maged Azer, VVTA
Nancie Goff, VVTA	Dustin Strandberg, VVTA
Nate Dowd, VVTA	Christine Ortega, Keolis
John Tubbs, County Counsel	Chase Williams, VVTA
Jeremy McDonald, City of Hesperia	Julie Ryan, Town of Apple Valley
Jerry Perez, VVTA	

PLEDGE OF ALLEGIANCE

Director Becerra led the audience in the pledge of allegiance.

ANNOUNCEMENTS

Mr. Kane stated that VVTA and the attending Board members had a memorable time at the APTA conference; Board members enjoyed the time to get to know each other and learn more about transit.

Chair Emick said that VVTA Board usually goes dark in December; Mr. Kane added that there are no action items to be presented in December. The Board unanimously agreed to go dark for public meetings in December.

PUBLIC COMMENTS

None.

CONSENT CALENDAR

1. **Minutes from the Regular Meeting of the Board of Directors Conducted on October 18, 2021.**
Recommendation: Move for approval.
Presented by: None.
2. **Warrants, September 2021.**
Recommendation: Move for approval.
Presented by: None.
3. **Calendar of Meetings 2022.**
Recommendation: Move for Approval.
Presented by: None.

A MOTION WAS MADE BY Vice-Chair Jeannette 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 November 3, 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 said that VVTA is in good shape with the YTD budget for the contractor; road calls, which are now compared to pre-Covid numbers, are improving. Chair Emick asked about the age of the buses. Mr. Kane explained that while other agencies will run their buses much longer than their useful life, VVTA generally does not exceed a vehicles useful life and therefore age is not a factor in road calls.

ACTION/DISCUSSION ITEMS

6. **Adopt Resolution 21-04 Destruction of Victor Valley Transit Authority Records**
Recommendation: Adopt Resolution 21-04 Destruction of Victor Valley Transit Authority records.
Presented by: Maged Azer, CFO

VVTA's Records Destruction Policy allows for records to be destroyed after a certain amount of time, set by the FTA, Mr. Azer explained. While paper records will be destroyed with this Resolution, all documents are filed electronically.

Chair Emick asked how long we are required to keep paper records; Mr. Azer stated that the FTA has different recording keeping requirements for different types of files.

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

7. **Release RFP 2022-06 Construction Project Manager (Consultant).**
Recommendation: Authorize Staff to Release RFP 2022-02 for a Construction Project Manager – Hesperia Transfer Hub.
Presented by: Maged Azer, CFO.

Mr. Azer said that this RFP is for a consultant to oversee and manage the construction and building updates at the VVTC and the Hesperia Transfer hub. With the Director of Fleet and Facilities retiring at the end of the year, staff feels this consultant is necessary, Mr. Azer added.

A MOTION WAS MADE BY Alternate-Director Villareal to approve the recommended action, Seconded by Director Becerra. The motion passed unanimously.

8. **Approve the November 15, 2021, VVTA Board meeting to be conducted virtually under AB 361 and adopt the required findings. Discussion on future virtual Board meetings under AB 361.**
Recommendation: Adopt findings and approve November 15, 2021, virtual meeting under AB 361 during Proclaimed State of Emergency with findings as follows:
- 1) There exists a “proclaimed state of emergency”, pursuant to the Governor’s State of Emergency Declaration, issued on March 4, 2020.
 - 2) State and/or local officials have imposed or recommended measures to promote social distancing.
 - 3) The action and the findings contained herein shall apply to all the Standing Committees of the VVTA.
- Presented by: John Tubbs, III, County Counsel.

There was discussion amongst the Board, pointing out the pros and cons to continue meeting according to AB361 or returning to in-person meetings only. It was determined by the Board that returning to in-person meetings is best for VVTA and the public.

A MOTION WAS MADE BY Chair Emick to return to in-person public meetings as of January 1, 2022. Seconded by Director Noble. The motion passed unanimously.

A MOTION WAS MADE BY Director Bird to approve the recommended action for the November 15, 2021, meeting. Seconded by Director Noble. The motion passed unanimously.

BOARD COMMENTS

Alternate Director Villareal thanked VVTA staff for hosting the Board members at APTA; she stated she learned quite a bit.

Vice-Chair Jeannette thanked VVTA staff for assisting with bag donations for the Adelanto Food Share program.

DATE OF NEXT MEETING

The next scheduled Board meeting will be on Tuesday, January 18, 2022, at Victor Valley Transit Authority, 17150 Smoke Tree Street, Hesperia, CA 92345.

ADJOURNMENT

The meeting was adjourned at 9:54 am.

APPROVED: _____
Curt Emick, Chair

ATTEST: _____
Debi Albin, Clerk of the Board

THIS PAGE INTENTIONALLY LEFT BLANK

**AGENDA ITEM
THREE**

THIS PAGE INTENTIONALLY LEFT BLANK

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Payrolls and Warrants For October 2021.

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>
10-08-21	\$ 81,804.20	PR302-10-21
10-22-21	\$ 82,054.20	PR303-10-21
Total Payroll	\$ 163,858.40	

Agency's Register of Warrants

<u>Register Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Register #</u>
10/06/2021	\$ 136,474.79	12786- 12807	AP03601AAAFGX
10/14/2021	\$ 1,976,162.99	12808- 12825	AP03607AAAFHD
10/20/2021	\$ 107,935.16	12826- 12844	AP03632AAAFIC
10/26/2021	\$ 183,653.56	12845- 12870	AP03642AAAFIM
	\$2,404,226.50		

RECOMMENDED ACTION

Approve VVTA's expenditures for October 2021.

PRESENTED BY Maged Azer CFO	FISCAL IMPACT \$ 2,588,084.90	MEETING DATE January 18, 2022	ITEM NUMBER 3
--	---	---	-----------------------------

Bank Register Report
Victor Valley Transit Authority
October 31, 2021

Check Number	Date	Payee Name	Amount
12786	10/06/2021	AMAZON	\$1,758.51
12787	10/06/2021	VOID	\$0.00
12788	10/06/2021	VOID	\$0.00
12789	10/06/2021	American Express	\$8,379.61
12790	10/06/2021	AMTEK Construction	\$19,786.11
12791	10/06/2021	Clean Energy	\$6,595.85
12792	10/06/2021	Southern California Edison	\$12,703.41
12793	10/06/2021	Foothill AIDS Project	\$1,876.00
12794	10/06/2021	Golden State Water Company	\$535.21
12795	10/06/2021	Labor Finders	\$7,005.10
12796	10/06/2021	Letter Publications, Inc.	\$349.00
12797	10/06/2021	RMS Construction	\$13,162.25
12798	10/06/2021	Rotary Lift Vehicle Service Group, LLC	\$43,639.97
12799	10/06/2021	SONIC SYSTEMS IT	\$4,697.94
12800	10/06/2021	TransitTalent.com	\$115.00
12801	10/06/2021	VOID	\$0.00
12802	10/06/2021	VOID	\$0.00
12803	10/06/2021	VOID	\$0.00
12804	10/06/2021	US BANK	\$1,599.60
12805	10/06/2021	Verizon-Security Phones	\$7,105.26
12806	10/06/2021	Verizon	\$2,314.39
12807	10/06/2021	Southern California Edison	\$4,851.58
EFT036040001	10/13/2021	Keolis Transit Services, LLC	\$1,927,556.71
12808	10/14/2021	ADAride.com	\$3,148.00
12809	10/14/2021	AECOM	\$12,340.35
12810	10/14/2021	Allied Universal Security Services	\$5,973.59
12811	10/14/2021	AMAZON	\$1,109.69
12812	10/14/2021	AVCOM Services, Inc.	\$495.00
12813	10/14/2021	Charter Communications	\$1,075.00
12814	10/14/2021	Clean Energy	\$6,146.04
12815	10/14/2021	Southern California Edison-CNG	\$6,837.75
12816	10/14/2021	HI-Desert Communications	\$1,308.00
12817	10/14/2021	El Chicano - Inland Empire Community News	\$288.00
12818	10/14/2021	Konica Minolta Business Solutions	\$2,115.10
12819	10/14/2021	Labor Finders	\$4,412.28
12820	10/14/2021	Special District Risk Management	\$421.98
12821	10/14/2021	Southwest Gas Corporation	\$366.46
12822	10/14/2021	Southwest Gas Corporation	\$106.23
12823	10/14/2021	Southwest Gas Corporation	\$78.23
12824	10/14/2021	State Compensation Insurance Fund	\$933.08
12825	10/14/2021	Trillium Solutions	\$1,451.50
12826	10/20/2021	Abundant Living Family Church HD	\$2,210.00
12827	10/20/2021	AzTA - Arizona Transit Association	\$350.00
12828	10/20/2021	Beck Oil	\$2,739.23
12829	10/20/2021	Bonnie Baker Senior Center	\$1,103.07
12830	10/20/2021	BROADLUX	\$513.03
12831	10/20/2021	Spectrum Business-Sec	\$314.98
12832	10/20/2021	UTILITY BILLING	\$774.72
12833	10/20/2021	Clean Energy	\$7,445.92
12834	10/20/2021	Cryogenic Industries LLC	\$8,093.38

12835	10/20/2021	Labor Finders	\$778.40
12836	10/20/2021	San Bernardino County	\$1,207.50
12837	10/20/2021	Sehi Computer Products Inc	\$2,652.80
12838	10/20/2021	Shred Your Docs	\$78.00
12839	10/20/2021	SONIC SYSTEMS Inc	\$3,088.13
12840	10/20/2021	Southwest Gas Corporation - CNG	\$67,263.92
12841	10/20/2021	Trinity Consultants, Inc.	\$3,745.00
12842	10/20/2021	Triton Global Services, Inc.	\$810.00
12843	10/20/2021	Trona Community Senior Center	\$2,272.67
12844	10/20/2021	Type-Set-Go	\$2,494.41
12845	10/26/2021	VOID	\$0.00
12846	10/26/2021	VOID	\$0.00
12847	10/26/2021	VOID	\$0.00
12848	10/26/2021	VOID	\$0.00
12849	10/26/2021	American Express	\$13,228.37
12850	10/26/2021	AVR Vanpool	\$2,500.00
12851	10/26/2021	Elizabeth Becerra	\$200.00
12852	10/26/2021	Beck Oil	\$18,751.13
12853	10/26/2021	Lawrence Bird	\$200.00
12854	10/26/2021	Charter Communications	\$161.83
12855	10/26/2021	Southern California Edison	\$3,475.80
12856	10/26/2021	Enterprise Ride Share	\$83,715.17
12857	10/26/2021	G&M Automotive Center	\$4,070.41
12858	10/26/2021	High Desert Lock & Safe	\$15.00
12859	10/26/2021	Joy Jeannette	\$200.00
12860	10/26/2021	Labor Finders	\$806.20
12861	10/26/2021	Loomis	\$603.37
12862	10/26/2021	Kimberly Mesen	\$200.00
12863	10/26/2021	James Noble	\$200.00
12864	10/26/2021	Marlin Software, LLC	\$332.79
12865	10/26/2021	City Of Victorville	\$45,091.00
12866	10/26/2021	Rose Elaine Villareal	\$200.00
12867	10/26/2021	Southern California Edison	\$1,101.74
12868	10/26/2021	Lincoln Financial Group	\$1,077.94
12869	10/26/2021	Principal Life Insurance Company	\$2,062.81
12870	10/26/2021	New Flyer Of America	\$5,460.00
TOTALS			\$2,404,226.50

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Payrolls and Warrants for November 2021.

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>
11-05-21	\$ 81,804.20	PR304-11-21
11-19-21	\$ 82,304.20	PR305-11-21
Total Payroll	\$ 164,108.40	

Agency's Register of Warrants

<u>Register Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Register #</u>
11/03/2021	\$ 1,097,989.36	12871- 12887	AP03647AAAFIR
11/16/2021	\$ 2,892,269.50	12888- 12912	AP03652AAAFIW
11/19/2021	\$ 3,077,519.06	12913- 12925	AP03659AAAFJD
11/23/2021	\$ 214,711.89	12926- 12952	AP03683AAAFKB
11/30/2021	\$ 114,305.91	12953- 12974	AP03695AAAFKN
	\$7,396,795.72		

RECOMMENDED ACTION

Approve VVTA's expenditures for November 2021.

PRESENTED BY Maged Azer CFO	FISCAL IMPACT \$ 7,560,904.12	MEETING DATE January 18, 2022	ITEM NUMBER 3
--	---	---	-----------------------------

Bank Register Report
Victor Valley Transit Authority
November 2021

Document Number	Date	Payee Name	TYPE	Amount
EFT036430001	11/01/2021	Curt Emick	CHK	\$200.00
12871	11/03/2021	AMAZON	CHK	\$510.37
12872	11/03/2021	Charter Communications	CHK	\$695.33
12873	11/03/2021	Charter Communications	CHK	\$167.73
12874	11/03/2021	Clean Energy	CHK	\$7,458.39
12875	11/03/2021	FRONTIER-OFFICE LINES	CHK	\$59.74
12876	11/03/2021	Frontier	CHK	\$116.88
12877	11/03/2021	G&M Automotive Center	CHK	\$146.00
12878	11/03/2021	Kevin Kane	CHK	\$3,366.74
12879	11/03/2021	RMS Construction	CHK	\$133,000.00
12880	11/03/2021	Sehi Computer Products Inc	CHK	\$2,945.89
12881	11/03/2021	Spectrum	CHK	\$820.00
12882	11/03/2021	Verizon-Security Phones	CHK	\$6,705.74
12883	11/03/2021	Verizon	CHK	\$2,494.87
12884	11/03/2021	VOID	CHK	\$0.00
12885	11/03/2021	US BANK	CHK	\$3,214.55
12886	11/03/2021	Ron Zirges	CHK	\$879.51
12887	11/03/2021	SBC Tax Collector	CHK	\$469.48
EFT036440001	11/03/2021	New Flyer Of America	CHK	\$934,738.14
EFT036490001	11/09/2021	New Flyer Of America	CHK	\$2,804,214.42
12888	11/10/2021	Abundant Living Family Church HD	CHK	\$2,329.00
12889	11/10/2021	ADAride.com	CHK	\$4,304.50
12890	11/10/2021	Allied Universal Security Services	CHK	\$4,885.16
12891	11/10/2021	Barstow College Foundation	CHK	\$250.00
12892	11/10/2021	Jazmin Castro	CHK	\$220.12
12893	11/10/2021	Charter Communications	CHK	\$1,075.00
12894	11/10/2021	Charter Communications	CHK	\$264.98
12895	11/10/2021	Clean Energy	CHK	\$12,340.16
12896	11/10/2021	Southern California Edison-CNG	CHK	\$7,862.43
12897	11/10/2021	Southern California Edison	CHK	\$8,644.22
12898	11/10/2021	Federal Express Corp.	CHK	\$86.75
12899	11/10/2021	Foothill AIDS Project	CHK	\$853.00
12900	11/10/2021	City Of Hesperia Water District	CHK	\$3,798.97
12901	11/10/2021	HI DESERT ALARM	CHK	\$180.00
12902	11/10/2021	High Desert Lock & Safe	CHK	\$11.98
12903	11/10/2021	Konica Minolta Business Solutions	CHK	\$873.55
12904	11/10/2021	Sehi Computer Products Inc	CHK	\$16,783.14
12905	11/10/2021	SONIC SYSTEMS Inc	CHK	\$6,014.92
12906	11/10/2021	Southwest Gas Corporation	CHK	\$1,133.93
12907	11/10/2021	Southwest Gas Corporation	CHK	\$614.50
12908	11/10/2021	State Compensation Insurance Fund	CHK	\$933.08
12909	11/10/2021	The Bus Coalition	CHK	\$750.00
12910	11/10/2021	Marlin Software, LLC	CHK	\$332.79
12911	11/10/2021	TripSpark - Trapeze Software Group Inc.	CHK	\$13,062.50
12912	11/10/2021	Wirz And Co Printing Inc	CHK	\$450.40
12913	11/16/2021	Beck Oil	CHK	\$2,393.76
12914	11/16/2021	Bank Of New York Mellon	CHK	\$2,235.00
12915	11/16/2021	Spectrum Business-Sec	CHK	\$314.98
12916	11/16/2021	UTILITY BILLING	CHK	\$774.72
12917	11/16/2021	Clean Energy	CHK	\$7,071.75
12918	11/16/2021	Federal Express Corp.	CHK	\$115.83
12919	11/16/2021	Labor Finders	CHK	\$820.10
12920	11/16/2021	Loomis	CHK	\$582.41
12921	11/16/2021	San Bernardino County	CHK	\$1,092.50
12922	11/16/2021	Southwest Gas Corporation - CNG	CHK	\$80,804.32
12923	11/16/2021	Southwest Gas Corporation	CHK	\$405.41
12924	11/16/2021	Syncromatics Corporation	CHK	\$590.10
12925	11/16/2021	TripSpark - Trapeze Software Group Inc.	CHK	\$28,508.00
EFT036550001	11/18/2021	New Flyer Of America	CHK	\$934,738.14
EFT036640001	11/19/2021	Keolis Transit Services, LLC	CHK	\$2,017,072.04
12926	11/23/2021	AECOM	CHK	\$15,183.90
12927	11/23/2021	VOID	CHK	\$0.00
12928	11/23/2021	AMAZON	CHK	\$4,062.99
12929	11/23/2021	Elizabeth Becerra	CHK	\$200.00
12930	11/23/2021	Beck Oil	CHK	\$17,519.76
12931	11/23/2021	Lawrence Bird	CHK	\$200.00
12932	11/23/2021	Bonnie Baker Senior Center	CHK	\$1,032.66
12933	11/23/2021	BROADLUX	CHK	\$86.31
12934	11/23/2021	Charter Communications	CHK	\$161.83
12935	11/23/2021	ECOLANE	CHK	\$42,019.00
12936	11/23/2021	Inter-Con Security Systems, Inc.	CHK	\$31,406.43
12937	11/23/2021	Joy Jeannette	CHK	\$200.00
12938	11/23/2021	Labor Finders	CHK	\$834.00
12939	11/23/2021	Kimberly Mesen	CHK	\$200.00
12940	11/23/2021	James Noble	CHK	\$200.00
12941	11/23/2021	Orkin	CHK	\$295.00
12942	11/23/2021	Printmart	CHK	\$2,499.80

12943	11/23/2021	South Coast Mechanical	CHK	\$38,106.02
12944	11/23/2021	Sehi Computer Products Inc	CHK	\$1,484.80
12945	11/23/2021	Trona Community Senior Center	CHK	\$3,323.04
12946	11/23/2021	Type-Set-Go	CHK	\$1,924.65
12947	11/23/2021	Rose Elaine Villareal	CHK	\$200.00
12948	11/23/2021	Western Graphix	CHK	\$438.18
12949	11/23/2021	Clean Energy	CHK	\$13,539.59
12950	11/23/2021	Lincoln Financial Group	CHK	\$1,077.94
12951	11/23/2021	AMAZON	CHK	\$303.79
12952	11/23/2021	Sunland Ford	CHK	\$38,012.20
EFT036730001	11/24/2021	Curt Emick	CHK	\$200.00
12953	11/30/2021	AVR Vanpool	CHK	\$2,500.00
12954	11/30/2021	Charter Communications	CHK	\$167.73
12955	11/30/2021	Southern California Edison	CHK	\$950.37
12956	11/30/2021	Enterprise Ride Share	CHK	\$84,242.50
12957	11/30/2021	FRONTIER-OFFICE LINES	CHK	\$59.74
12958	11/30/2021	Frontier	CHK	\$116.88
12959	11/30/2021	HI-Desert Communications	CHK	\$1,308.00
12960	11/30/2021	Orange Coast Petroleum Equipment, Inc.	CHK	\$10,896.85
12961	11/30/2021	Special District Risk Management	CHK	\$399.72
12962	11/30/2021	SOUTHWEST GAS CORPORATION	CHK	\$1,295.97
12963	11/30/2021	Southwest Gas	CHK	\$55.99
12964	11/30/2021	Thompson & Colegate	CHK	\$167.99
12965	11/30/2021	Principal Life Insurance Company	CHK	\$2,114.17
12966	11/30/2021	Labor Finders	CHK	\$1,522.05
12967	11/30/2021	Calif Asoc Of Coordinated Transport	CHK	\$1,110.00
12968	11/30/2021	Spectrum	CHK	\$820.00
12969	11/30/2021	Elizabeth Becerra	CHK	\$155.04
12970	11/30/2021	Golden State Water Company	CHK	\$1,843.48
12971	11/30/2021	Southern California Edison	CHK	\$2,699.12
12972	11/30/2021	National Institute Of Governmental Purchasing, Inc	CHK	\$920.00
12973	11/30/2021	Charter Communications	CHK	\$695.33
12974	11/30/2021	Charter Communications	CHK	\$264.98
TOTALS				\$7,396,795.72

**AGENDA ITEM
FOUR**

THIS PAGE INTENTIONALLY LEFT BLANK

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Meeting Notes from The Technical Advisory Committee Meeting Conducted on January 5, 2022.

SUMMARY STATEMENT

Meeting Notes from the Technical Advisory Committee meeting conducted on January 5, 2022.

RECOMMENDED ACTION

Information item only.

PRESENTED BY
Debi Lorrach,
Clerk of the Board

FISCAL IMPACT

N/A

MEETING DATE

January 5, 2022

ITEM NUMBER

4

**VICTOR VALLEY TRANSIT AUTHORITY
TECHNICAL ADVISORY COMMITTEE**

**January 5, 2022
VIA ZOOM**

MEETING NOTES

The meeting of the Technical Advisory Committee (TAC) of Victor Valley Transit Authority was opened at 3:00 p.m. VIA Zoom.

TAC Members

Present: Jeremy McDonald, City of Hesp Julie Ryan, Town of AV
Juan Robinson, City of VV Domingo Gonzales, City of Barstow

Staff Present: Kevin Kane, VVTA Nancie Goff, VVTA
Barbara Miller, VVTA Debi Albin, VVTA
Chase Williams, VVTA Nancy Strickert, SBCTA
Simon Herrera, VVTA Maged Azer, VVTA
Christine Plasting, VVTA Marie Downing, VVTA
Craig Barnes, VVTA Bryan Torres-Ayala, VVTA
Doug Mathews, City of VV Chris Ackerman, VVTA

1. Public Comment.
None.

2. Review Draft Board Agenda.

a. Amend the VVTA Fiscal Year 2021-22 to Fund Facility Maintenance and Repairs with Alternative Fuel Excise Tax Credits as Presented.

Ms. Goff said that these are CNG fuel credits and VVTA has established a pattern of using these credits for facility needs that are beyond what the contractor is expected to perform.

b. Fiscal Year 2021 FTA COVID-19 Relief ECHO Drawdown Review.

Ms. Goff explained the need to separate the Keolis invoice into two invoices, one for rural services and one for urban services. She further discussed the review in more detail and there were no questions.

c. VVTA Annual NTD Audit Report for Fiscal Year Ending June 30, 2021, Completed by Eide Bailly CPAs, and Business Advisors.

Ms. Goff stated that there is nothing new with the NTD audit procedures as VVTA is still operating under pandemic waivers such as the relief for the PMT sampling requirement. Ms. Goff added that there were no findings.

d. Award of VVTA RFP 2022-06 Construction Consultant-Project Manager.

Mr. Kane stated that this item will be a supplemental Board item after the release of the Board packet as VVTA is waiting for scoring/evaluations to award the contract. Ms. Plasting explained that VVTA received three (3) proposals in

response to the RFP and the evaluation committee is scheduled to meet next week.

e. Adjust Employer Contribution for Health Insurance.

Mr. Azer shared that the last time VVTA increased their share of cost for health benefits was in 2018. Since that time, the cost of health insurance has increased approximately 40%, with the largest increase of 23% taking place in 2022, with 100% of the increased costs being passed down to employees. The majority of the employees effected by this are those that have employee plus one or family coverage. VVTA does not offer a payment to their employees who do not use the entire share of cost benefit, at a three-year savings of approximately \$83,000.

VVTA is recommending an increased share of cost to \$1,600 per month. Based on the current health insurance rates and current staff selections the recommended increased set aside would be less than \$24,000 annually.

3. Bus stop shelters/benches/lighting.

Mr. Herrera stated that all of the bus stops and shelters being relocated in the City of Victorville will be completed within the next 45 days. Mr. Herrera added that VVTA has placed two (2) phone calls to Adelanto Public Works with no response.

4. SBCTA Update.

At the SBCTA Board meeting, Ms. Strickert stated that it was agreed that all SBCTA meetings would be virtual for at least the next 30 days. Ms. Stricket also explained that SBCTA will be contacting Ms. Lorrhah to set up an appointment to go over the joint TRICP with VVTA and Omnitrans.

Ms. Stricket also wished to thank VVTA for partnering with SBCTA for Transit Equity Day on February 4, 2022.

5. Other Business.

Mr. Kane shared that VVTA is in the midst of a completely virtual Triennial Review with the FTA; normally this review is every three (3) years; however, due to the pandemic, this review encompasses four (4) years.

Ms. Ryan asked about the Article 3 Resolution; Ms Strickert added there were some changes from the prior call for projects and Ms. Goff confirmed that VVTA would process the reimbursesments.

6. Adjournment. 3:25 pm

THIS PAGE INTENTIONALLY LEFT BLANK

**AGENDA ITEM
FIVE**

THIS PAGE INTENTIONALLY LEFT BLANK

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.

- Keolis invoice for October and November.
- Monthly Performance Statistics Systemwide Summary.
- Monthly Ridership Report.
- Monthly ADA Denial Report.
- Monthly Road Call Report.
- Keolis On Time Performance Report FY 2021.

RECOMMENDED ACTION

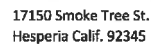
Information items only.

PRESENTED BY
Kevin Kane,
Executive Director

FISCAL IMPACT
N/A

MEETING DATE
January 18, 2022

ITEM NUMBER
5



BILL TO Victor Valley Transit Authority
17150 Smoke Tree St.
Hesperia, CA 92345

Attention: Mr. Kevin Kane
Executive Director

CONTRACT NAME:
Victor Valley Transit

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

Manager's Signature and Business Phone



INVOICE NO.

0060138-INR

Keolis Transit Services17150 Smoke Tree St.
Hesperia Calif. 92345BILL TO Victor Valley Transit Authority
17150 Smoke Tree St.
Hesperia, CA 92345

DATE 11/4/2021

CONTRACT NAME:
Victor Valley TransitAttention: Mr. Kevin Kane
Executive DirectorMONTH **October** BILLING PERIOD **10/01/21 - 10/31/21**

	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
County	1,838.54	1,836.05	(2.49)	\$166,167.25	\$165,942.20	(\$225.05)	\$638,550.17	\$636,969.35	(\$1,580.82)
Barstow-Fixed Route	1,901.71	1,900.84	(0.87)	\$171,876.55	\$171,797.92	(\$78.63)	\$662,668.42	\$662,176.86	(\$491.56)
Barstow-County	779.31	778.53	(0.78)	\$70,434.04	\$70,363.54	(\$70.50)	\$272,175.61	\$272,017.81	(\$157.80)
Barstow-DAR	454.00	300.94		\$42,825.82	\$28,387.67	(\$14,438.15)	\$180,265.24	\$104,327.70	(\$75,937.54)
SUBTOTALS	4,973.56	4,515.42	(4.14)	\$451,303.65	\$436,491.33	-\$14,812.32	\$1,753,659.43	\$1,675,491.72	-\$78,167.71

TOTAL INVOICE INCLUDING VARIANCE**\$436,491.33****Please REMIT TO:**
Keolis Transit Services, LLC
470 Atlantic Avenue, 5th Floor
Boston, MA 02210

Manager's Signature and Business Phone

**Keolis Transit Services**17150 Smoke Tree St.
Hesperia Calif. 92345

INVOICE NO.

0060143-IN

BILL TO Victor Valley Transit Authority
17150 Smoke Tree St.
Hesperia, CA 92345

DATE

12/6/2021

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

MONTH	November			BILLING PERIOD		11/01/21 - 11/30/21			
	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	1,736.14		\$304,968.89	\$163,769.77	(\$141,199.12)	\$1,588,663.87	\$879,528.58	(\$709,135.29)
Subscription	1,172.00	1,286.63		\$110,554.76	\$121,368.12	\$10,813.36	\$575,909.08	\$580,399.42	\$4,490.34
Regional Fixed Rt	9,012.21	8,990.38	(21.83)	\$814,523.54	\$812,550.54	(\$1,973.00)	\$4,658,844.76	\$4,647,201.53	(\$11,643.23)
Vaccine Express	-	-		\$0.00	\$0.00	\$0.00	\$0.00	\$667.69	\$667.69
B.V. Link/Lifeline	697.71	695.10	(2.61)	\$63,059.03	\$62,823.14	(\$235.89)	\$307,757.72	\$306,864.00	(\$893.72)
Fort Irwin	473.97	471.74	(2.23)	\$45,723.89	\$45,508.76	(\$215.13)	\$227,416.43	\$226,290.64	(\$1,125.79)
Revenue Hours missed Due to COVID	2,121.84	2,121.84	-	\$191,771.90	\$191,771.90	\$0.00	\$383,543.80	\$383,543.80	\$0.00
SUBTOTALS	16,710.73	15,301.83	(26.67)	\$1,530,602.00	\$1,397,792.23	-\$132,809.77	\$7,742,135.65	\$7,024,495.65	-\$717,640.00
TOTAL INVOICE INCLUDING VARIANCE						\$1,397,792.23			
Please REMIT TO: Keolis Transit Services, LLC 470 Atlantic Avenue, 5th Floor Boston, MA 02210									
Manager's Signature and Business Phone									



INVOICE NO.

0060144-IN

Keolis Transit Services17150 Smoke Tree St.
Hesperia Calif. 92345BILL TO Victor Valley Transit Authority
17150 Smoke Tree St.
Hesperia, CA 92345

DATE 12/6/2021

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

MONTH November BILLING PERIOD 11/01/21 - 11/30/21

	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
County	1,741.27	1,736.48	(4.79)	\$157,375.98	\$156,943.06	(\$432.92)	\$795,926.15	\$793,912.41	(\$2,013.74)
Barstow-Fixed Route	1,812.89	1,811.36	(1.53)	\$163,849.00	\$163,710.72	(\$138.28)	\$826,517.42	\$825,887.58	(\$629.84)
Barstow-County	745.29	744.51	(0.78)	\$67,359.31	\$67,288.81	(\$70.50)	\$339,534.92	\$339,306.63	(\$228.29)
Barstow-DAR	454.00	340.43		\$42,825.82	\$32,112.76	(\$10,713.06)	\$223,091.06	\$136,440.46	(\$86,650.60)
SUBTOTALS	4,753.45	4,292.35	(7.10)	\$431,410.11	\$420,055.35	-\$11,354.76	\$2,185,069.54	\$2,095,547.07	-\$89,522.47

TOTAL INVOICE INCLUDING VARIANCE

\$420,055.35

Please REMIT TO:

Keolis Transit Services, LLC
470 Atlantic Avenue, 5th Floor
Boston, MA 02210

Manager's Signature and Business Phone



FY 2022 -- Monthly Performance Statistics by Mode
Systemwide Summary
All Routes

Performance Statistics for October

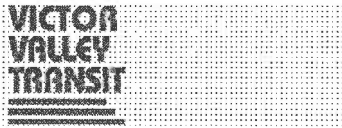
Mode	Passengers	Revenue Hours	Operating Costs	Passenger Revenue	Passengers Per Rev. Hour	Operating Cost Per Passenger	Operating Cost Per Rev. Hour	Passenger Revenue Per Passenger	Passenger Revenue Per Rev. Hour	Farebox Recovery Ratio
Bus (Motorbus)	50,708	14,000.6	\$1,900,643	\$95,200	3.6	\$37.48	\$135.75	\$1.88	\$6.80	5.01%
Commuter Bus	2,487	470.1	\$70,470	\$34,644	5.3	\$28.34	\$149.90	\$13.93	\$73.70	49.16%
Demand Response	9,166	3,719.9	\$474,614	\$21,895	2.5	\$51.78	\$127.59	\$2.39	\$5.89	4.61%
System Total	62,361	18,190.6	\$2,445,726	\$151,740	3.4	\$39.22	\$134.45	\$2.43	\$8.34	6.20%



FY 2022 -- Monthly Performance Statistics by Mode
Systemwide Summary
All Routes

Performance Statistics for November

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)	48,458	12,438.1	\$1,815,737	\$46,673	3.9	\$37.47	\$145.98	\$0.96	\$3.75	2.57%
Commuter Bus	2,324	471.7	\$66,519	\$35,652	4.9	\$28.62	\$141.01	\$15.34	\$75.58	53.60%
Demand Response	9,185	3,579.1	\$408,825	\$27,618	2.6	\$44.51	\$114.23	\$3.01	\$7.72	6.76%
System Total	59,967	16,488.9	\$2,291,081	\$109,943	3.6	\$38.21	\$138.95	\$1.83	\$6.67	4.80%



Monthly Ridership Report

October, FY 2022

Bus (Motorbus), Commuter Bus, Demand Response Only

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)	53,458	50,708	3.2	3.6	5.82%	5.01%
Commuter Bus	2,370	2,487	4.8	5.2	54.36%	49.16%
Demand Response	5,337	9,166	1.7	2.4	3.28%	4.61%
System Total	61,165	62,361	3.0	3.4	6.71%	6.20%



Monthly Ridership Report

November, FY 2022

Bus (Motorbus), Commuter Bus, Demand Response Only

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)	43,288	48,458	2.8	3.9	4.21%	2.57%
Commuter Bus	1,993	2,324	4.4	4.9	50.34%	53.60%
Demand Response	4,534	9,185	1.7	2.5	3.94%	6.76%
System Total	49,815	59,967	2.7	3.6	5.46%	4.80%

ADA Dispatch Denial Report For the Month of October 2021

[illegible]

ADA Dispatch Denial Report For the Month of November 2021

[illegible]

October
Major and Non-Major
Miles Between Road Calls

Total Miles	2018 - PRE COVID	2021
Demand Response	45,923	57,824
Commuter Bus	19,251	18,387
Motor Bus	285,972	242,022
Total Miles	351,146	318,233

Total Road Calls	2018 - PRE COVID	2021
Demand Response	6	5
Commuter Bus	5	1
Motor Bus	115	29
Total Road Calls	126	35

Miles Between Road Calls	2018 - PRE COVID	2021
Demand Response	77,035	11,565
Commuter Bus	19,798	18,387
Motor Bus	2,487	8,346
Total System	99,320	38,297

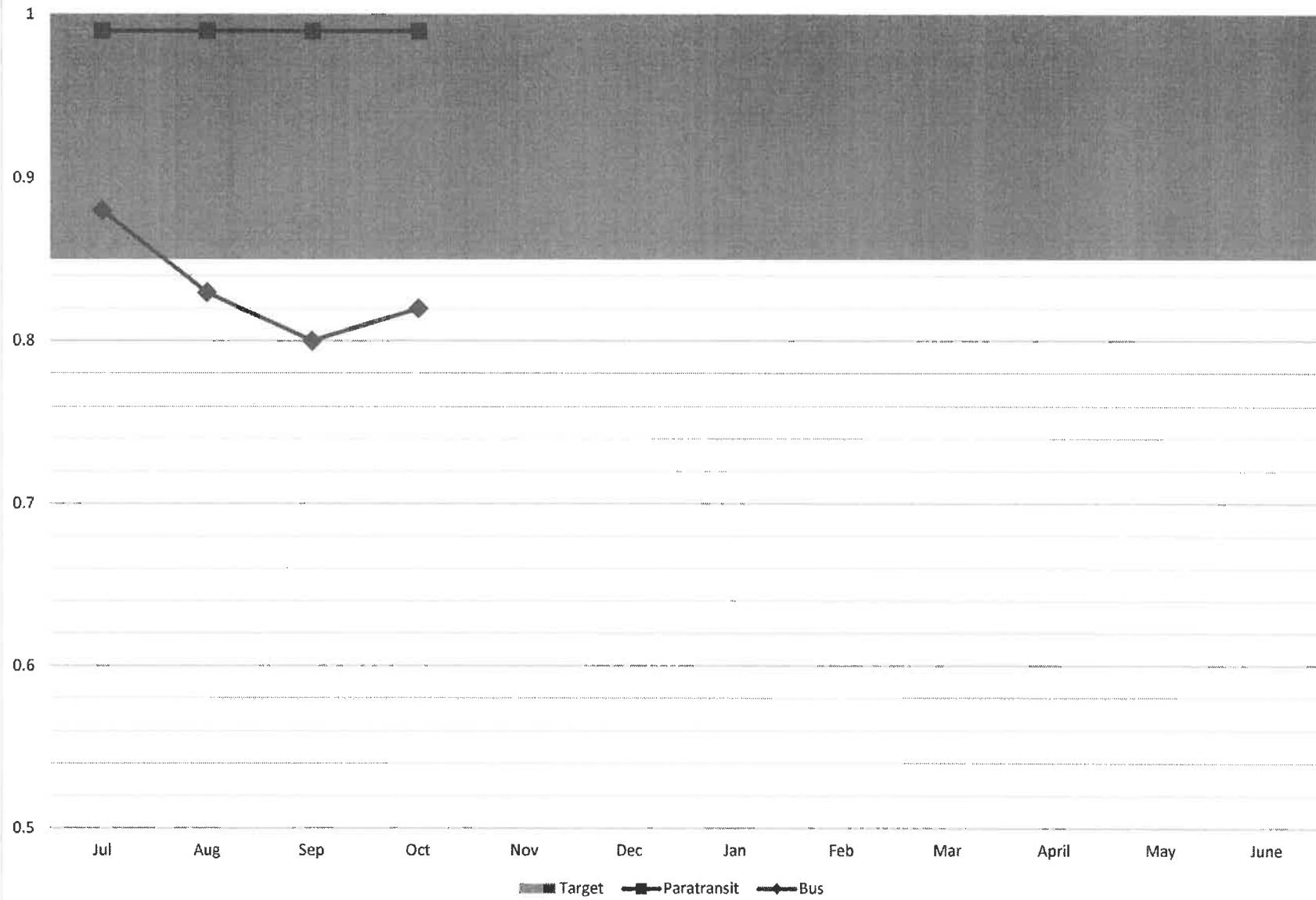
November
Major and Non-Major
Miles Between Road Calls

Total Miles	2018 - PRE COVID	2021
Demand Response	37,788	55,156
Commuter Bus	17,603	18,443
Motor Bus	263,415	211,535
Total Miles	318,806	285,134

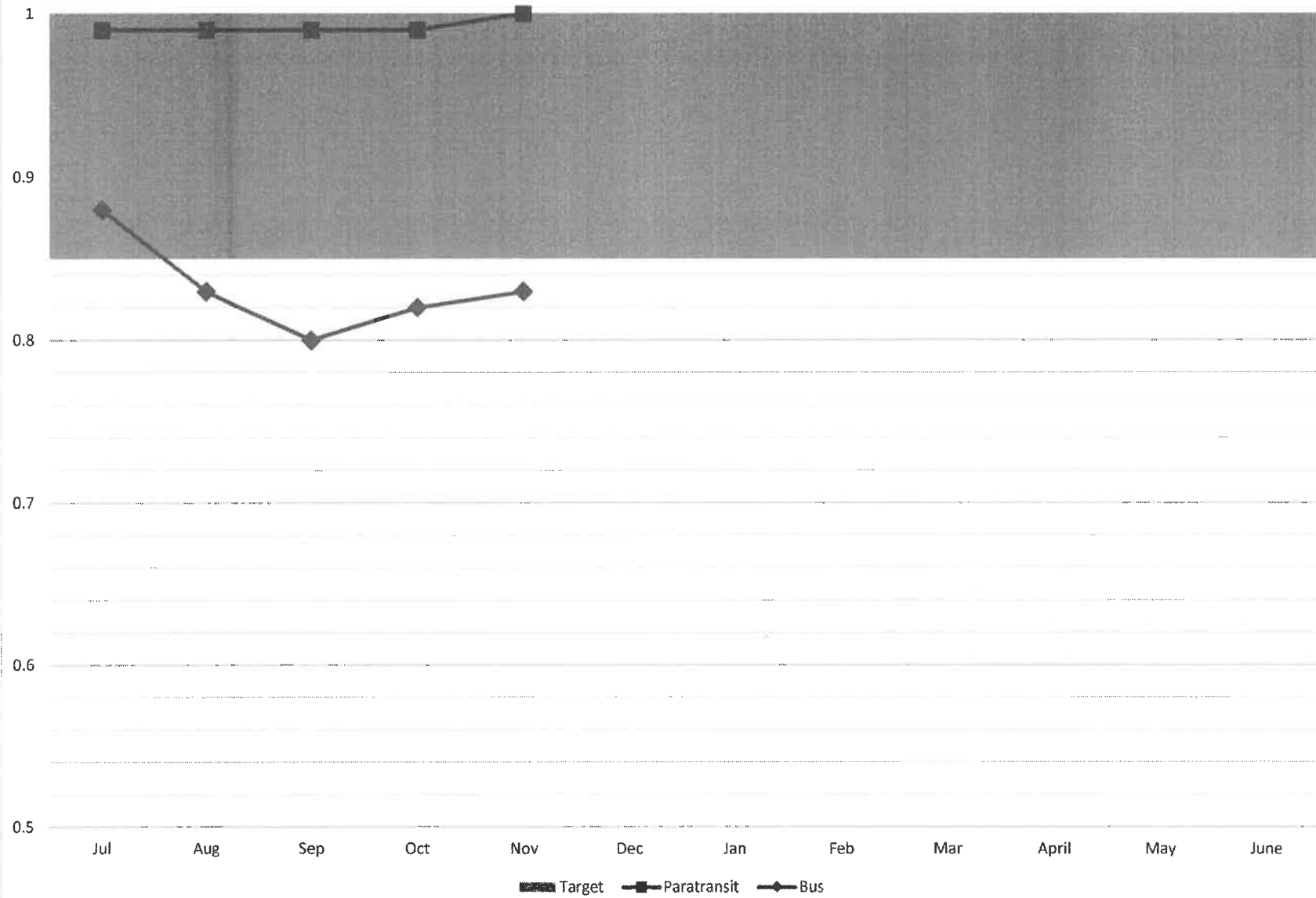
Total Road Calls	2018 - PRE COVID	2021
Demand Response	4	0
Commuter Bus	1	0
Motor Bus	87	9
Total Road Calls	92	9

Miles Between Road Calls	2018 - PRE COVID	2021
Demand Response	77,035	55,156
Commuter Bus	19,798	18,443
Motor Bus	3,028	23,504
Total System	99,861	97,103

FY 22 System Wide Schedule Adherence



FY 22 System Wide Schedule Adherence



THIS PAGE INTENTIONALLY LEFT BLANK

**AGENDA ITEM
SIX**

THIS PAGE INTENTIONALLY LEFT BLANK

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Amend the VVTA Fiscal Year 2021-22 to Fund Facility Maintenance and Repairs with Alternative Fuel Excise Tax Credits as Presented.

SUMMARY STATEMENT

Staff have recently received Alternative Fuel Excise Tax Credits (CNG Credits) in the amount of \$877,389. These funds are earned by VVTA at a rate of \$0.50 per gallon for VVTA's sale and use of Compressed Natural Gas (CNG). Since VVTA first began receiving alternative-fuel tax credits for CNG, the Board has approved their use for capital projects or directing the funds to be used for specific obligations. Staff is recommending that the Board direct these funds for the use of facility maintenance and repairs.

VVTA has obligations for extraordinary facility and maintenance expenses beyond routine maintenance and repairs for which the Operations and Maintenance contractor is responsible. In prior years, VVTA has set aside flexible funding such as CNG credits to ensure future funding for these types of unplanned expenditures. Not only is VVTA's Hesperia facility now more than 10 years old, VVTA has added the facility in Barstow. New Transfer Points and a Hydrogen Fueling Station will be additional assets to maintain in the future. Staff recommends these funds be set aside for continued major repairs and maintenance items for various VVTA facilities.

RECOMMENDED ACTION

Amend the VVTA Fiscal Year 2021-22 to Fund Facility Maintenance and Repairs with Alternative Fuel Excise Tax Credits as Presented.

PRESENTED BY
Nancie Goff,
COO

FISCAL IMPACT
Alternative Fuel
Credits \$877,389

MEETING DATE
January 18, 2022

ITEM NUMBER
6

THIS PAGE INTENTIONALLY LEFT BLANK

**AGENDA ITEM
SEVEN**

THIS PAGE INTENTIONALLY LEFT BLANK

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Fiscal Year 2021 FTA COVID-19 Relief ECHO Drawdown Review.

SUMMARY STATEMENT

In March of 2020, the President declared a National Emergency due to the COVID-19 outbreak. Relief funding provided through the Coronavirus Aid, Relief, and Economic Security (CARES) Act and other emergency relief funds allowed for changes in how recipients use these FTA funds. The most significant of these changes has been allowing all recipients to charge operating expenses to the emergency relief FTA grants at 100% federal share. Because of the amount of the FTA funding and the flexibilities provided to support transit systems through COVID-19, the FTA is performing supplemental oversight of relief funds drawn down from the Electronic Clearing House Operation System (ECHO).

The attached report documents the FTA COVID-19 Relief ECHO Drawdown Review for VVTA. During this review, one issue was raised. The amount of each ECHO draw down was the amount budgeted in the overall annual budget for CARES Act funding, not the full amount of eligible invoices. The report states the recipient could not directly track backup documentation to the draw down. This is due, in part, to the multiple operating funding sources for each invoice.

The recommendation is to amend our draw down and financial procedures for budget preparation and quarterly adjustments to be based on all known planned operating expenditures. Additionally, when selecting which invoices to use to calculate and substantiate the drawdown, the draw down should be equal to that amount and not the lesser budgeted dollar amount. In doing so, the original estimated amount of CARES Act funding budgeted should be changed to actuals based on the invoices received and paid prior to requesting the ECHO draw down.

RECOMMENDED ACTION

Receive and File the FY 2021 FTA COVID-19 Relief ECHO Drawdown Review.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Nancie Goff, COO	None	January 18, 2022	7

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Fiscal Year 2021 FTA COVID-19 Relief ECHO Drawdown Review.

SUMMARY STATEMENT

VVTA provided to the auditors a detailed excel spreadsheet to clarify and highlight all funding sources used for the draw down including FTA and local funds tied to the invoice(s). As recommended and approved by FTA this spreadsheet will be used going forward for all operating draw downs.

VVTA's attached response has been received and accepted by the FTA Regional office.

FINAL REPORT

FISCAL YEAR 2021

COVID-19 RELIEF ECHO DRAWDOWN REVIEW

of

Victor Valley Transit Authority
VVTA
Hesperia, CA
Recipient ID Number: 5538

Performed for:

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL TRANSIT ADMINISTRATION
REGION 9

Prepared By:

Calyptus Consulting Group, Inc.

Final Report Date: December 14, 2021

Table of Contents

I. Review Background and Process	1
1. Background.....	1
2. Process	1
II. Results of the Review.....	2
III. Summary of Issues	4
IV. Review Participants.....	5
V. Appendix	6

I. Review Background and Process

1. Background

On March 13, 2020, the President of the United States declared a National Emergency due to the COVID-19 outbreak. The funding provided through the Coronavirus Aid, Relief, and Economic Security (CARES) Act; the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA); and the American Rescue Plan (ARP) allowed for changes in how recipients use the Federal Transit Administration (FTA) funds. The most significant of these changes has been allowing all recipients, regardless of size or urbanized area population, to charge operating expenses to the FTA grants at 100 percent federal share.

Because of the amount of the FTA funding and the flexibilities provided to support transit systems through COVID-19, the FTA is performing supplemental oversight of funds drawn down from the Electronic Clearing House Operation System (ECHO). The FTA's ECHO Drawdown Review focuses only on CARES, CRRSAA, and ARP funds.

This report documents the FTA COVID-19 Relief ECHO Drawdown Review of the Victor Valley Transit Authority (VVTA) of Hesperia, California. The review was performed by Calyptus Consulting Group, Inc. (the Reviewer).

2. Process

The COVID-19 Relief ECHO Drawdown Review process includes an ECHO Information Request, documentation review, and recipient interview. The review period is from January 20, 2020, the date from which operating expenses were eligible under COVID-19 Relief funds, to the date of the review. An ECHO Information Request was sent to VVTA on July 28, 2021 indicating a review would be conducted during Fiscal Year 2021. Requested drawdown documentation was sent to the Reviewer electronically.

The Reviewer evaluated how VVTA has used CARES, CRRSAA, and ARP operating assistance funding through the review of a sample of three (3) ECHO drawdowns. Upon completion of the review, the FTA and the Reviewer provided a summary of preliminary issues to VVTA.

This final report documents the issues identified in the review and actions taken to resolve these issues prior to distribution of the final report. The FTA will evaluate these issues and the implementation status of corrective actions in greater detail during the next oversight review opportunity.

II. Results of the Review

Basic Requirement: The recipient must calculate operating assistance drawdowns correctly, including: charging only eligible and allowable costs to the award, calculating the correct federal share; documenting proper segregation of duties; and ensuring timely disbursement of funds.

During this review one (1) issue was found with all three ECHO drawdowns reviewed. The following table summarizes the ECHO drawdowns reviewed and the issue noted. A more detailed description of the issue is included below. The completed ECHO Review Tool spreadsheet is included as an appendix to this report.

Award Number	Financial Purpose Code	Transaction Date	Drawdown Amount	Issues
CA-2020-198	Operating Assistance	2/17/2021	\$6,270,000	• Funds are not tied to direct backup documentation
CA-2020-198	Operating Assistance	6/16/2021	\$2,050,000	• Funds are not tied to direct backup documentation
CA-2020-198	Operating Assistance	9/25/2020	\$2,200,000	• Funds are not tied to direct backup documentation

Issue 1: In all the ECHO drawdowns reviewed, the recipient could not directly provide backup documentation to the amount drawn down. The amount of each ECHO draw under review was the amount budgeted in the overall annual budget for CARES Act funding, not the total amount of eligible invoices, or the total amount of selected eligible invoices to substantiate each drawdown. Local Transit Funds were budgeted and used to cover the remainder of the costs not covered by the amount drawdown.

Recommendation to address issue: The recipient must amend its financial procedures to cover the process of selecting which invoices it intends to use to calculate and substantiate its ECHO drawdowns and draw that amount, not a budgeted dollar amount.

The recipient should include actual costs based on the invoices received and paid prior to the recipient requesting reimbursement and initiating an ECHO drawdown against the grant. This ensures that the recipient is tying paid operating invoices to the drawdown.

Status update: VVTA adjusted their financial procedures for budget preparation to include a quarterly adjustment, as needed, based on known and planned operating expenses associated with Federally funded operating drawdowns. VVTA established a procedure requiring the Purchased Transportation contractor to submit two (2) invoices, one (1) for urban services and one (1) for rural services. This allows VVTA to draw down 100% of the selected urban or rural invoices with CARES Act funds and other emergency relief awards, ensuring that supporting documentation to substantiate the total amount of the draw down equals the amount being drawn

down. VVTA submitted a sample operating expenses worksheet and signed acknowledgment of the procedures outlined in their corrective action document on December 2, 2021.

III. Summary of Issues

Issue Number	Issue Description	Recommendation	Status
1	Funds are not tied to direct backup documentation	The recipient must amend its financial procedures to cover the process of selecting which invoices it intends to use to calculate and substantiate its ECHO drawdowns and draw that amount, not a budgeted dollar amount.	Closed

IV. Review Participants

Name	Title	Phone Number	E-mail Address
<i>Victor Valley Transit Authority</i>			
Maged Azer	Director	760-995-3578	mazer@vvta.org
Nancie Goff	Chief Operating Officer	760-995-3495	ngoff@vvta.org
Denise Madrid	Financial Analyst	760-995-3567	dmadrid@vvta.org
Marie Downing	Grants Analyst	760-996-7446	mdowning@vvta.org
<i>FTA</i>			
Darin Allan	Director, Office of Financial Management and Program Oversight	415-734-9470	Darin.Allan@dot.gov
Charlene Lee Lorenzo	Director, Los Angeles Office	213-202-3952	Charlene.LeeLorenzo@dot.gov
Brenda Perez	Program Manager	213-629-8603	Brenda.Perez@dot.gov
Luis Lopez	General Engineer	213-629-8615	l.lopez@dot.gov
<i>Calyptus Consulting Group, Inc.</i>			
Sherry Snyder	Reviewer	814-325-1747	ssnyderconsulting@outlook.com
Richard Lopez	Reviewer	617-577-0042	rlopez@lopezllp.com

V. Appendix

Refer to the ECHO Review Tool spreadsheet for details of each drawdown reviewed.

FY 2021 COVID-19 ECHO DRAWDOWN REVIEW
of **Victor Valley Transit Authority (VVTa)**
Hesperia, CA 92345 Recipient ID # 5338

Corrective Action Document

VVTa estimates Purchase Transportation costs for the budget year by using the contract variable cost per revenue hour, per mode, times the scheduled revenue hours for the fiscal year.

Financial procedures for budget preparation will be adapted to include a quarterly adjustment, as needed, based on known and planned operating expenses associated with Federally funded operating drawdowns.

Further, VVTa now requires the PT contractor to submit two invoices, one for urban services and one for rural services. This will allow VVTa to draw down 100% of the selected urban or rural invoices with CARES Act funds and other emergency relief awards, ensuring that supporting documentation to substantiate the total amount of the draw down equals the amount being drawn down.

AGENCY: Victor Valley Transit Authority (# 5538)

FISCAL YEAR: 2021-22

Rural

PERIOD: Jul.-Sept. 2021

Reference FTA Circular 9030.1E

OPERATING EXPENSE WORKSHEET

A. Total Operating Expenses Itemized							Check #, ACH payment #, or Journal Entry	Check Amount
Expense Type	Vendor Name	Invoice Number	Service/Purchase Date		Invoice Amount			
			Start	End				
Purchased Transportation Fuel								
Total Operating Expenses					\$	0		
B. Less Eliminations								
(1) Less: Ineligible Expenses (Itemize)					\$	0		
(2) Less: nonpublic Transportation Expenses (Itemize)					\$	0		
(3) Less: Revenue/Offset Items (Contra-Expenses) (Itemize)					\$	0		
(4) Less: Other Exclusions (Itemize)					\$	0		
Total Eliminations (Less)					\$	0		
C. Eligible Operating Expenses								
Total Eligible Operating Expenses					\$	(0)		
D. Less Farebox Revenues								
Total Fare Box Revenues (Less)								
E. Net Project Costs								
Total Net Project Costs					\$	(0)		
F. Local Share (Itemize)								
LTF (L18-VVT-08)					\$	0		
Measure I					\$	0		
AB2766					\$	0		
Misc.					\$	0		
LCTOP/Interest					\$	0		
Total Local Share					\$	0		
G. Net Expenses before applying FTA funds								
Net Expenses before applying FTA funds					\$	(0)		
H. Maximum FTA Share								
Maximum FTA Share	Funding type	Funding maximum share						
	emergency relief award	100%		\$	(0)			
I. FTA Funds Requested								
Drawdown Amount	CRRSAA 5310	100%						
Total not to exceed	CRRSAA 5311	100%						
maximum FTA Share	CARES Act 5311	100%						

**AGENDA ITEM
EIGHT**

THIS PAGE INTENTIONALLY LEFT BLANK

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

**VVTA Annual NTD Audit Report for Fiscal Year Ending June 30, 2021,
Completed by Eide Bailly CPAs and 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 annually. 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, the entire years' 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 FTA approved method to estimate the passenger miles traveled (PMT) again 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
Nancie Goff,
COO

FISCAL IMPACT

N/A

MEETING DATE

January 17, 2022

ITEM NUMBER

8



National Transit Database Report
Agreed-Upon Procedures
For the Period July 1, 2020 through June 30, 2021
Victor Valley Transit Authority

Independent Accountant's Report	1
Procedures and Findings	
Attachment 1	3



Independent Accountant's Report

Board of Directors
Victor Valley Transit Authority
Hesperia, California

The Federal Transit Administration (FTA) has established the following standards with regard to the data reported to it in the Federal Funding Allocation Statistics Form FFA-10 (FFA-10) for the Victor Valley Transit Authority (VVTA) annual National Transit Database (NTD) report:

1. A system is in place and maintained for recording data in accordance with NTD definitions. The correct data are being measured and no systematic errors exist.
2. A system is in place to record data on a continuing basis and the data gathering is an ongoing effort.
3. Source documents are available to support the reported data and are maintained for FTA review and audit for a minimum of three years following FTA's receipt of the NTD report. The data are fully documented and securely stored.
4. A system of internal controls is in place to ensure the data collection process is accurate and that the recording system and reported comments are not altered. Documents are reviewed and signed by a supervisor, as required.
5. The data collection methods are those suggested by FTA or otherwise meet FTA requirements.
6. The deadhead miles, computed as the difference between the reported total actual vehicle miles data and the reported total actual vehicle revenue miles data, appear to be accurate.
7. Data are consistent with prior reporting periods and other facts known about VVTA's operations.

We have performed the procedures described in Attachment 1 to this report. Management of VVTA is responsible for the accuracy of the NTD data reported in the Federal Funding Allocation Statistics Form 10 (FFA-10) in accordance with the requirements specified *Uniform System of Accounts and Records and Reporting System; Final Rule*, as specified in 49 CFR part 630, *Federal Register*, January 15, 1993 and as presented in the *2021 Policy Manual*.

VVTA has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of evaluating whether VVTA complied with the reporting requirements described above and that the information included in the FFA-10 for the fiscal year ended June 30, 2021 is presented in conformity with the requirements of the *Uniform System of Accounts (USOA) and Records and Reporting System; Final Rule, as specified in 49 CFR Part 630, Federal Register, dated January 15, 1993, and as presented in the 2021 NTD Policy Manual*. Additionally, the FTA has agreed to and acknowledged, as specified in the Declarations section of the *2021 Policy Manual*, that the procedures performed are appropriate to meet their purposes.

This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

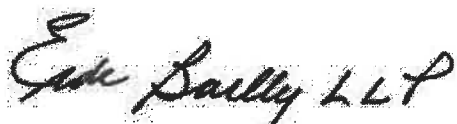
The procedures and the associated findings are listed in Attachment 1 to this report. The procedures were applied separately to each of the information systems used to develop the reported actual VRM, PMT, and OE of VTVA for the fiscal year ended June 30, 2021 for each of the following modes:

(1) Motor Bus - purchased transportation (MBPT), (2) Commuter Bus – purchased transportation (CBPT), (3) Demand Response - purchased transportation (DRPT) and (4) Vanpool Service - purchased transportation (VPPT).

We were engaged by San Bernardino County Transportation Authority (SBCTA) to perform this agreed-upon procedures engagement over VVTA and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the accuracy of the FFA-10 data. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of VVTA and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of VVTA management, VVTA Board of Directors and the FTA and is not intended to be and should not be used by anyone other than these specified parties.



Rancho Cucamonga, California
October 29, 2021

Excerpt from the *FTA 2021 Policy Manual* Exhibit 79 - Federal Funding Allocation Data Review Suggested Procedures:

FTA has specified and agreed to a set of procedures for the independent auditor to perform to satisfy the requirements of the Federal Funding Allocation data review. Several of the procedures below require the auditor to select a random sample of documents or data. The procedures do not specify the selected number (i.e., the percentage of the total documents/data). The auditor should use professional judgment to determine the percentage that will enable the auditor to make the required assurances.

The source documents and other records (such as data summaries) may be in the form of digital data files. The auditor should ensure that these files are securely stored and that a contingency plan is in place to ensure that the transit agency retains source documents for a minimum of three years:

- a. The procedures to be applied to each applicable mode and type of service (TOS) (directly- operated (DO) and purchased transportation (PT)) are: Obtain and read a copy of written system procedures for reporting and maintaining data in accordance with NTD requirements and definitions set forth in 49 CFR Part 630, Federal Register, dated January 15, 1993, and as presented in the 2021 Policy Manual. If there are no procedures available, discuss the procedures with the personnel assigned responsibility for supervising the NTD data preparation and maintenance.

Results – We obtained and read a copy of VVTA’s Passenger Counting and Reporting (PCR) processing procedures. Based on our inquiry, we noted that VVTA maintains procedures that satisfy the NTD requirements and definitions set forth in 49 CFR Part 630, Federal Register, January 15, 1993 and as presented in the *2021 Policy Manual*.

- b. Discuss the procedures (written or informal) with the personnel assigned responsibility for supervising the preparation and maintenance of NTD data to determine:
 - The extent to which the transit agency followed the procedures on a continuous basis, and Whether these transit personnel believe such procedures result in accumulation and reporting of data consistent with NTD definitions and requirements set forth in 49 CFR Part 630, Federal Register, dated January 15, 1993, and as presented in the 2021 Policy Manual.

Results – We inquired regarding VVTA’s procedures for the MBPT, CBPT, DRPT and VPPT services noting that the asserted procedures were consistently applied. In addition, based on our inquiry with the Chief Operating Officer, management asserted that the procedures resulted in the accumulation and reporting of data consistent with the NTD definitions and requirements set forth in 49 CFR Part 630, Federal Register, January 15, 1993 and as presented in the 2021 Policy Manual.

- c. Ask these same personnel about the retention policy that the transit agency follows as to source documents supporting NTD data reported on the Federal Funding Allocation Statistics form.

Results – We inquired with the Chief Operating Officer, regarding VVTA’s retention policy for NTD data, Total Modal Operating Expenses data, Actual Vehicle Revenue Mile and Passenger Miles Traveled. Per inquiry, the current practice is to retain electronic data for more than the three-year minimum.

- d. Based on a description of the transit agency's procedures from items (1) and (2) above, identify all the source documents that the transit agency must retain for a minimum of three years. For each type of source document, select three months out of the year and determine whether the document exists for each of these periods.

Results – We inspected the following source documents for each type of service, selected three months out of the year and determined that the documents existed for each of these periods:

Type of Service	Source Document	Months Tested
MBPT	<ul style="list-style-type: none"> • MBPT Statistics Reports (queried from TransTrack system) • Random Sampling Database • Random Check Driver Trip Sheets • NTD Data Worksheets • Route plans 	<ul style="list-style-type: none"> • October 2020, February 2021 and June 2021. • Three years of data were noted to be archived on VVTA's network.
CBPT	<ul style="list-style-type: none"> • CBPT Statistics Reports (queried from TransTrack system) • Random Sampling Database • Random Check Driver Trip Sheets • NTD Data Worksheets • Route plans 	<ul style="list-style-type: none"> • October 2020, February 2021 and June 2021. • Three years of data were noted to be archived on VVTA's network.
DRPT	<ul style="list-style-type: none"> • DRPT Statistics Reports (queried from TransTrack system) • Random Sampling Database • NTD Data Worksheets • Ecolane Productivity Reports • Survey Trip Sheets • Driver Manifests 	<ul style="list-style-type: none"> • October 2020, February 2021 and June 2021. • Three years of data were noted to be archived on VVTA's network.
VPPT	<ul style="list-style-type: none"> • VPPT Statistics Reports (queried from TransTrack system) • Rider Log-in Website • Vanpool Route data from Website • NTD Data Worksheets 	<ul style="list-style-type: none"> • November 2020, March 2021 and May 2021. • Three years of data were noted to be archived on VVTA's network.

- e. Discuss the system of internal controls. Inquire whether separate individuals (independent of the individuals preparing source documents and posting data summaries) review the source documents and data summaries for completeness, accuracy, and reasonableness and how often these individuals perform such reviews.

Results – We inquired regarding the system of internal controls noting that each respective mode/type of service is being reviewed by personnel independent of the preparation process. The review is performed monthly for the MBPT, CBPT, DRPT and VPPT modes.

- f. Select a random sample of the source documents and determine whether supervisors' signatures are present as required by the system of internal controls. If supervisors' signatures are not required, inquire how personnel document supervisors' reviews.

Results – We selected a haphazard sample of 40 Check Trip Sheets for the MBPT and CBPT services and identified supervisory signatures documenting reviews of the data presented without exception. For the DRPT service the Survey Trip Sheets are prepared and reviewed by the contractor who provides the survey data to VVTA. Management asserted that the data which is in electronic format is reviewed before being entered into the accumulation worksheets that compiles the NTD data. For VPPT, data is accumulated electronically by the drivers. Management asserted that the data, which is in electronic format, is reviewed before being entered into the accumulation worksheets that compiles the NTD data.

- g. Obtain the worksheets used to prepare the final data that the transit agency transcribes onto the Federal Funding Allocation Statistics form. Compare the periodic data included on the worksheets to the periodic summaries prepared by the transit agency. Test the arithmetical accuracy of the summaries.

Results – We obtained the worksheets utilized by VVTA to transcribe statistics to the Federal Funding Allocation Statistics form and compared the data to summaries without exception. We tested the arithmetical accuracy of the summarizations without exception.

- h. Discuss the procedure for accumulating and recording passenger miles traveled (PMT) data in accordance with NTD requirements with transit agency staff. Inquire whether the procedure is one of the methods specifically approved in the *2021 Policy Manual*.

Results – Sampling was conducted for the MBPT, CBPT and DRPT modes. For the current year, FTA has waived the sampling requirement for Report Year 2021 for all agencies with this sampling frequency due to COVID-19. We inspected the sampling methodologies and noted that the sampling methodology used met the requirements of the *2021 Policy Manual* and the Guide: National Transit Database (NTD) Reporting and COVID-19.

The VPPT mode does not involve sampling. This mode used a 100% count of actual PMT.

- i. Discuss with transit agency staff (the auditor may wish to list the titles of the persons interviewed) the transit agency's eligibility to conduct statistical sampling for PMT data every third year. Determine whether the transit agency meets NTD criteria that allow transit agencies to conduct statistical samples for accumulating PMT data every third year rather than annually. Specifically:
- According to the 2010 Census, the public transit agency serves an UZA with a population less than 500,000.
 - The public transit agency directly operates fewer than 100 revenue vehicles in all modes in annual maximum revenue service (VOMS) (in any size UZA).
 - Service purchased from a seller is included in the transit agency's NTD report.
 - For transit agencies that meet one of the above criteria, review the NTD documentation for the most recent mandatory sampling year (2017) and determine that statistical sampling was conducted and meets the 95 percent confidence and ± 10 percent precision requirements.
 - Determine how the transit agency estimated annual PMT for the current report year.

Results – VVTA meets NTD criteria that allow transit agencies to conduct statistical samples for accumulating PMT data every third year. Per the triennial sampling requirement, 2020 was a mandatory sampling year. For 2020 and 2021, FTA has waived the sampling requirement due to COVID-19. The 2017 statistical sampling was used for the CBPT mode. Statistical sampling for the MBPT and DRPT modes was performed in 2019. The VPPT mode does not involve sampling. This mode used a 100% count of actual PMT.

- j. Obtain a description of the sampling procedure for estimation of PMT data used by the transit agency. Obtain a copy of the transit agency's working papers or methodology used to select the actual sample of runs for recording PMT data. If the transit agency used average trip length, determine that the universe of runs was the sampling frame. Determine that the methodology used to select specific runs from the universe resulted in a random selection of runs. If the transit agency missed a selected sample run, determine that a replacement sample run was random. Determine that the transit agency followed the stated sampling procedure.

Results – For the MBPT, CBPT and DRPT modes we obtained a copy of VVTA's methodology used in the statistical sampling to estimate average PMT and determined that the methodology used by VVTA resulted in a random selection of runs and that the stated sampling procedure was followed.

The VPPT mode does not involve sampling since it uses a 100% count of actual PMT.

- k. Select a random sample of the source documents for accumulating PMT data and determine that the data are complete (all required data are recorded) and that the computations are accurate. Select a random sample of the accumulation periods and re-compute the accumulations for each of the selected periods. List the accumulations periods that were tested. Test the arithmetical accuracy of the summary.

Results – As described in procedure I the statistical sampling for MBPT, CBPT and DRPT was waived by FTA due to COVID-19. As such, procedure not applicable in the current year. For VPPT, we compared ridership being entered on the Vanpool internet database for November 2020, March 2021 and May 2021 against amounts uploaded to the Data Warehouse without exception. We also tested 6 Vanpool routes and verified the accuracy of calculations used to determine PMT with no exceptions noted as a result of these procedures.

- l. Discuss the procedures for systematic exclusion of charter, school bus, and other ineligible vehicle miles from the calculation of actual Vehicle Revenue Miles (VRM) with transit agency staff and determine that they follow the stated procedures. Select a random sample of the source documents used to record charter and school bus mileage and test the arithmetical accuracy of the computations.

Results – The procedure identified above is not applicable. Per inquiry with VVTA's management, VVTA did not provide charter, school bus or other ineligible services.

- m. For actual VRM data, document the collection and recording methodology and determine that deadhead miles are systematically excluded from the computation. This is accomplished as follows:

- If actual VRMs are calculated from schedules, document the procedures used to subtract missed trips. Select a random sample of the days that service is operated, and re-compute the daily total of missed trips and missed VRMs. Test the arithmetical accuracy of the summary.

Results – For the MBPT and CBPT modes, VVTA calculates actual missed vehicle revenue miles using the TransTrack system. The system generates an accumulation of missed revenue miles per trip which are subtracted from scheduled revenue miles. We selected a sample of 10 missed trips for MBPT and 10 missed trips for CBPT and noted that those trips were subtracted from the scheduled revenue miles. No exceptions with the arithmetic accuracy were noted as the result of these procedures.

- If actual VRMs are calculated from hubodometers, document the procedures used to calculate and subtract deadhead mileage. Select a random sample of the hubodometer readings and determine that the stated procedures for hubodometer deadhead mileage adjustments are applied as prescribed. Test the arithmetical accuracy of the summary of intermediate accumulations.

Results – This procedure is not applicable as VRMs are not calculated from hubodometers.

- If actual VRMs are calculated from vehicle logs, select random samples of the vehicle logs and determine that the deadhead mileage has been correctly computed in accordance with FTA definitions.

Results – For the DRPT mode, Revenue Miles are calculated by the Ecolane system based on the odometer readings from the first pickup to the last drop off. Deadhead miles are excluded from the Revenue Miles calculations. We randomly selected 4 trips to test and noted without exception that the deadhead miles are not included in the Revenue Miles calculations.

For the VPPT mode deadhead miles are automatically excluded because only commute miles are entered into the calculation of Revenue Miles and the results are reviewed by the Chief Operating Officer.

- n. For rail modes, review the recording and accumulation sheets for actual VRMs and determine that locomotive miles are not included in the computation.

Results – The procedure identified above is not applicable as VVTA does not provide rail service.

- o. If fixed guideway or High Intensity Busway Directional Route Miles (FG or HIB DRM) are reported, interview the person responsible for maintaining and reporting NTD data whether the operations meet FTA definition of fixed guideway (FG) or High Intensity Busway (HIB) in that the service is:
- Rail, trolleybus (TB), Ferryboat (FB), or Aerial Tramway (TR); or
 - Bus (MB, CB, or RB) service operating over exclusive or controlled access rights-of-way (ROW); and
 - i. Access is restricted;
 - ii. Legitimate need for restricted access is demonstrated by peak period level of service D or worse on a parallel adjacent highway;
 - iii. Restricted access is enforced for freeways; priority lanes used by other HOV (i.e., Vanpools (VP), carpools) must demonstrate safe operation.

Results – The procedure identified above is not applicable as VVTA does not operate using fixed guideways or high intensity directional routes.

- p. Discuss the measurement of FG and HIB DRM with the person reporting NTD data and determine that he or she computed mileage in accordance with FTA definitions of FG/HIB and DRM. Inquire of any service changes during the year that resulted in an increase or decrease in DRMs. If a service change resulted in a change in overall DRMs, re-compute the average monthly DRMs, and reconcile the total to the FG/HIB DRM reported on the Federal Funding Allocation Statistics form.

Results – The procedure identified above is not applicable as VVTA does not operate using fixed guideways or high intensity directional routes.

- q. Inquire if any temporary interruptions in transit service occurred during the report year. If these interruptions were due to maintenance or rehabilitation improvements to an FG segment(s), the following apply:
- Report DRMs for the segment(s) for the entire report year if the interruption is less than 12 months in duration. Report the months of operation on the FG/HIB segments form as 12. The transit agency should document the interruption.
 - If the improvements cause a service interruption on the FG/HIB DRMs lasting more than 12 months, the transit agency should contact its NTD validation analyst to discuss. FTA will make a determination on how to report the DRMs.

Results – The procedure identified above is not applicable as VVTA does not operate using fixed guideways or high intensity directional routes.

- r. Measure FG/HIB DRM from maps or by retracing route.

Results – The procedure identified above is not applicable as VVTA does not operate using fixed guideways or high intensity directional routes.

- s. Discuss whether other public transit agencies operate service over the same FG/HIB as the transit agency. If yes, determine that the transit agency coordinated with the other transit agency (or agencies) such that the DRMs for the segment of FG/HIB are reported only once to the NTD on the Federal Funding Allocation form. Each transit agency should report the actual VRM, PMT, and Operating Expense (OE) for the service operated over the same FG/HIB.

Results – The procedure identified above is not applicable as VVTA does not operate using fixed guideways or high intensity directional routes.

- t. Review the FG/HIB segments form. Discuss the Agency Revenue Service Start Date for any segments added in the 2021 report year with the persons reporting NTD data. This is the commencement date of revenue service for each FG/HIB segment. Determine that the date reported is the date that the agency began revenue service. This may be later than the Original Date of Revenue Service if the transit agency is not the original operator. If a segment was added for the 2021 report year, the Agency Revenue Service Date must occur within the transit agency's 2021 fiscal year. Segments are grouped by like characteristics. Note that for apportionment purposes, under the State of Good Repair (§5337) and Bus and Bus Facilities (§5339) programs, the 7-year age requirement for fixed guideway/High Intensity Busway segments is based on the report year when the segment is first reported by any NTD transit agency. This pertains to segments reported for the first time in the current report year. Even if a transit agency can document an Agency Revenue Service Start Date prior to the current NTD report year, FTA will only consider segments continuously reported to the NTD.

Results – The procedure identified above is not applicable as VVTA does not operate using fixed guideways or high intensity directional routes.

- u. Compare operating expenses with audited financial data after reconciling items are removed.

Results – Operating expenses were compared to the trial balances subject to audit without exception.

- v. If the transit agency purchases transportation services, interview the personnel reporting the NTD data on the amount of PT-generated fare revenues. The PT fare revenues should equal the amount reported on the Contractual Relationship form.

Results – We identified the purchased transportation fare revenues reported on the B-30 and reconciled the amounts to the general ledger without exception.

- w. If the transit agency's report contains data for PT services and assurances of the data for those services are not included, obtain a copy of the IAS-FFA regarding data for the PT service. Attach a copy of the statement to the report. Note as an exception if the transit agency does not have an Independent Auditor Statement for the PT data.

Results – The data for purchased transportation are included in the reporting by VVTA and therefore no IAS for the purchased transportation services is included.

- x. If the transit agency purchases transportation services, obtain a copy of the PT contract and determine that the contract specifies the public transportation services to be provided; the monetary consideration obligated by the transit agency or governmental unit contracting for the service; the period covered by the contract (and that this period overlaps the entire, or a portion of, the period covered by the transit agency's NTD report); and is signed by representatives of both parties to the contract. Interview the person responsible for retention of the executed contract, and determine that copies of the contracts are retained for three years.

Results – We inspected the MBPT, CBPT, DRPT and VPPT service contracts and determined that they contained the items noted above without exception. We inquired with the Chief Operating Officer, regarding VVTA's retention policy for executed contracts for purchased transportation programs. Per inquiry, the current practice is to retain contracts for ten years.

- y. If the transit agency provides service in more than one UZA, or between an UZA and a non-UZA, inquire of the procedures for allocation of statistics between UZAs and non-UZAs. Obtain and review the FG segment worksheets, route maps, and urbanized area boundaries used for allocating the statistics, and determine that the stated procedure is followed and that the computations are correct.

Results – For the MBPT and CBPT modes VVTA provides services between two UZA's and a non-UZA. We tested five of the UZA route allocations against Google Maps without exception.

All DRPT data is reported in one UZA.

The requirement to allocate VPPT data is not applicable per NTD reporting requirements.

- z. Compare the data reported on the Federal Funding Allocation Statistics Form to data from the prior report year and calculate the percentage change from the prior year to the current year. For actual VRM, PMT or OE data that have increased or decreased by more than 10 percent, or FG DRM data that have increased or decreased. Interview transit agency management regarding the specifics of operations that led to the increases or decreases in the data relative to the prior reporting period.

Results – The following fluctuations were noted on the FFA-10 Form:

- A 55.4% decrease in Passenger Miles for MBPT
- A 27.9% increase in Operating Expenses for MBPT
- A 10.6% increase in Operating Expenses for CBPT
- A 40.3% decrease in Vehicle Revenue Miles for DRPT
- A 59.8% decrease in Passenger Miles for DRPT
- A 19.1% decrease in Operating Expenses for DRPT
- A 19.7% decrease in Passenger Miles for VPPT
- A 40.4% decrease in Operating Expenses for VPPT

A 55.4% decrease in the Passenger Miles for MBPT was noted. Per inquiry with the Chief Operating Officer, this was the result of suspended service that occurred in March of FY 20 due to Covid-19 that wasn't restored to full service until September 2021. The restoration in service was to allow for social distancing and not because of increased ridership as ridership and passengers remained low during FY21.

A 27.9% increase in the Operating Expenses for MBPT was noted. Per inquiry with the Chief Operating Officer, this was the result the transition to a new PT contractor. VVTA staff determined that the increase PT contract cost was necessary to resolve issues with the prior contract conditions in fleet maintenance and operations. The increased PT contract costs for MB was for 9 months of the FY.

A 10.6% increase in the Operating Expenses for CBPT was noted. Per inquiry with the Chief Operating Officer, this was the result of the transition to a new PT contractor. VVTA staff determined that the increase PT contract cost was necessary to resolve issues with the prior contract conditions in fleet maintenance and operations. The increased PT contract costs for CB was for 9 months of the FY. Service for CB was not modified as the service for MB was.

A 40.3% decrease in the Vehicle Revenue Miles for DRPT was noted. Per inquiry with the Chief Operating Officer, this was the result of reduced passengers that was caused by the ongoing Covid-19 pandemic.

A 59.8% decrease in the Passenger Miles for DRPT was noted. Per inquiry with the Chief Operating Officer, this was the result of a corresponding drop in ridership and passengers due to the ongoing Covid-19 pandemic.

A 19.1% decrease in the Operating Expenses for DRPT was noted. Per inquiry with the Chief Operating Officer, this decrease was not in proportion to the decrease in ridership as a result of the transition to a new PT contractor. The increased contractor costs were offset by reductions in demand for service that were a result of the ongoing Covid-19 pandemic.

A 19.7% decrease in the Passenger Miles for VPPT was noted. Per inquiry with the Chief Operating Officer, this was the result of a loss of vanpools and a corresponding drop in current year ridership and passengers that were the result of the ongoing Covid-19 pandemic.

A 40.4% decrease in the Operating Expenses for VPPT was noted. Per inquiry with the Chief Operating Officer, this was the result of the loss of vanpools due to the pandemic. The VVTA subsidy for the VP's did not change.

- aa. The auditor should document the specific procedures followed, documents reviewed, and tests performed in the work papers. The work papers should be available for FTA review for a minimum of three years following the NTD report year. The auditor may perform additional procedures, which are agreed to by the auditor and the transit agency, if desired. The auditor should clearly identify the additional procedures performed in a separate attachment to the statement as procedures that were agreed to by the transit agency and the auditor but not by FTA.

Results – We have documented the procedures followed based on the *FTA 2021 Policy Manual* Exhibit 79 - Federal Funding Allocation Data Review - Suggested Procedures, and noted the documents reviewed and tests performed in our workpapers. Additional procedures were not performed.

**AGENDA ITEM
NINE**

THIS PAGE INTENTIONALLY LEFT BLANK

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Adjust Employer Contribution for Health Insurance.

SUMMARY STATEMENT

VVTA received the new health insurance rates from CalPERS for the enrollment of the 2022 health coverage. The new rates average a 23% increase for all plans. Currently, the VVTA employer share is \$1,000 for employee single, employee + one, and family, per the employee handbook.

In October 2018, the Board approved the updated Employee Handbook, and since that date the employer/employee share of the health insurance has not been revisited. The dramatic increase in the rates this year, on top of the increases of the past 2 years, show that the health insurance increases have exceeded 40%. These yearly increases have created a significant financial burden on certain staff members. The employees most impacted by the increases are the **employee + one** and the **employee with family** plans. In some cases, the employee cost/share for family insurance coverage is as much as 30% of their paycheck.

Staff analyzed the last three years and compared the employee usage based on their plan selections and the available annual employer share for each staff member. It should be noted that many municipalities and public agencies distribute to their employees the difference in dollars, based on the plan they choose as compared to the amount set aside for each staff member. VVTA does not do this. As a result, there is \$83,000 that was allotted but not distributed for staff member insurance.

In recognizing the negative financial impact on VVTA staff health insurance is causing, staff recommends the Board consider increasing the set aside for the employer share to \$1,600 per employee with no return of funds for employees who do not use the full amount based on family structure applied for. Currently, the monthly cost for family is \$1,850 per month.

Based on the current health insurance rates and current staff selections the recommended increased set aside would be less than \$24,000 annually.

RECOMMENDED ACTION

Staff recommend Board approval to adjust the health insurance employer share set aside to \$1,600 per employee with no return of funds for those who do not need the full amount based on family structure as of January 1, 2022.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Maged Azer CFO	\$23,765	January 18, 2022	9

THIS PAGE INTENTIONALLY LEFT BLANK

**AGENDA ITEM
TEN**

THIS PAGE INTENTIONALLY LEFT BLANK

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Approve the Technical Advisory Committee Conducted on January 5, 2022 and The Board of Directors meeting to be held on January 18, 2022 conducted virtually under AB 361, and adopt the required findings. Discussion on future virtual Board meetings under AB 361.

SUMMARY STATEMENT

On March 4, 2020, the Governor proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19, and on March 17, 2020, the Governor issued Executive Order N-29-20, that, in part, suspended certain provisions of the Ralph M. Brown Act (Brown Act) related to participation in meetings via teleconference in order to provide legislative bodies with more flexibility to hold public meetings while maintaining social distancing due to COVID-19. On June 11, 2021, the Governor issued Executive Order N-08-21 which, in part, provides that the teleconferencing provisions set forth in Executive Order N-29-20 expired on September 30, 2021.

On September 16, 2021, the Governor signed Assembly Bill 361 into law, amending the Brown Act in order to continue some of the teleconferencing flexibility during a State of Emergency following the expiration of Executive Order N-29-20 on September 30, 2021. In order to utilize the teleconferencing provisions of Assembly Bill 361, there must be a proclaimed State of Emergency and a finding of either: (1) social distancing measures recommended by State or local officials, or (2) meeting in person would present an imminent risk to the health or safety of attendees.

RECOMMENDED ACTION

Adopt findings and approve January 5, 2022, TAC Meeting and January 18, 2022 Board virtual meeting under AB 361 during Proclaimed State of Emergency with findings as follows:

- 1)** There exists a "proclaimed state of emergency", pursuant to the Governor's State of Emergency Declaration, issued on March 4, 2020.
- 2)** State and/or local officials have imposed or recommended measures to promote social distancing.
- 3)** The action and the findings contained herein shall apply to all the Standing Committees of the VVTA.

PRESENTED BY
John Tubbs,
County Counsel

FISCAL IMPACT

N/A

MEETING DATE

January 18, 2022

ITEM NUMBER

10

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Approve the Technical Advisory Committee Conducted on January 5, 2022, and The Board of Directors meeting to be held on January 18, 2022 conducted virtually under AB 361, and adopt the required findings. Discussion on future virtual Board meetings under AB 361.

SUMMARY STATEMENT

To continue to the utilize the teleconferencing provisions of Assembly Bill 361, within every 30 days of holding a meeting under the provisions enacted by Assembly Bill 361, the proclaimed state of emergency must remain active, or social distancing measures have been recommended by State or local officials, and such findings are made every 30 days thereafter.

AB 361 also includes requirements intended to ensure that the public is able to watch teleconference meetings and participate by making public comments during the meetings. These requirements are already being implemented by the VVTA, and include:

- Providing notice of the means by which members of the public may access teleconference meetings and offer public comment, including providing an opportunity for all persons to attend via a call-in option or an internet-based service option.
- The Legislative Body being prohibited from taking further action on agenda items when there is a disruption which prevents the public agency from broadcasting the meeting to members of the public, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments, prohibiting the legislative body from taking further action on agenda items until public access is restored.
- Prohibiting the legislative body from requiring public comments to be submitted in advance of the meeting and specifying that the legislative body must provide an opportunity for the public to address the legislative body and offer comment in real time.
- Prohibiting the legislative body from closing the public comment period until the public comment period has elapsed or until a reasonable amount of time has elapsed.

**CORRESPONDENCE
/PRESS CLIPS**

THIS PAGE INTENTIONALLY LEFT BLANK

MASS TRANSIT

BUS > MAINTENANCE

VVTA Facilities and Maintenance Director Ron Zirges to retire

Zirges is credited with propelling VVTA to be the first San Bernardino County transit system to embrace battery-electric buses and has set VVTA up to be the first in the county again to incorporate hydrogen fuel cell vehicles.

Related To: Victor Valley Transit Authority (VVTA)

Victor Valley Transit Authority (VVTA) Facilities and Maintenance

Director Ron Zirges will retire from VVTA after more than two decades of service and leadership. Zirges joined VVTA in 2009 and the authority says Zirges will transition from VVTA at the end of 2021.

Zirges was, and is, an essential part of bringing battery electric buses to the Victor Valley, as shared by VVTA Executive Director Kevin Kane.

“Ron Zirges is the smartest person I know when it comes to public transit fleets and facilities,” shared Kane. “It was Ron who led VVTA to be the first transit system in San Bernardino County to deploy battery electric buses. Now on the cusp of his retirement, he is leading VVTA into hydrogen-powered battery-electric buses with plans for a hydrogen fueling station in Hesperia and the procurement of multiple hydrogen battery electric buses. Again, the first in the county.”

During his tenure at VVTA, Zirges had many accomplishments, including:

- Procuring a stable fleet. Zirges took VVTA from an agency with a variety of different types of vehicles into a stable fleet of El Dorado and New Flyer

Buses.

- Zirges was instrumental in the design and building of both VVTA's Hesperia Facility on Smoke Tree Street and E Avenue, as well as VVTA's latest facility in Barstow, Calif., on Historic Route 66, and
- Zirges implemented the creation of a 100 percent paperless system at VVTA's maintenance facilities.

Before joining VVTA as fleet and maintenance director, Zirges held various leadership positions in both the private and public sectors, including:

- Creating a Rural Fixed Route Service using ADA Buses for Riverside Transit Authority,
- Creating a rubber tire Trolley Service for the hotel industry in Arlington, Texas, in just 30 days,
- Consulting for dozens of transit agencies around the country, and
- Leading and participating with various committees in the fields of zero-emission buses, maintenance and Intelligent Transit Systems (ITS). These include The American Public Transportation Association, the California Transit Association and the California Association for Coordinated Transportation.

"It has been an honor to work in an industry I am passionate about and providing transit opportunities to commuters nationwide," shared Zirges. "I will now focus my attention on golfing, fresh-water fishing and projects around the house."

A veteran of the US Army, Zirges served in the 101st Airborne Division as a Door Gunner, Helicopter Mechanic and Crew Chief. Zirges has been a mentor

to many in the transit industry and VVTA says he will be missed by all at the authority. Zirges will be enjoying his retirement with his wife Susan.

Source URL: <https://www.masstransitmag.com/bus/maintenance/press-release/21248475/victor-valley-transit-authority-vvta-vvta-facilities-and-maintenance-director-ron-zirges-to-retire>

OmniTrans @Omnitrans · 59m

Due to a nationwide bus operator shortage, OmniTrans must consider modification of service levels in January 2022 to continue to provide reliable service with the least impact on customers, which includes temporary suspension of freeway express Route 290.

