



VICTOR VALLEY TRANSIT AUTHORITY

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

TECHNICAL ADVISORY COMMITTEE MEETING AGENDA

April 6, 2022 3:00 p.m.

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

1. Interested persons may submit Public Comment in writing to the Clerk of the Board at info@vvta.org . Written comments must acknowledge the Agenda Item number and specify whether the commenter wishes the comment be included with the minutes or read into the record. Comments read into the record will be read for three minutes; if three minutes pass, the time will not be extended, and the remaining comment will not be read but shall be included in any public comment document. Public Comments must be submitted no later than 5:00 pm on April 5, 2022.

- 2. Review Draft Board Agenda..... K. Kane/Group
 - a. Barstow CNG Notice of Completion.
 - b. Consider Personnel Changes for Grants Department.
 - c. Award RFP 2022-02 Construction Project Manager to MARRS, Inc.
- 3. Bus stop shelters/benches/lighting S. Herrera
- 4. SBCTA Update..... N. Strickert
CMAQ/LTF Funding
- 5. Other Business..... Group
Compensation Policy Update.
- 6. Adjournment.

The next regularly scheduled meeting is May 4, 2022. To obtain further or available information regarding agenda items, please contact the Clerk of the Board VVTA at 760 948-3262. Posted: Friday, April 1, 2022.

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Notice of Completion for the Barstow CNG Station Upgrade.

SUMMARY STATEMENT

At the March 15, 2021 Board meeting, the VVTA Board of Directors approved the award of RFP 2020-06 to RMS Construction, Inc, for the Design Build of the Barstow CNG Station Upgrade 100 Sandstone Court, Barstow, CA 92311.

The project was satisfactorily completed in the amount of \$1,200,000.00 and the final inspection occurred on March 31, 2022. The agreement states that thirty (30) days after the recordation of the Notice of Completion, VVTA will release the final retention monies withheld on this project, provided that there are no claims or unreleased liens against the contract. After the filing of the Notice of Completion, the warranty period shall begin on equipment installed in the facility.

VVTA Staff recommends acceptance of the project and the filing of the Notice of Completion.

RECOMMENDED ACTION

Approve the Notice of Completion for the Barstow CNG Station upgrade project, Contract 2020-06, for \$1,200,000.00.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Christine Plasting Procurement Manager	None	April 18, 2022	

RECORDING REQUESTED BY:

VICTOR VALLEY TRANSIT AUTHORITY

WHEN RECORDED MAIL TO:

VICTOR VALLEY TRANSIT AUTHORITY
ATTN: CLERK OF THE BOARD
17150 SMOKE TREE STREET
HESPERIA, CA 92345

Recording of this document is fee-exempt under Government Code Section 6103. No Document Transfer Tax is due on this document pursuant to Revenue Taxation code Section 11922.

SPACE ABOVE THIS LINE FOR RECORDERS USE

**PUBLIC CONTRACT 2020-06
NOTICE OF COMPLETION**

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is OWNER or agent of the OWNER of the interest or estate stated below in the property hereinafter described.
2. The FULL NAME of the OWNER is: VICTOR VALLEY TRANSIT AUTHORITY, A JOINT POWERS AUTHORITY
3. The FULL ADDRESS of the OWNER is 17150 SMOKE TREE STREET, HESPERIA, CA 92345
A work of improvement on the property hereinafter described was COMPLETED March 31, 2022.
4. The work of improvement completed is described as follows: Upgrade of the Barstow CNG/LCNG Fueling Station
5. The NAME OF THE ORIGINAL CONTRACTOR, if any, for such work of improvement is RMS Construction
6. The street address of said property is 100 Sandstone Court, Barstow, CA 92311.
7. Assessor's Parcel Number
8. The property on which said work of improvement was completed is in the City of BARSTOW, County of SAN BERNARDINO, State of CALIFORNIA.

Verification of NON-INDIVIDUAL owner: I, Kevin Kane, the undersigned, declare upon penalty of perjury on the laws of the State of California that I am the Executive Director of the aforesaid interest or estate in the property described in the above notice; that I have read said notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

_____ at Hesperia, California.
Date

Kevin Kane, Executive Director
VICTOR VALLEY TRANSIT AUTHORITY

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Consider Personnel Staffing Changes in The Grants Department for Budget Year 2022-23.

SUMMARY STATEMENT

Over the last several years the number and intricacy of grants and grants management has steadily intensified. There has been a diversity and growth in federal and state funding with an increase in complexity and difficulty both in pre- and post-award management. The number of competitive grants is growing exponentially and VVTA must pass up on opportunities due to staff being spread thin. Additionally, the annual operating and capital budgets have reflected this growth in funding as well.

Presently, the Grants Department consists of one Grants Assistant, one Grants Analyst, and one Financial Analyst. The assistant primarily supports post-award activities by supporting the Financial Analyst. This provides essential cross training and back up for grant accounting activities. However, for the pre-award tasks, the Grants Analyst does not have the support needed to prepare multiple competitive grants concurrently with the required apportionment grants. Nor is there sufficient staffing to provide adequate cross training and back up. This support is key to maintaining and expanding the breadth and diversity of the competitive grant opportunities.

Currently, the Chief Operating Officer (COO) acts as the Grants Manager, providing the necessary oversight for both pre- and post-award activities, and supporting the department by directing the overall administration of the Grants Department. However, the COO also spends a significant amount of time in actual grant management, preparing periodic reports, tracking projects, and filling in the gaps as needed. There is currently no other staff trained as back up for this oversight of the day-to-day pre- and post-award activities. Further, the COO as the Treasurer should have more separation of duties when approving draft draw downs and while also executing financial transactions.

RECOMMENDED ACTION

Add Grants Manager and a Grants Assistant position to the FY 2023 draft Budget.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Nancie Goff, Chief Operating Officer	Combined \$120,000 to \$150,000	April 18, 2022	

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Consider Personnel Staffing Changes for The Grants Department for Budget Year 2022-23.

SUMMARY STATEMENT

These recommended changes are important for future succession planning to ensure VVTA retains experienced, knowledgeable, and capable staff to fill these critical positions. Just as important, VVTA will be in a position to apply for, and be awarded, more discretionary grants.

Senior management has been analyzing this real need while also being cognizant of the importance for maintaining a lean administrative department with respect to cost and as a percentage of the agency's overall budget which is currently low at approximately 6% of this year's total budget. As a result, staff resolutely recommends adding these two new positions for the Grants Department:

- Grants Manager
- Grants Assistant

A job analysis of local agencies was conducted to gather, document, and analyze salaries of positions comparable to the Grants Manager. After a thorough evaluation of the data, a salary range of \$75,000 to \$95,000 is recommended depending on qualifications and experience. The starting salary range for the Grant Assistant has already been established at \$45,000 to \$55,000.

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

VVTA RFP 2022-02 Construction Project Manager – Hesperia Transfer Hub, to MARRS Services, Inc., Fullerton, CA.

SUMMARY STATEMENT

At its September 20, 2021, meeting, the VVTA Board approved the release of RFP 2022-02 Construction Project Manager – Hesperia Transfer Hub.

RFP 2022-02 was released on September 20, 2021; posted to the VVTA website procurement page, at www.publicpurchase.com, with local newspapers of general circulation including the Daily Press, and Transit publications such as Transit Talent. Addendum No. 1 was posted on October 21, 2021, and the deadline for Proposals was on October 28, 2021. Only 2 proposals were received, so the deadline was extended to December 29, 2021, via Addendum No. 2. No additional proposals were received.

On Tuesday, March 15, 2022, the evaluation committee met to discuss the proposals, gather scores and determine a recommendation for award. The final scores tabulated, of a maximum possible score of 140 points:

MARRS Services, Inc., Fullerton, CA	129.00 Points
Transtech, Chino, CA	73.62 Points

The recommendation is to award the contract to MARRS Services, Inc (highest overall score), with the condition that the BAFO process results in a successful contract. This project is funded with Federal Funds.

Fiscal Impact is pending results of the Best and Final Offer (BAFO).

RECOMMENDED ACTION

Award contract to MARRS Services, Inc., pending the results of the BAFO and delegate authority for executing and overseeing the contract to the Executive Director.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Christine Plasting, Procurement Manager	Not to Exceed \$299,528.00	April 18, 2022	

**San Bernardino County Transportation Authority
San Bernardino Council of Governments**

AGENDA

Mountain/Desert Policy Committee Meeting

**March 18, 2022
9:30 AM**

Location

**Mojave Desert Air Quality Management District
14306 Park Avenue, Victorville, CA 92392**

To obtain additional information on any items, please contact the staff person listed under each item. You are encouraged to obtain any clarifying information prior to the meeting to allow the Board to move expeditiously in its deliberations. Additional ***“Meeting Procedures”*** and agenda explanations are attached to the end of this agenda.

CALL TO ORDER

(Meeting Chaired by Dawn Rowe)

- i. Pledge of Allegiance
- ii. Attendance
- iii. Announcements
- iv. Agenda Notices/Modifications – Julie Perales

Possible Conflict of Interest Issues

Pg. 8

Note agenda item contractors, subcontractors and agents which may require member abstentions due to conflict of interest and financial interests. Board Member abstentions shall be stated under this item for recordation on the appropriate item.

1. Information Relative to Possible Conflict of Interest

Note agenda items and contractors/subcontractors, which may require member abstentions due to possible conflicts of interest.

This item is prepared for review by Board and Committee members.

DISCUSSION ITEMS

Discussion - Administrative Matters

2. SBCTA Fiscal Year 2022/2023 Budget – Mountain/Desert Policy Committee Task Review

Pg. 9

Review and receive the proposed tasks to be included in the Fiscal Year 2022/2023 Budget.

Presenter: Hilda Flores

This item is not scheduled for review by any other policy committee or technical advisory committee.

Discussion - Transportation Programming and Fund Administration

3. Allocation of State and Federal Funds in the Victor Valley and North Desert Subareas Pg. 102

That the Mountain/Desert Policy Committee recommend the Board, acting as the San Bernardino County Transportation Authority:

Approve the principle that allocations of State and Federal funds in the Victor Valley and North Desert Subareas for transit purposes should only supplement, not supplant, funds available for transit purposes.

Presenter: Andrea Zureick

This item is not scheduled for review by any other policy committee or technical advisory committee.

Public Comment

Brief Comments from the General Public

Comments from Board Members

Brief Comments from Board Members

ADJOURNMENT

Additional Information

Attendance	Pg. 107
Acronym List	Pg. 108
Mission Statement	Pg. 110

The next Mountain/Desert Policy Committee meeting is scheduled for April 15, 2022.

Minute Action

AGENDA ITEM: 3

Date: *March 18, 2022*

Subject:

Allocation of State and Federal Funds in the Victor Valley and North Desert Subareas

Recommendation:

That the Mountain/Desert Policy Committee recommend the Board, acting as the San Bernardino County Transportation Authority:

Approve the principle that allocations of State and Federal funds in the Victor Valley and North Desert Subareas for transit purposes should only supplement, not supplant, funds available for transit purposes.

Background:

The voter-approved Measure I 2010-2040 Expenditure Plan for the Mountain/Desert Subareas identifies many projects on regional/interregional, State, Interstate, and United States (US) highways throughout the Mountain/Desert region as projects to be funded from the Measure I Major Local Highways Program (MLHP) and State and Federal funding sources. In April 2019 the San Bernardino County Transportation Authority (SBCTA) Board of Directors (Board) directed SBCTA staff to work with the California Department of Transportation (Caltrans) and local jurisdictions on identifying needs and developing funding set-asides for regional/interregional highway improvements in the Mountain/Desert Subareas.

A series of meetings were held for each Subarea where jurisdictions identified regional transportation infrastructure needs and ultimately developed prioritized lists of regional/interregional projects on State, Interstate, and US highway routes that were approved by the Board for the Rural Subareas in April 2021 and for the Victor Valley Subarea in June 2021. A number of the highest priority projects were included in the 2021 Update to the 10-Year Delivery Plan that was approved by the Board in December 2021; however, the ability to deliver many more of these priority projects is limited because of the relatively low availability of funding in these Subareas.

In February 2015 the Board adopted a policy providing for equitable distribution of State and Federal funds between Subareas, and in January 2019 the Board adopted a revision to the Victor Valley Subarea MLHP policy to combine State and Federal funds with MLHP funds in the equitable distribution of funds between jurisdictions within the Victor Valley Subarea. Specifically, the policy states that Victor Valley MLHP funds shall be allocated to each jurisdiction over the 30-year life of the Measure, subject to the following qualifications:

- Each jurisdiction shall receive an approximately equivalent share over the life of the Measure of the Victor Valley Subarea Public Share funds, including Measure I MLHP funds and State and Federal funds allocated by SBCTA.
- Equitable shares of Public Share funds will be calculated from the beginning of Measure I 2010-2040 and recalculated during the development of updates to the 10-Year Delivery Plan.

Entity: San Bernardino County Transportation Authority

- Costs for Regional Projects that are submitted to the subarea project list by SBCTA or Caltrans, such as interstate, state highways, new major corridors, and contributions to Caltrans projects, would be deducted first before calculation of jurisdictional equitable shares. Regional Projects would be identified in the development of updates to the 10-Year Delivery Plan with concurrence of a majority of Victor Valley Subarea jurisdictions.

In the North Desert Subarea equitable distribution of State and Federal funds at the jurisdiction level is not required. While some State and Federal funds have been allocated to projects on the local network in both Subareas to ensure that they are able to be delivered on schedule, it is assumed that State and Federal funds will be largely responsible for funding the regional/interregional priority projects. The prioritized list of projects for the Victor Valley and North Desert Subareas are included as Attachment A and B, respectively. This item is focused specifically on the Victor Valley and North Desert Subareas because of the impact that funding for transit capital projects is having on the availability of these Subarea's shares of State and Federal funds for these projects.

The current estimate of State and Federal funds available to the Victor Valley Subarea over the life of the Measure, from 2010 through 2040, is \$492 million. To date \$171M of that has been obligated or expended and \$185 million has been committed to future projects and only \$134 million remains, which is small when compared to the list of regional needs in Attachment A. These commitments include both roadway, rideshare, and transit projects as shown in Table 1, with the recent mandate to transition to zero emission buses driving an increase in supplemental funding need for Victor Valley Transit Authority (VVTA).

Table 1. Victor Valley Subarea State and Federal Fund Commitments

Project Type	Obligated/Expended	Committed/Planned	Total
Roadway	\$149,414,353	\$80,907,560	\$230,321,913
Rideshare	\$3,444,274	\$6,500,000	\$9,944,274
Transit	\$18,164,933	\$98,346,576	\$116,511,509
Total	\$171,023,560	\$185,754,136	\$356,777,696

For the North Desert Subarea, the current estimate of State and Federal funds available over the life of the Measure, from 2010 through 2040, is \$121 million. To date \$14M of that has been obligated or expended and \$101 million has been committed to future projects and only \$6 million remains, with no future commitment of State or Federal funds to transit. The amount expended on transit since 2010 is only \$2.9 million; however staff is working with VVTA to determine the amount of their planned expenditures that should be attributed to the North Desert Subarea and is concerned that when those are factored in, there will no longer be \$6 million of State and Federal funds remaining. It is possible State and Federal commitments to future road projects will need to be reduced.

Over the period of 2010 through 2021, when \$18 million was allocated to VVTA for bus replacement from Federal Congestion Mitigation and Air Quality (CMAQ) funds, VVTA returned \$54.6 million of Local Transportation Funds (LTF), which are prioritized for transit purposes, to local jurisdictions within their service area for use on local streets and roads, which is allowed if all other transit needs are being met. It should be noted that for the Valley and Morongo Basin Subareas, the SBCTA (July 1993) and Morongo Basin Transit Authority (May 2019) Boards have voted to discontinue allocation of LTF to local jurisdictions as all funds

are required to meet the transit needs of the Subareas, and Needles and Mountain Transit historically make full use of their LTF allocations for transit.

The issue for consideration at this time is whether allocations of State and Federal funds to VVTA should continue to supplant, not just supplement, the funds that are available for transit at the cost of the ability to deliver future regional/interregional priority projects. This is especially critical as budgets are being developed for Fiscal Year (FY) 2022/2023 because the LTF available to VVTA is extraordinarily high from the infusion of several years of higher than expected LTF revenue into the FY 2022/2023 apportionment, which surpasses last year's apportionment by \$14 million - a 61% increase. Any of this amount returned for local streets and roads and removed from availability for transit needs, if VVTA did not choose to reserve those funds for upcoming bus replacements, would be a direct impact to the Federal funds available for regional priorities because it is a known need for transit. Of course, the other consideration is whether the jurisdictions prioritize local road needs over regional improvements to the highways and regional routes in these Subareas. However, it should also be acknowledged that 67.5% and 68% of Measure I in the Victor Valley and North Desert Subareas, respectively, is dedicated to local road needs while only 25% is available for highways and regional routes, and the State has deprioritized capacity improvements on highways, leaving this a local responsibility if congestion relief is desired.

To ensure that funds are being maximized for their intended use and to continue to make progress in the delivery of roadway improvements identified in the Measure I 2010-2040 Expenditure Plan, staff recommends that future allocations of State and Federal funds to transit projects in the Victor Valley and North Desert Subareas only be used to supplement, not supplant, funds available for transit. This would be accomplished through a comparison of the 10-year CMAQ allocation plan that is approved by the SBCTA Board with approval of the annual transit operator allocations to the cumulative amount of LTF returned to local jurisdictions, beginning in FY 2022/2023. For example, if VVTA were to return the full \$14 million referenced above, a corresponding \$14 million would be removed from the allocation plan as the return of funds for local streets and roads is an indication from the operator that those funds are not needed for current or near-term transit purposes.

Financial Impact:

This item has no financial impact on the Fiscal Year 2021/2022 Budget.

Reviewed By:

This item is not scheduled for review by any other policy committee or technical advisory committee.

Responsible Staff:

Andrea Zureick, Director of Fund Administration

Approved
 Mountain-Desert Committee
 Date: March 18, 2022

Witnessed By: