



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

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

THIS MEETING WILL BE CONDUCTED IN PERSON

Victor Valley Transit Authority Board of Directors

Joy Jeannette, Chair, City of Adelanto
James Noble, Vice-Chair, City of Barstow
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
Curt Emick, Director, Town of Apple Valley

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: Friday, April 8, 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.

CONSENT CALENDAR

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

Pg. 9 ***Item #1: Minutes the Regular Meeting of The Board of Directors Conducted March 21, 2022.***

Recommendation: Move for approval.

Presented by: None.

Pg. 19 ***Item #2: Warrants, February 2022.***

Recommendation: Move for approval.

Presented by: None.

Pg. 23 ***Item #3: Approve Updates to Step and Level Chart.***

Recommendation: Move for approval.

Presented by: None.

REPORTS

Pg. 27 ***Item #4: Meeting Notes from The Technical Advisory Committee Meeting Conducted on April 6, 2022.***

Recommendation: Information item only.

Presented by: None.

Pg. 33 ***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. 43 ***Item #6: Consider Personnel Staffing Changes in The Grants Department for Budget Year 2022-23.***
Recommendation: Add Grants Manager and a Grants Assistant position to the FY 2023 draft Budget.
Presented by: Nancie Goff, COO.
- Pg. 47 ***Item #7: Notice of Completion for the Barstow CNG Station Upgrade.***
Recommendation: Approve the Notice of Completion for the Barstow CNG Station upgrade project, Contract 2020-06, for \$1,200,000.00.
Presented by: Christine Plasting, Procurement Manager.
- Pg. 51 ***Item #8: VVTA RFP 2022-02 Construction Project Manager – Hesperia Transfer Hub, to MARRS Services, Inc., Fullerton, CA.***
Recommendation: Award contract to MARRS Services, Inc., Fullerton, CA for an amount not to exceed \$299,528.00 and delegate authority for executing and overseeing the contract to the Executive Director.
Presented by: Christine Plasting, Procurement Manager.
- Pg. 55 ***Item #9: Consider Updates to the Compensation Policy per Conditions of Extended Retirement.***
Recommendation: Approve update to the Compensation Policy.
Presented by: Kevin Kane, Executive Director/CEO.
- Pg. 59 ***Item #10: Approve the Technical Advisory Committee Meeting to be Conducted on May 4, 2022, and The Board of Directors meeting to be held on May 16, 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 May 4, 2022, TAC Meeting and May 16, 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: Kevin Kane, Executive Director.

BOARD OF DIRECTORS COMMENTS

DATE OF NEXT MEETING

Monday, May 16, 2022, at 9:30 AM
Barstow City Council Chambers
220 West Mountain View Street
Barstow, CA 92301

ADJOURNMENT

Victor Valley Transit Acronym List

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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

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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
S RTP	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

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.

1. **Agendas** - All agendas are posted at the VVTa Administrative offices, and the Victorville, Hesperia, Barstow and Apple Valley city/town halls at least 72 hours in advance of the meeting. Staff reports related to agenda items may be reviewed at the VVTa Administrative offices located at 17150 Smoke Tree Street. Hesperia, CA 92345.
2. **Agenda Actions** - Items listed on both the "Consent Calendar" and "Action/Discussion Items" contain suggested 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.
3. **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.
4. **Public Testimony on an Item** - Members of the public are afforded an opportunity to comment on any listed item. Individuals wishing to address the Board of Directors should complete a "Request to Speak" form. A form must be completed for each item an individual wishes to speak on. When recognized by the Chair, speakers should be prepared to step forward and announce their name and address 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. If there is a Consent Calendar, it 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 comment on those items.
5. **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. The time limits established in Rule #4 still apply.
6. **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, 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.

**AGENDA ITEM
ONE**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Minutes from the Regular Meeting of the Board of Directors Conducted on March 21, 2022.

SUMMARY STATEMENT

Following are copies of the minutes from the Board of Directors conducted on March 21, 2022.

RECOMMENDED ACTION

Move for approval.

PRESENTED BY
Debi Lorrah,
Clerk of the Board

FISCAL IMPACT

N/A

MEETING DATE

April 18, 2022

ITEM NUMBER

1

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

**March 21, 2022
MINUTES**

CALL TO ORDER

The Regular Meeting of the Board of Directors of the Victor Valley Transit Authority was called to order at 9:32 a.m. by Chair Jeannette.

ROLL CALL

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

Staff Members Present:

Kevin Kane, VVTA	Debi Albin, VVTA
Barbara Miller, VVTA	Juan Robinson, City of Victorville
Simon Herrera, VVTA	Maged Azer, VVTA
Nancie Goff, VVTA	Jeremy McDonald, City of Hesperia
Julie Ryan, Town of Apple Valley	Christine Ortega, Keolis
Jonathan McDowell, Keolis	Christine Plasting, VVTA
Dustin Strandberg, VVTA	Nathan Dowd, VVTA
Jerry Perez, VVTA	Marie Downing, VVTA
Dana Curtis, VVTA	Nick Redwine, VVTA

PLEDGE OF ALLEGIANCE

Director Emick led the audience in the pledge of allegiance.

ANNOUNCEMENTS

Mr. Kane announced that he is recovery from knee surgery and Ms. Goff will run the meeting.

PUBLIC COMMENTS

Speaker: Beonka Agurrie, no place of residence listed.

Ms. Agurrie began speaking about an issue that is not transit related and was asked to submit her complaint in another manner.

At this time, Director Becerra asked if the Board could enter into an emergency closed session. Ms. Albin stated that County Counsel was in court and not in attendance at the

Board meeting. The Board discussed whether or not a closed session could be added to the agenda. The consensus was that since County Counsel was in court and not in attendance, the Board would schedule a Special Meeting at a later time.

CONSENT CALENDAR

1. **Minutes from the Special Meeting on February 16, 2022, and the Regular Meeting of the Board of Directors Conducted on February 22, 2022.**

Recommendation: Move for approval.

Presented by: None.

2. **Warrants, January 2022.**

Recommendation: Move for approval.

Presented by: None.

A MOTION WAS MADE BY Alternate-Director Villareal to approve the Consent Calendar. Seconded by Seconded by Vice-Chair Noble. Director Emick abstained from the February 16, 2022, minutes as he was not in attendance. The motion passed unanimously.

REPORTS

3. **Meeting Notes from the Technical Advisory Committee Meeting Conducted on March 2, 2022.**

Recommendation: Information item only.

Presented by: None.

4. **Management Reports for Hesperia and Barstow Divisions – Verbal Report from Executive Director.**

Recommendation: Information item only.

Ms. Goff stated that there is a Supplemental Item #12 regarding LCTOP Funding.

ACTION/DISCUSSION ITEMS

5. **Notice of Completion for the Barstow CNG Station Upgrade.**

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

Presented by: Christine Plasting, Procurement Manager.

Ms. Plasting said that the timing for the walk through has been pushed back and is now scheduled for March 28, 2022.

It was unanimously agreed to bring this item back to the Board in April 2022.

6. **Exercise Option Year Two for Contract 2018-07, Clean Energy, for Delivery of CNG/LCNG for One Twelve (12) Month Period.**

Recommendation: Exercise second option year for Contract 2018-07 Clean Energy for One Twelve (12) Month Period.

Presented by: Christine Plasting, Procurement Manager.

Ms. Plasting explained that this item is to exercise the final option year on the contract for the delivery of natural gas to the Barstow station. This station is utilized by both VVTA in Barstow and outside clients. Ms. Plasting stated that next year, VVTA will release an RFP.

Director Becerra asked what if VVTA considered upcoming price increases when determining the cost of the contract. Mr. Strandberg explained with the Barstow LCNG/CNG station project completion, VVTA will also be using the natural gas pipeline, meaning VVTA will have no need for LNG delivery and that will reduce future costs.

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

7. **Exercise Second Option year for Contract 2017-21.2, Enterprise Holdings, to operate and market a region-wide commuter vanpool program for One Twelve (12) Month Period.**

Recommendation: Exercise second option year for Contract 2017-21.2 Enterprise Holdings for One Twelve (12) Month Period.

Presented by: Christine Plasting, Procurement Manager.

Ms. Plasting explained to the Board that this is the last option year on this contract, and VVTA will go out to bid next year. Additionally, Ms. Plasting reminded the Board that every dollar VVTA invests in vanpool programs, it receives approximately two dollars in federal funding.

Director Becerra asked about purchasing vehicles now as opposed to when we sign a new contract. Ms. Goff responded that in this case the vendor purchases the vehicles, not VVTA.

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

8. **Amend the VVTA Fiscal Year 2021-22 Budget, Short Range Transit Plan, and Federal Transportation Improvement Program (FTIP) to Add Funding for the Purchase of Regional Replacement Buses Class H (9).**

Recommendation: Amend the VVTA Fiscal Year 2021-22 Budget, Short Range Transit Plan, and Federal Transportation Improvement Program (FTIP) to Add Funding to the Purchase of Regional Replacement Buses Class H (9).

Presented by: Nancie Goff, COO.

Ms. Goff said that during the budgeting processes, the CALACT/MBTA contract VVTA often uses was expiring; therefore, a cost inflator was added to the budget estimate, but

that fell short of the new contract costs. While there might be some further small adjustments to the actual cost due to the various options, once the Purchase Order is cut the prices will be locked in. This item is to add funding including LCSF credits to the budget and amend the FTIP.

Vice-Chair Noble asked what about next year; Ms. Goff responded that Mr. Strandberg has his eye on that. It is hard to hit a moving target and there has been indications from one bus manufacturer of a 12% increase in costs. Additionally, Ms. Goff explained, VVTA will be ordering fuel cell electric buses and their cost is almost double the cost of a CNG bus.

A MOTION WAS MADE BY Vice-Chair Noble to approve the recommended action. Seconded by Alternate-Director Mesen. The motion passed unanimously.

9. **VVTA Annual Financial Audit Report for Fiscal Year Ending June 30, 2021, Completed by EideBailly CPAs and Business Advisors.**
Recommendation: Receive and file.
Presented by: Maged Azer, CFO.

Mr. Azer presented the report and stated that the Financial Audit has been completed and VVTA remains in a strong financial position. Mr. Azer added that there were no findings and no material misstatements.

10. **FY21-22 Mid-Year Budget Review.**
Recommendation: Receive and file.
Presented by: Maged Azer, CFO.

Mr. Azer reported the mid-year budget review for budgeted versus actual. Mr. Azer reminded everyone that the budgeted numbers were estimates; budgeting proved to be difficult during the middle of the COVID-19 pandemic. Mr. Azer went on to say projected operating revenue for yearend will be under budget by approximately 17.8%; VVTA expected operations to begin returning to normal and this did not happen. Mr. Azer said that so far expenses are projected to be under budget by approximately 3%. This year VVTA has been using CARES Act funds for operating expenses, which covers the loss of fare revenue, and any unforeseen expenses such as an increase in fuel prices.

Vice-Chair Noble asked if ridership is seeing any increases. Mr. Azer stated that VVTA does not expect any changes in ridership until schools are completely back in session in-person. Ms. Goff added that the ridership has increased from the lowest point, but not to the levels VVTA was seeing prior to COVID.

11. **Approve the Technical Advisory Committee Meeting to be Conducted on April 6, 2022, and The Board of Directors meeting to be held on April 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 April 6, 2022, TAC Meeting and April 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: Kevin Kane, Executive Director.

Ms. Albin stated that this will be a standing item until such time that virtual meetings are no longer needed.

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

12. **Authorize the Filing of Grant Applications through the Low Carbon Transit Operations Program (LCTOP) for the 2021-22 Fiscal Year Allocations.**
Recommendation: Adopt Resolution 22-05 authorizing the filing of Low Carbon Transit Operations Program (LCTOP) allocation requests, authorized agent forms, and certification and assurances.
Presented by: Nancie Goff, COO.

Ms. Goff said, the Fare Media project has been on-going since the first LCTOP cycle (2014-15) and the Fuel Cell Electric Bus is a project VVTA is “rolling over” funds to accumulate the funding for 2 buses.

BOARD COMMENTS

Alternate-Director Villareal said that Barstow Community College is very pleased with the VVTA’s assistance with their students.

DATE OF NEXT MEETING

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

ADJOURNMENT

The meeting was adjourned at 10:09 am.

APPROVED: _____
Joy Jeannette, Chair

ATTEST: _____
Debi Albin, Clerk of the Board

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**AGENDA ITEM
TWO**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Payrolls and Warrants for March 2022.

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>
2-11-2022	\$76,829.63	PR312-02-22
2-25-2022	\$79,656.55	PR314-02-22
Total Payroll	\$ 156,486.18	

Agency's Register of Warrants

<u>Register Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Register #</u>
2-09-2022	\$2,131,990.36	13154- 13189	AP03777AAAFNR
2-16-2022	\$244,855.53	13190- 13213	AP03789AAAFOD
2-23-2022	\$ 76,873.50	13214- 13232	AP03803AAAFOR
	\$ 2,453,719.39		

RECOMMENDED ACTION

Approve VVTA's expenditures for March 2022.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Maged Azer CFO	\$2,610,205.57	April 18,2022	2

Bank Register Report
Victor Valley Transit Authority
Feb-22

Check Number	Date	Payee Name	Amount
EFT037720001	02/04/2022	Keolis Transit Services, LLC	\$1,426,069.01
EFT037730001	02/04/2022	Keolis Transit Services, LLC	\$432,054.79
EFT037740001	02/04/2022	Keolis Transit Services, LLC	\$48,945.80
13154	02/09/2022	Abundant Living Family Church HD	\$2,006.00
13155	02/09/2022	ADAride.com	\$1,788.50
13156	02/09/2022	Allied Universal Security Services	\$981.12
13157	02/09/2022	AMTEK Construction	\$1,252.34
13158	02/09/2022	ANGI Energy Systems	\$6,325.00
13159	02/09/2022	AVCOM Services, Inc.	\$929.95
13160	02/09/2022	Charter Communications	\$692.66
13161	02/09/2022	Charter Communications	\$1,075.00
13162	02/09/2022	Charter Communications	\$264.98
13163	02/09/2022	Clean Energy	\$17,585.10
13164	02/09/2022	Center For Transportation & The Environment	\$5,000.00
13165	02/09/2022	Daily Press	\$1,679.16
13166	02/09/2022	Department Of Motor Vehicles	\$82.00
13167	02/09/2022	Southern California Edison	\$6,750.68
13168	02/09/2022	Federal Express Corp.	\$122.40
13169	02/09/2022	Frontier	\$115.10
13170	02/09/2022	FUEL SOLUTIONS	\$2,512.60
13171	02/09/2022	G&M Automotive Center	\$346.49
13172	02/09/2022	Golden State Water Company	\$2,481.98
13173	02/09/2022	HI DESERT ALARM	\$180.00
13174	02/09/2022	HI-Desert Communications	\$1,308.00
13175	02/09/2022	Konica Minolta Business Solutions	\$4,043.82
13176	02/09/2022	Labor Finders	\$1,640.20
13177	02/09/2022	RMS Construction	\$135,850.00
13178	02/09/2022	Sehi Computer Products Inc	\$868.38
13179	02/09/2022	SONIC SYSTEMS Inc	\$6,023.12
13180	02/09/2022	Southwest Gas	\$613.14
13181	02/09/2022	Spectrum	\$820.00
13182	02/09/2022	State Compensation Insurance Fund	\$933.08
13183	02/09/2022	Syncromatics Corporation	\$246.10
13184	02/09/2022	Marlin Software, LLC	\$332.79
13185	02/09/2022	Trillium Solutions	\$1,661.50
13186	02/09/2022	Verizon-Security Phones	\$6,739.65
13187	02/09/2022	Verizon	\$6,545.21
13188	02/09/2022	Greater High Desert Chamber Of Commerce	\$450.00
13189	02/09/2022	Southern California Edison	\$4,674.71
13190	02/16/2022	AECOM	\$8,409.99
13191	02/16/2022	AMTEK Construction	\$5,594.00
13192	02/16/2022	Barstow Crossroads Kiwanis Club	\$300.00
13193	02/16/2022	Beck Oil	\$12,007.83
13194	02/16/2022	Spectrum Business-Sec	\$314.98
13195	02/16/2022	UTILITY BILLING	\$774.72
13196	02/16/2022	City Of Victorville - Utility Bill	\$1,239.23
13197	02/16/2022	Southern California Edison-CNG	\$8,728.11
13198	02/16/2022	Southern California Edison	\$1,658.07
13199	02/16/2022	Federal Express Corp.	\$193.42
13200	02/16/2022	Foothill AIDS Project	\$1,128.00
13201	02/16/2022	Golden State Water Company	\$2,066.52
13202	02/16/2022	High Desert Laser Graphics	\$87.00
13203	02/16/2022	Inter-Con Security Systems, Inc.	\$31,478.54
13204	02/16/2022	Labor Finders	\$681.10
13205	02/16/2022	Loomis	\$632.96
13206	02/16/2022	Orkin	\$125.00
13207	02/16/2022	RMS Construction	\$77,425.00
13208	02/16/2022	San Bernardino County	\$1,782.50
13209	02/16/2022	Southwest Gas Corporation - CNG	\$60,978.86
13210	02/16/2022	Southwest Gas Corporation	\$1,235.68
13211	02/16/2022	Southwest Gas Corporation	\$6,205.32
13212	02/16/2022	Southwest Gas Corporation	\$1,380.41
13213	02/16/2022	Type-Set-Go	\$428.29
13214	02/23/2022	AVR Vanpool	\$2,500.00
13215	02/23/2022	Elizabeth Becerra	\$200.00
13216	02/23/2022	Lawrence Bird	\$200.00
13217	02/23/2022	Bonnie Baker Senior Center	\$1,056.44
13218	02/23/2022	Charter Communications	\$166.55
13219	02/23/2022	Clean Energy	\$14,887.17
13220	02/23/2022	Southern California Edison	\$939.21
13221	02/23/2022	Joy Jeannette	\$200.00
13222	02/23/2022	Labor Finders	\$2,224.00
13223	02/23/2022	Kimberly Mesen	\$200.00
13224	02/23/2022	James Noble	\$200.00
13225	02/23/2022	PETCAM Engineering Inc	\$4,380.00
13226	02/23/2022	Pinnacle Petroleum, Inc.	\$32,941.90
13227	02/23/2022	Special District Risk Management	\$406.61
13228	02/23/2022	SOUTHWEST GAS CORPORATION	\$4,190.28
13229	02/23/2022	Trona Community Senior Center	\$875.38
13230	02/23/2022	Rose Elaine Villareal	\$200.00
13231	02/23/2022	V V College Dist. Foundation	\$1,500.00
13232	02/23/2022	Lincoln Financial Group	\$1,158.44
EFT037940001	02/23/2022	New Flyer Of America	\$8,447.52
TOTAL			\$2,453,719.39

**AGENDA ITEM
THREE**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Approve Updates to the Step and Level Chart.

SUMMARY STATEMENT

Attached for Board approval, is the current step and range updated to account for the increases in California minimum wage rates through January 1st, 2022. The first 5 rows are to be removed and 5 rows have been added to the end.

The Living Wage Act of 2022 initiative is due for a vote in November 2022. If passed later this year, staff will revise the chart and bring it back to the Board for approval.

RECOMMENDED ACTION

Approve Update to the Step and Level Chart as Presented.

PRESENTED BY

None

FISCAL IMPACT

None

MEETING DATE

April 18, 2022

ITEM NUMBER

3

VVTA SALARY RANGE TABLE
(Approved by VVTA Board October 15, 2018)

LEVEL	STEP										
	1	2	3	4	5	6	7	8	9	10	11
10	\$24,942	\$25,690	\$26,460	\$27,254	\$28,072	\$28,914	\$29,781	\$30,675	\$31,595	\$32,543	\$33,519
11	\$26,189	\$26,974	\$27,783	\$28,617	\$29,475	\$30,360	\$31,270	\$32,209	\$33,175	\$34,170	\$35,195
12	\$27,498	\$28,323	\$29,173	\$30,048	\$30,949	\$31,878	\$32,834	\$33,819	\$34,833	\$35,879	\$36,955
13	\$28,873	\$29,739	\$30,631	\$31,550	\$32,497	\$33,471	\$34,476	\$35,510	\$36,575	\$37,672	\$38,803
14	\$30,317	\$31,226	\$32,163	\$33,128	\$34,121	\$35,145	\$36,199	\$37,285	\$38,404	\$39,556	\$40,743
15	\$31,833	\$32,787	\$33,771	\$34,784	\$35,827	\$36,902	\$38,009	\$39,150	\$40,324	\$41,534	\$42,780
16	\$33,424	\$34,427	\$35,459	\$36,523	\$37,619	\$38,747	\$39,910	\$41,107	\$42,340	\$43,611	\$44,919
17	\$35,096	\$36,148	\$37,232	\$38,349	\$39,500	\$40,685	\$41,905	\$43,162	\$44,457	\$45,791	\$47,165
18	\$36,850	\$37,955	\$39,094	\$40,267	\$41,475	\$42,719	\$44,001	\$45,321	\$46,680	\$48,081	\$49,523
19	\$38,693	\$39,853	\$41,049	\$42,280	\$43,549	\$44,855	\$46,201	\$47,587	\$49,014	\$50,485	\$51,999
20	\$40,628	\$41,846	\$43,101	\$44,394	\$45,726	\$47,098	\$48,511	\$49,966	\$51,465	\$53,009	\$54,599
21	\$42,659	\$43,938	\$45,256	\$46,614	\$48,012	\$49,453	\$50,936	\$52,464	\$54,038	\$55,659	\$57,329
22	\$44,792	\$46,135	\$47,519	\$48,945	\$50,413	\$51,925	\$53,483	\$55,087	\$56,740	\$58,442	\$60,196
23	\$47,032	\$48,442	\$49,895	\$51,392	\$52,933	\$54,521	\$56,157	\$57,842	\$59,577	\$61,364	\$63,205
24	\$49,383	\$50,864	\$52,390	\$53,961	\$55,580	\$57,248	\$58,965	\$60,734	\$62,556	\$64,433	\$66,366
25	\$51,852	\$53,407	\$55,009	\$56,659	\$58,359	\$60,110	\$61,913	\$63,771	\$65,684	\$67,654	\$69,684
26	\$54,445	\$56,077	\$57,760	\$59,492	\$61,277	\$63,115	\$65,009	\$66,959	\$68,968	\$71,037	\$73,168
27	\$57,167	\$58,881	\$60,648	\$62,467	\$64,341	\$66,271	\$68,259	\$70,307	\$72,416	\$74,589	\$76,826
28	\$60,026	\$61,825	\$63,680	\$65,590	\$67,558	\$69,585	\$71,672	\$73,822	\$76,037	\$78,318	\$80,668
29	\$63,027	\$64,916	\$66,864	\$68,870	\$70,936	\$73,064	\$75,256	\$77,514	\$79,839	\$82,234	\$84,701
30	\$66,178	\$68,162	\$70,207	\$72,313	\$74,483	\$76,717	\$79,019	\$81,389	\$83,831	\$86,346	\$88,936
31	\$69,487	\$71,570	\$73,717	\$75,929	\$78,207	\$80,553	\$82,970	\$85,459	\$88,023	\$90,663	\$93,383
32	\$72,961	\$75,149	\$77,403	\$79,725	\$82,117	\$84,581	\$87,118	\$89,732	\$92,424	\$95,196	\$98,052
33	\$76,610	\$78,906	\$81,274	\$83,712	\$86,223	\$88,810	\$91,474	\$94,218	\$97,045	\$99,956	\$102,955
34	\$80,440	\$82,852	\$85,337	\$87,897	\$90,534	\$93,250	\$96,048	\$98,929	\$101,897	\$104,954	\$108,103
35	\$84,462	\$86,994	\$89,604	\$92,292	\$95,061	\$97,913	\$100,850	\$103,876	\$106,992	\$110,202	\$113,508
36	\$88,685	\$91,344	\$94,084	\$96,907	\$99,814	\$102,808	\$105,893	\$109,069	\$112,342	\$115,712	\$119,183
37	\$93,119	\$95,911	\$98,788	\$101,752	\$104,805	\$107,949	\$111,187	\$114,523	\$117,959	\$121,497	\$125,142
38	\$97,775	\$100,707	\$103,728	\$106,840	\$110,045	\$113,346	\$116,747	\$120,249	\$123,857	\$127,572	\$131,399
39	\$102,664	\$105,742	\$108,914	\$112,182	\$115,547	\$119,014	\$122,584	\$126,261	\$130,049	\$133,951	\$137,969
40	\$107,797	\$111,029	\$114,360	\$117,791	\$121,325	\$124,964	\$128,713	\$132,575	\$136,552	\$140,648	\$144,868
41	\$113,187	\$116,581	\$120,078	\$123,680	\$127,391	\$131,212	\$135,149	\$139,203	\$143,379	\$147,681	\$152,111
42	\$118,847	\$122,410	\$126,082	\$129,864	\$133,760	\$137,773	\$141,906	\$146,163	\$150,548	\$155,065	\$159,717
43	\$124,789	\$128,530	\$132,386	\$136,358	\$140,448	\$144,662	\$149,002	\$153,472	\$158,076	\$162,818	\$167,703
44	\$131,028	\$134,957	\$139,005	\$143,175	\$147,471	\$151,895	\$156,452	\$161,145	\$165,980	\$170,959	\$176,088
45	\$137,580	\$141,704	\$145,956	\$150,334	\$154,844	\$159,490	\$164,274	\$169,202	\$174,279	\$179,507	\$184,892
46	\$144,459	\$148,790	\$153,253	\$157,851	\$162,586	\$167,464	\$172,488	\$177,663	\$182,992	\$188,482	\$194,137
47	\$151,682	\$156,229	\$160,916	\$165,743	\$170,716	\$175,837	\$181,112	\$186,546	\$192,142	\$197,906	\$203,844
48	\$159,266	\$164,041	\$168,962	\$174,031	\$179,252	\$184,629	\$190,168	\$195,873	\$201,749	\$207,802	\$214,036
49	\$167,229	\$172,243	\$177,410	\$182,732	\$188,214	\$193,861	\$199,676	\$205,667	\$211,837	\$218,192	\$224,738
50	\$175,590	\$180,855	\$186,280	\$191,869	\$197,625	\$203,554	\$209,660	\$215,950	\$222,429	\$229,101	\$235,974

**AGENDA ITEM
FOUR**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Meeting Notes from The Technical Advisory Committee Meeting Conducted on April 6, 2022.

SUMMARY STATEMENT

Meeting Notes from the Technical Advisory Committee meeting conducted on April 6, 2022.

RECOMMENDED ACTION

Information item only.

PRESENTED BY
Debi Lorrach,
Clerk of the Board

FISCAL IMPACT

N/A

MEETING DATE

April 18, 2022

ITEM NUMBER

4

**VICTOR VALLEY TRANSIT AUTHORITY
TECHNICAL ADVISORY COMMITTEE**

**April 6, 2022
VIA ZOOM**

MEETING NOTES

The meeting of the Technical Advisory Committee (TAC) of Victor Valley Transit Authority was opened at 3:06 p.m. VIA Zoom.

TAC Members

Present: Julie Ryan, Town of AV Jeremy McDonald, City of Hesp.
Christopher Porter, Co. SB (3:36 pm)

Staff Present:	Kevin Kane, VVTA	Debi Albin, VVTA
	Andrea Zureick, SBCTA	Nancy Strickert, SBCTA
	Carrie Schindler, SBCTA	Michelle Fogerson, SBCTA
	Maged Azer, VVTA	Nancie Goff, VVTA
	Christine Plasting, VVTA	Marie Downing, VVTA
	Dustin Strandberg, VVTA	Barbara Miller, VVTA
	Chris Ackerman, VVTA	Denise Madrid, VVTA
	Simon Herrera, VVTA	Sylvia Harris, VVTA

1. Public Comment.

None.

2.

a. Barstow CNG Notice of Completion.

As a reminder, Ms. Plasting said that this item was moved to April due to an inspection date change. The final inspection was completed on March 31, 2022, and once it is recorded, VVTA will release the final retention monies held for the project.

b. Consider Personnel Changes for Grants Department.

Ms. Goff reviewed the board item with TAC discussing these various struggles fundamental to the grants department. Mr. Kane asked the TAC members if they find themselves in similar circumstances. Ms. Ryan agreed the issues were universal and highlighted a recent grant the Town has received.

c. Award RFP 2022-02 Construction Project Manager to MARRS, Inc.

This item is for the Construction Project Manager for the Hesperia Hub, Ms. Plasting shared. VVTA received two (2) proposals and MARRS garnered the higher number of points during the evaluation. Ms. Plasting also mentioned the evaluation committee was well rounded and included some TAC members.

3. Bus stop shelters/benches/lighting.

No updates at this time.

4. SBCTA Update.

Ms. Strickert shared that the LCTOP apportionment was approved on April 4, 2022, and SBCTA will be forwarding it to VVTA soon.

Ms. Zureick codified an SBCTA Board item regarding CMAQ and LTF funding that passed unanimously at the April 6, 2022, SBCTA Board meeting; the item initially went to the Mountain Desert Committee, where it also passed unanimously. Summarizing this item, Ms. Zureick explained that the principle is 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. Ms. Zureick discussed funding for regional transportation infrastructure needs and the needs for local streets and roads. She stressed the principle is to ensure that funds are being maximized for their original intended purpose. She added that VVTA has historically been budgeting for needs on an annual basis and that with the looming ZEB requirements, VVTA should be looking more closely at their near term needs during the annual budgeting processes.

Mr. Kane added that over the years, VVTA historically has purchased buses with CMAQ, which is ending for VVTA. Purchasing buses with CMAQ had allowed VVTA to be more fiscally responsible and able to return small amounts of LTF to the jurisdictions. Additionally, Mr. Kane said, even though 100% of LTF will now be used by VVTA, in 7-10 years, VVTA may not have enough operating funds and will be searching for other non-LTF funding sources. Mr. Kane also reminded TAC that at this time hydrogen fuel cell buses costs are almost twice what CNG buses have been.

5. Other Business.

Compensation Policy Update.

Mr. Kane stated in 2019, the Board approved an annual COLA be included in VVTA's annual budget. However, every year, there are Board discussions that often negatively impact the COLA amount, even though VVTA's COLA is a very small amount since VVTA only has twenty-seven employees. This board item still being written will be presented to the Board to include the COLA as a line item in the budget.

6. Adjournment. 3:40 pm

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**AGENDA ITEM
FIVE**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Management reports.

SUMMARY STATEMENT

The attached Performance Reports are presented to the Board of Directors to provide an overview of the transit system's costs and performance.

- Keolis invoice for February.
- Monthly Performance Statistics Systemwide Summary.
- Monthly Ridership Report.
- Monthly ADA Denial Report.
- Monthly Road Call Report.
- Keolis On Time Performance Report FY 2022.

RECOMMENDED ACTION

Information items only.

PRESENTED BY
Kevin Kane,
Executive Director

FISCAL IMPACT
N/A

MEETING DATE
April 18, 2022

ITEM NUMBER
5

**Keolis Transit Services**17150 Smoke Tree St.
Hesperia Calif. 92345INVOICE NO. **0060156-IN**
0060157-INBILL TO Victor Valley Transit Authority
17150 Smoke Tree St.
Hesperia, CA 92345

Attention: Mr. Kevin Kane
Executive Director

DATE 3/3/2022

CONTRACT NAME:
Victor Valley TransitMONTH **February** BILLING PERIOD **02/01/2022 - 02/28/2022**

	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	1,856.04		\$304,968.89	\$175,080.25	(\$129,888.64)	\$2,503,570.54	\$1,391,369.76	(\$1,112,200.78)
Subscription	1,172.00	767.40		\$110,554.76	\$72,388.84	(\$38,165.92)	\$907,573.36	\$842,245.35	(\$65,328.01)
Regional Fixed Rt	10,701.88	10,684.19	(17.69)	\$967,235.91	\$965,637.09	(\$1,598.82)	\$7,686,408.46	\$7,669,403.89	(\$17,004.57)
County	1,676.88	1,671.78	(5.10)	\$151,556.41	\$151,095.48	(\$460.94)	\$1,271,025.79	\$1,268,039.56	(\$2,986.23)
B.V. Link/Lifeline	668.36	667.36	(1.00)	\$60,406.38	\$60,316.00	(\$90.38)	\$496,120.48	\$494,502.82	(\$1,617.67)
Fort Irwin	451.40	447.22	(4.18)	\$43,546.56	\$43,143.31	(\$403.24)	\$362,410.76	\$360,242.13	(\$2,168.63)
Barstow-Fixed Route	1,743.48	1,740.95	(2.53)	\$157,575.72	\$157,347.06	(\$228.66)	\$1,319,818.69	\$1,318,670.97	(\$1,147.72)
Barstow-County	716.28	714.90	(1.38)	\$64,737.39	\$64,612.66	(\$124.72)	\$542,065.65	\$541,712.64	(\$353.02)
Barstow-DAR	454.00	297.23		\$42,825.82	\$28,037.71	(\$14,788.11)	\$351,568.52	\$225,513.45	(\$126,055.07)
SUBTOTALS	20,817.28	18,549.84	(31.88)	\$1,903,407.84	\$1,717,658.40	-\$185,749.44	\$15,440,562.25	\$14,111,700.57	-\$1,328,861.68

TOTAL INVOICE INCLUDING VARIANCE

\$1,717,658.40

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. 0060156-IN

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

Attention: Mr. Kevin Kane
Executive Director

DATE 3/3/2022

CONTRACT NAME:
Victor Valley Transit

MONTH February BILLING PERIOD 02/01/2022 - 02/28/2022

	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	1,856.04		\$304,968.89	\$175,080.25	(\$129,888.64)	\$2,503,570.54	\$1,391,369.76	(\$1,112,200.78)
Subscription	1,172.00	767.40		\$110,554.76	\$72,388.84	(\$38,165.92)	\$907,573.36	\$842,245.35	(\$65,328.01)
Regional Fixed Rt	10,701.88	10,684.19	(17.69)	\$967,235.91	\$965,637.09	(\$1,598.82)	\$7,878,180.36	\$7,861,175.79	(\$17,004.57)
B.V. Link/Lifeline	668.36	667.36	(1.00)	\$60,406.38	\$60,316.00	(\$90.38)	\$496,120.48	\$494,502.82	(\$1,617.67)
Fort Irwin	451.40	447.22	(4.18)	\$43,546.56	\$43,143.31	(\$403.24)	\$362,410.76	\$360,242.13	(\$2,168.63)
SUBTOTALS	16,226.64	14,422.21	(22.87)	\$1,486,712.50	\$1,316,565.50	-\$170,147.00	\$12,147,855.50	\$10,949,535.85	-\$1,198,319.65

TOTAL INVOICE INCLUDING VARIANCE

\$1,316,565.50

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

Manager's Signature and Business Phone



INVOICE NO. 0060157-IN

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

DATE 3/3/2022

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

MONTH February

BILLING PERIOD 02/01/2022 - 02/28/2022

	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	1,676.88	1,671.78	(5.10)	\$151,556.41	\$151,095.48	(\$460.94)	\$1,271,025.79	\$1,268,039.56	(\$2,986.23)
Barstow-Fixed Route	1,743.48	1,740.95	(2.53)	\$157,575.72	\$157,347.06	(\$228.66)	\$1,319,818.69	\$1,318,670.97	(\$1,147.72)
Barstow-County	716.28	714.90	(1.38)	\$64,737.39	\$64,612.66	(\$124.72)	\$542,065.65	\$541,712.64	(\$353.02)
Barstow-DAR	454.00	297.23		\$42,825.82	\$28,037.71	(\$14,788.11)	\$351,568.52	\$225,513.45	(\$126,055.07)
SUBTOTALS	4,590.64	4,127.63	(9.01)	\$416,695.34	\$401,092.91	-\$15,602.44	\$3,484,478.65	\$3,353,936.62	-\$130,542.03

TOTAL INVOICE INCLUDING VARIANCE**\$401,092.91****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 February

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)	30,797	10,579.5	\$1,798,124	\$89,028	2.9	\$58.39	\$169.96	\$2.89	\$8.42	4.95%
Commuter Bus	2,653	448.4	\$68,795	\$35,730	5.9	\$25.93	\$153.42	\$13.47	\$79.68	51.94%
Demand Response	6,742	3,116.7	\$380,599	\$20,200	2.2	\$56.45	\$122.11	\$3.00	\$6.48	5.31%
System Total	40,192	14,144.7	\$2,247,518	\$144,957	2.8	\$55.92	\$158.90	\$3.61	\$10.25	6.45%



Monthly Ridership Report

February, 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)	41,488	30,797	2.7	2.9	4.39%	4.95%
Commuter Bus	2,212	2,653	4.9	5.9	47.93%	51.94%
Demand Response	4,287	6,742	1.6	2.1	6.98%	5.31%
System Total	47,987	40,192	2.6	2.8	6.05%	6.45%

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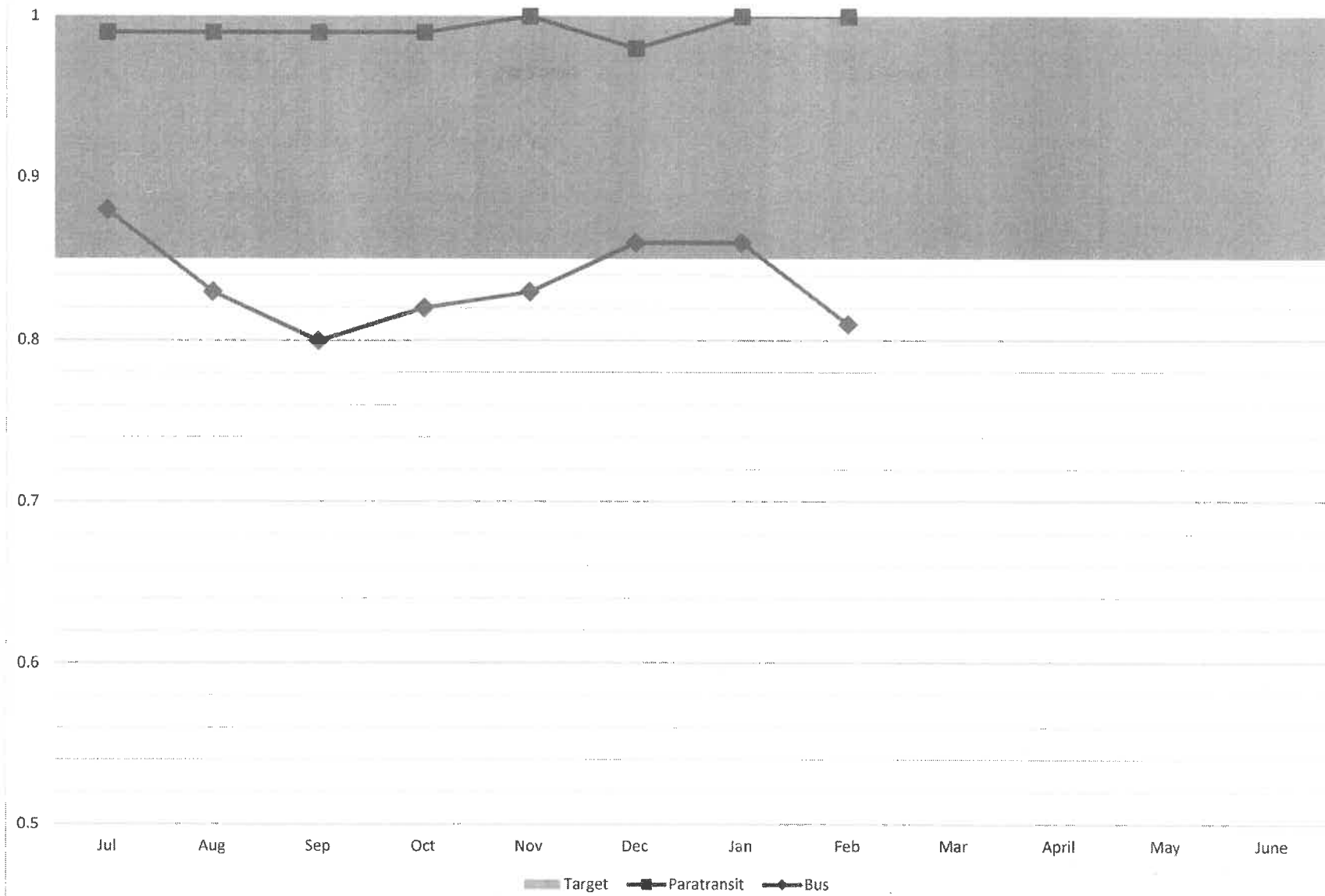
FEBRUARY
Major and Non-Major
Miles Between Road Calls

Total Miles	2019 - PRE COVID	2022
Demand Response	76,048	45,618
Commuter Bus	20,644	17,752
Motor Bus	261,317	184,821
Total Miles	358,009	248,191

Total Road Calls	2019 - PRE COVID	2022
Demand Response	3	2
Commuter Bus	2	0
Motor Bus	12	24
Total Road Calls	17	26

Miles Between Road Calls	2019 - PRE COVID	2022
Demand Response	25,349	22,809
Commuter Bus	10,322	17,752
Motor Bus	21,776	7,701
Total System	57,448	48,262

FY 22 System Wide Schedule Adherence



**AGENDA ITEM
SIX**

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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 the financial transactions.

Continued

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	6

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

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

SUMMARY STATEMENT

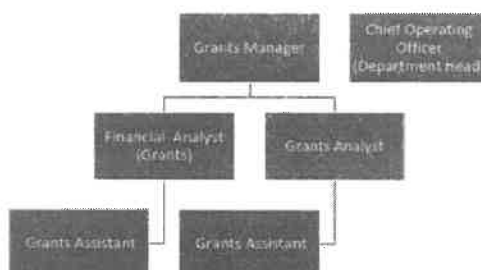
These recommended changes are important for future succession planning to ensure VVTA retains experienced, knowledgeable, and capable staff to fill these critical positions. Just as important, VVTA will be in a position to apply for, and be awarded, more discretionary grants.

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.

*Proposed Structure
Grants Department*



**AGENDA ITEM
SEVEN**

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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
Christine Plasting
Procurement Manager

FISCAL IMPACT

None

MEETING DATE

April 18, 2022

ITEM NUMBER

7

RECORDING REQUESTED BY:

VICTOR VALLEY TRANSIT AUTHORITY

WHEN RECORDED MAIL TO:

VISTOR 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 un 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

**AGENDA ITEM
EIGHT**

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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.

RECOMMENDED ACTION

Award contract to MARRS Services, Inc., Fullerton, CA for an amount not to exceed \$299,528.00 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	8

RFP 2022-15 Construction Manager
Hesperia Transfer Hub

Technical Evaluation:

Evaluation Criteria	Weight Factor	Company	E1	E3	E4	E5	E6	E8	Total
1	25.00								
		C-1	4.00	4.00	5.00	5.00	5.00	4.00	22.50
		C-2	3.00	3.00	4.00	4.00	2.00	3.00	15.83

Comments:

2	30.00								
		C-1	4.00	4.00	4.00	4.00	4.00	4.00	24.00
		C-2	4.00	3.00	4.00	3.00	3.00	3.00	20.00

3	35.00								
		C-1	5.00	4.00	4.00	5.00	5.00	5.00	32.67
		C-2	3.00	2.00	3.00	3.00	2.00	3.00	18.67

Comments

Total Weight Score = 85	90.00		Eval 1	Eval 3	Eval 4	Eval 5	Eval 6	Eval 8	Average Weighted Score
TOTAL		C-1	78.00	72.00	78.00	84.00	84.00	78.00	79.00
		C-2	60.00	48.00	66.00	60.00	42.00	54.00	55.00

Cost Evaluation		
	25.00	Cost Score
MARRS Services Inc.		25.00
Transtech		13.62

Max = 140 pts	Technical	Cost Score	Reference Score (Max 20)	DBE Score (Max 5)	Total Score
MARRS Services	79.00	25.00	20.00	5.00	129.00
Transtech	55.00	13.62	0.00	5.00	73.62

**AGENDA ITEM
NINE**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Consider Updates to the Compensation Policy per Conditions of Extended Retirement.

SUMMARY STATEMENT

On May 16, 2021, VVTA's Executive Director sent an email to the Board Chair outlining a number of requests tied to the Executive Director postponing his retirement. This is an excerpt from that letter:

- *That the VVTA compensation policy be modified so that the yearly COLA is included as a line item in the annual Administration budget;*
- *That is to be brought to the Board's attention yearly as part of the annual Draft Budget presentation; and*
- *Requires Board action to be removed from the budget.*

Following is the current verbiage from the Compensation Policy:

6. COST OF LIVING ADJUSTMENT (Current)

A Cost of Living adjustment based on the Consumer Price Index (CPI) shall be included in the VVTA annual budget. To that end, each year, no later than April, staff will present the CPI report to the Board for review and a determination for an amount to be included in the following year VVTA budget along with an adjustment to the salary range table. Adjustments will become effective July 1 of each year commencing in 2019

The following is the recommended changes to the Compensation Policy:

6. COST OF LIVING ADJUSTMENT (proposed)

A Cost of Living adjustment based on the Consumer Price Index (CPI) from the US Bureau of Labor Statistics for Riverside – San Bernardino – Ontario, CA published every April shall be included as a line item in the proposed VVTA administrative budget for Board consideration. Adjustments will become effective July 1st of each year commencing in 2022.

RECOMMENDED ACTION

Approve update to the Compensation Policy.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Kevin Kane, Executive Director/CEO	None	April 18, 2022	9

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**AGENDA ITEM
TEN**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Approve the Technical Advisory Committee Meeting to be Conducted on May 4, 2022, and The Board of Directors meeting to be held on May 16, 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 May 4, 2022, TAC Meeting and May 16, 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	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Kevin Kane, Executive Director/CEO	N/A	April 18, 2022	10

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Approve the Technical Advisory Committee Meeting to be Conducted on May 4, 2022, and The Board of Directors meeting to be held on May 16, 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 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.