



**VICTOR VALLEY TRANSIT AUTHORITY
REGULAR MEETING OF
THE BOARD OF DIRECTORS
September 19, 2022, 9:30 A.M.**

**Barstow City Council Chambers
220 East Mountain View Street
Barstow, CA 92311**

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, September 9, 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 July 18, 2022.***

Recommendation: Move for approval.

Presented by: None.

Pg. 17 ***Item #2: Warrants, June and July 2022.***

Recommendation: Move for approval.

Presented by: None.

REPORTS

Pg. 25 ***Item #3: 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. 41 ***Item #4: Release RFP 2023-03 Victorville Transportation Center Renovation.***

Recommendation: Authorize Staff to Release RFP 2023-03 Victorville Transportation Center Renovation.

Presented by: Christine Plasting, Procurement Manager.

Pg. 49 ***Item #5: Termination for Convenience of Contract 2022-02 and Contract 2022-06 MARRS Services Inc.***

Recommendation: Approve the Termination for Convenience of contracts 2022-02 and 2022-06 MARR's Services, Inc. effective October 19, 2022.

Presented by: Kevin Kane, Executive Director/CEO.

Pg. 53

Item #6: Approve the Technical Advisory Committee Meeting to be Conducted on October 5, 2022, and The Board of Directors meeting to be held on October 17, 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 October 5, 2022, TAC Meeting and October 17, 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.

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Item #7: Closed Session.

BOARD BUSINESS

Closed Session.

Labor Negotiations Exception - Government Code 54957.6.

Presented By: John Tubbs and/or Adam Ebright, County Counsel.

Pg. 61

Item #8: Closed Session.

BOARD BUSINESS

Closed Session.

Personnel Exception - Government Code 54957(b).

Presented By: John Tubbs and/or Adam Ebright, County Counsel.

BOARD OF DIRECTORS COMMENTS

DATE OF NEXT MEETING

Monday, October 17, 2022, at 9:30 AM
Victor Valley Transit Authority
17150 Smoke Tree Street
Hesperia, CA 92345

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 |
| BABA | Build America, Buy America |
| BAFO | Best and Final Offer |
| BEB | Battery Electric Bus |
| BOE | Board of Equalization |
| CALTRANS | California Department of Transportation |
| CARB | California Air Resources Board |
| CEQA | California Environmental Quality Act |
| CFP | Call for Projects |
| 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 |
| 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 |
| IJA | Infrastructure Investment and Jobs Act |
| ITS | Intelligent Transportation Systems |
| JPA | Joint Powers 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 |
| LEP | Limited English Proficiency |

Victor Valley Transit Acronym List

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| | |
|---------|--|
| LTF | Local Transportation Fund |
| MaaS | Mobility-as-a-Service |
| 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 |
| NOFO | Notice of Funding Opportunity |
| 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 |
| RTAP | Rural Technical Assistance Program |
| RTIP | Regional Transportation Improvement Program |
| RTP | Regional Transportation Plan |
| RTPA | Regional Transportation Planning Agencies |
| SaaS | Software as a Service |
| SBCTA | San Bernardino County Transportation Authority (formerly SANBAG) |
| SCAG | Southern California Association of Governments |
| SGIP | Self-Generation Incentive Program |
| 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 |
| 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.

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ONE**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Minutes from the Regular Meeting of the Board of Directors Conducted on July 18, 2022.

SUMMARY STATEMENT

Following are copies of the minutes from the Regular Meeting of the Board of Directors conducted on July 18, 2022.

RECOMMENDED ACTION

Move for approval.

PRESENTED BY
Debi Lorrach,
Clerk of the Board

FISCAL IMPACT

N/A

MEETING DATE

September 19, 2022

ITEM NUMBER

1

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

**July 18, 2022
MINUTES**

CALL TO ORDER

The Regular Meeting of the Board of Directors of the Victor Valley Transit Authority was called to order at 9:30 a.m. by Chair Jeannette.

ROLL CALL

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

Staff Members Present:

| | |
|-------------------------|------------------------------------|
| Kevin Kane, VVTA | Debi Albin, VVTA |
| Barbara Miller, VVTA | Chase Williams, VVTA |
| Nancy Strickert, SBCTA | Juan Robinson, City of Victorville |
| Nancie Goff, VVTA | Marie Downing, VVTA |
| Dustin Strandberg, VVTA | Sylvia Harris, VVTA |
| Craig Barnes, VVTA | Bryan Torres Ayala |
| Nancy Strickert, SBCTA | Ashley Palmer, VVTA |
| Chris Ackerman, VVTA | Rene Alvarez, Keolis |

PLEDGE OF ALLEGIANCE

Director Becerra led the audience in the pledge of allegiance.

ANNOUNCEMENTS

Mr. Kane briefly commented on the upcoming CalAct and CTA conferences; VVTA staff has received all requested RSVP's.

PUBLIC COMMENTS

None.

CONSENT CALENDAR

1. **Minutes from the Regular Meeting of the Board of Directors Conducted on June 20, 2022.**

Recommendation: Move for approval.

Presented by: None.

2. **Warrants, May 2022.**
Recommendation: Move for approval.
Presented by: None.
3. **FTA Triennial Performance Review for Fiscal Years 2017-2018 Through Fiscal Year 2020-2021.**
Recommendation: Receive and File FTA Triennial Performance Audit Report for Fiscal Year 2018 Through Fiscal Year 2021.
Presented by: None.

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

REPORTS

4. **Meeting Notes from the Technical Advisory Committee Meeting Conducted on July 6, 2022.**
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 stated that both VVTA's locations in Hesperia and Barstow operations contracts are significantly under budget. Additionally, ridership is not bouncing back as quickly as VVTA had hoped, mainly due to most schools and colleges allowing virtual class attendance. Mr. Kane also stated that VVTA is working on a number of different marketing campaigns to increase ridership.

ACTION ITEMS

6. **Consider Purchase of Adjacent Property East of Current Facility on Smoke Tree and G Avenue.**
Recommendation: Consider purchase of 10-acre parcel as described and possibly authorize the Executive Director to finalize the purchase of real estate referred to as San Bernardino County Assessor Parcel Number APN 0410-121-05, pending appraisal.
Presented by: Kevin Kane, Executive Director.

Since approximately 2017, Mr. Kane explained, VVTA has been looking for a replacement location for the Hesperia Transfer Hub, currently at the Hesperia Post Office. VVTA had originally attempted to purchase the 10-acre piece of land just east of the facility, but the property owner was not interested in selling at that time.

VVTA was able to purchase two (2) smaller plots of land North of the facility.

Surprisingly, the owner of the 10-acre property east of the facility just recently approached VVTA stating that they want to sell the property. Staff believes this is a better location for the Transfer Hub as it is closer to Main Street and all the retail the riders use. Furthermore, it will allow VVTA to add more photo-voltaic panels and create a Park & Ride for the Fort Irwin and Route 15 commuters.

Ms. Plasting added that the appraisal came in at \$1,090,000.

A MOTION WAS MADE BY Vice-Chair Noble to approve the recommended action. Seconded by Alternate-Director Villareal. The motion passed unanimously with a roll call vote:

7. **Approve the Technical Advisory Committee Meeting to be Conducted on August 3, 2022, and The Board of Directors meeting to be held on August 15, 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 August 3, 2022, TAC Meeting and August 15, 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.

Mr. Kane reminded the Board that this is a standing item until Governor Newsom retracts the order.

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

8. **Closed Session.**

BOARD BUSINESS

Closed Session.

Public Employee Interim Employment - Government Code 54957(b)(1).

Presented By: John Tubbs and/or Adam Ebright, County Counsel

Mr. Tubbs stated that this item is postponed until the August 15, 2022, meeting.

BOARD COMMENTS

Chair Jeannette shared that the City of Adelanto event, Motown Memories, has been cancelled.

DATE OF NEXT MEETING

The next scheduled Board meeting will be on Monday, August 15, 2022, at Barstow City Council Chambers, 220 East Mountain View Street, Barstow, CA 92311.

ADJOURNMENT

The meeting was adjourned at 9:43 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 June 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</u> <u>Date</u> | <u>Amount</u> | <u>Register#</u> |
|-------------------------------|----------------------|------------------|
| 06/03/2022 | \$80,540.85 | PR321-06-22 |
| 06/17/2022 | \$80,540.85 | PR322-06-22 |
| | | |
| Total Payroll | \$ 161,081.70 | |

Agency's Register of Warrants

| <u>Register</u> <u>Date</u> | <u>Amount</u> | <u>Check #</u> | <u>Register #</u> |
|--------------------------------|------------------------|-----------------|-------------------|
| 06/07/2022 | \$2,056,548.10 | 13529- 13569 | AP03945AAAFUD |
| 06/15/2022 | \$225,240.62 | 13570- 13594 | AP03955AAAFUN |
| 06/22/2022 | \$2,514,041.56 | 13595- 13620 | AP03972AAAFVE |
| 06/29/2022 | \$235,619.72 | 13621- 13647 | AP03982AAAFVO |
| | | | |
| | \$ 5,031,450.00 | | |

RECOMMENDED ACTION

Approve VVTA's expenditures for June 2022.

| PRESENTED BY | FISCAL IMPACT | MEETING DATE | ITEM NUMBER |
|-------------------|-----------------|--------------------|-------------|
| Maged Azer CFO | \$ 5,031,450.00 | September 19, 2022 | 2 |

BR Bank Register Report
Victor Valley Transit Authority (VVTFND)

| Check Number | Date | Payee Name | Amount |
|--------------|------------|---|----------------|
| EFT039410001 | 06/06/2022 | Keolis Transit Services, LLC | \$1,451,374.93 |
| 13529 | 06/07/2022 | Abundant Living Family Church HD | \$3,162.00 |
| 13530 | 06/07/2022 | ADAride.com | \$2,994.00 |
| 13531 | 06/07/2022 | Allied Universal Security Services | \$4,721.64 |
| 13539 | 06/07/2022 | American Express | \$33,490.42 |
| 13540 | 06/07/2022 | Bonnie Baker Senior Center | \$1,638.97 |
| 13541 | 06/07/2022 | Charter Communications | \$693.66 |
| 13542 | 06/07/2022 | Charter Communications | \$1,149.00 |
| 13543 | 06/07/2022 | Charter Communications | \$196.67 |
| 13544 | 06/07/2022 | Clean Energy | \$16,357.93 |
| 13545 | 06/07/2022 | Southern California Edison | \$4,043.93 |
| 13546 | 06/07/2022 | FRONTIER-OFFICE LINES | \$59.59 |
| 13547 | 06/07/2022 | Frontier | \$118.48 |
| 13548 | 06/07/2022 | Golden State Water Company | \$1,557.68 |
| 13549 | 06/07/2022 | HI-Desert Communications | \$1,308.00 |
| 13550 | 06/07/2022 | El Chicano - Inland Empire Community Newspapers | \$332.00 |
| 13551 | 06/07/2022 | Marrs Services, Inc | \$12,533.00 |
| 13552 | 06/07/2022 | Principal Life Insurance Company | \$2,073.90 |
| 13553 | 06/07/2022 | Rock N Our Disabilities Foundation | \$500.00 |
| 13554 | 06/07/2022 | Special District Risk Management | \$383.13 |
| 13555 | 06/07/2022 | Shred Your Docs | \$78.00 |
| 13556 | 06/07/2022 | SONIC SYSTEMS Inc | \$6,094.78 |
| 13557 | 06/07/2022 | Southwest Gas | \$11.00 |
| 13558 | 06/07/2022 | Spectrum | \$820.00 |
| 13559 | 06/07/2022 | Trona Community Senior Center | \$633.82 |
| 13560 | 06/07/2022 | Type-Set-Go | \$980.53 |
| 13565 | 06/07/2022 | US BANK | \$11,876.53 |
| 13566 | 06/07/2022 | Verizon-Security Phones | \$8,433.57 |
| 13567 | 06/07/2022 | Verizon | \$1,441.89 |
| 13568 | 06/07/2022 | Vehicle Registration Experts | \$98.00 |
| 13569 | 06/07/2022 | Southern California Edison | \$7,818.37 |
| EFT039420001 | 06/07/2022 | Keolis Transit Services, LLC | \$48,667.70 |
| EFT039430001 | 06/07/2022 | Keolis Transit Services, LLC | \$430,904.98 |
| EFT039520001 | 06/14/2022 | Macro-Z-Technology | \$113,762.50 |
| 13570 | 06/15/2022 | Acacia's Country Florist | \$92.56 |
| 13571 | 06/15/2022 | ADAride.com | \$4,067.50 |
| 13572 | 06/15/2022 | Bear Valley Rentals | \$734.63 |
| 13573 | 06/15/2022 | UTILITY BILLING | \$774.72 |
| 13574 | 06/15/2022 | Clean Energy | \$17,254.53 |
| 13575 | 06/15/2022 | Southern California Edison | \$1,726.30 |
| 13576 | 06/15/2022 | Fast Trac Tractor Service | \$290.00 |
| 13577 | 06/15/2022 | Federal Express Corp. | \$101.27 |
| 13578 | 06/15/2022 | Foothill AIDS Project | \$1,267.00 |
| 13579 | 06/15/2022 | HR Specialist Emp | \$199.00 |
| 13580 | 06/15/2022 | Labor Finders | \$3,300.12 |
| 13581 | 06/15/2022 | Lasting Images Landscape | \$4,844.46 |
| 13582 | 06/15/2022 | Loomis | \$746.91 |
| 13583 | 06/15/2022 | Office & Ergonomic Solutions, Inc. | \$16,896.55 |
| 13584 | 06/15/2022 | Ring Central, Inc. | \$2,410.01 |
| 13585 | 06/15/2022 | San Bernardino County | \$2,990.00 |
| 13586 | 06/15/2022 | Source Graphics | \$1,995.80 |
| 13587 | 06/15/2022 | Southwest Gas Corporation | \$458.18 |
| 13588 | 06/15/2022 | Southwest Gas Corporation | \$365.13 |
| 13589 | 06/15/2022 | State Compensation Insurance Fund | \$933.08 |

| | | | |
|--------------|------------|------------------------------------|-----------------------|
| 13590 | 06/15/2022 | Sunland Ford | \$34,599.79 |
| 13591 | 06/15/2022 | The Bus Doctor 1 | \$1,486.08 |
| 13592 | 06/15/2022 | Appspace, Inc. | \$332.79 |
| 13593 | 06/15/2022 | Verizon Connect Fleet USA LLC | \$1,170.71 |
| 13594 | 06/15/2022 | City Of Victorville | \$12,441.00 |
| 13595 | 06/22/2022 | Abundant Living Family Church HD | \$3,264.00 |
| 13596 | 06/22/2022 | AMAZON | \$596.70 |
| 13597 | 06/22/2022 | Beck Oil | \$12,309.47 |
| 13598 | 06/22/2022 | Bonnie Baker Senior Center | \$575.30 |
| 13599 | 06/22/2022 | Bank Of New York Mellon | \$2,200.00 |
| 13600 | 06/22/2022 | Charter Communications | \$166.20 |
| 13601 | 06/22/2022 | Spectrum Business-Sec | \$319.98 |
| 13602 | 06/22/2022 | City Of Victorville - Utility Bill | \$1,239.23 |
| 13603 | 06/22/2022 | Denco Sales | \$201.81 |
| 13604 | 06/22/2022 | Forbes Graphyx & Signs | \$4,660.54 |
| 13605 | 06/22/2022 | High Desert Lock & Safe | \$68.96 |
| 13606 | 06/22/2022 | Inter-Con Security Systems, Inc. | \$30,986.01 |
| 13607 | 06/22/2022 | Konica Minolta Business Solutions | \$630.09 |
| 13608 | 06/22/2022 | Labor Finders | \$703.30 |
| 13609 | 06/22/2022 | Lamar Companies | \$7,000.00 |
| 13610 | 06/22/2022 | Marrs Services, Inc | \$22,661.00 |
| 13611 | 06/22/2022 | Orkin | \$125.00 |
| 13612 | 06/22/2022 | Ring Central, Inc. | \$2,554.94 |
| 13613 | 06/22/2022 | Sehi Computer Products Inc | \$1,690.60 |
| 13614 | 06/22/2022 | Southwest Gas Corporation - CNG | \$92,257.25 |
| 13615 | 06/22/2022 | Southwest Gas Corporation | \$886.59 |
| 13616 | 06/22/2022 | Stantec Consulting Services Inc. | \$6,273.00 |
| 13617 | 06/22/2022 | Syncromatics Corporation | \$317.40 |
| 13618 | 06/22/2022 | Trona Community Senior Center | \$987.35 |
| 13619 | 06/22/2022 | Type-Set-Go | \$560.48 |
| 13620 | 06/22/2022 | Western Graphix | \$365.08 |
| EFT039660001 | 06/24/2022 | Creative Bus Sales | \$403,363.22 |
| EFT039670001 | 06/24/2022 | Keolis Transit Services, LLC | \$1,435,710.16 |
| EFT039680001 | 06/24/2022 | Keolis Transit Services, LLC | \$52,296.45 |
| EFT039690001 | 06/24/2022 | Keolis Transit Services, LLC | \$428,246.49 |
| EFT039710001 | 06/24/2022 | Keolis Transit Services, LLC | \$824.96 |
| 13621 | 06/29/2022 | VOID | \$0.00 |
| 13622 | 06/29/2022 | VOID | \$0.00 |
| 13623 | 06/29/2022 | VOID | \$0.00 |
| 13624 | 06/29/2022 | American Express | \$13,641.40 |
| 13625 | 06/29/2022 | AVR Vanpool | \$3,000.00 |
| 13626 | 06/29/2022 | Jazmin Castro | \$165.97 |
| 13627 | 06/29/2022 | Charter Communications | \$693.66 |
| 13628 | 06/29/2022 | Charter Communications | \$196.67 |
| 13629 | 06/29/2022 | Charter Communications | \$269.98 |
| 13630 | 06/29/2022 | Clean Energy | \$30,981.32 |
| 13631 | 06/29/2022 | Southern California Edison | \$3,908.24 |
| 13632 | 06/29/2022 | Commuter With Enterprise | \$82,742.50 |
| 13633 | 06/29/2022 | FRONTIER-OFFICE LINES | \$59.59 |
| 13634 | 06/29/2022 | GFI Genfare | \$283.93 |
| 13635 | 06/29/2022 | Harmony Enterprises Inc | \$1,244.59 |
| 13636 | 06/29/2022 | City Of Hesperia Water District | \$4,032.89 |
| 13637 | 06/29/2022 | Konica Minolta Business Solutions | \$142.17 |
| 13638 | 06/29/2022 | Labor Finders | \$1,663.58 |
| 13639 | 06/29/2022 | Pinnacle Petroleum, Inc. | \$43,663.70 |
| 13640 | 06/29/2022 | RMS Construction | \$40,260.29 |
| 13641 | 06/29/2022 | SOUTHWEST GAS CORPORATION | \$75.04 |
| 13642 | 06/29/2022 | Southwest Gas BAT - CNG | \$1,054.89 |
| 13643 | 06/29/2022 | Southwest Gas | \$11.00 |
| 13644 | 06/29/2022 | Spectrum | \$820.00 |
| 13645 | 06/29/2022 | VOID | \$0.00 |
| 13646 | 06/29/2022 | VOID | \$0.00 |
| 13647 | 06/29/2022 | US BANK | \$6,708.31 |
| TOTAL | | | \$5,031,450.00 |

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Payrolls and Warrants for July 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> |
|-------------------------|----------------------|------------------|
| 07/01/2022 | \$123,375.20 | PR323-07-22 |
| 7/15/2022 | \$87,743.46 | PR324-07-22 |
| 7/29/2022 | \$92,911.15 | PR325-07-22 |
| Total Payroll | \$ 304,029.81 | |

Agency's Register of Warrants

| <u>Register Date</u> | <u>Amount</u> | <u>Check #</u> | <u>Register #</u> |
|--------------------------|----------------------|-----------------|-------------------|
| 07/06/2022 | \$22,871.58 | 13648- 13659 | AP03990AAAFVW |
| 07/13/2022 | \$ 131,483.39 | 13660- 13687 | AP04000AAAFWG |
| 07/21/2022 | \$270,321.13 | 13688- 13713 | AP04008AAAFWO |
| 07/28/2022 | \$ 255,290.06 | 13714- 13739 | AP04025AAAFXF |
| | \$ 679,966.16 | | |

RECOMMENDED ACTION

Approve VVTA's expenditures for July 2022.

| PRESENTED BY | FISCAL IMPACT | MEETING DATE | ITEM NUMBER |
|-------------------|---------------|--------------------|-------------|
| Maged Azer CFO | \$ 983,995.97 | September 19, 2022 | 2 |

Bank Register Report
Victor Valley Transit Authority
Jul-22

| Check Number | Date | Payee Name | Amount |
|--------------|------------|-------------------------------------|--------------|
| 13648 | 07/06/2022 | Elizabeth Becerra | \$200.00 |
| 13649 | 07/06/2022 | Lawrence Bird | \$200.00 |
| 13650 | 07/06/2022 | Frontier | \$118.48 |
| 13651 | 07/06/2022 | Joy Jeannette | \$200.00 |
| 13652 | 07/06/2022 | Lincoln Financial Group | \$1,118.19 |
| 13653 | 07/06/2022 | Kimberly Mesen | \$200.00 |
| 13654 | 07/06/2022 | James Noble | \$200.00 |
| 13655 | 07/06/2022 | Principal Life Insurance Company | \$2,214.39 |
| 13656 | 07/06/2022 | Special District Risk Management | \$383.13 |
| 13657 | 07/06/2022 | Verizon-Security Phones | \$16,078.98 |
| 13658 | 07/06/2022 | Verizon | \$1,558.41 |
| 13659 | 07/06/2022 | Rose Elaine Villareal | \$200.00 |
| EFT039890001 | 07/08/2022 | Curt Emick | \$200.00 |
| 13660 | 07/13/2022 | Abundant Living Family Church HD | \$3,111.00 |
| 13661 | 07/13/2022 | ADArise.com | \$3,568.00 |
| 13662 | 07/13/2022 | AlertMedia | \$5,700.00 |
| 13663 | 07/13/2022 | Allied Universal Security Services | \$2,907.59 |
| 13664 | 07/13/2022 | American Public Transportation Asso | \$26,000.00 |
| 13665 | 07/13/2022 | Beck Oil | \$10,235.79 |
| 13666 | 07/13/2022 | Charter Communications | \$1,149.00 |
| 13667 | 07/13/2022 | Digital Assurance Certification | \$2,000.00 |
| 13668 | 07/13/2022 | Southern California Edison | \$6,708.29 |
| 13669 | 07/13/2022 | Federal Express Corp. | \$96.79 |
| 13670 | 07/13/2022 | Foothill AIDS Project | \$1,845.00 |
| 13671 | 07/13/2022 | HI-Desert Communications | \$1,308.00 |
| 13672 | 07/13/2022 | Inter-Con Security Systems, Inc. | \$31,873.21 |
| 13673 | 07/13/2022 | Konica Minolta Business Solutions | \$231.10 |
| 13674 | 07/13/2022 | Labor Finders | \$3,021.83 |
| 13675 | 07/13/2022 | Lasting Images Landscape | \$2,200.00 |
| 13676 | 07/13/2022 | MEEC | \$1,500.00 |
| 13677 | 07/13/2022 | Ring Central, Inc. | \$2,938.19 |
| 13678 | 07/13/2022 | Ron Turley Associates, Inc | \$7,448.15 |
| 13679 | 07/13/2022 | San Bernardino County | \$1,457.87 |
| 13680 | 07/13/2022 | SONIC SYSTEMS Inc | \$6,228.76 |
| 13681 | 07/13/2022 | State Compensation Insurance Fund | \$933.08 |
| 13682 | 07/13/2022 | Appspace, Inc. | \$332.79 |
| 13683 | 07/13/2022 | Type-Set-Go | \$4,071.38 |
| 13684 | 07/13/2022 | Verizon Connect Fleet USA LLC | \$482.19 |
| 13685 | 07/13/2022 | V V College Dist. Foundation | \$1,000.00 |
| 13686 | 07/13/2022 | Southern California Edison | \$2,441.35 |
| 13687 | 07/13/2022 | Kevin Kane | \$694.03 |
| 13688 | 07/21/2022 | AMAZON | \$2,320.92 |
| 13689 | 07/21/2022 | AVR Vanpool | \$3,000.00 |
| 13690 | 07/21/2022 | Elizabeth Becerra | \$200.00 |
| 13691 | 07/21/2022 | Charter Communications | \$167.48 |
| 13692 | 07/21/2022 | Spectrum Business-Sec | \$319.98 |
| 13693 | 07/21/2022 | City Of Victorville - Utility Bill | \$1,279.32 |
| 13694 | 07/21/2022 | Clean Energy | \$18,772.71 |
| 13695 | 07/21/2022 | Commuter With Enterprise | \$83,250.00 |
| 13696 | 07/21/2022 | Cameron Gregg | \$200.00 |
| 13697 | 07/21/2022 | Joy Jeannette | \$200.00 |
| 13698 | 07/21/2022 | Konica Minolta Business Solutions | \$1,651.67 |
| 13699 | 07/21/2022 | Labor Finders | \$195.45 |
| 13700 | 07/21/2022 | Lincoln Financial Group | \$1,118.19 |
| 13701 | 07/21/2022 | Loomis | \$749.14 |
| 13702 | 07/21/2022 | Kimberly Mesen | \$200.00 |
| 13703 | 07/21/2022 | James Noble | \$200.00 |
| 13704 | 07/21/2022 | RMS Construction | \$35,390.56 |
| 13705 | 07/21/2022 | Special District Risk Management | \$383.13 |
| 13706 | 07/21/2022 | Southwest Gas Corporation - CNG | \$108,799.68 |
| 13707 | 07/21/2022 | Southwest Gas Corporation | \$189.22 |

| | | | |
|---------------|------------|---|---------------------|
| 13708 | 07/21/2022 | Southwest Gas Corporation | \$22.62 |
| 13709 | 07/21/2022 | Southwest Gas Corporation | \$82.15 |
| 13710 | 07/21/2022 | Syncromatics Corporation | \$330.60 |
| 13711 | 07/21/2022 | Trona Community Senior Center | \$8,282.47 |
| 13712 | 07/21/2022 | Rose Elaine Villareal | \$200.00 |
| 13713 | 07/21/2022 | New Flyer Of America | \$2,815.84 |
| 13714 | 07/28/2022 | AECOM | \$1,742.08 |
| 13715 | 07/28/2022 | VOID | \$0.00 |
| 13716 | 07/28/2022 | VOID | \$0.00 |
| 13717 | 07/28/2022 | VOID | \$0.00 |
| 13718 | 07/28/2022 | VOID | \$0.00 |
| 13719 | 07/28/2022 | VOID | \$0.00 |
| 13720 | 07/28/2022 | American Express | \$46,788.83 |
| 13721 | 07/28/2022 | AVCOM Services, Inc. | \$495.00 |
| 13722 | 07/28/2022 | Bonnie Baker Senior Center | \$2,286.84 |
| 13723 | 07/28/2022 | Charter Communications | \$196.67 |
| 13724 | 07/28/2022 | UTILITY BILLING | \$418.23 |
| 13725 | 07/28/2022 | Daily Press | \$550.00 |
| 13726 | 07/28/2022 | Southern California Edison | \$2,442.69 |
| 13727 | 07/28/2022 | Federal Express Corp. | \$135.85 |
| 13728 | 07/28/2022 | FRONTIER-OFFICE LINES | \$60.30 |
| 13729 | 07/28/2022 | Labor Finders | \$3,428.40 |
| 13730 | 07/28/2022 | Mission Property Advisors, Inc. | \$4,500.00 |
| 13731 | 07/28/2022 | Southern California Regional Transit Traini | \$960.00 |
| 13732 | 07/28/2022 | Syncromatics Corporation | \$140,059.00 |
| 13733 | 07/28/2022 | TransitTalent.com | \$115.00 |
| 13734 | 07/28/2022 | Trillium Solutions, Inc. | \$5,000.00 |
| 13735 | 07/28/2022 | West Coast Lights & Sirens, Inc. | \$1,644.68 |
| 13736 | 07/28/2022 | Southern California Edison | \$5,179.59 |
| 13737 | 07/28/2022 | Principal Life Insurance Company | \$2,073.90 |
| 13738 | 07/28/2022 | Barstow College Foundation | \$300.00 |
| 13739 | 07/28/2022 | Transtrack Systems, Inc. | \$36,913.00 |
| TOTALS | | | \$679,966.16 |

**AGENDA ITEM
THREE**

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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 June and July.
- Monthly Performance Statistics Systemwide Summary.
- Monthly Ridership Report.
- Monthly ADA Denial Report.
- Monthly Road Call Report.
- Keolis On Time Performance Report.

RECOMMENDED ACTION

Information items only.

PRESENTED BY
Kevin Kane,
Executive Director

FISCAL IMPACT
N/A

MEETING DATE
September 19, 2022

ITEM NUMBER
3



Keolis Transit Services

17150 Smoke Tree St.
Hesperia Calif. 92345

INVOICE NO. 0061076-IN

BILL TO

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

DATE

7/6/2022

CONTRACT NAME:
Victor Valley Transit

Attention: Mr. Kevin Kane
Executive Director

MONTH

June 2022

BILLING PERIOD 06/01/2022 - 06/30/2022

| | 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 | 1,664.24 | | \$304,968.89 | \$156,987.44 | (\$147,981.45) | \$3,418,477.21 | \$1,948,114.84 | (\$1,470,362.37) |
| Subscription | 1,172.00 | 1,685.08 | | \$110,554.76 | \$158,953.91 | \$48,399.15 | \$1,239,237.64 | \$1,201,027.92 | (\$38,209.72) |
| Regional Fixed Rt | 11,566.22 | 11,555.07 | (11.15) | \$1,045,354.96 | \$1,044,347.23 | (\$1,007.74) | \$11,021,697.08 | \$10,997,271.41 | (\$24,425.67) |
| B.V. Link/Lifeline | 727.06 | 724.76 | (2.30) | \$65,711.68 | \$65,503.81 | (\$207.87) | \$692,441.21 | \$690,191.78 | (\$2,249.43) |
| Port Irwin | 497.86 | 492.04 | (5.82) | \$48,028.55 | \$47,467.10 | (\$561.46) | \$503,937.08 | \$500,477.68 | (\$3,459.40) |
| SUBTOTALS | 17,196.14 | 16,121.19 | (19.27) | \$1,574,618.85 | \$1,473,259.49 | -\$101,359.36 | \$16,875,790.23 | \$15,337,083.64 | -\$1,538,706.59 |

TOTAL INVOICE INCLUDING VARIANCE

\$1,473,259.49

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

Manager's Signature and Business Phone

Austin Ortega 760 964 4592 x222

**Keolis Transit Services**17150 Smoke Tree St.
Hesperia Calif. 92345INVOICE NO. **0060179-IN**
0060180-INBILL TO Victor Valley Transit Authority
17150 Smoke Tree St.
Hesperia, CA 92345

Attention: Mr. Kevin Kane
Executive Director

DATE 8/8/2022

CONTRACT NAME:
Victor Valley Transit

MONTH July 2022

BILLING PERIOD 07/01/2022 - 07/31/2022

| | 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 | 2,269.66 | | \$304,968.89 | \$214,097.03 | (\$90,871.86) | \$304,968.89 | \$214,097.03 | (\$90,871.86) |
| Subscription | 1,172.00 | 981.66 | | \$110,554.76 | \$92,599.99 | (\$17,954.77) | \$110,554.76 | \$92,599.99 | (\$17,954.77) |
| Regional Fixed Rt | 11,216.50 | 11,186.85 | (29.65) | \$1,013,747.27 | \$1,011,067.50 | (\$2,679.77) | \$1,013,747.27 | \$1,011,067.50 | (\$2,679.77) |
| County | 1,774.15 | 1,765.19 | (8.96) | \$160,347.68 | \$159,537.87 | (\$809.80) | \$160,347.68 | \$159,537.87 | (\$809.81) |
| B.V. Link/Lifeline | 688.70 | 687.42 | (1.28) | \$62,244.71 | \$62,129.02 | (\$115.69) | \$62,244.71 | \$62,129.02 | (\$115.69) |
| Fort Irwin | 452.60 | 448.73 | (3.87) | \$43,662.32 | \$43,288.98 | (\$373.34) | \$43,662.32 | \$43,288.98 | (\$373.34) |
| Barstow-Fixed Route | 1,832.30 | 1,831.74 | (0.56) | \$165,603.27 | \$165,552.66 | (\$50.61) | \$165,603.27 | \$165,552.66 | (\$50.61) |
| Barstow-County | 750.30 | 747.50 | (2.80) | \$67,812.11 | \$67,559.05 | (\$253.06) | \$67,812.11 | \$67,559.05 | (\$253.06) |
| Barstow-DAR | 454.00 | 324.04 | | \$42,825.82 | \$30,566.69 | (\$12,259.13) | \$42,825.82 | \$30,566.69 | (\$12,259.13) |
| SUBTOTALS | 21,573.55 | 20,242.79 | (47.12) | \$1,971,766.83 | \$1,846,398.80 | -\$125,368.04 | \$1,971,766.83 | \$1,846,398.79 | -\$125,368.04 |

TOTAL INVOICE INCLUDING VARIANCE

\$1,846,398.80

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 June

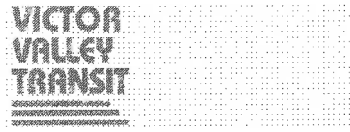
| Mode | Passengers | Revenue Hours | Operating Costs | Passenger Revenue | Passengers Per Rev. Hour | Operating Cost Per Passenger | Operating Cost Per Rev. Hour | Passenger Revenue Per Passenger | Passenger Revenue Per Rev. Hour | Farebox Recovery Ratio |
|---------------------|-------------------|--------------------------|----------------------------|------------------------------|---|---|---|--|--|---------------------------------------|
| Bus (Motorbus) | 40,285 | 11,431.9 | \$2,477,686 | \$71,227 | 3.5 | \$61.50 | \$216.73 | \$1.77 | \$6.23 | 2.87% |
| Commuter Bus | 2,921 | 492.0 | \$77,534 | \$37,950 | 5.9 | \$26.54 | \$157.58 | \$12.99 | \$77.13 | 48.95% |
| Demand Response | 9,638 | 3,927.5 | \$717,422 | \$25,685 | 2.5 | \$74.44 | \$182.67 | \$2.66 | \$6.54 | 3.58% |
| System Total | 52,844 | 15,851.4 | \$3,272,642 | \$134,862 | 3.3 | \$61.93 | \$206.46 | \$2.55 | \$8.51 | 4.12% |



FY 2023 -- Monthly Performance Statistics by Mode
Systemwide Summary
All Routes

Performance Statistics for July

| 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) | 37,378 | 11,144.1 | \$1,933,369 | \$91,084 | 3.4 | \$51.72 | \$173.49 | \$2.44 | \$8.17 | 4.71% |
| Commuter Bus | 2,665 | 471.4 | \$68,195 | \$36,801 | 5.7 | \$25.59 | \$144.68 | \$13.81 | \$78.07 | 53.96% |
| Demand Response | 8,809 | 3,774.3 | \$490,069 | \$21,662 | 2.3 | \$55.63 | \$129.84 | \$2.46 | \$5.74 | 4.42% |
| System Total | 48,852 | 15,389.8 | \$2,491,633 | \$149,546 | 3.2 | \$51.00 | \$161.90 | \$3.06 | \$9.72 | 6.00% |



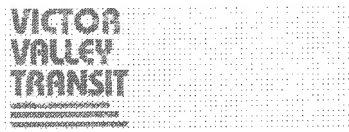
Monthly Ridership Report

June, 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) | 50,470 | 40,285 | 3.1 | 3.5 | 1.84% | 2.87% |
| Commuter Bus | 3,006 | 2,921 | 6.1 | 5.9 | 29.07% | 48.95% |
| Demand Response | 5,989 | 9,638 | 2.0 | 2.4 | 4.69% | 3.58% |
| System Total | 59,465 | 52,844 | 3.0 | 3.3 | 3.02% | 4.12% |



Monthly Ridership Report

July, FY 2023

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) | 50,874 | 37,378 | 3.1 | 3.3 | 4.46% | 4.71% |
| Commuter Bus | 2,753 | 2,665 | 5.5 | 5.6 | 50.16% | 53.96% |
| Demand Response | 7,063 | 8,809 | 2.2 | 2.3 | 4.96% | 4.42% |
| System Total | 60,690 | 48,852 | 3.0 | 3.1 | 5.81% | 6.00% |

ADA Dispatch Denial Report For the Month of June 2022

[illegible]

ADA Dispatch Denial Report For the Month of July 2022

[illegible]

JUNE
Major and Non-Major
Miles Between Road Calls

| Total Miles | 2021 | 2022 |
|--------------------|----------------|----------------|
| Demand Response | 44,765 | 61,103 |
| Commuter Bus | 19,277 | 19,512 |
| Motor Bus | 278,414 | 199,780 |
| Total Miles | 342,456 | 280,395 |

| Total Road Calls | 2021 | 2022 |
|-------------------------|-------------|-------------|
| Demand Response | 7 | 8 |
| Commuter Bus | 2 | 2 |
| Motor Bus | 61 | 26 |
| Total Road Calls | 70 | 36 |

| Miles Between Road Calls | 2021 | 2022 |
|---------------------------------|---------------|---------------|
| Demand Response | 6,395 | 7,638 |
| Commuter Bus | 9,639 | 9,756 |
| Motor Bus | 4,564 | 7,684 |
| Total System | 20,598 | 25,078 |

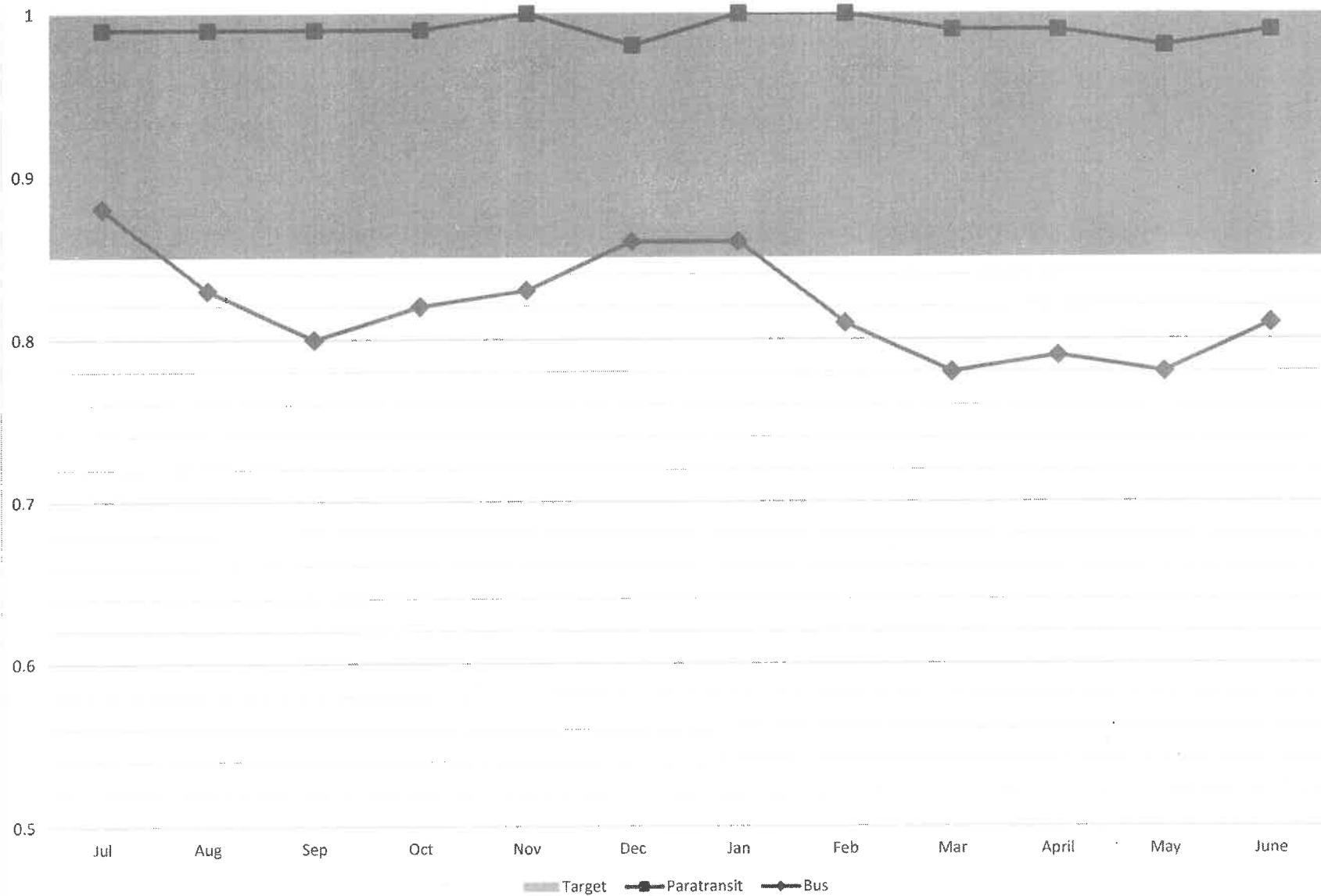
JULY
Major and Non-Major
Miles Between Road Calls

| Total Miles | 2021 | 2022 |
|--------------------|----------------|----------------|
| Demand Response | 47,846 | 56,811 |
| Commuter Bus | 19,368 | 18,677 |
| Motor Bus | 280,662 | 194,431 |
| Total Miles | 347,876 | 269,919 |

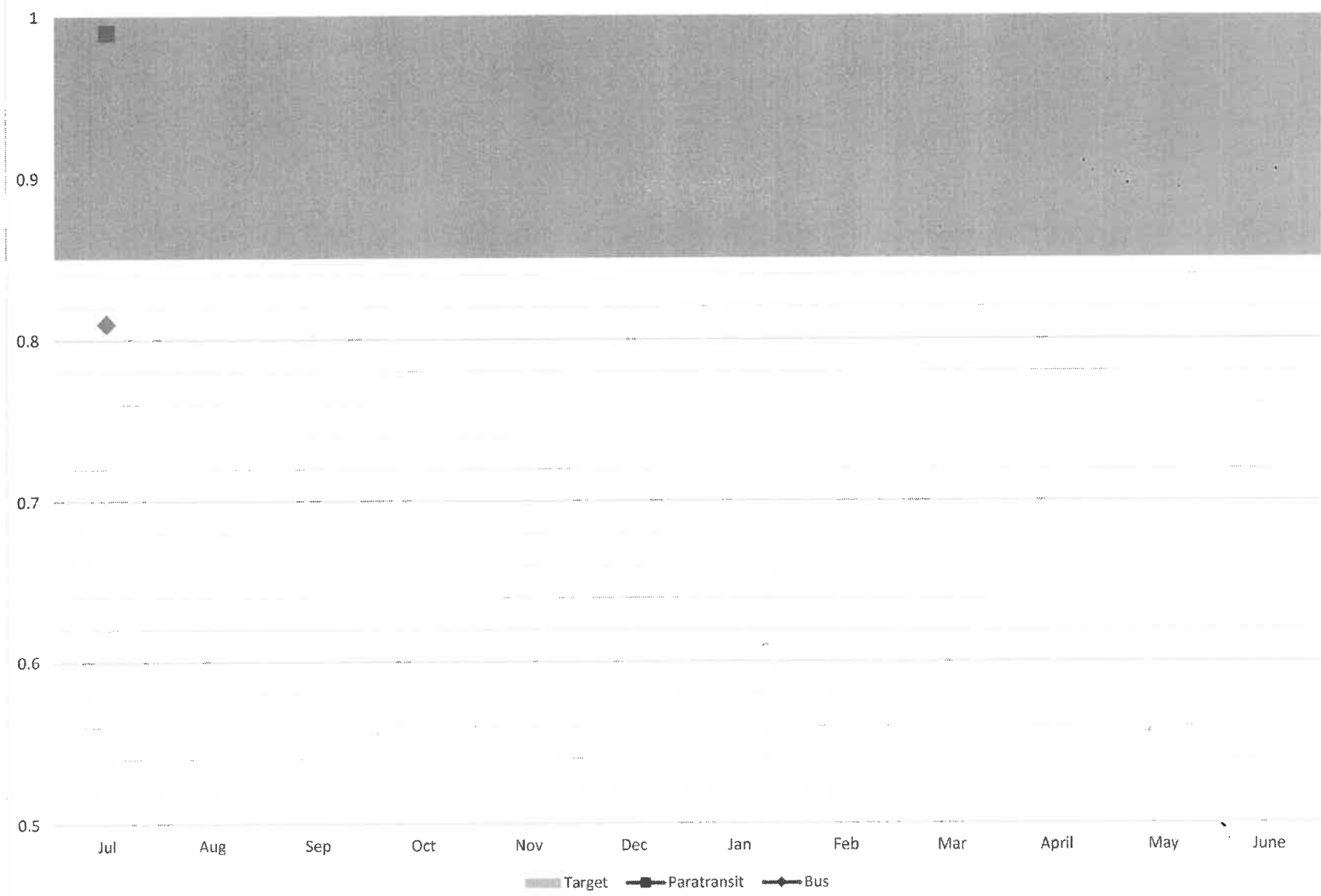
| Total Road Calls | 2021 | 2022 |
|-------------------------|-------------|-------------|
| Demand Response | 4 | 10 |
| Commuter Bus | 1 | 6 |
| Motor Bus | 42 | 46 |
| Total Road Calls | 47 | 62 |

| Miles Between Road Calls | 2021 | 2022 |
|---------------------------------|---------------|---------------|
| Demand Response | 11,962 | 5,681 |
| Commuter Bus | 19,368 | 3,113 |
| Motor Bus | 6,682 | 4,227 |
| Total System | 38,012 | 13,021 |

FY 22 System Wide Schedule Adherence



FY 23 System Wide Schedule Adherence



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**AGENDA ITEM
FOUR**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Release RFP 2023-03 Victorville Transportation Center Renovation.

SUMMARY STATEMENT

On September 30, 2021, VVTA and the City of Victorville executed a sublease agreement for VVTA to operate, occupy, and maintain the Victorville Transportation Center at 16838 N. D Street, Victorville, CA 92395. VVTA has determined that various improvements and repairs to the facility are needed. First and foremost is the need to update security throughout the facility. Other needed improvements will provide passengers with protection from elements. Additional restrooms and an inside waiting area are also planned.

The improvements to the Transportation Center will include additional restrooms for the passengers, security for a pass sales office, a drivers break room, new ADA compliant entrance doors, and other repairs to the interior of the facility. There will also be a revamped area for riders as they wait for buses – that shelters them from the weather elements of the high desert.

Per Procurement Policy 1020, 2.1 and Policy 2000 “\$250,000.01 and above – Formal procurement procedure, 1.5.4.1.3 Board authorization to release Requests for Proposal (RFP).”

Funding for the construction project includes previously budgeted various local funding.

RECOMMENDED ACTION

Authorize Staff to Release RFP 2023-03 Victorville Transportation Center Renovation.

| PRESENTED BY | FISCAL IMPACT | MEETING DATE | ITEM NUMBER |
|---|---------------|--------------------|-------------|
| Christine Plasting Procurement Manager | None | September 19, 2022 | 4 |

VVTA RFP 2023-03 Victorville Transfer Hub Renovation

ATTACHMENT A - SCOPE OF WORK

PROJECT BACKGROUND AND DESCRIPTION

The purpose of the Victor Valley Transportation Authority – Victorville Transfer Hub Renovation project is to enhance the hub's current conditions and utilization by the Authority employees and the general public. The new improvements will enhance the public services and reduce operating inefficiencies by providing a dedicated ticketing office; a dedicated drivers rest area; restrooms expansion; and improvements to the public bus waiting area including adding a roof for public protection from weather elements.

The transfer hub is located at 16838 S D St, Victorville, California. It includes an administration building, eight sawtooth-cut bus stops, a wood shade structure (canopy), several passenger benches to accommodate awaiting passengers, and two parking lots. The administration building area is approx. 6,106 sq. ft. and includes a security office, the Greyhound office, a restaurant, an additional office for the staff, and two restrooms.

This Project includes the design and construction of the Transfer Hub improvements. The current security office is to be renovated to become a ticketing office and driver's rest area (approx. 35.6' x 11.8'). The interior lobby, waiting area, and corridors are to be painted and the baseboard replaced. The restrooms area is to be renovated by repairing/replacing broken or damaged wall tiles, replacing flooring with resinous epoxy, and replacing partition panels with stainless steel. Four additional unisex restrooms (one to be ADA compliant) are to be installed outside, adjacent to existing restrooms.

The canopy/pergola structure is to be covered with a metal roof (or other suitable and acceptable material) that can provide the public with good protection from sun, rain, and other harsh weather. Misting fans are to be added to the canopy structure near bench areas to provide comfort from heat to the passengers. This structure currently has lighting and security cameras, which shall be relocated as necessary to improve operational and service conditions and meet the most recent code requirements. All lighting under the canopy/pergola will be upgraded to LED lights. The project will also include the installation of additional passenger benches.

"Victorville Transportation Center" sign is to be repaired and sign light fixtures replaced with LED fixtures.

As-built drawings are included with this package. Please refer to the below itemization of the project scope of work.

The selected contractor shall provide the design and all construction to satisfy the technical specifications of this RFP. The selected contractor shall also obtain the required permits from the City of Victorville Departments and other agencies as required by law (VVTA shall cover expenses for such permits – exclude this cost from your cost proposal.)

All design and construction work must be completed within two hundred fifteen (215) calendar days after the Date of Commencement established in VVTA's Notice to Proceed.

VVTA RFP 2023-03 Victorville Transfer Hub Renovation

ATTACHMENT A - SCOPE OF WORK

VICTORVILLE TRANSFER HUB ADMINISTRATION BUILDING RENOVATION

The building interior renovation requirements include:

- Ticketing office and Break Room
 - o Create a break room adjacent to the ticketing office by extending the south-facing ticketing office wall across the open area to the east wall.
 - o Demolish the ticketing office southeast corner wall with a window and extend the east wall to the southern ticketing office wall enclosing the office.
 - o Install hard lid ceiling for the break room.
 - o Install doors, keys, and proxy for ticketing office and break room.
 - o Extend HVAC to both rooms
 - o Install new lighting for breakroom and ticketing office.
 - o Install electrical outlets and data ports in both rooms.
 - o Paint walls and ceilings in the ticketing office and break room.
 - VVTA shall approve all colors.
 - o Install water cooler in the driver's rest area and bring in a water line
 - o Adjust fire sprinklers and fire alarm system and connect it to the city Fire Alarm system
 - o Install six (6) surveillance cameras covering the lobby and driver's area.
 - Location to be approved by VVTA
 - o Replace the pass sales window with an impact-resistant window with a speaker and a small pass-through opening at the bottom center of the window.
- Install badge reader security system for west side entrance doors, ticketing office, breakroom, and interior restrooms.
 - o Must be able to utilize VVTA's current badges and be managed on VVTA's current system.
 - VVTA currently uses HID iClass DP Cards and readers, managed on Access It software version 9.2.0
- Replace the west side entrance double doors with like doors.
 - o Install ADA push-button access.
- Paint walls and repair minor damage in the lobby, waiting area, and all corridors.
- Replace linoleum baseboard with like baseboard.
- Install 120-volt power and Cat 5 cabling for internet access for future installation of bus information monitor/signage at location approved by VVTA.

Existing Restroom Renovation (Men's and Women's):

-
- Replace both restroom entrance doors with secure locking doors
 - o Keyed to existing facility master key
- Replace tile flooring with non-slip, chemical resistant, resinous flooring.
 - o Colors provided by awarded contractor must be approved by VVTA.
- Repair and/or replace wall tiles that are broken, damaged, or missing.
- Replace stall and urinal partitions with stainless steel partitions.

VVTA RFP 2023-03 Victorville Transfer Hub Renovation

ATTACHMENT A - SCOPE OF WORK

Unisex Restrooms:

- Design and build four (4) unisex restrooms outside and adjacent to existing restrooms (one restroom to be ADA compliant.).
 - o Toilet and toilet accessories
 - o LED lighting
 - Shall Include motion detection on/off sensors.
- Install exterior sink facing the west side of the building.
 - o Sink should be heavy duty and fit with the building.
 - o Install stainless steel electric hand dryers near exterior sink.
 - o To be installed in a well seen area of the building, preferably west facing.
 - o Needs to be well lit at night.
- Install exterior lighting and security cameras

Waiting Area/Canopy:

- Repair and repaint existing structure, and remove and replace rotted or damaged wood
 - o All sample and available colors are to be provided by the awarded contractor to VVTA for approval; all colors must be approved by VVTA
- Add outdoor misting fans throughout the structure for customer comfort.
- Install shade cover/roof
 - o Material and design must be approved by VVTA
- Install roof gutter and downspouts
- Install fire sprinklers and alarm system
- Re-Install security cameras.
 - o If relocation is necessary, awarded contractor to recommend new location and must be approved by VVTA
- Install new seats/benches.
- Install new LED lighting fixtures.
- Install 120-volt power and Cat 5 cabling for internet access for future installation of bus information monitor/signage at each end of the platform in locations approved by VVTA.
-

Exterior/Grounds:

- Repair "Victor Valley Transportation Center" Sign
- Replace both "Victor Valley Transportation Center" signs light fixtures with LED light fixtures

EXAMINATION OF SITE OF WORK, PROPOSAL FORMS AND TERMS AND CONDITIONS

Proposers are responsible for reviewing this RFP, examining the Project site and areas prior to the Proposal deadline and utilizing such other means as they may choose to determine actual conditions of the work and accuracy of the information contained in this RFP. It will be assumed, in considering Proposals, that the Proposer has investigated and is satisfied: as to the existing facilities; as to the local conditions to be encountered including soils and subsurface conditions;

VVTA RFP 2023-03 Victorville Transfer Hub Renovation ATTACHMENT A - SCOPE OF WORK

as to the character, quality and quantities of work to be performed and materials to be furnished; as to the requirements of the Terms and Conditions; and as to the uncertainty of weather, the climate particular to this location, and all other contingencies. The submission of a Proposal shall constitute *prima facie* evidence that the Proposer has made such investigation.

DESIGN-BUILD ENTITY CUSTOMER SERVICE STANDARDS

The Design-Build Entity shall at all times represent VVTA in a professional, friendly, efficient and cost-effective manner.

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**AGENDA ITEM
FIVE**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

**Termination for Convenience of Contract 2022-02 and Contract 2022-06
MARRS Services Inc.**

SUMMARY STATEMENT

On February 22, 2022, and on April 18, 2022, the VVTA Board of Directors approved the award for contract 2022-02 and 2022-06 to MARRS Services Inc.

Contract 2022-02 Construction Manager – Hesperia Transfer Hub.
Contract 2022-06 Project Manager.

VVTA has determined to exercise the termination for convenience clause(s) within Section 9.A. of both contracts.

“9. TERMINATION OF CONTRACT

A. TERMINATION FOR CONVENIENCE

1. The performance of Work under this Contract may be terminated for in whole, or from time to time in part, by VVTA for the convenience of VVTA whenever VVTA determines that such termination for convenience is in the best interest of VVTA...”

Once the Board of Directors approves the termination of the contract, a letter of termination would be sent to the contractor to be effective after 30 days after that notice (October 19, 2022).

As per Procurement Policy 1020 – Responsibilities

“2. Board of Directors

2.1.3 Approves or rejects all... contracts over \$250,000.01, based on the Executive Director’s recommendation.”

RECOMMENDED ACTION

Approve the Termination for Convenience of contracts 2022-02 and 2022-06 MARR’s Services, Inc. effective October 19, 2022.

| PRESENTED BY | FISCAL IMPACT | MEETING DATE | ITEM NUMBER |
|-----------------------------------|----------------------|---------------------|--------------------|
| Kevin Kane, Executive Director | None | September 19, 2022 | 5 |

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**AGENDA ITEM
SIX**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Approve the Technical Advisory Committee Meeting to be Conducted on October 5, 2022, and The Board of Directors meeting to be held on October 17, 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 October 5, 2022, TAC Meeting and October 17, 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 | September 19, 2022 | 6 |

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Approve the Technical Advisory Committee Meeting to be Conducted on October 5, 2022, and The Board of Directors meeting to be held on October 17, 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.

**AGENDA ITEM
SEVEN**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Closed Session.

SUMMARY STATEMENT

BOARD BUSINESS

Closed Session.

Labor Negotiations Exception - Government Code 54957.6.

RECOMMENDED ACTION

PRESENTED BY
John Tubbs, III,
County Counsel

FISCAL IMPACT

N/A

MEETING DATE

September 19, 2022

ITEM NUMBER

7

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**AGENDA ITEM
EIGHT**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Closed Session.

SUMMARY STATEMENT

BOARD BUSINESS

Closed Session.

Personnel Exception - Government Code 54957(b).

RECOMMENDED ACTION

PRESENTED BY
John Tubbs, III,
County Counsel

FISCAL IMPACT

N/A

MEETING DATE

September 19, 2022

ITEM NUMBER

8