



**VICTOR VALLEY TRANSIT AUTHORITY
REGULAR MEETING OF
THE BOARD OF DIRECTORS
January 17, 2023, 9:30 A.M.**

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

Victor Valley Transit Authority Board of Directors

Curt Emick, Chair, Town of Apple Valley
Joy Jeannette, Vice-Chair, City of Adelanto
Larry Bird, Director, City of Hesperia
Paul Cook, Director, County of San Bernardino
Dawn Rowe, Director, County of San Bernardino
Liz Becerra, Director, City of Victorville
James Noble, Director, City of Barstow

MISSION STATEMENT

Our mission is to serve the community with excellent public transportation services in terms of quality, efficiency, and responsiveness.

AGENDA

The Board of Directors meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the Clerk of the Board at least three (3) business days prior to the Board meeting. The Clerk's telephone number is 760-948-3262 x112, (voice) or for Telephone Device for the Deaf (TDD) service, begin by calling 711 and provide the VVTa phone number and the office is located at 17150 Smoke Tree Street, Hesperia, CA. This agenda available and posted: Friday, January 6, 2023.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

PUBLIC COMMENTS

This is the time the Board will hear public comments regarding items not on the agenda or the consent calendar. Individuals who wish to speak to the Board regarding agenda items or during public comments should fill out a comment card and submit it to the Clerk of the Board. Each speaker is allowed three (3) minutes to present their comments. The Board will not remark on public comments; however, each comment will be taken into consideration by VVTA.

ACTION ITEM NUMBER ONE

- Pg. 9 ***Item #1: Election of Chair and Vice-Chair for Calendar year 2023.***
Recommendation: Pursuant to Section 1.0024, nominate and elect a Chair and Vice Chair to fill the terms of office through December 31, 2023.
Presented by: N/A.

CONSENT CALENDAR

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

- Pg. 13 ***Item #2: Minutes from Regular Meeting of The Board of Directors Conducted November 21, 2022.***
Recommendation: Move for approval.
Presented by: None.
- Pg. 21 ***Item #3: Warrants, October and November 2022.***
Recommendation: Move for approval.
Presented by: None.
- Pg. 29 ***Item #4: Adopt Resolution 23-01 Safety Committee Approval of the Public Transportation Agency Safety Plan (PTASP).***
Recommendation: Move for approval.
Presented by: None.

REPORTS

- Pg. 35 ***Item #5: Meeting Notes from The Technical Advisory Committee Meeting Conducted on January 4, 2023.***
Recommendation: Information item only.
Presented by: None.

Pg. 41 ***Item #6: Management Reports for Hesperia and Barstow Divisions – Verbal Report from Executive Director.***

Recommendation: Information item only.

Presented by: Kevin Kane, Executive Director/CEO.

ACTION ITEMS

Pg. 57 ***Item #7: Selection of the New VVTA Executive Director/CEO and Direct Executive Staff, a VVTA Board Member, and VVTA Legal Counsel to Negotiate a Contract to be Brought Back to the Full VVTA Board for Approval. Effective Date to be April 1, 2023.***

Recommendation: Approve the Selection of the New VVTA Executive Director/CEO and Direct Executive Staff, a VVTA Board Member, and VVTA Legal Counsel to Negotiate a Contract to be Brought Back to the Full VVTA Board for Approval. Effective Date to be April 1, 2023.

Presented by: Kevin Kane, Executive Director/CEO.

Pg. 61 ***Item #8: Amend the VVTA Fiscal Year 2022-23 Budget to Add CMAQ Funds to the Hydrogen FCEB Infrastructure Project.***

Recommendation: Amend the VVTA Fiscal Year 2022-23 Budget to Add CMAQ Funding to the Hydrogen FCEB Infrastructure Project.

Presented by: Marie Downing, Grants Manager.

Pg. 65 ***Item #9: Amend the VVTA Fiscal Year 2022-23 Budget to Re-allocate Surplus Project Funds for the Purchase of Adjacent Property East of Current Facility on Smoke Tree and G Avenue.***

Recommendation: Amend the VVTA Fiscal Year 2022-23 Budget to Re-allocate Surplus Project Funds for the Purchase of Adjacent Property East of Current Facility on Smoke Tree and G Avenue. (APN 0410-121-05).

Presented by: Marie Downing, Grants Manager.

Pg. 69 ***Item #10: Claim for Completed Article 3 Pedestrian Access to Transit Facilities Projects.***

Recommendation: Authorize Staff to file an Article 3 reimbursement claim for \$12,562 to SBCTA for the completed Article 3 projects as presented.

Presented by: Marie Downing, Grants Manager.

Pg. 73 ***Item #11: Release RFP 2023-06 Barstow CNG Station Backup Generator.***

Recommendation: Authorize Staff to Release RFP 2023-06 Barstow CNG Station Backup Generator.

Presented by: Christine Plasting, Procurement Manager.

Pg. 81 ***Item #12: Release RFP 2023-08 Hesperia Perimeter Fence.***

Recommendation: Authorize Staff to Release RFP 2023-08 Hesperia Perimeter Fence Project.

Presented by: Christine Plasting, Procurement Manager.

Pg. 89

Item #13: Approve the Technical Advisory Committee Conducted on February 1, 2022, and The Board of Directors meeting to be held on February 21, 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 February 1, 2022, TAC Meeting and February 21, 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: Adam Ebright, County Counsel.

BOARD OF DIRECTORS COMMENTS

DATE OF NEXT MEETING

Tuesday, February 21, 2022, at 9:30 AM
At Barstow City Council Chambers
220 East Mountain View Street
Barstow, CA 92311

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
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

Page 2 of 2

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.

**AGENDA ITEM
ONE**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Election of Chair and Vice Chair.

SUMMARY STATEMENT

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

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

Chair Jeannette and Vice-Chair Noble have now served one term.

RECOMMENDED ACTION

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

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Kevin Kane, Executive Director/CEO	None	January 17, 2023	1

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**AGENDA ITEM
TWO**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

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

SUMMARY STATEMENT

Following are copies of the minutes from the Regular Meeting of the Board of Directors conducted on November 21, 2022.

RECOMMENDED ACTION

Move for approval.

PRESENTED BY
Debi Albin,
Clerk of the Board

FISCAL IMPACT

N/A

MEETING DATE

January 17, 2023

ITEM NUMBER

2

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

**November 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 9:30 a.m. by Vice-Chair Noble.

ROLL CALL

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

Staff Members Present:

Kevin Kane, VVTA	Debi Albin, VVTA
Nancie Goff, VVTA	Adam Ebright, County Counsel
Maged Azer, VVTA	Christine Plasting, VVTA
John Tubbs, County Counsel	Craig Barnes
Chris Ackerman, VVTA	Rene Alvarez, Keolis
Marie Downing, VVTA	Bryan Torres Ayala
Domingo Gonzales, City of Barstow	Eyvette Brown, Keolis

PLEDGE OF ALLEGIANCE

Director Becerra led the audience in the pledge of allegiance.

ANNOUNCEMENTS

Ms. Plasting shared that the Victor Valley Bicycle tour had 209 participants for 10-, 32- and 62-mile routes. Additionally, Ms. Plasting stated that after each annual Bicycle Tour, one participating jurisdiction receives signs to be posted along busy streets to allow for a 3 foot minimum for bicycle riders. This year, Barstow is presented with these signs.

Mr. Kane said that a few Board members have asked him to postpone his retirement; he has agreed to continue with VVTA as the Executive Director for 3 additional months. Mr. Tubbs stated that Mr. Kane's consulting contract, Item #6 on this agenda, will be updated and presented before the Board again in January or February 2023.

PUBLIC COMMENTS

Speaker: Edy Seehafer, Barstow

Ms. Seehafer wanted to thank Mr. Kane for his years of service on behalf of the Barstow community; the community appreciates his leadership and commitment. One thing that

Ms. Seehafer wished to bring to VVTA's attention is that for those individuals who reside near Highway 58, it is a 4-hour trip due to the way it is routed, she would love to see this change.

Mr. Kane stated that while VVTA does not usually address public comments, he wished to share that VVTA will be contracting for a firm to perform Comprehensive Operations Analysis and there will be an Agency wide revision to be considered.

CONSENT CALENDAR

1. **Minutes from the Regular Meeting of the Board of Directors Conducted on October 11, October 17, and October 26, 2022.**
Recommendation: Move for approval.
Presented by: None.
2. **Warrants, September, 2022.**
Recommendation: Move for approval.
Presented by: None.
3. **Calendar of Meetings, 2023.**
Recommendation: Move for approval.
Presented by: None.
4. **VVTA Authorized Bank Signatures.**
Recommendation: Move for approval.
Presented by: None.

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

REPORTS

5. **Management Reports for Hesperia and Barstow Divisions – Verbal Report from Executive Director.**
Recommendation: Information item only.

Mr. Kane addressed some of the operational issues VVTA is experiencing with the contractor, such as 7 accidents in one month, 5 of which were minor but preventable. Mr. Kane also stated that penalties for the contractor for the past month are approximately \$430,000 and VVTA will continue to bill liquidated damages until the contractor's performance improves.

On a positive note, Mr. Kane said, VVTA is saving money on the contact due to reduced service; while ridership is fairly steady, the passengers per revenue hour are up over last year.

ACTION ITEMS

6. **Contract between Victor Valley Transit Authority and Transit Consulting Strategies, Inc., for Consulting Services.**

Recommendation: Approve contract for professional consulting services between VVTA and Transit Consulting Strategies, Inc., for a term of one-year, effective January 1, 2023, in an amount not to exceed \$63,000.00 exclusive of authorized reimbursable expenses. Authorize the Interim Executive Director to execute and manage the Consultant Contract.

Presented by: John Tubbs II, County Counsel.

Mr. Tubbs stated that this item is postponed until a further date.

7. **Amend the VVTA Fiscal Year 2022-23 Budget to Reallocate Surplus Local Funding to Existing Projects.**

Recommendation: Amend the VVTA Fiscal Year 2022-23 Budget to re-allocate surplus STA and LTF funds.

Presented by: Marie Downing, Grants Manager.

Ms. Downing stated that the FY23 budget was developed in May of 2022. Due to the economy and inflation, several projects have been underfunded. Two of these projects are the Hesperia parking lot security fence and back-up generator for the LCNG fueling station in Barstow, which the Director of Fleet and Maintenance is currently seeking new quotes.

Lastly, Ms. Downing said, this amended funding plan reallocates surplus local LTF funds of \$3,344 and surplus STA funding of \$41,288 from projects that have been previously completed and allowed staff to allocate the funding to projects that are estimated be short funded.

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

8. **Approve the Technical Advisory Committee Meeting to be Conducted on December 5, 2022, and The Board of Directors meeting to be held on December 19, 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 December 5, 2022, TAC Meeting and December 19, 2022, Board virtual meeting under AB 361 during Proclaimed State of Emergency with findings as follows:

There exists a “proclaimed state of emergency”, pursuant to the Governor’s State of Emergency Declaration, issued on March 4, 2020.

- 1) State and/or local officials have imposed or recommended measures to promote social distancing.
- 2) 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 the state of emergency ends February 28, 2023.

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

BOARD COMMENTS

Everyone on the Board expressed their happiness with Mr. Kane's agreement to delay his retirement. Director Becerra would like to see VVTA offer a larger bag for passengers to assist with those who use the bus for grocery shopping, etc.

Vice-Chair Noble thanked VVTA for the bicycle signs. He also stated that all staff at VVTA are doing an amazing job in making sure the community has their needs met comfortably.

Chair Jeannette thanked Ms. Plasting and Ms. Goff for helping her maneuver around the CTA conference.

DATE OF NEXT MEETING

The next scheduled Board meeting for December will be dark. The next Board meeting will be on Tuesday January 17, 2023, in person, at Victor Valley Transit Authority, 17150 Smoke Tree Street, Hesperia, CA 92345.

ADJOURNMENT

The meeting was adjourned at 10:15 am.

APPROVED: _____
Joy Jeannette, Chair

ATTEST: _____
Debi Albin, Clerk of the Board

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**AGENDA ITEM
THREE**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Payrolls and Warrants for October 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>
10/07/2022	\$94,872.69	PR333-10-22
10/21/2022	\$91,641.92	PR334-10-22
Total Payroll	\$ 186,514.61	

Agency's Register of Warrants

<u>Register Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Register #</u>
10/05/22	\$ 1,395,068.54	13932- 13951	AP04128AAAGBE
10/11/22	\$ 64,620.13	13952- 13972	AP04137AAAGBN
10/19/22	\$4,240,755.51	13973- 13996	AP04152AAAGCC
10/26/22	\$ 416,445.94	13997- 14023	AP04171AAAGCV
	\$ 6,116,890.12		

RECOMMENDED ACTION

Approve VVTA's expenditures for October 2022.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Maged Azer CFO	\$6,303,404.73	January 17, 2023	3

Bank Register Report
Victor Valley Transit Authority

Check Number	Date	Payee Name	Amount
EFT041230001	10/03/2022	Creative Bus Sales	\$1,294,372.34
13932	10/05/2022	AVCOM Services, Inc.	\$495.00
13933	10/05/2022	Charter Communications	\$699.90
13934	10/05/2022	CHART INTERNATIONAL, INC	\$6,282.73
13935	10/05/2022	Clean Energy	\$11,711.46
13936	10/05/2022	Frontier	\$136.07
13937	10/05/2022	Lamar Companies	\$7,000.00
13938	10/05/2022	Lasting Images Landscape	\$2,200.00
13939	10/05/2022	Office & Ergonomic Solutions, Inc.	\$1,213.50
13940	10/05/2022	Principal Life Insurance Company	\$2,073.90
13941	10/05/2022	Source Graphics	\$2,125.79
13942	10/05/2022	Spectrum	\$820.00
13943	10/05/2022	Type-Set-Go	\$7,666.88
13944	10/05/2022	VOID	\$0.00
13945	10/05/2022	VOID	\$0.00
13946	10/05/2022	VOID	\$0.00
13947	10/05/2022	US BANK	\$10,090.14
13948	10/05/2022	Verizon-Security Phones	\$6,426.67
13949	10/05/2022	Verizon Connect Fleet USA LLC	\$1,067.53
13950	10/05/2022	Verizon	\$1,558.41
13951	10/05/2022	City Of Victorville	\$39,128.22
13952	10/11/2022	ADARide.com	\$3,090.50
13953	10/11/2022	Beck Oil	\$9,569.15
13954	10/11/2022	Clean Energy	\$10,105.22
13955	10/11/2022	Southern California Edison	\$1,843.50
13956	10/11/2022	Federal Express Corp.	\$131.19
13957	10/11/2022	HI-Desert Communications	\$1,308.00
13958	10/11/2022	Konica Minolta Business Solutions	\$1,059.92
13959	10/11/2022	Labor Finders	\$2,089.43
13960	10/11/2022	Office & Ergonomic Solutions, Inc.	\$13,899.76
13961	10/11/2022	Printmart	\$1,055.68
13962	10/11/2022	Ring Central, Inc.	\$2,443.48
13963	10/11/2022	Special District Risk Management	\$383.13
13964	10/11/2022	Shred Your Docs	\$78.00
13965	10/11/2022	Southwest Gas Corporation	\$1,012.17
13966	10/11/2022	Southwest Gas Corporation	\$21.22
13967	10/11/2022	Southwest Gas Corporation	\$139.45
13968	10/11/2022	Timberline Tree Works	\$3,500.00
13969	10/11/2022	Verizon Connect Fleet USA LLC	\$1,067.53
13970	10/11/2022	Southern California Edison	\$7,310.36
13971	10/11/2022	Southern California Edison	\$3,363.44
13972	10/11/2022	Charter Communications	\$1,149.00
EFT041310001	10/12/2022	Creative Bus Sales	\$647,186.15
EFT041420001	10/18/2022	Keolis Transit Services, LLC	\$1,533,665.31
EFT041430001	10/18/2022	Keolis Transit Services, LLC	\$451,317.07
EFT041450001	10/18/2022	Keolis Transit Services, LLC	\$46,171.59
EFT041460001	10/18/2022	Keolis Transit Services, LLC	\$821.94
13973	10/19/2022	AECOM	\$2,197.96
13974	10/19/2022	AMAZON	\$533.23
13975	10/19/2022	Beck Oil	\$1,869.75
13976	10/19/2022	Spectrum Business-Sec	\$319.98
13977	10/19/2022	UTILITY BILLING	\$418.23
13978	10/19/2022	City Of Victorville - Utility Bill	\$1,279.32
13979	10/19/2022	Clean Energy	\$10,677.27
13980	10/19/2022	Ron Davis	\$3,500.00
13981	10/19/2022	Federal Express Corp.	\$29.31
13982	10/19/2022	Foothill AIDS Project	\$2,035.00

13983	10/19/2022	High Desert Lock & Safe	\$9.70
13984	10/19/2022	Inter-Con Security Systems, Inc.	\$33,176.47
13985	10/19/2022	Konica Minolta Business Solutions	\$2,558.93
13986	10/19/2022	Labor Finders	\$1,917.00
13987	10/19/2022	Loomis	\$727.54
13988	10/19/2022	Pinnacle Petroleum, Inc.	\$36,533.20
13989	10/19/2022	Ring Central, Inc.	\$3,372.40
13990	10/19/2022	San Bernardino County	\$3,047.50
13991	10/19/2022	SONIC SYSTEMS Inc	\$6,294.24
13992	10/19/2022	Southwest Gas Corporation - CNG	\$120,018.36
13993	10/19/2022	Dustin Strandberg	\$1,050.18
13994	10/19/2022	Towers & Associates	\$2,000.00
13995	10/19/2022	Western AudioVisual	\$11,213.54
13996	10/19/2022	Lincoln Financial Group	\$1,066.58
EFT041470001	10/19/2022	Creative Bus Sales	\$657,873.88
EFT041480001	10/19/2022	Creative Bus Sales	\$657,873.88
EFT041570001	10/24/2022	Creative Bus Sales	\$133,637.70
EFT041590001	10/24/2022	Creative Bus Sales	\$133,637.70
13997	10/26/2022	AVR Vanpool	\$2,962.50
13998	10/26/2022	Best Best & Krieger - Attorneys At Law	\$1,556.50
13999	10/26/2022	Elizabeth Becerra	\$400.00
14000	10/26/2022	Lawrence Bird	\$400.00
14001	10/26/2022	Charter Communications	\$166.92
14002	10/26/2022	Charter Communications	\$196.67
14003	10/26/2022	Clean Energy	\$6,199.95
14004	10/26/2022	Diamond Construction	\$3,600.00
14005	10/26/2022	Southern California Edison-CNG	\$7,771.06
14006	10/26/2022	Southern California Edison	\$3,809.34
14007	10/26/2022	Commute With Enterprise	\$101,114.50
14008	10/26/2022	Federal Express Corp.	\$49.27
14009	10/26/2022	FRONTIER-OFFICE LINES	\$59.97
14010	10/26/2022	Graffiti Shield	\$2,095.59
14011	10/26/2022	Joy Jeannette	\$400.00
14012	10/26/2022	Labor Finders	\$4,140.21
14013	10/26/2022	Kimberly Mesen	\$400.00
14014	10/26/2022	James Noble	\$400.00
14015	10/26/2022	SOUTHWEST GAS CORPORATION	\$62.81
14016	10/26/2022	Southwest Gas BAT - CNG	\$5,515.89
14017	10/26/2022	Southwest Gas	\$11.00
14018	10/26/2022	State Compensation Insurance Fund	\$1,227.83
14019	10/26/2022	Syncromatics Corporation	\$353.30
14020	10/26/2022	Trona Community Senior Center	\$2,194.66
14021	10/26/2022	Rose Elaine Villareal	\$400.00
14022	10/26/2022	Wirz And Co Printing Inc	\$461.17
14023	10/26/2022	Principal Life Insurance Company	\$2,073.90
EFT041600001	10/26/2022	Ron Zirges	\$747.50
EFT041740001	10/31/2022	Curt Emick	\$400.00
TOTAL			\$6,116,890.12

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Payrolls and Warrants for November 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>
11/04/2022	\$92,315.00	PR335-11-22
11/18/2022	\$86,680.38	PR337-11-22
Total Payroll	\$ 178,995.38	

Agency's Register of Warrants

<u>Register Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Register #</u>
11/02/2022	\$ 1,521,633.14	14024- 14054	AP04182AAAGdg
11/10/2022	\$ 699,151.81	14055- 14073	AP04196AAAGDU
11/15/2022	\$ 157,492.47	14074- 14093	AP04199AAAGDX
11/22/2022	\$ 99,285.51	14094- 14117	AP04219AAAGER
	\$ 2,477,562.93		

RECOMMENDED ACTION

Approve VVTA's expenditures for November 2022.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Maged Azer CFO	\$ 2,656,558.31	January 17, 2023	3

Bank Register Report

Victor Valley Transit Authority Nov-22

Check Number	Date	Payee Name	Amount
14024	11/02/2022	Abundant Living Family Church HD	\$2,907.00
14025	11/02/2022	VOID	\$0.00
14026	11/02/2022	VOID	\$0.00
14027	11/02/2022	VOID	\$0.00
14028	11/02/2022	VOID	\$0.00
14029	11/02/2022	American Express	\$10,374.20
14030	11/02/2022	AVCOM Services, Inc.	\$914.16
14031	11/02/2022	Lawrence Bird	\$200.00
14032	11/02/2022	Charter Communications	\$697.12
14033	11/02/2022	Charter Communications	\$269.98
14034	11/02/2022	Clean Energy	\$16,916.66
14035	11/02/2022	Daily Press	\$1,423.46
14036	11/02/2022	Frontier	\$133.23
14037	11/02/2022	City Of Hesperia Water District	\$4,736.92
14038	11/02/2022	HI-Desert Communications	\$1,308.00
14039	11/02/2022	Joy Jeannette	\$200.00
14040	11/02/2022	Kimberly Mesen	\$200.00
14041	11/02/2022	Office & Ergonomic Solutions, Inc.	\$13,013.25
14042	11/02/2022	Printmart	\$4,751.78
14043	11/02/2022	Spectrum	\$820.00
14044	11/02/2022	Transtrack Systems, Inc.	\$12,525.00
14045	11/02/2022	Triton Global Services, Inc.	\$1,487.09
14046	11/02/2022	Type-Set-Go	\$8,722.83
14047	11/02/2022	VOID	\$0.00
14048	11/02/2022	VOID	\$0.00
14049	11/02/2022	VOID	\$0.00
14050	11/02/2022	VOID	\$0.00
14051	11/02/2022	VOID	\$0.00
14052	11/02/2022	US BANK	\$11,907.23
14053	11/02/2022	Verizon	\$3,018.44
14054	11/02/2022	Rose Elaine Villareal	\$200.00
EFT041860001	11/03/2022	Keolis Transit Services, LLC	\$1,424,906.79
EFT041830001	11/09/2022	Curt Emick	\$200.00
EFT041840001	11/09/2022	Creative Bus Sales	\$133,637.70
EFT041920001	11/09/2022	Keolis Transit Services, LLC	\$46,030.54
EFT041930001	11/09/2022	Keolis Transit Services, LLC	\$420,628.80
14055	11/10/2022	ADArise.com	\$5,054.50
14056	11/10/2022	Beck Oil	\$1,136.87
14057	11/10/2022	Southern California Edison	\$4,364.47
14058	11/10/2022	ELERTS Corporation	\$5,500.00
14059	11/10/2022	Gatorwraps, Inc.	\$19,594.00
14060	11/10/2022	Konica Minolta Business Solutions	\$1,042.98

14061	11/10/2022	Labor Finders	\$2,037.25
14062	11/10/2022	Lasting Images Landscape	\$2,200.00
14063	11/10/2022	Orkin	\$125.00
14064	11/10/2022	PATTERSON PRINT SHOPS	\$1,030.00
14065	11/10/2022	Deborah Albin	\$543.64
14066	11/10/2022	Ring Central, Inc.	\$2,432.25
14067	11/10/2022	Sehi Computer Products Inc	\$26,498.18
14068	11/10/2022	SONIC SYSTEMS Inc	\$6,283.76
14069	11/10/2022	Thompson & Colegate	\$75.00
14070	11/10/2022	Tops N Barricades	\$974.06
14071	11/10/2022	Triton Global Services, Inc.	\$810.00
14072	11/10/2022	Verizon-Security Phones	\$10,616.20
14073	11/10/2022	Southern California Edison	\$8,336.61
14074	11/15/2022	Beck Oil	\$7,710.30
14075	11/15/2022	Bank Of New York Mellon	\$2,200.00
14076	11/15/2022	Southern California Edison	\$1,613.57
14077	11/15/2022	El Dorado Broadcasters	\$1,200.00
14078	11/15/2022	G&M Automotive Center	\$298.43
14079	11/15/2022	Garon Wyatt Investigative Services, LLC	\$8,164.58
14080	11/15/2022	HI DESERT ALARM	\$180.00
14081	11/15/2022	Inter-Con Security Systems, Inc.	\$465.00
14082	11/15/2022	Labor Finders	\$989.25
14083	11/15/2022	Loomis	\$672.98
14084	11/15/2022	Orkin	\$125.00
14085	11/15/2022	Southwest Gas Corporation - CNG	\$127,661.40
14086	11/15/2022	Southwest Gas Corporation	\$938.89
14087	11/15/2022	Southwest Gas Corporation	\$407.04
14088	11/15/2022	Southwest Gas Corporation	\$429.60
14089	11/15/2022	State Compensation Insurance Fund	\$1,227.83
14090	11/15/2022	Transtrack Systems, Inc.	\$1,425.00
14091	11/15/2022	ULINE	\$134.60
14092	11/15/2022	Greater High Desert Chamber Of Commerce	\$500.00
14093	11/15/2022	Charter Communications	\$1,149.00
14094	11/22/2022	Abundant Living Family Church HD	\$3,315.00
14095	11/22/2022	AMAZON	\$641.04
14096	11/22/2022	Best Best & Krieger - Attorneys At Law	\$227.50
14097	11/22/2022	Barstow College Foundation	\$250.00
14098	11/22/2022	Elizabeth Becerra	\$200.00
14099	11/22/2022	Charter Communications	\$166.92
14100	11/22/2022	Spectrum Business-Sec	\$319.98
14101	11/22/2022	UTILITY BILLING	\$418.23
14102	11/22/2022	City Of Victorville - Utility Bill	\$1,279.32
14103	11/22/2022	Clean Energy	\$15,317.30
14104	11/22/2022	GFI Genfare	\$26,231.50
14105	11/22/2022	Inter-Con Security Systems, Inc.	\$9,250.08
14106	11/22/2022	Joy Jeannette	\$200.00
14107	11/22/2022	Labor Finders	\$989.25
14108	11/22/2022	Kimberly Mesen	\$200.00
14109	11/22/2022	James Noble	\$200.00
14110	11/22/2022	Ring Central, Inc.	\$3,373.50
14111	11/22/2022	San Bernardino County	\$3,450.00
14112	11/22/2022	Sehi Computer Products Inc	\$3,523.48

**AGENDA ITEM
FOUR**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Adopt Resolution 23-01 Safety Committee Approval of the Public Transportation Agency Safety Plan (PTASP).

SUMMARY STATEMENT

In 2018, The Federal Transportation Administration required Public Transportation Agencies to adopt a PTASP and have their governing Board approve the plan by December 31, 2019, which VVTA's Board did approve prior to the deadline.

However, in accordance with the Bipartisan Infrastructure Law that was subsequently passed on November 15, 2021, Transit agencies that receive Section 5307 funding and serve a large, urbanized area (population of 200,000 or more) have until Saturday, December 31, 2022, to have their Safety Committee approve an update to the Agency Safety Plan.

VVTA's Safety Committee, is comprised of VVTA and Keolis Staff. The Safety Committee includes the VVTA Interim Operations Manager, the VVTA Procurement Manager, Keolis' Assistant GM, Operations Managers, Safety and Training Managers, ADA and Fixed Route Drivers, Road Supervisors and Dispatchers; and

The Safety Committee has approved the current plan. The signed approval form shows that all signatures were received prior to the 12/31/2022 deadline.

RECOMMENDED ACTION

Adopt Resolution No 23-01, confirming compliance with the Bipartisan Infrastructure Law prior to the deadline of 12/31/2022.

PRESENTED BY
Consent Calendar

FISCAL IMPACT

None

MEETING DATE

January 17, 2023

ITEM NUMBER

4

RESOLUTION: 23-01

A RESOLUTION OF THE VICTOR VALLEY BOARD OF DIRECTORS TO REPORT COMPLIANCE WITH THE PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP)

WHEREAS In 2018, The Federal Transportation Administration has required Public Transportation Agencies to adopt a PTASP and have their governing Board approve the plan by December 31, 2019, which VVTA's Board did approve prior to the deadline; and

WHEREAS, In accordance with the Bipartisan Infrastructure Law that was passed on November 15, 2021, Transit agencies that receive Section 5307 funding and serve a large, urbanized area (population of 200,000 or more) have until Saturday, December 31, 2022 to have their Safety Committee approve an update to the Agency Safety Plan; and

WHEREAS, VVTA's Safety Committee, composed of VVTA and Keolis Staff. The Safety Committee includes the VVTA Interim Operations Manager, the VVTA Procurement Manager, Keolis' Assistant GM, Operations Managers, Safety and Training Managers, ADA and Fixed Route Drivers, Road Supervisors and Dispatchers; and

WHEREAS, The Safety Committee has approved the current plan. The signed approval form shows that all signatures were received prior to the 12/31/2022 deadline; and

WHEREAS, To confirm compliance, this resolution and the signed approval form are hereby submitted to the Board of Directors to confirm compliance with the Bipartisan Infrastructure Law.

THEREFORE, BE IT RESOLVED that the Board of Directors of the Victor Valley Transit Authority adopt Resolution No. 23-01, confirming that the Safety Committee has provided the required approval to the requirement per the Bipartisan Infrastructure Law.

FILED and ADOPTED this 17th Day of January 2023.

VVTA Board Chair

ATTEST:

Debi Albin, Clerk of the Board

November 29, 2022










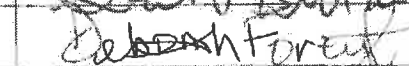


RE: PTASP Safety Committee approval of VVTA PTASP

In accordance with the Bipartisan Infrastructure Law changes to the Public Transportation Agency Safety Plan (PTASP) Requirements:

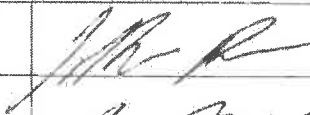

Transit agencies that receive Section 5307 funding and serve a large, urbanized area (population of 200,000 or more) have until Saturday, December 31, 2022 to have their Safety Committee approve an update to the agency's Agency Safety Plan (ASP).

On November 18, 2022, representatives of the VVTA PTASP Safety Committee and VVTA Staff met to discuss any changes that need to be made to the current VVTA PTASP. According to the committee, there are no changes needed to the current plan.

The Members of the VVTA PTASP Safety Committee are below and have reviewed and approved the current VVTA PTASP:

Name of Committee Member	Signature	Date
Eyvette Brown, Chairperson		11-29-22
Adel Kazayi		11/29/22
Jennifer Rios		12/8/22
Monica Carrillo		11/29/22
Joy Caldwell		12/8/22
Rene Alvarez		11/29/22
Grant Hanson		11/29/22
Christine Plasting		11/22/2022
Sylvia Harris		12/7/22
Monica Perez	Removed from committee	12/8/22
Steven Agcaoili - Barstow		12-9-22
Geneve Barker - Barstow		12-9-22
Deborah Foreyt		12-15-22

RE: PTASP Safety Committee approval of VVTA PTASP

Tyrunisha Brown		12/9/2022
Jonathan McDowell		12/9/22

**AGENDA ITEM
FIVE**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Meeting Notes from The Technical Advisory Committee Meeting Conducted on January 4, 2023.

SUMMARY STATEMENT

Meeting Notes from the Technical Advisory Committee meeting conducted on January 4, 2023.

RECOMMENDED ACTION

Information item only.

PRESENTED BY
Debi Albin,
Clerk of the Board

FISCAL IMPACT

N/A

MEETING DATE

January 17, 2023

ITEM NUMBER

5

**VICTOR VALLEY TRANSIT AUTHORITY
TECHNICAL ADVISORY COMMITTEE**

January 4, 2023

Meeting Notes

The meeting of the Technical Advisory Committee (TAC) of Victor Valley Transit Authority was opened at 3:01 p.m.

TAC Members

Present: Kim Mesen, Co of SB
Juan Robinson, City of Victorville

Staff Present: Nancie Goff, VVTA Debi Albin, VVTA
Marie Downing, VVTA Christine Plasting, VVTA
Dustin Strandberg, VVTA Chris Ackerman, VVTA

1. Public Comment.
None.

2.

a. Board Elections.

Ms. Goff said that the current Chair and Vice-Chair are still eligible to serve one more year in their current capacities.

b. Consent item for the PTASP update.

This item will be presented on the consent calendar, Ms. Plasting explained. The Public Transportation Agency Safety Plan (PTASP) is must to be approved as part of the VVTA Safety Plan and all the required signatures were in place prior to the December 31, 2022, deadline.

c. Budget Amendment – CMAQ.

Ms. Downing explained that the original competitive grant submitted for this project was not awarded to VVTA. At that time VVTA made a request to SBCTA to advance a portion of the FY23/24 funding available to VVTA to cover costs for the project. Ms. Downing explained that CMAQ funding is a 10-year plan which is reviewed annually. VVTA is able to pull funds forward or push them back depending on the agency's needs. This amended funding plan applies those CMAQ funds that were allocated from SBCTA to fill the gap. Therefore, no additional LTF funds are required.

Ms. Goff explained that there are several budget amendments still pending as the pandemic is still causing vehicle back orders due to force majeure.

d. Budget Amendment – 10-acre purchase.

In July 2022, the Board approved the 10-acre purchase of the property directly adjacent to VVTA's Hesperia facility, Ms. Downing said. The owner of the land accepted VVTA's offer of the appraised value of \$1,090,000 with the stipulation that VVTA pay the closing costs of approximately \$64,000. Ms. Downing stated that this purchase is currently in escrow.

Ms. Mesen asked what VVTA has in place if the closing costs go over the expected amount. Ms. Goff explained that the account where the funds come from is an interest-bearing account and that will cover any overages in closing costs.

Mr. Robinson inquired as to what the funding source is; Ms. Goff stated that it is re-allocated earned funds from VVTA's CNG and LCFS credit sales.

e. Article 3 Request for Reimbursement.

Ms. Downing stated that the FY19 Article 3 call for projects, SBCTA's Board of Directors approved funding for 10 projects submitted by the City of Victorville. Of the 10 submitted projects, the City has now completed 7. The available Article 3 funds for these projects is \$12,592 and LCFS credits will be used as local match for the completed projects. Mr. Robinson highlighted the remaining three (3) projects have been withdrawn.

f. Release of RFP 2023-06 Back-up generator for Barstow CNG Station.

Mr. Strandberg explained that while VVTA upgraded the LCNG station, the back up generator is needed for instances of power outages, which occur frequently during the summer months in Barstow.

Ms. Plasting explained that this needs to go to the Board for release due to the fact that the contract exceeds the Executive Director/CEO's signing limit. Additionally, she added that the exact cost will come with the contract.

Ms. Mesen asked how long VVTA expects the project to take to complete. Mr. Strandberg said that it should be eight (8) months once the project is awarded, however, it could take longer due to continued supply chain shortages.

g. Release RFP 2023-08 Hesperia Perimeter Fence.

This project has been on the books for quite some time, Mr. Strandberg explained; there are multiple instances of theft taking place and more security is needed around the employee / guest parking lots. This fencing will obviate the need for security services to patrol this area.

3. Bus stop shelters/benches/lighting.

Mr. Robinson shared that seventeen (17) benches have been relocated from the Costco stop, with one (1) left to relocate.

4. SBCTA Update.

Ms. Goff mentioned receiving an email from SBCTA stating that there are funds available through Article 3 for pedestrian and bicycle related improvements through the jurisdictions.

5. Other Business.

None

6. Adjournment. 3:23 pm

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**AGENDA ITEM
SIX**

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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 October and November, 2022.
- 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

January 17, 2023

ITEM NUMBER

6



Keolis Transit Services

17150 Smoke Tree St.
Hesperia Calif. 92345

INVOICE NO. 0060189-IN
0060190-IN

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

DATE 11/8/2022

CONTRACT NAME:
Victor Valley Transit

Attention: Mr. Kevin Kane
Executive Director

MONTH **October 2022** BILLING PERIOD **10/01/2022 - 10/31/2022**

	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	2,401.62		\$309,236.45	\$229,714.95	(\$79,521.50)	\$1,224,143.12	\$903,955.03	(\$320,188.09)
Subscription	1,172.00	941.62		\$112,101.80	\$90,065.95	(\$22,035.85)	\$443,766.08	\$369,084.18	(\$74,681.90)
Micro-Link	910.17	176.99		\$81,096.15	\$15,769.81	(\$65,326.34)	\$81,096.15	\$13,795.20	(\$67,300.95)
Regional Fixed Rt	10,872.85	10,751.34	(121.51)	\$968,770.94	\$957,944.39	(\$10,826.54)	\$4,072,615.36	\$4,058,573.21	(\$14,042.15)
County	1,931.65	1,921.59	(10.06)	\$172,110.02	\$171,213.67	(\$896.35)	\$658,848.80	\$656,193.05	(\$2,655.75)
Route 15	727.63	725.59	(2.04)	\$64,831.83	\$64,650.07	(\$181.76)	\$258,499.91	\$257,113.70	(\$1,386.21)
Fort Irwin	482.16	477.66	(4.50)	\$49,575.69	\$49,113.00	(\$462.69)	\$189,295.12	\$188,031.44	(\$1,263.68)
Barstow-Fixed Route	1,879.83	1,875.38	(4.45)	\$167,492.85	\$167,096.36	(\$396.49)	\$673,340.67	\$672,399.52	(\$941.15)
Barstow-County	778.74	777.96	(0.78)	\$69,385.73	\$69,316.24	(\$69.50)	\$277,160.31	\$276,409.10	(\$751.21)
Barstow-DAR	454.00	371.53		\$43,425.10	\$35,536.84	(\$7,888.26)	\$171,902.56	\$133,325.94	(\$38,576.62)
SUBTOTALS	22,442.03	20,421.28	(143.34)	\$2,038,026.56	\$1,850,421.29	-\$187,605.27	\$8,050,668.08	\$7,528,880.37	-\$521,787.71

TOTAL INVOICE INCLUDING VARIANCE

\$1,850,421.29

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. 0060189-IN

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

DATE 11/11/2022

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

MONTH October 2022

BILLING PERIOD 10/01/2022 - 10/31/2022

	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	2,401.62		\$309,236.45	\$229,714.95	(\$79,521.50)	\$1,224,143.12	\$903,810.34	(\$320,332.78)
Subscription	1,172.00	941.62		\$112,101.80	\$90,065.95	(\$22,035.85)	\$443,766.08	\$369,721.38	(\$74,044.70)
Microlink	910.17	176.99		\$81,096.15	\$15,769.81	(\$65,326.34)	\$81,069.15	\$15,769.81	(\$65,299.34)
Regional Fixed Rt	10,872.85	10,751.34	(121.51)	\$968,770.94	\$957,944.39	(\$10,826.54)	\$4,072,615.36	\$4,054,429.16	(\$18,186.20)
Route 15	727.63	725.59	(2.04)	\$64,831.83	\$64,650.07	(\$181.76)	\$258,499.91	\$257,199.24	(\$1,300.67)
Fort Irwin	482.16	477.66	(4.50)	\$49,575.69	\$49,113.00	(\$462.69)	\$189,295.12	\$188,082.85	(\$1,212.27)
SUBTOTALS	17,397.81	15,474.82	(128.05)	\$1,585,612.86	\$1,407,258.18	-\$178,354.68	\$6,269,388.74	\$5,789,012.78	-\$480,375.96

TOTAL INVOICE INCLUDING VARIANCE

\$1,407,258.18

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. 92345INVOICE NO. **0060192-IN**
0060193-INBILL TO Victor Valley Transit Authority
17150 Smoke Tree St.
Hesperia, CA 92345

DATE 12/8/2022

CONTRACT NAME:
Victor Valley TransitAttention: Mr. Kevin Kane
Executive DirectorMONTH **November 2022** BILLING PERIOD **11/01/2022 - 11/30/2022**

	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	2,169.28		\$309,236.45	\$207,491.63	(\$101,744.82)	\$1,533,379.57	\$1,111,446.66	(\$421,932.91)
Subscription	1,172.00	1,077.33		\$112,101.80	\$103,046.61	(\$9,055.19)	\$555,867.88	\$472,130.79	(\$83,737.09)
Micro-Link	910.17	114.63		\$81,096.15	\$10,213.53	(\$70,882.61)	\$162,192.30	\$24,008.73	(\$138,183.57)
Regional Fixed Rt	10,401.54	10,204.40	(197.14)	\$926,777.21	\$909,212.04	(\$17,565.17)	\$4,999,392.57	\$4,967,785.25	(\$31,607.32)
County	1,830.08	1,815.20	(14.88)	\$163,060.13	\$161,734.32	(\$1,325.81)	\$821,908.93	\$817,927.37	(\$3,981.56)
Route 15	696.47	686.55	(9.92)	\$62,055.48	\$61,171.61	(\$883.87)	\$320,555.39	\$318,285.31	(\$2,270.08)
Fort Irwin	482.16	478.97	(3.19)	\$49,575.69	\$49,247.70	(\$328.00)	\$238,870.81	\$237,279.14	(\$1,591.67)
Barstow-Fixed Route	1,791.69	1,786.42	(5.27)	\$159,639.58	\$159,170.02	(\$469.56)	\$832,980.25	\$831,569.54	(\$1,410.71)
Barstow-County	744.54	742.57	(1.97)	\$66,338.51	\$66,162.99	(\$175.53)	\$343,498.82	\$342,572.09	(\$926.73)
Barstow-DAR	454.00	328.32		\$43,425.10	\$31,403.81	(\$12,021.29)	\$215,327.66	\$164,729.75	(\$50,597.91)
SUBTOTALS	21,715.65	19,403.67	(232.37)	\$1,973,306.10	\$1,758,854.26	-\$214,451.84	\$10,023,974.18	\$9,287,734.63	-\$736,239.55

TOTAL INVOICE INCLUDING VARIANCE

\$1,758,854.26

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. 0060192-IN

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

Attention: Mr. Kevin Kane
Executive Director

DATE 12/8/2022

CONTRACT NAME:
Victor Valley Transit

MONTH November 2022 **BILLING PERIOD** 11/01/2022 - 11/30/2022

	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	2,169.28		\$309,236.45	\$207,491.63	(\$101,744.82)	\$1,533,379.57	\$1,111,301.97	(\$422,077.60)
Subscription	1,172.00	1,077.33		\$112,101.80	\$103,046.61	(\$9,055.19)	\$555,867.88	\$472,767.99	(\$83,099.89)
Microlink	910.17	114.63		\$81,096.15	\$10,213.53	(\$70,882.61)	\$162,165.30	\$25,983.34	(\$136,181.96)
Regional Fixed Rt	10,401.54	10,204.40	(197.14)	\$926,777.21	\$909,212.04	(\$17,565.17)	\$4,999,392.57	\$4,963,641.20	(\$35,751.37)
Route 15	696.47	686.55	(9.92)	\$62,055.48	\$61,171.61	(\$883.87)	\$320,555.39	\$318,370.85	(\$2,184.54)
Port Irwin	482.16	478.97	(3.19)	\$49,575.69	\$49,247.70	(\$328.00)	\$238,870.81	\$237,330.55	(\$1,540.26)
SUBTOTALS	16,895.34	14,731.16	(210.25)	\$1,540,842.78	\$1,340,383.12	-\$200,459.66	\$7,810,231.52	\$7,129,395.90	-\$680,835.62

TOTAL INVOICE INCLUDING VARIANCE \$1,340,383.12

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

Manager's Signature and Business Phone



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

Performance Statistics for October

Mode	Passengers	Revenue Hours	Operating Costs	Passenger Revenue	Passengers Per Rev. Hour	Operating Cost Per Passenger	Operating Cost Per Rev. Hour	Passenger Revenue Per Passenger	Passenger Revenue Per Rev. Hour	Farebox Recovery Ratio
Bus (Motorbus)	104,586	15,946.8	\$1,918,523	\$31,116	6.6	\$18.34	\$120.31	\$0.30	\$1.95	1.62%
Commuter Bus	3,101	477.7	\$78,492	\$38,404	6.5	\$25.31	\$164.33	\$12.38	\$80.40	48.93%
Demand Response	9,987	3,916.3	\$476,480	\$19,419	2.6	\$47.71	\$121.66	\$1.94	\$4.96	4.08%
System Total	117,674	20,340.8	\$2,473,495	\$88,939	5.8	\$21.02	\$121.60	\$0.76	\$4.37	3.60%



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

Performance Statistics for November

Mode	Passengers	Revenue Hours	Operating Costs	Passenger Revenue	Passengers Per Rev. Hour	Operating Cost Per Passenger	Operating Cost Per Rev. Hour	Passenger Revenue Per Passenger	Passenger Revenue Per Rev. Hour	Farebox Recovery Ratio
Bus (Motorbus)	57,297	15,218.8	\$1,821,936	\$107,052	3.8	\$31.80	\$119.72	\$1.87	\$7.03	5.88%
Commuter Bus	2,581	479.0	\$73,848	\$40,744	5.4	\$28.61	\$154.18	\$15.79	\$85.07	55.17%
Demand Response	8,916	3,708.8	\$452,185	\$26,485	2.4	\$50.72	\$121.92	\$2.97	\$7.14	5.86%
System Total	68,794	19,406.5	\$2,347,969	\$174,281	3.5	\$34.13	\$120.99	\$2.53	\$8.98	7.42%



Monthly Ridership Report

October, 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)	50,958	104,586	3.6	6.5	4.81%	1.62%
Commuter Bus	2,125	3,101	4.5	6.4	51.93%	48.93%
Demand Response	8,630	9,987	2.3	2.5	4.92%	4.08%
System Total	61,713	117,674	3.3	5.7	6.09%	3.60%



Monthly Ridership Report

November, 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)	49,637	57,297	3.9	3.7	2.58%	5.88%
Commuter Bus	1,704	2,581	3.6	5.3	53.68%	55.17%
Demand Response	8,742	8,916	2.4	2.4	5.75%	5.86%
System Total	60,083	68,794	3.6	3.5	4.63%	7.42%

ADA Dispatch Denial Report For the Month of October 2022

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ADA Dispatch Denial Report For the Month of November 2022

[illegible]

October
Major and Non-Major
Miles Between Road Calls

Total Miles	FY 2022	FY 2023
Demand Response	57,824	61,416
Commuter Bus	18,387	18,553
Motor Bus	242,022	285,459
Total Miles	318,233	365,428

Total Road Calls	FY 2022	FY 2023
Demand Response	2	13
Commuter Bus	2	2
Motor Bus	35	33
Total Road Calls	39	48

Miles Between Road Calls	FY 2022	FY 2023
Demand Response	28,912	4,724
Commuter Bus	9,194	9,277
Motor Bus	6,915	8,650
Total System	45,020	22,651

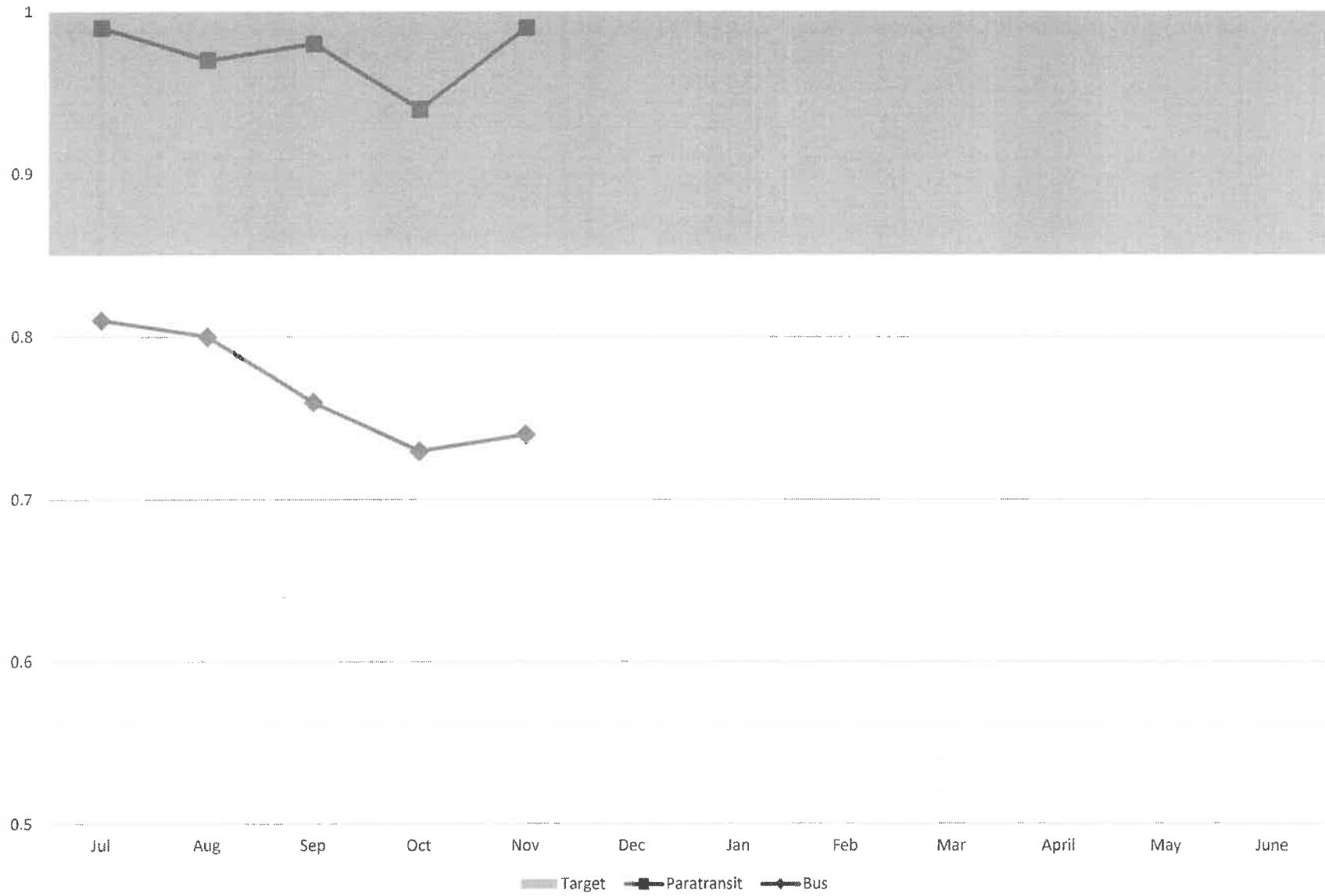
November
Major and Non-Major
Miles Between Road Calls

Total Miles	FY 2022	FY 2023
Demand Response	55,158	55,383
Commuter Bus	18,443	18,572
Motor Bus	211,535	271,704
Total Miles	285,136	345,659

Total Road Calls	FY 2022	FY 2023
Demand Response	2	7
Commuter Bus	2	2
Motor Bus	17	35
Total Road Calls	21	44

Miles Between Road Calls	FY 2022	FY 2023
Demand Response	27,579	55,156
Commuter Bus	9,222	18,443
Motor Bus	12,443	7,763
Total System	49,244	81,362

FY 23 System Wide Schedule Adherence



AGENDA ITEM SEVEN

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Selection of the New VVTA Executive Director/CEO and Direct Executive Staff, a VVTA Board Member, and VVTA Legal Counsel to Negotiate a Contract to be Brought Back to the Full VVTA Board for Approval. Effective Date to be April 1, 2023.

SUMMARY STATEMENT

As result of the current Executive Director / CEO in the fall of 2022 announcing his upcoming retirement, and with the departure of the VVTA Director of Operations, the VVTA Board directed staff to hire an Executive search firm to assist in filling the Executive Director / CEO position. Transit Pros was the selected firm, and their team began a nationwide search to fill the position.

After screening dozens of applications and interviewing a handful of the most qualified, Transit Pros presented VVTA with three candidates. All three were interviewed and recorded via ZOOM by the current Executive Director/CEO and VVTA's HR professional.

At the conclusion of these interviews, VVTA's executive staff was brought in to view each of the interviews and to convene an open discussion. Each of the candidates presented themselves well. All had qualities and experience that could benefit VVTA. However, in the end, it was agreed the best candidate is Ms. Nancie Goff, VVTA's current COO. From 1994 to current times, Ms. Goff's 28 years with VVTA has proved her ability to grow with, and assist in, leading the agency to its current excellent reputation.

On Wednesday, January 4th a ZOOM meeting took place with VVTA's Board Chair and Vice Chair. During that meeting all three interviews were discussed in great detail and Board members Jeanette and Noble directed staff to bring this recommendation to the full Board for discussion and approval at is January 17, 2023, meeting.

RECOMMENDED ACTION

Approve the Selection of the New VVTA Executive Director/CEO and Direct Executive Staff, a VVTA Board Member, and VVTA Legal Counsel to Negotiate a Contract to be Brought Back to the Full VVTA Board for Approval. Effective Date to be April 1, 2023.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Kevin Kane, Executive Director/CEO	None	January 17, 2023	7

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**AGENDA ITEM
EIGHT**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Amend the VVTA Fiscal Year 2022-23 Budget to Add CMAQ Funds to the Hydrogen FCEB Infrastructure Project.

SUMMARY STATEMENT

Construction of the Hesperia Hydrogen Fueling Infrastructure is a multi-year project. The VVTA FY22 budget applied \$3,690,000 of Congestion Mitigation and Air Quality Improvement (CMAQ) funds and \$423,243 in Toll Credits to the project. Toll Credits used transfer directly from CalTrans to FTA and as such, are not added as a cash match for the project.

In FY23, staff applied for a competitive Low and No Emission Grant (Section 5339) to fund a portion of the Hesperia Hydrogen Fueling Infrastructure project in the FY23 budget. Unfortunately, the grant application for the requested funds was not awarded.

Subsequently, staff requested and was allocated CMAQ funds of \$2,725,000 from the San Bernardino County Transportation Authority (SBCTA). This does not increase the overall CMAQ funding for VVTA over the next 10 years but advances a portion of the FY 23/24 funding available.

Hydrogen FCEB Infrastructure	Competitive Section 5339	CMAQ	LTF	Partial Project Funding
FY 2023 Low and No Emission Competitive Grant	\$2,424,944		\$606,236	\$3,031,180
FY 2023 Budget amendment		\$2,725,000	\$606,236	\$3,331,236

Continued

RECOMMENDED ACTION

Amend the VVTA Fiscal Year 2022-23 Budget to Add CMAQ Funding to the Hydrogen FCEB Infrastructure Project.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Marie Downing, Grants Manager	CMAQ \$2,725,000	January 17, 2023	8

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Amend the VVTA Fiscal Year 2022-23 Budget to Add CMAQ Funds to the Hydrogen FCEB Infrastructure Project.

SUMMARY STATEMENT

The recommendation is to fill the gap from the unsuccessful competitive grant application with the available CMAQ funds and utilizing the same local match (LTF).

This second table illustrates total project funds that will be reserved.

Hydrogen FCEB Infrastructure	CMAQ	LTF	Reserved Project Funding
FY 2022 Budget Funding	\$3,690,000		\$3,690,000
FY 2023 Budget Amendment	\$2,725,000	\$606,236	\$3,331,236
Total Reserved Project Funding	\$6,415,000	\$606,236	\$7,021,236

The Hydrogen Fueling station will be designed with the ability to fuel sixty (60) Fuel Cell Electric Buses (FCEBs) within 7 hours. It will be accessible for both public and private use. Liquid hydrogen will be delivered on an as needed basis. Hydrogen production will not be utilized for this project.

VVTA's approved FY23 budget includes the purchase of eight (8) FCEBs. Two (2) additional buses will be purchased using Low Carbon Transit Operations Program (LCTOP) funds. VVTA's long term goal is to have 60 of its 72 fixed route, intercity, and commuter buses as hydrogen fuel; the remaining routes will consist of the current battery electric buses. By 2035, VVTA expects to operate 100% FCEBs in its fixed route fleet. The planned station will meet the needs of VVTA's long-term goals.

**AGENDA ITEM
NINE**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Amend the VVTA Fiscal Year 2022-23 Budget to Re-allocate Surplus Project Funds for the Purchase of Adjacent Property East of Current Facility on Smoke Tree and G Avenue.

SUMMARY STATEMENT

At the July 18, 2022, Board of Directors meeting, the Board approved the purchase of the 10-acre piece of land just east of the current VVTA facility in Hesperia. As discussed, this property is ideally suited to re-locate the Hesperia Transfer Hub. The appraisal for the property came in at \$1,090,000.

Staff offered the \$1,090,000 appraised value, which the owner accepted. However, the owner also requested VVTA pay all additional fees such as closing costs, escrow, title, and commission. Closing costs, including a 4% brokerage fee, are estimated to be \$64,000.00.

Staff recommends utilizing CNG and LCFS Credits as identified below to fund the purchase of the land and the additional costs as required by the seller. Since the closing costs are estimated, surplus of funds and interest accumulated, if any, from this property purchase can be applied to the Transfer Hub Construction Project.

BEB Infrastructure	CNG Credits	\$212,733
Unobligated	CNG Credits	\$891,100
APC Upgrade	CNG credits	\$25,197
iVanPool Software Upgrade	LCFS Credits	\$39,113
Big River Vans	LCFS Credits	\$1,261
Total funding Available		\$1,169,404

RECOMMENDED ACTION

Amend the VVTA Fiscal Year 2022-23 Budget to Re-allocate Surplus Project Funds for the Purchase of Adjacent Property East of Current Facility on Smoke Tree and G Avenue. (APN 0410-121-05).

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Marie Downing, Grants Manager	Purchase costs \$1,090,000 plus estimated fees \$64,000	January 17, 2023	9

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AGENDA ITEM TEN

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Claim for Completed Article 3 Pedestrian Access to Transit Facilities Projects.

SUMMARY STATEMENT

On July 10, 2019, the San Bernardino County Transportation Authority (SBCTA) Board of Directors approved funding from the Transportation Development Act (TDA), Article 3 Transit Stop Access Program, for the following transit stop improvement projects for the City of Victorville in an amount of \$34,759.

1. Seneca Road East of Amargosa
2. Mariposa Road South of Nisqualli Road Westside –Withdrawn
3. Mariposa Road South of Nisqualli Road Eastside
4. Hesperia Road from Sunhill Drive to Cherryhill Drive –Withdrawn
5. Amargosa Road from Sunny Vista Road to Tawney Ridge Road - Withdrawn
6. Hesperia Road South of Nisqualli Road
7. Hesperia Road and Comanche Road
8. Park Avenue East South Park Avenue
9. Park Avenue and Anacapa Road
10. Amargosa Road and King Ranch Road

The City of Victorville completed seven of the ten projects that were authorized for funding. The available Article 3 funds for these projects is \$12,592. The local match is Low Carbon Fuel Standard Credits (LCFS) and is \$50,367.

RECOMMENDED ACTION

Authorize Staff to file an Article 3 reimbursement claim for \$12,562 to SBCTA for the completed Article 3 projects as presented.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Marie Downing, Grants Manager	Article 3 \$12,592 LCFS \$50,367	January 17, 2023	10

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**AGENDA ITEM
ELEVEN**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Release RFP 2023-06 Barstow CNG Station Backup Generator.

SUMMARY STATEMENT

During the Barstow CNG Station upgrade, which was completed earlier in 2022, it was deemed necessary that a Natural Gas-Powered Backup Generator was needed at the facility to provide redundancy. Although proposers did provide optional pricing for the Backup generator as part of their proposals; the additional cost for this redundancy significantly exceeded the amount budgeted for the approved CNG Station Upgrade project.

For the purpose of adding this much needed redundancy, and since the required funds are now available, VVTA believes the agency should move forward and install the natural gas-powered backup generator (BUG). To that end, staff seeks approval to release a request for proposals to design, integrate, construct, and install a backup generator to the station.

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

This project is funded by LTF.

RECOMMENDED ACTION

Authorize Staff to Release RFP 2023-06 Barstow CNG Station Backup Generator.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Christine Plasting Procurement Manager	None	January 17, 2023	11

VVTA RFP 2023-06

BARSTOW CNG STATION BACKUP GENERATOR

ATTACHMENT A – SCOPE OF WORK

Victor Valley Transit Authority (VVTA) is seeking proposals from qualified firms with experience in providing a turn-key solution for the purchase and installation of a Natural Gas-Powered Backup Generator and all necessary equipment for Victor Valley Transit Authority's Barstow LCNG station. For the purpose of adding additional resiliency, VVTA desires a natural gas-powered backup generator (BUG) and is requesting proposals to design, integrate, construct, and install a backup generator to the station.

General

The proposer shall be responsible for planning, design, permitting, equipment, construction, commissioning, and closeout of project.

Proposal Requirements

- Provide list of previous completed projects similar in size to the requirements of this request along with customer contact information.
- Provide product details on backup generator specifications.
- Provide a proposed project schedule.
- Provide and discuss change order process.
- Identify key personnel, and subcontractor company & personnel if utilized, proposed to perform the work in the specified tasks and include major areas of subcontract work. Include the company, person's name, current location, proposed position for this project, current assignment, level of commitment to that assignment, availability for this assignment and how long each person has been with the firm or known by the firm for subcontracted services.
- Furnish brief resumes for the proposed Project Manager and other key personnel
- Indicate adequacy of labor resources utilizing a table projecting the labor-resource allocation to the project by individual task.
- Include a project organization chart, which clearly delineates communication/reporting relationships and responsibilities among the project staff.
- Include a statement that key personnel will be available to the extent proposed for the duration of the project acknowledging that no person designated as "key" to the project shall be removed or replaced without the prior written concurrence of the VVTA.
- Provide a project approach and work plan.
- Proposer shall include bonding & builders risk insurance.

Project Site and Description

The installation of the backup generator and all equipment, and construction will take place at Victor Valley Transit Authority's Liquid Compressed Natural Gas Station in Barstow California located at:

100 N Sandstone Ct

Barstow CA, 92311

VVTA RFP 2023-06

BARSTOW CNG STATION BACKUP GENERATOR

ATTACHMENT A – SCOPE OF WORK

As built drawings of existing station and equipment will be provided in this RFP as Exhibit 1.

Project Approach and Work Plan

Proposer should provide a narrative, which fully addresses Attachment A Scope of Work, and shows Proposer's understanding of VVTA's needs and requirements. The Proposer should include references for each section in the Scope of Work that refers to VVTA's requirements.

The Work Plan shall provide a list of all aspects of permitting, construction, proposers responsibilities, and a proposed schedule. The work plan must also address how the proposer plans to reduce station downtime during construction.

Proposer to:

- Describe the approach to completing the tasks specified in Attachment A Scope of Work. The approach to the work plan shall be of such detail to demonstrate the Proposer's ability to accomplish the project objectives and overall schedule.
- Outline sequentially the activities that would be undertaken in completing the tasks and specify who would perform them.
- Furnish a project schedule for completing the tasks in terms of elapsed weeks.
- Identify methods that Proposer will use to ensure quality and safety control as well as budget and schedule control for the project.
- Identify any special issues or problems that are likely to be encountered in this project and how the Proposer would propose to address them.
- Proposer is encouraged to propose enhancements or procedural or technical innovations to the Scope of Work that do not materially deviate from the objectives or required content of the project.
- Identify and provide all sample agreements that VVTA will be required to execute.

Design/Planning:

Proposer shall be responsible for design and planning to include at a minimum:

- Project schedule.
- Site evaluation.
- Obtain all permits necessary from all authorities having jurisdiction (AHJ).
 - The proposer will be responsible for permit application and obtaining the permits, but not the cost of required permits. VVTA will pay for the initial permitting, do not include the estimate for these permits in your proposal.
- Schedule all inspections by AHJ's, as necessary.
- Coordination with all utilities, as necessary.
- Trenching and construction on stamped asphalt should be limited.
- Civil drawings.
- Electrical drawings.

VVTA RFP 2023-06
BARSTOW CNG STATION BACKUP GENERATOR
ATTACHMENT A – SCOPE OF WORK

- Mechanical drawings.
- Equipment layout and location.
- Provide 90% drawing set to customer for review prior to permit submission.
- Proposing a generator that is capable of powering, at a minimum, all CNG & LCNG equipment needed to fuel, including but not limited to:
 - dispensers, pumps, compressors, controls, POS, and area lighting.

Construction:

The proposer shall be responsible for construction to include, but not limited to:

- Excavation, forms, foundations, trenches, fencing, grounding of all equipment, and pull electrical supply.
- Provide construction supervision for installation of the equipment within the scope.
- Hold recurring conference calls and in person meetings to inform all parties about construction activities and update project schedule.
- Site cleanliness and daily cleanup.
- Proposer shall coordinate with VVTA's project manager on daily work areas needed.
- Proposer shall plan daily construction to have minimal station downtime and prioritize keeping the station in service as much as possible throughout the course of the project.
- All landscaping, asphalt, concrete and other areas of construction are to be returned to its original state and match its surroundings upon completion.
- Work shall include redirecting the existing SCE service to a new ATS interconnected to a new standby generator supplied by the awarded contractor.
- Work shall include new electrical service from new ATS to existing 800-amp SCE service.
- Work shall include a new 500 kw or larger natural gas generator with exterior enclosure to meet the needs of the current LCNG station.
- Work shall include all electrical installation requirements to meet AHJ's codes.
- Work shall include concrete foundation to meet generator and ATS, and AHJ's (authorities having jurisdiction) code requirements.
- Work shall include coordination with Southwest Gas for plumbing from Southwest Gas new meter set assembly to generator fuel inlet.
- Work shall include coordination with SWG for interconnection with a new gas service and any concrete or security provisions required of SWG and/or AHJ.
- Work shall include all design, permitting
- All work to be performed during normal working hours.
- Work shall include all excavations and boring necessary for installation, backfill and repairs required to bring site to original state.
- Work shall include coordination with Southwest Gas to install gas line to meter for newly installed generator.

VVTA RFP 2023-06
BARSTOW CNG STATION BACKUP GENERATOR
ATTACHMENT A – SCOPE OF WORK

- Install fencing and/or protective bollards for equipment as necessary and designed by the proposer.

Commissioning:

The proposer shall be responsible for commissioning, providing VVTA a detailed station commissioning plan, identifying the steps, tasks, responsibilities, and schedule to start and complete commissioning of the station. The plan shall be provided no less than sixty (60) days in advance of the start of the commissioning process and is to include at a minimum:

- Electrical
 - Perform electrical termination for all instrumentation.
 - Function test all safeties and controls, etc.
- Assign single point of contact (site transition manager).
- Provide adequate training of VVTA facility maintenance personnel for the proper operation and maintenance of the new generator.
- Provide operator, parts, and maintenance manuals.
- Provide all warranty documentation for equipment.

Closeout:

The Proposer shall be responsible for closeout to include at a minimum:

- Provide as-built drawings at job completion.
- Remove all shipping materials.
- Remove construction materials, debris, and equipment.

Quality:

All material and workmanship shall be of the highest grade, in accordance with the best modern practice. All materials and parts comprising the product shall be new. The project and materials shall comply with the Buy America, Build America Act.

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**AGENDA ITEM
TWELVE**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Release RFP 2023-08 Hesperia Perimeter Fence.

SUMMARY STATEMENT

VVTA staff has been planning for a perimeter fence around the Hesperia Administration and Maintenance Facility for the past several years as an added level of security. There has been a significant increase in vandalism and theft in these parking areas. This item was included in the Board approved the 2022-2023 budget.

VVTA desires security fencing consisting of black, vertical iron bars with an anti-climb design, two vehicle access gates, and two man-gates. All gates must utilize and connect with VVTA's current badge reader and vehicle transponder system and be programmable to remain open and unlocked during business hours and closed/locked during holidays and non-business hours depending on VVTA's needs.

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

Funding for the construction project includes previously budgeted federal 5307 and local match.

RECOMMENDED ACTION

Authorize Staff to Release RFP 2023-08 Hesperia Perimeter Fence Project.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Christine Plasting Procurement Manager	None	January 17, 2023	12

RFP 2023-08 HESPERIA PERIMETER FENCE

ATTACHMENT A – SCOPE OF WORK

Victor Valley Transit Authority (VVTa) is seeking proposals from qualified firms with experience in providing a turn-key solution for perimeter security fencing and access gates around the southern public parking lots for Victor Valley Transit Authority's Hesperia facility. VVTa desires a security fencing consisting of black, vertical iron bars with an anti-climb design, two vehicle access gates, and two man-gates. All gates must utilize and connect with VVTa's current badge reader and vehicle transponder system and be programmable to remain open and unlocked during business hours and closed/locked during holidays and non-business hours depending on VVTa's needs.

General

The proposer shall be responsible for planning, design, permitting, equipment, construction, commissioning, and closeout of project.

Quality:

All material and workmanship shall be of the highest grade, in accordance with the best modern practice. All materials and parts comprising the product shall be new. The project and materials shall comply with the Buy America, Build America Act.

Proposal Requirements

- Provide list of previous completed projects similar in size to the requirements of this request along with customer contact information.
- Provide product details and information on fencing, motors, badge readers, transponder readers, and all other materials and equipment.
- Provide a proposed project schedule.
- Provide and discuss change order process.
- Identify key personnel, and subcontractor company & personnel if utilized, proposed to perform the work in the specified tasks and include major areas of subcontract work. Include the company, person's name, current location, proposed position for this project, current assignment, level of commitment to that assignment, availability for this assignment and how long each person has been with the firm or known by the firm for subcontracted services.
- Furnish brief resumes for the proposed Project Manager and other key personnel
- Indicate adequacy of labor resources utilizing a table projecting the labor-resource allocation to the project by individual task.
- Include a project organization chart, which clearly delineates communication/reporting relationships and responsibilities among the project staff.
- Include a statement that key personnel will be available to the extent proposed for the duration of the project acknowledging that no person designated as "key" to the project shall be removed or replaced without the prior written concurrence of the VVTa.
- Provide a project approach and work plan.

Project Site and Description

The security fencing and all gates will be constructed and installed at Victor Valley Transit Authority's Operations and Maintenance facility located at:

RFP 2023-08 HESPERIA PERIMETER FENCE ATTACHMENT A – SCOPE OF WORK

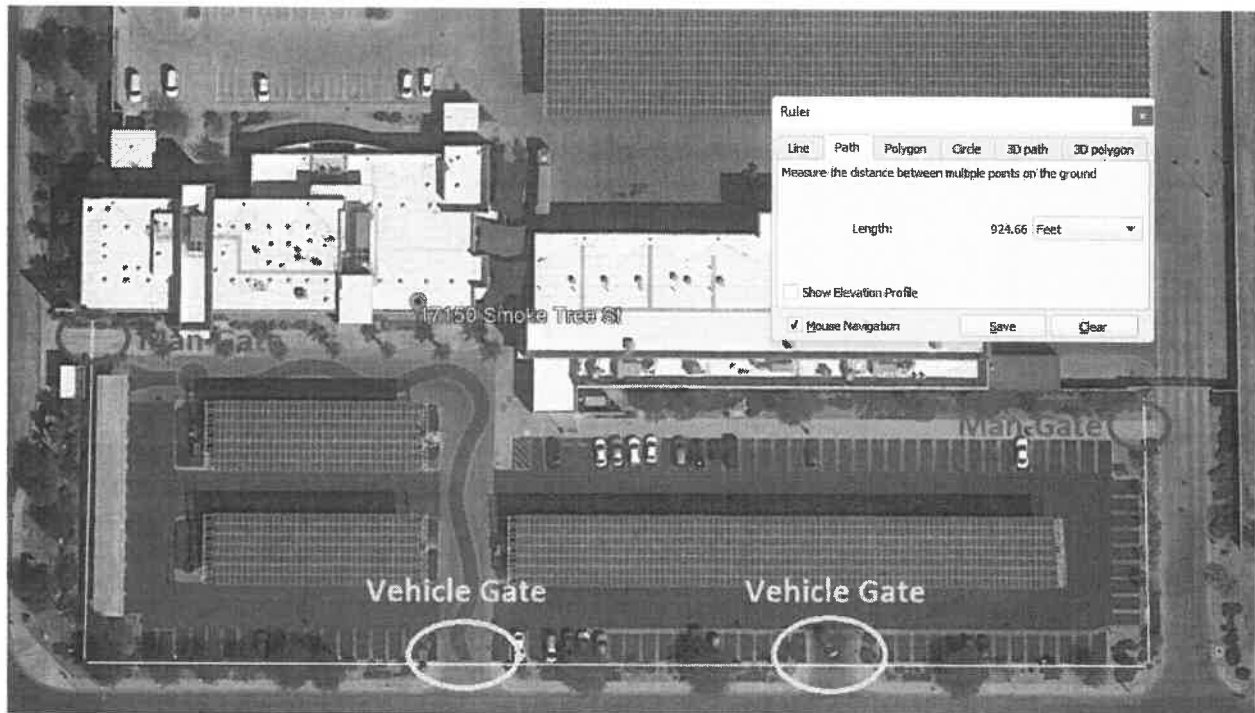
17150 Smoke Tree St.
Hesperia CA, 92345

The fencing will be installed around the southern parking lots which spans approximately 925 linear ft.

One man-gate will be installed on the north-east side of the larger east parking lot and the other man gate will be installed on the north-west side of the western parking lot (near the main entrance).

The two vehicle gates will be installed for each vehicle entrance to both parking lots.

Please see below for locations of all requested gates and fencing:



Project Approach and Work Plan

Proposer should provide a narrative, which fully addresses Attachment A Scope of Work, and shows Proposer's understanding of VVTA's needs and requirements. The Proposer should include references for each section in the Scope of Work that refers to VVTA's requirements.

The Work Plan shall provide a list of tasks and responsibilities, and a proposed schedule. The work plan must also address how the proposer plans to reduce its impact on VVTA staff and public parking spaces and access during construction.

RFP 2023-08 HESPERIA PERIMETER FENCE

ATTACHMENT A – SCOPE OF WORK

The Work Plan shall address all aspects of the construction of the fence, electrical work & communications for all gates, and approach to integrating with VVTA's RFID badge reader and vehicle transponder software, Access IT! RS2.

Proposer to:

- Describe the approach to completing the tasks specified in Attachment A Scope of Work. The approach to the work plan shall be of such detail to demonstrate the Proposer's ability to accomplish the project objectives and overall schedule.
- Outline sequentially the activities that would be undertaken in completing the tasks and specify who would perform them.
- Furnish a project schedule for completing the tasks in terms of elapsed weeks.
- Identify methods that Proposer will use to ensure quality and safety control as well as budget and schedule control for the project.
- Identify any special issues or problems that are likely to be encountered in this project and how the Proposer would propose to address them.
- Proposer is encouraged to propose enhancements or procedural or technical innovations to the Scope of Work that do not materially deviate from the objectives or required content of the project.
- Identify and provide all sample agreements that VVTA will be required to execute.

Planning:

Proposer shall be responsible for planning to include at a minimum:

- Project schedule.
- Site evaluation.
- Obtain all permits necessary from all authorities having jurisdiction (AHJ).
- Schedule all inspections by AHJ's, as necessary.
- Coordination with all utilities, as necessary.
- Trenching and construction on stamped asphalt should be limited.

Design:

Proposer shall be responsible for the design of the fencing and gates which will include at minimum:

- Civil drawings.
- Electrical drawings.
- Mechanical drawings.
- Provide 90% drawing set to customer for review prior to permit submission.
- All fencing and gates must be designed to fit with VVTA's current aesthetic, structures, and design, and meet the requirements of the AHJ's.

RFP 2023-08 HESPERIA PERIMETER FENCE

ATTACHMENT A – SCOPE OF WORK

Construction:

The proposer shall be responsible for construction to include, but not limited to:

- Excavation, forms, foundations, trenches, fencing, grounding of all equipment, and pull electrical supply & communication cables/wires to all gates, motors, and badge/transponder readers as necessary.
- Provide construction supervision for installation of the equipment within the scope.
- Hold recurring conference calls and in person meetings to inform all parties about construction activities and update project schedule.
- Site cleanliness and daily cleanup.
- Proposer shall coordinate with VVTA's project manager on daily work areas needed.
- Proposer shall plan daily construction to have minimal impact on VVTA staff and public parking areas while ensuring enough space to not damage surrounding vehicles and site.
- Trenching and construction on stamped asphalt should be limited.
- All landscaping, asphalt, concrete and other areas of construction are to be returned to its original state and match its surroundings upon completion.

Commissioning/Closeout:

The Proposer shall be responsible for closeout to include at a minimum:

- Provide as-built drawings at job completion.
- Provide owners, parts, and service manuals for all gates, motors, transponder, badge readers, and all other equipment provided to VVTA.
- Provide all warranty documentation for equipment and fencing.
- Remove all shipping materials.
- Remove construction materials, debris, and equipment.

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Approve the Technical Advisory Committee Meeting to be Conducted on February 1, 2023, and The Board of Directors meeting to be held on February 21, 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 February 1, 2023, TAC Meeting and February 21, 2023, 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	January 17, 2023	13

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Approve the Technical Advisory Committee Meeting to be Conducted on February 1, 2023, and The Board of Directors meeting to be held on February 21, 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.