



**VICTOR VALLEY TRANSIT AUTHORITY
REGULAR MEETING OF
THE BOARD OF DIRECTORS
March 20, 2023, 9:30 A.M.**

**Victor Valley Transit Authority
17150 Smoke Tree Street
Hesperia, CA 923445**

Victor Valley Transit Authority Board of Directors

Liz Becerra, Chair, City of Victorville
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
Joy Jeannette, Director, City of Adelanto
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, March 10, 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.

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 from Regular Meeting of The Board of Directors Conducted February 21, 2023.***

Recommendation: Move for approval.

Presented by: None.

Pg. 17 ***Item #2: Warrants, January 2023.***

Recommendation: Move for approval.

Presented by: None.

REPORTS

Pg. 23 ***Item #3: 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. 33 ***Item #4: Approve Release RFP 2023-05 Construction Manager – Hesperia Transfer Hub.***

Recommendation: Authorize Staff to Release RFP 2023-05 Construction Manager – Hesperia Transfer Hub.

Presented by: Christine Plasting, Procurement Manager.

Pg. 43 ***Item #5: Approve Release RFP 2023-004 Construction Manager – Hydrogen Fueling Station.***

Recommendation: Authorize Staff to Release RFP 2023-04 Construction Manager – Hydrogen Fueling Station.

Presented by: Christine Plasting, Procurement Manager.

Pg. 53 ***Item #6: Approve the Chief Executive Officer Contract for a Period of Five (5) years, Through March 31, 2028.***

Recommendation: Approve the Chief Executive Officer Contract for a Period of Five (5) years, Through March 31, 2028.

Presented by: Adam Ebright, County Counsel.

Pg. 65 ***Item #7: FY22-23 Mid-Year Budget Review.***

Recommendation: Receive and file.

Presented by: Maged Azer, CFO.

BOARD OF DIRECTORS COMMENTS

DATE OF NEXT MEETING

Monday, April 17, 2023, at 9:30 AM
At Victor Valley Transit Authority
17150 Smoke Tree Street
Hesperia, CA 92311

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
TSP	Transit Signal Priority
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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**AGENDA ITEM
ONE**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Minutes from the Regular Meeting of the Board of Directors Conducted on February 21, 2023.

SUMMARY STATEMENT

Following are copies of the minutes from the Regular Meeting of the Board of Directors conducted on February 21, 2023.

RECOMMENDED ACTION

Move for approval.

PRESENTED BY
Debi Albin,
Clerk of the Board

FISCAL IMPACT

N/A

MEETING DATE

March 20, 2023

ITEM NUMBER

1

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

**February 21, 2023
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 Becerra.

ROLL CALL

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

Staff Members Present:

Kevin Kane, VVTA	Debi Albin, VVTA
Nancie Goff, VVTA	Barbara Miller, VVTA
Maged Azer, VVTA	Christine Plasting, VVTA
Chris Ackerman, VVTA	Rene Alvarez, Keolis
Marie Downing, VVTA	Brandon Johnson, VVTA
Juan Robinson, City of Victorville	Nicole Soto, SBCTA
Andres De Los Rios, Keolis	Angelina Calderon, Keolis
Sylvia Harris, VVTA	Nick Redwine, VVTA
Jonathan McDowell, Keolis	Dustin Strandberg, VVTA
Miriam Farzam, Keolis	

PLEDGE OF ALLEGIANCE

Ms. Goff led the audience in the pledge of allegiance.

ANNOUNCEMENTS

Vice-Chair Noble presented Mr. Kane with a retirement plaque of appreciation for his service with VVTA for the past 25 years.

Mr. Kane announced that Micro-Link will be free for the month of March, beginning on 2/27/23, through 3/31/23. As with most demonstration projects, Mr. Kane shared, some adjustments have been made to this service, such as combining zones 1 and 2 for more efficient performance.

A meeting with Keolis has been scheduled for later today, Mr. Kane said, to discuss the staffing levels and other concerns.

Lastly, Mr. Kane congratulated Chair Becerra and Vice-Chair Noble for becoming Mayor Pro-Tem in their respective Cities.

PUBLIC COMMENTS

None.

CONSENT CALENDAR

1. **Minutes from the Regular Meeting of the Board of Directors Conducted on January 17, 2023.**
Recommendation: Move for approval.
Presented by: None.
2. **Warrants, December 2022.**
Recommendation: Move for approval.
Presented by: None.

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

REPORTS

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

Mr. Kane offered congratulations to Craig Barnes, Bryan Torres Ayala and Chris Ackerman for one of the best Rodeo's VVTA has ever hosted.

The operations contract remains under budget, mainly for missed trips, Mr. Kane explained. Mr. Kane also stated that December 2022 ridership is improved over December 2021 but is still low from pre-pandemic numbers.

ACTION ITEMS

4. **Authorize the release of RFP 2023-11 for the Provision of Vanpool Services.**
Recommendation: Authorize the release of RFP 2023-11 for the Provision of Vanpool Services.
Presented by: Christine Plasting, Procurement Manager.

Ms. Plasting shared that VVTA's vanpool program has been going strong since August of 2012. Over the past several years the American Public Transportation Association (APTA) has identified VVTA's then full vanpool program is one of the top 20 in the entire US.

In May 2018, VVTA awarded contracts to Enterprise Holdings, Green Commuter, and Airport Van Rentals to provide the services. The contracts exercised their final option year in 2022. It is now time to resolicit the service to ensure our Vanpool users continue to have the best, most cost-effective options for their vanpool commuter service to various regions for San Bernardino areas including Ft. Irwin.

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

5. **Release RFP 2023-01 Comprehensive Operations Analysis.**

Recommendation: Release RFP 2023-01 Comprehensive Operations Analysis.

Presented by: Kevin Kane, Executive Director/CEO

Mr. Kane explained that this study is usually done every 5-7 years, with a Short Range Transit Plan (SRTP) every two years. The COA is a very deep dive into VVTA's services and will closely review VVTA's entire system. Usually, Mr. Kane explained, the COA would make small adjustments such as a new route or re-routing an existing route, suggestion for a new transfer hub, etc. For this COA, VVTA is asking the winning bidder to completely dismantled the system and rebuild it again, leaving the entire system on the table for major improvements.

Additionally, Mr. Kane shared, VVTA will be bringing updates to the Board as the study goes on, so all jurisdictions are aware of the progress.

Director Bird inquired if the study will review the Silverwood Project (formerly Tapestry), and Mr. Kane confirmed that yes, it is a part of the study.

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

6. **Contract Between VVTA and Transit Consulting Strategies Corp. for Consultant Services.**

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

Presented by: Adam Ebright, County Counsel.

Mr. Ebright stated that this item is an update from the previously approved contract. The start date is now April 1, 2023, instead of January 1, 2023.

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

7. **Amend the VVTA Fiscal Year 2022-23 Budget and Short-Range Transit Plan to Modify Funding for the Purchase of Paratransit Buses (20).**
Recommendation: Amend the VVTA Fiscal Year 2022-23 Budget and Short-Range Transit Plan to Modify Funding as presented for the Purchase of Paratransit Buses (20).
Presented by: Marie Downing, Grants Manager.

This item is to modify funding for 20 paratransit vehicles spanning 4 budget years. The vehicles from the oldest years were previously ordered but because of delays resulting from COVID and the unavailability of chassis, the orders were frequently delayed until September 2022, when VVTA received notice from the CALACT/MBTA purchasing cooperative agreement stating that the bus chassis for VVTA's outstanding paratransit purchase orders for 14 vehicles were no longer available.

As a result, Creative Bus Sales applied for Force Majeure relief for those existing orders. At that time, VVTA opted to cancel the previous orders and re-spec the buses to an available chassis. Additionally, six paratransit buses budgeted for FY22 were changed to the available chassis. These changes resulted in a total increased price of \$898,879 for 20 buses.

The recommended funding plan is to use surplus and reallocated funds to cover the short fall of funds. No additional funding is required for this.

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

8. **VVTA Annual NTD Audit Report for Fiscal Year Ending June 30, 2022, Completed by Eide Bailly CPAs and Business Advisors.**
Recommendation: Receive and File.
Presented by: Nancie Goff, Chief Operating Officer.

Ms. Goff stated that this is an annual, routine audit and was performed by the same firm that did the financial audit, and both products were extremely late. Additionally, Ms. Goff talked about fresh passenger sampling that began July 1, 2023 and the continued effort for Automatic Passenger Counters to begin performing as expected.

9. **VVTA Annual Financial Audit Report for Fiscal Year Ending June 30, 2022 Completed by Eide Bailly CPAs & Business Advisors.**
Recommendation: Receive and File.
Presented by: Maged Azer, CFO.

Mr. Azer stated that VVTA received its audited Annual Financial Report for fiscal year ending June 30, 2022, along with the required Single Audit for Federal Award Programs. In management's opinion it was yet another "exemplary" audit.

There were no material misstatements. VVTA was found to be materially in compliance with GAAP (Generally Accepted Accounting Principles), and Government Uniform Guidance standards and all other related codified rules. VVTA received an “unmodified” opinion and qualified as low-risk auditee.

BOARD COMMENTS

All Board members wished to thank VVTA staff for going above and beyond the call of duty in serving the community.

DATE OF NEXT MEETING

The next Board meeting will be on Monday, March 20, 2023, at Victor Valley Transit Authority, 17150 Smoke Tree Street, Hesperia, CA

ADJOURNMENT

The meeting was adjourned at 10:02 am.

APPROVED: _____
Liz Becerra, Chair

ATTEST: _____
Debi Albin, Clerk of the Board

**AGENDA ITEM
TWO**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Payrolls and Warrants for January 2023.

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>
01/13/2023	\$89,911.14	PR341-01-23
01/27/2023	\$89,911.14	PR342-01-23
Total Payroll	\$ 179,822.28	

Agency's Register of Warrants

<u>Register Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Register #</u>
01/05/2023	\$ 144,991.07	14224- 14239	AP04299AAAGHT
01/11/2023	\$ 1,784,669.38	14240- 14263	AP04305AAAGHZ
01/17/2023	\$ 219,807.63	14264- 14283	AP04308AAAGIC
01/25/2023	\$ 115,078.08	14284- 14307	AP04334AAAGJC
	\$ 2,264,546.16		

RECOMMENDED ACTION

Approve VVTA's expenditures for January 2023.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Maged Azer CFO	\$ 2,444,368.44	March 20, 2023	2

Bank Register Report
Victor Valley Transit Authority
Jan-23

Check Number	Date	Payee Name		Amount
14224	01/05/2023	Alison Service Company, Inc.	CHK	\$3,684.50
14225	01/05/2023	American Express	CHK	\$0.00
14226	01/05/2023	American Express	CHK	\$0.00
14227	01/05/2023	American Express	CHK	\$0.00
14228	01/05/2023	American Express	CHK	\$14,784.05
14229	01/05/2023	Clean Energy	CHK	\$11,976.07
14230	01/05/2023	Federal Express Corp.	CHK	\$91.75
14231	01/05/2023	Foothill AIDS Project	CHK	\$254.00
14232	01/05/2023	HI-Desert Communications	CHK	\$1,308.00
14233	01/05/2023	Inter-Con Security Systems, Inc.	CHK	\$22,294.58
14234	01/05/2023	Labor Finders	CHK	\$898.66
14235	01/05/2023	PMA Insurance Company	CHK	\$777.00
14236	01/05/2023	Revecorp	CHK	\$11,586.19
14237	01/05/2023	Syncromatics Corporation	CHK	\$65,472.99
14238	01/05/2023	Trona Community Senior Center	CHK	\$3,376.41
14239	01/05/2023	Verizon-Security Phones	CHK	\$8,486.87
14240	01/11/2023	Abundant Living Family Church HD	CHK	\$3,145.00
14241	01/11/2023	ADAride.com	CHK	\$3,932.00
14242	01/11/2023	AVCOM Services, Inc.	CHK	\$495.00
14243	01/11/2023	Beck Oil	CHK	\$546.47
14244	01/11/2023	Clean Energy	CHK	\$6,748.03
14245	01/11/2023	Southern California Edison	CHK	\$10,056.75
14246	01/11/2023	Federal Express Corp.	CHK	\$51.50
14247	01/11/2023	Frontier	CHK	\$160.29
14248	01/11/2023	HI-Desert Communications	CHK	\$1,308.00
14249	01/11/2023	Konica Minolta Business Solutions	CHK	\$2,897.66
14250	01/11/2023	Labor Finders	CHK	\$4,599.94
14251	01/11/2023	Lasting Images Landscape	CHK	\$2,200.00
14252	01/11/2023	M. Brey Electric Incorporated	CHK	\$6,380.00
14253	01/11/2023	Pacific Lift And Equipment Company Ir	CHK	\$4,610.87
14254	01/11/2023	Ring Central, Inc.	CHK	\$2,432.25
14255	01/11/2023	Special District Risk Management	CHK	\$391.69
14256	01/11/2023	SONIC SYSTEMS Inc	CHK	\$6,257.76
14257	01/11/2023	Southwest Gas Corporation	CHK	\$10,023.29
14258	01/11/2023	State Compensation Insurance Fund	CHK	\$1,227.83
14259	01/11/2023	Tennant Company	CHK	\$87,995.71
14260	01/11/2023	Greater High Desert Chamber Of Com	CHK	\$450.00
14261	01/11/2023	Southern California Edison	CHK	\$10,835.25
14262	01/11/2023	Southern California Edison	CHK	\$1,370.83
14263	01/11/2023	Charter Communications	CHK	\$1,149.00
EFT043030001	01/13/2023	Keolis Transit Services, LLC	CHK	\$1,196,933.12
EFT043040001	01/13/2023	Keolis Transit Services, LLC	CHK	\$418,471.14
14264	01/17/2023	AECOM	CHK	\$440.00
14265	01/17/2023	UTILITY BILLING	CHK	\$418.23
14266	01/17/2023	City Of Victorville - Utility Bill	CHK	\$1,343.29
14267	01/17/2023	Cougar Mountain Software	CHK	\$1,800.00
14268	01/17/2023	Federal Express Corp.	CHK	\$144.01
14269	01/17/2023	G&M Automotive Center	CHK	\$396.00
14270	01/17/2023	Inter-Con Security Systems, Inc.	CHK	\$32,381.18
14271	01/17/2023	Orkin	CHK	\$125.00
14272	01/17/2023	Southwest Gas Corporation - CNG	CHK	\$157,284.52
14273	01/17/2023	Southwest Gas Corporation	CHK	\$1,655.73
14274	01/17/2023	Southwest Gas Corporation	CHK	\$2,370.12
14275	01/17/2023	Trona Community Senior Center	CHK	\$2,678.98
14276	01/17/2023	Type-Set-Go	CHK	\$3,711.83
14277	01/17/2023	US BANK	CHK	\$0.00
14278	01/17/2023	US BANK	CHK	\$0.00
14279	01/17/2023	US BANK	CHK	\$0.00
14280	01/17/2023	US BANK	CHK	\$0.00
14281	01/17/2023	US BANK	CHK	\$9,921.40
14282	01/17/2023	Beck Oil	CHK	\$4,847.34

14283	01/17/2023	National Institute Of Governmental Pur	CHK	\$290.00
14284	01/25/2023	Elizabeth Becerra	CHK	\$200.00
14285	01/25/2023	Lawrence Bird	CHK	\$200.00
14286	01/25/2023	Charter Communications	CHK	\$167.43
14287	01/25/2023	Clean Energy	CHK	\$41,298.84
14288	01/25/2023	Southern California Edison	CHK	\$124.13
14289	01/25/2023	Federal Express Corp.	CHK	\$95.61
14290	01/25/2023	Foothill AIDS Project	CHK	\$1,833.00
14291	01/25/2023	Garon Wyatt Investigative Services, LI	CHK	\$8,164.58
14292	01/25/2023	El Chicano - Inland Empire Community	CHK	\$308.00
14293	01/25/2023	Joy Jeannette	CHK	\$200.00
14294	01/25/2023	Labor Finders	CHK	\$2,627.20
14295	01/25/2023	Kimberly Mesen	CHK	\$200.00
14296	01/25/2023	James Noble	CHK	\$200.00
14297	01/25/2023	Patterson Ink	CHK	\$2,575.00
14298	01/25/2023	Ring Central, Inc.	CHK	\$3,167.30
14299	01/25/2023	San Bernardino County	CHK	\$428.13
14300	01/25/2023	State Compensation Insurance Fund	CHK	\$1,520.19
14301	01/25/2023	Syncromatics Corporation	CHK	\$400.20
14302	01/25/2023	TransitTalent.com	CHK	\$120.00
14303	01/25/2023	Transtrack Systems, Inc.	CHK	\$2,062.50
14304	01/25/2023	Unified Dispatch LLC	CHK	\$46,107.77
14305	01/25/2023	Rose Elaine Villareal	CHK	\$200.00
14306	01/25/2023	V V College Dist. Foundation	CHK	\$1,500.00
14307	01/25/2023	Lincoln Financial Group	CHK	\$1,178.20
EFT043290001	01/31/2023	Curt Emick	CHK	\$200.00
TOTAL				\$2,264,546.16

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**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 January 2023.
- 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

March 20, 2023

ITEM NUMBER

3

**Keolis Transit Services**17150 Smoke Tree St.
Hesperia Calif. 92345**INVOICE NO. 0060196-IN****BILL TO** Victor Valley Transit Authority
17150 Smoke Tree St.
Hesperia, CA 92345**DATE** 2/3/2023**CONTRACT NAME:**
Victor Valley TransitAttention: Mr. Kevin Kane
Executive Director**MONTH** January 2023**BILLING PERIOD** 01/01/2023 - 01/31/2023

	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	2,186.24		\$309,236.45	\$209,113.86	(\$100,122.59)	\$2,151,852.47	\$1,540,820.21	(\$611,032.26)
Subscription	1,172.00	899.54		\$112,101.80	\$86,041.00	(\$26,060.80)	\$780,071.48	\$644,742.86	(\$135,328.62)
MicroLink	910.17	278.89		\$81,096.15	\$24,849.10	(\$56,247.05)	\$324,357.60	\$62,320.10	(\$262,037.50)
Regional Fixed Rt	10,808.36	10,665.57	(142.79)	\$963,024.88	\$950,302.29	(\$12,722.59)	\$6,931,991.18	\$6,878,113.30	(\$53,877.88)
Route 15	723.70	722.14	(1.56)	\$64,481.67	\$64,342.67	(\$139.00)	\$450,555.85	\$447,970.36	(\$2,585.49)
Fort Irwin	505.12	492.71	(12.41)	\$51,936.44	\$50,660.44	(\$1,276.00)	\$342,743.69	\$339,726.93	(\$3,016.76)
SUBTOTALS	17,352.35	15,245.09	(156.76)	\$1,581,877.38	\$1,385,309.36	-\$196,568.02	\$10,981,572.27	\$9,913,693.76	-\$1,067,878.51

TOTAL INVOICE INCLUDING VARIANCE**\$1,385,309.36****Please REMIT TO:**
Keolis Transit Services, LLC
470 Atlantic Avenue, 5th Floor
Boston, MA 02210

Manager's Signature and Business Phone



INVOICE NO. 0060197-IN

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

BILL TO

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

DATE

2/3/2023

CONTRACT NAME:
Victor Valley Transit

Attention: Mr. Kevin Kane
Executive Director

MONTH

January 2023

BILLING PERIOD 01/01/2023 - 01/31/2023

	Budgeted Revenue hours	Actual Revenue hours	Variance in Missed Service	Budgeted Expense	Actual Expense	Variance (+ or -)	Budgeted Expense Year-to-date	Actual Expense Year-to-date	Variance (+ or -) Year-to-date
County	1,897.88	1,884.67	(13.21)	\$169,101.11	\$167,924.10	(\$1,177.01)	\$1,161,480.62	\$1,155,624.39	(\$5,856.23)
Barstow-Fixed Route	1,860.22	1,850.71	(9.51)	\$165,745.60	\$164,898.26	(\$847.34)	\$1,164,466.11	\$1,014,982.43	(\$149,483.68)
Barstow-County	773.48	772.18	(1.30)	\$68,917.07	\$68,801.24	(\$115.83)	\$481,332.96	\$479,950.04	(\$1,382.92)
Barstow-DAR	454.00	338.98		\$43,425.10	\$32,423.44	(\$11,001.66)	\$302,177.86	\$230,981.96	(\$71,195.90)
SUBTOTALS	4,985.58	4,846.54	(24.02)	\$447,188.88	\$434,047.03	-\$13,141.85	\$3,109,457.55	\$2,881,538.82	-\$227,918.73

TOTAL INVOICE INCLUDING VARIANCE

\$434,047.03

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 January

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)	55,593	15,880.5	\$1,965,188	\$74,226	3.5	\$35.35	\$123.75	\$1.34	\$4.67	3.78%
Commuter Bus	2,813	492.7	\$101,712	\$39,347	5.7	\$36.16	\$206.43	\$13.99	\$79.86	38.68%
Demand Response	8,963	3,620.6	\$459,601	\$24,739	2.5	\$51.28	\$126.94	\$2.76	\$6.83	5.38%
System Total	67,369	19,993.8	\$2,526,500	\$138,311	3.4	\$37.50	\$126.36	\$2.05	\$6.92	5.47%

Monthly Ridership Report

January, 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)	41,259	55,593	3.3	3.5	4.51%	3.78%
Commuter Bus	1,943	2,813	4.1	5.7	53.06%	38.68%
Demand Response	7,029	8,963	2.3	2.4	9.53%	5.38%
System Total	50,231	67,369	3.1	3.3	6.72%	5.47%

ADA Dispatch Denial Report For the Month of January 2023

[illegible]

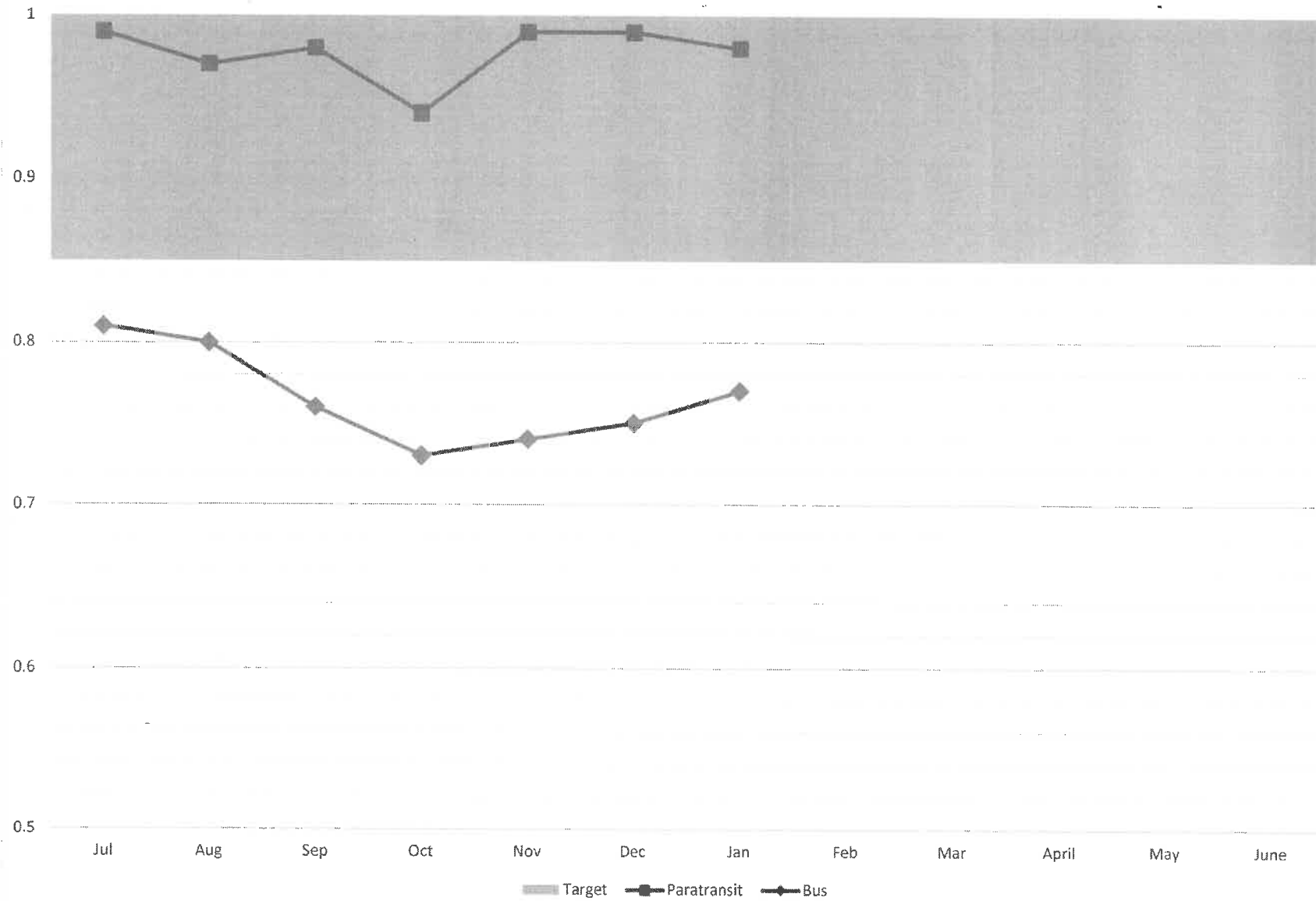
JANUARY
Major and Non-Major
Miles Between Road Calls

Total Miles	FY 2022	FY 2023
Demand Response	45,611	53,898
Commuter Bus	18,379	19,176
Motor Bus	211,574	284,019
Total Miles	275,564	357,093

Total Road Calls	FY 2022	FY 2023
Demand Response	1	3
Commuter Bus	4	3
Motor Bus	22	35
Total Road Calls	27	41

Miles Between Road Calls	FY 2022	FY 2023
Demand Response	45,611	17,966
Commuter Bus	4,595	6,392
Motor Bus	9,617	8,115
Total System	59,823	32,473

FY 23 System Wide Schedule Adherence



**AGENDA ITEM
FOUR**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Approve Release RFP 2023-05 Construction Manager – Hesperia Transfer Hub.

SUMMARY STATEMENT

VVTA will need to engage a consultant to assist VVTA staff as the Construction Manager for the Hesperia Transfer Hub. The RFP for Design Build of the Transfer Hub will be released soon. The consultant is needed during the evaluation of the Proposals received and during the design phase to ensure all necessary design elements are included. The consultant will also ensure the Design-Build Team follows all Federal, State, County, and City of Hesperia codes.

The awarded construction management firm and/or individual contractor will assist in planning and implementing the Project. Although VVTA will be the primary onsite decision maker, the Construction Management firm/Construction Manager will provide the needed expertise in making recommendations to VVTA during the planning, build-up, implementation and close-out phases of the project.

This project includes various federal and local match funds.

RECOMMENDED ACTION

Authorize Staff to Release RFP 2023-05 Construction Manager – Hesperia Transfer Hub.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Christine Plasting, Procurement Manager	None	March 20, 2023	4

VVTA RFP 2023-05 CONSTRUCTION MANAGER – HESPERIA TRANSFER HUB ATTACHMENT A – SCOPE OF WORK

INTRODUCTION

The Victor Valley Transit Authority (VVTA) is seeking an experienced firm to serve as the construction manager for the Design Build construction of VVTA's Hesperia Transfer Hub located on the corner of G Ave. and Smoke Tree Street in Hesperia, CA. The awarded construction management individual and/or firm will assist in planning and implementing the Project. Although VVTA is the primary decision maker, the construction management firm will advise VVTA by providing recommendations.

PROJECT DESCRIPTION

This Project includes the design and construction of a new Transfer Hub. The Hub is anticipated to include 12 (twelve) sawtooth cut bus stops, an opening between the sawtooth cut areas to accommodate awaiting passengers, shelter covering to shade the passengers, passenger benches, Six (6) gender neutral bathrooms (2 of which will meet all ADA requirements), an office for Security, and an area for Vending Machines. The building will be approximately 25' x 50' with an appealing façade to match the adjacent Victor Valley Transit Authority Facility aesthetic. The hub will include a parking lot (park and ride lot) with sufficient spaces to accommodate 31 passenger vehicles. The Transfer hub is to be approximately 700' x 250' located on 10 acres just east of the VVTA Hesperia Facility.

The Project will be a start to finish design-build project. VVTA does not currently have any of the designs, which will be the responsibility of the selected Design Build Team. A conceptual drawing of the Hub is included with this package as Exhibit 1.

VVTA is in the process of soliciting a Design-Build team for the construction of the facility. Specifications and drawings will be provided to the selected construction manager upon completion.

The construction management contractor will serve as VVTA's advocate to represent VVTA's best interests with members of VVTA Staff.

As VVTA is a public agency, the Hesperia Transfer Hub is subject to public works laws.

SCOPE OF WORK

The selected construction management consultant will provide construction management services for the Project. The tasks expected in each phase of the project include, but are not limited to:

General Services:

- Provide overall Project coordination with VVTA and the Design Build Team

VVTA RFP 2023-05 CONSTRUCTION MANAGER – HESPERIA TRANSFER HUB ATTACHMENT A – SCOPE OF WORK

- Monitor the Project team performance relative to contractual obligations.
- Provide regular Project budgeting, scheduling, cost accounting and reporting (with input from others as required).
- Communicate regularly with VVTA staff through the duration of the Project.
- Advise VVTA by providing recommendations, including assessment of options, considerations, and efficiencies.
- Serve as VVTA's advocate to represent VVTA's best interests with members of the Design-Build team.
- Prepare monthly reports addressing Project progress and issues.
- Propose, develop, and implement a Project quality assurance plan (e.g., testing and inspection program, etc.). Schedule and conduct Weekly or Bi-Weekly progress meetings and issue minutes and action lists as required.
- Maintain Project files and records, including a Project directory with names, addresses, phone and fax numbers and responsibilities of all individuals and organizations associated with the Design/Build Project.
- Maintain a complete and current record of Project contracts, drawings, and specifications.
- Develop and implement a procedure for the review and preparation for payment of contractors' payment requests.
- Provide advice and assistance in resolving claims and disputes.
- Recommend and monitor appropriate levels of budget contingency required during all phases of the Project.
- In conjunction with VVTA Staff and Hydrogen Consultant, monitor, guide and advise VVTA as to compliance with applicable requirements of public works projects. Prepare paperwork for compliance as required.
- The Design/Build project is federally funded and subject to Buy America, Davis Bacon, and other Federal Requirements:
 - Assist VVTA staff with the review of the products included in the construction that are subject to Buy America Regulations.
 - Assist VVTA with the review of Employee data sheets, Certified Payrolls, employee interviews in relation to the Davis Bacon rules and regulations.
 - Assist VVTA with any other monitoring required as mandated by the

VVTA RFP 2023-05 CONSTRUCTION MANAGER – HESPERIA TRANSFER HUB ATTACHMENT A – SCOPE OF WORK

FTA, State of CA, and County of San Bernardino.

- Develop master schedule and Project plan with input from VVTA for space planning.
- Cost estimating.
- Coordinate communications for all members of the Project team.

Planning:

- Ensure adherence to applicable requirements of Federal and State of CA public works projects.
- Ensure that the Design Build Team posts in a prominent place at the site of the Project (Job Site) a list of the State of CA and Davis Bacon prevailing wages in the area for the work to be performed on the Project, as required pursuant to the California Labor Code Section 1770 et seq.
 - o Check all certified payroll forms for conformance to the prevailing wage rates on a weekly basis.
 - o Verify that all trade personnel listed in the daily log are also listed in the certified payroll.
 - o Conduct weekly employee interviews, one for each trade, and submit verification with the monthly progress payments.
- Forward to the VVTA Procurement Department all original preliminary notices, stop notices and renewals of insurance certificates.
- Obtain from the Design Build Team, and review for completeness and quantity, all required shop drawings, product data, samples, and other submittals (Submittals). If applicable, ensure that the Submittals are consistent with the information contained in related documents. In collaboration with the Design-Build Team, establish and implement procedures for expediting the processing and approval of Submittals.
- Require that the Design-Build Team ensure that each subcontractor provides written certification that required safety program(s) are in place and effective prior to initiating work on the Project and obtain a written copy of their safety programs for the file.
- Require that each subcontractor confirm, in writing, as a condition of submitting its payment request(s), that it has continuously administered and enforced its published safety program throughout the preceding reporting period, including monthly safety meetings.

VVTA RFP 2023-05 CONSTRUCTION MANAGER – HESPERIA TRANSFER HUB ATTACHMENT A – SCOPE OF WORK

- Observe work in progress for conformance with plans and specifications and report defects and deficiencies.
- Coordinate the work of separate contractors engaged by VVTA.
- Assist in the selection of independent testing agencies. Coordinate their work, review their reports, and make recommendations regarding their findings.
- Maintain a complete and current record of Project contracts, drawings and specifications, progress photos, testing, and inspection reports, etc. Maintain a file of all Project correspondence, directives, and meeting minutes.
- Maintain or cause to be maintained daily Job Site reports recording weather, numbers of workers, equipment in use, general activities completed and special occurrences (e.g., accidents, injuries, etc.).
- Monitor delivery and review of shop drawings and submittals and expedite approvals of same. Maintain (or cause to be maintained) submittal/approval logs and sets of all such documents and samples.
- Monitor and coordinate Design-Build team site visits and responses to requests for information.
- Monitor Design-Build Team performance as to cost, quality, and schedule.
- Attend regular Job Site meetings with all Design-Build Team representatives and VVTA Staff as appropriate; discuss job progress, track and record key actions and decisions and review meeting minutes as required.
- Visit off-site fabrication facilities as required (out-of-pocket cost of such trips is a reimbursable expense). (If applicable)
- Prepare monthly reports addressing project progress and any quality, cost, and schedule issues.
- Identify and attempt to resolve construction issues/disputes as they arise and prior to engagement of VVTA Staff to handle the matter.
- Support VVTA in the defense and resolution of any claims related to the Project. Assemble and analyze data as required for such defense.
- Assist in the processing of any claims, payments, and rebates.
- Review Design Build Team's schedule of values for use in processing payments.

VVTA RFP 2023-05 CONSTRUCTION MANAGER – HESPERIA TRANSFER HUB ATTACHMENT A – SCOPE OF WORK

- Develop and implement a system for the preparation, review and processing of construction change directives and change orders. Estimate the cost of all change orders and negotiate them with the Design-Build Team on behalf of VVTA.
- Identify and recommend to VVTA changes that will save time, money and/or improve quality.
- Retain material and field-testing agencies as required on behalf of VVTA (cost of testing is a reimbursable expense).
- Recommend and oversee corrective and recovery measures, as required.
- Review all Furniture Fixtures & Equipment (FF&E) documents and purchase orders for design and budget compliance.
- Coordinate construction activities with FF&E delivery and installation.
- Maintain an accurate, up-to-date construction cost accounting system. Include costs of contracts, directly purchased materials and other appropriate items. Make revisions to incorporate approved changes as they occur.

Closeout

- In collaboration with the Design-Build Team, develop a detailed schedule of close-out activities, including punch lists, equipment testing, start-up procedures, and occupancy. Incorporate such schedule into the master schedule and distribute it to all Project team members as appropriate.
- Monitor and confirm Design-Build compliance with all turnover requirements.
- Schedule and direct inspections to develop punch lists. Establish dates of substantial and final completion.
- Coordinate, catalog and confirm delivery to VVTA of all keys, manuals, warranties, as-built drawings, plans and specifications, lien releases, attic stock materials, etc.
- Work with the Design-Build Team to monitor the completion of punch list items and to finalize all outstanding changes in their scope of work. Verify the payment of retainages.
- Monitor all product and equipment demonstrations and training. Monitor initial start-up and testing of all systems to confirm compliance with specifications.
- Coordinate performance of corrective and warranty work.

VVTA RFP 2023-05 CONSTRUCTION MANAGER – HESPERIA TRANSFER HUB ATTACHMENT A – SCOPE OF WORK

Minimum and Desired Qualifications: The ideal proposer will possess the following qualifications and skills related to project and construction management:

Minimum Requirement

- Five (5) years of project and construction management experience overseeing construction projects, preferable Transfer Stations or Hub.

Desired Knowledge, Skills and Experience:

- Construction management of comparable Hydrogen Fuel Facility projects for public agencies.
- Field supervisory experience.
- Strong administrative and management skills, including contract management
- Knowledge of construction materials and methods.
- Good communication and negotiation skills.
- Ability to prepare and review detailed cost estimates.
- Ability to develop and review detailed schedules.
- Experience applying legal requirements for Federally Funded public works projects.
- Experience with construction. If the proposal includes the use of subcontractors, the proposer shall identify specific subcontractors and the specific requirements of this RFP for which each proposed subcontractor would perform services. If a subcontract exceeds \$25,000, the subcontract shall contain all required provisions of the prime contract.

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Approve Release RFP 2023-004 Construction Manager – Hydrogen Fueling Station.

SUMMARY STATEMENT

VVTA will need to engage a consultant to assist VVTA staff as the Construction Manager for the Hydrogen Fueling Station project. As the Board is aware, the Board of Directors cancelled 2022-06 (Project Manager) and 2022-02 (Construction Manager-Hesperia Transfer Hub) for convenience at their September 2022 Board Meeting. A new revised RFP 2020-10 Design Build Hydrogen Fueling station has been released and is currently being solicited. The Consultant is needed during the evaluation of the Proposals received during the design phase to ensure all necessary design elements are included. The consultant will also ensure the Design-Build Team follows all Federal, State, County, and City of Hesperia codes.

The awarded construction management firm and/or individual contractor will assist in planning and implementing the Project. Although VVTA will be the primary decision maker, the Construction Management firm/Construction Manager Although VVTA will be the primary onsite decision maker, the Construction Manager will provide the needed expertise in making recommendations to VVTA during the planning, build-up, implementation, and close-out phases of the project.

This project includes various federal and local match funds.

RECOMMENDED ACTION

Authorize Staff to Release RFP 2023-04 Construction Manager – Hydrogen Fueling Station.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Christine Plasting Procurement Manager	None	March 20, 2023	5

VVTA RFP 2023-04 CONSTRUCTION MANAGER – HYDROGEN FUELING STATION ATTACHMENT A – SCOPE OF WORK

INTRODUCTION

The Victor Valley Transit Authority (VVTA) is seeking an experienced firm to serve as the construction manager for the Design Build construction of VVTA's Hydrogen Fueling Station located on the corner of E Ave. and Live Oak Street in Hesperia, CA. The awarded construction management individual and/or firm will assist in planning and implementing the Project. Although VVTA is the primary decision maker, the construction management firm will advise VVTA by providing recommendations.

PROJECT DESCRIPTION

The project will consist of one station located in Hesperia CA. The station will be equipped with three (3) dispensers, two (2) private 350 BAR (H35) dispensers for VVTA's fleet, and a 350 BAR (H35)/700 BAR (H70) dispenser for light duty and heavy-duty applications. The station will be designed and built to fuel 60 buses and more than 20 passenger cars per day. The station will include an 18,000-25,000-gallon liquid hydrogen storage tank, and all necessary equipment to operate the station to meet the needs of the agency; liquid hydrogen will be delivered on an as needed basis.

The facility is to be constructed on the southern portion of VVTA's property located at the corners of E Avenue and Live Oak Street, just north of the VVTA Hesperia Maintenance and Operations Facility located at 17150 Smoke Tree St. Hesperia, CA 92345.

VVTA is in the process of soliciting a Design-Build team for the construction of the facility. Specifications and drawings will be provided to the selected construction manager upon completion.

The construction management contractor will serve as VVTA's advocate to represent VVTA's best interests with members of VVTA Staff.

As VVTA is a public agency, the Hydrogen Fueling Station is subject to public works laws.

SCOPE OF WORK

The selected construction management consultant will provide construction management services for the Project. The tasks expected in each phase of the project include, but are not limited to:

General Services:

- Provide overall Project coordination with VVTA and the Design Build Team
- Monitor the Project team performance relative to contractual obligations.
- Provide regular Project budgeting, scheduling, cost accounting and reporting (with input from others as required).
- Communicate regularly with VVTA staff through the duration of the Project.

VVTA RFP 2023-04 CONSTRUCTION MANAGER – HYDROGEN FUELING STATION ATTACHMENT A – SCOPE OF WORK

- Advise VVTA by providing recommendations, including assessment of options, considerations, and efficiencies.
- Serve as VVTA's advocate to represent VVTA's best interests with members of the Design-Build team.
- Prepare monthly reports addressing Project progress and issues.
- Propose, develop, and implement a Project quality assurance plan (e.g., testing and inspection program, etc.). Schedule and conduct Weekly or Bi-Weekly progress meetings and issue minutes and action lists as required.
- Maintain Project files and records, including a Project directory with names, addresses, phone and fax numbers and responsibilities of all individuals and organizations associated with the Design/Build Project.
- Maintain a complete and current record of Project contracts, drawings, and specifications.
- Develop and implement a procedure for the review and preparation for payment of contractors' payment requests.
- Provide advice and assistance in resolving claims and disputes.
- Recommend and monitor appropriate levels of budget contingency required during all phases of the Project.
- In conjunction with VVTA Staff and Hydrogen Consultant, monitor, guide and advise VVTA as to compliance with applicable requirements of public works projects. Prepare paperwork for compliance as required.
- The Design/Build project is federally funded and subject to Buy America, Davis Bacon, and other Federal Requirements:
 - Assist VVTA staff with the review of the products included in the construction that are subject to Buy America Regulations.
 - Assist VVTA with the review of Employee data sheets, Certified Payrolls, employee interviews in relation to the Davis Bacon rules and regulations
 - Assist VVTA with any other monitoring required as mandated by the FTA, State of CA, and County of San Bernardino.
- Develop master schedule and Project plan with input from VVTA for space planning.
- Cost estimating.

VVTA RFP 2023-04 CONSTRUCTION MANAGER – HYDROGEN FUELING STATION ATTACHMENT A – SCOPE OF WORK

- Coordinate communications for all members of the Project team.

Planning:

- Ensure adherence to applicable requirements of Federal and State of CA public works projects.
- Ensure that the Design Build Team posts in a prominent place at the site of the Project (Job Site) a list of the State of CA and Davis Bacon prevailing wages in the area for the work to be performed on the Project, as required pursuant to the California Labor Code Section 1770 et seq.
 - o Check all certified payroll forms for conformance to the prevailing wage rates on a weekly basis.
 - o Verify that all trade personnel listed in the daily log are also listed in the certified payroll.
 - o Conduct weekly employee interviews, one for each trade, and submit verification with the monthly progress payments.
- Forward to the VVTA Procurement Department all original preliminary notices, stop notices and renewals of insurance certificates.
- Obtain from the Design Build Team, and review for completeness and quantity, all required shop drawings, product data, samples, and other submittals (Submittals). If applicable, ensure that the Submittals are consistent with the information contained in related documents. In collaboration with the Design-Build Team, establish and implement procedures for expediting the processing and approval of Submittals.
- Require that the Design-Build Team ensure that each subcontractor provides written certification that required safety program(s) are in place and effective prior to initiating work on the Project and obtain a written copy of their safety programs for the file.
- Require that each subcontractor confirm, in writing, as a condition of submitting its payment request(s), that it has continuously administered and enforced its published safety program throughout the preceding reporting period, including monthly safety meetings.
- Observe work in progress for conformance with plans and specifications and report defects and deficiencies.
- Coordinate the work of separate contractors engaged by VVTA.

VVTA RFP 2023-04 CONSTRUCTION MANAGER – HYDROGEN FUELING STATION ATTACHMENT A – SCOPE OF WORK

- Assist in the selection of independent testing agencies. Coordinate their work, review their reports, and make recommendations regarding their findings.
- Maintain a complete and current record of Project contracts, drawings and specifications, progress photos, testing, and inspection reports, etc. Maintain a file of all Project correspondence, directives, and meeting minutes.
- Maintain or cause to be maintained daily Job Site reports recording weather, numbers of workers, equipment in use, general activities completed and special occurrences (e.g., accidents, injuries, etc.).
- Monitor delivery and review of shop drawings and submittals and expedite approvals of same. Maintain (or cause to be maintained) submittal/approval logs and sets of all such documents and samples.
- Monitor and coordinate Design-Build team site visits and responses to requests for information.
- Monitor Design-Build Team performance as to cost, quality, and schedule.
- Attend regular Job Site meetings with all Design-Build Team representatives and VVTA Staff as appropriate; discuss job progress, track and record key actions and decisions and review meeting minutes as required.
- Visit off-site fabrication facilities as required (out-of-pocket cost of such trips is a reimbursable expense). (If applicable)
- Prepare monthly reports addressing project progress and any quality, cost, and schedule issues.
- Identify and attempt to resolve construction issues/disputes as they arise and prior to engagement of VVTA Staff to handle the matter.
- Support VVTA in the defense and resolution of any claims related to the Project. Assemble and analyze data as required for such defense.
- Assist in the processing of any claims, payments, and rebates.
- Review Design Build Team's schedule of values for use in processing payments.
- Develop and implement a system for the preparation, review and processing of construction change directives and change orders. Estimate the cost of all change orders and negotiate them with the Design-Build Team on behalf of VVTA.

VVTA RFP 2023-04 CONSTRUCTION MANAGER – HYDROGEN FUELING STATION ATTACHMENT A – SCOPE OF WORK

- Identify and recommend to VVTA changes that will save time, money and/or improve quality.
- Retain material and field-testing agencies as required on behalf of VVTA (cost of testing is a reimbursable expense).
- Recommend and oversee corrective and recovery measures, as required.
- Review all Furniture Fixtures & Equipment (FF&E) documents and purchase orders for design and budget compliance.
- Coordinate construction activities with FF&E delivery and installation.
- Maintain an accurate, up-to-date construction cost accounting system. Include costs of contracts, directly purchased materials and other appropriate items. Make revisions to incorporate approved changes as they occur.

Closeout

- In collaboration with the Design-Build Team, develop a detailed schedule of close-out activities, including punch lists, equipment testing, start-up procedures, and occupancy. Incorporate such schedule into the master schedule and distribute it to all Project team members as appropriate.
- Monitor and confirm Design-Build compliance with all turnover requirements.
- Schedule and direct inspections to develop punch lists. Establish dates of substantial and final completion.
- Coordinate, catalog and confirm delivery to VVTA of all keys, manuals, warranties, as-built drawings, plans and specifications, lien releases, attic stock materials, etc.
- Work with the Design-Build Team to monitor the completion of punch list items and to finalize all outstanding changes in their scope of work. Verify the payment of retainages.
- Monitor all product and equipment demonstrations and training. Monitor initial start-up and testing of all systems to confirm compliance with specifications.
- Coordinate performance of corrective and warranty work.

Minimum and Desired Qualifications: The ideal proposer will possess the following qualifications and skills related to project and construction management:

Minimum Requirement

- Five (5) years of project and construction management experience overseeing

VVTA RFP 2023-04 CONSTRUCTION MANAGER – HYDROGEN FUELING STATION ATTACHMENT A – SCOPE OF WORK

Hydrogen Fueling Station construction projects

Desired Knowledge, Skills and Experience:

- Construction management of comparable Hydrogen Fuel Facility projects for public agencies.
- Field supervisory experience.
- Strong administrative and management skills, including contract management
- Knowledge of construction materials and methods.
- Good communication and negotiation skills.
- Ability to prepare and review detailed cost estimates.
- Ability to develop and review detailed schedules.
- Experience applying legal requirements for Federally Funded public works projects
- Experience with construction. If the proposal includes the use of subcontractors, proposer shall identify specific subcontractors and the specific requirements of this RFP for which each proposed subcontractor would perform services. If a subcontract exceeds \$25,000, the subcontract shall contain all required provisions of the prime contract.

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**AGENDA ITEM
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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Approve the Chief Executive Officer Contract for a Period of Five (5) years, Through March 31, 2028.

SUMMARY STATEMENT

On January 17, 2023, the Board approved the selection of Ms. Nancie Goff as the incoming Chief Executive Officer (CEO) for VVTA as of April 1, 2023. Mr. Kevin Kane will be retiring from this position as of March 31, 2023.

This contract has been reviewed several times by VVTA's Senior Management, VVTA's County Counsel, and Chair Becerra.

This employment contract for the CEO is attached for review.

RECOMMENDED ACTION

Approve the Chief Executive Officer Contract for a Period of Five (5) years, Through March 31, 2028.

PRESENTED BY
Adam Ebright,
County Counsel

FISCAL IMPACT

N/A

MEETING DATE

March 20, 2023

ITEM NUMBER

6

VICTOR VALLEY TRANSIT AUTHORITY
CHIEF EXECUTIVE OFFICER EMPLOYMENT CONTRACT

This Chief Executive Officer Employment Contract ("Contract") is entered into in the State of California, on the date set forth below, by and between the parties, Victor Valley Transit Authority, a Joint Powers Authority, (hereinafter referred to as "VVTA" or "Employer") and Nancie Goff (hereinafter referred to as "Employee").

The parties hereto declare as follows:

1. WHEREAS, the parties desire to enter into an Employment Contract to provide for a rate of compensation and other provisions and to set forth the employment terms in their entirety in this Contract, which is intended to and shall supersede and replace all prior agreements between the parties; and
2. WHEREAS, it is the desire of VVTA to establish certain conditions of employment and to set working conditions of said Employee; and
3. WHEREAS, it is the desire of VVTA to secure the services of Employee and to provide a process for terminating Employee's services at such time as Nancie Goff may be unable to discharge fully her duties or when Employer may otherwise desire to terminate her employment; and
4. WHEREAS, Employee desires to serve as Chief Executive Officer of VVTA and VVTA desires to employ Employee to serve as Chief Executive Officer of VVTA, pursuant to the terms of this Contract;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

SECTION 1- TERM

- A. Employee serves at the pleasure of VVTA. Nothing in this Contract shall prevent, limit, or otherwise interfere with the right of VVTA to terminate the services of Employee at any time, subject only to the provisions set forth in this Contract.
- B. The term of this Contract shall be for five (5) years commencing on April 1, 2023 (also referred to herein as "Employee's effective date"),

and subject to early termination provisions as hereinafter provided in Section 10. The parties agree that benefits listed under Section 5. (Fringe Benefits), Section 6. (Retirement and Deferred Compensation), Section 7. (Vacation and Other Non-Worked Time), and Section 8. (Automobile and Electronic Devices) shall be effective when this contract is executed by all parties, retroactive to April 1, 2023. Nothing in this Contract shall prevent, limit, or otherwise interfere with the rights of the Employee to resign at any time from his position with VVTA, subject only to the provisions set forth in this Contract.

SECTION 2 - DUTIES AND OBLIGATIONS OF EMPLOYEE

- A. Title and Description of Performance Goals.
Employee shall serve as Chief Executive Officer of VVTA. Employee shall do and perform all services, acts, or tasks necessary or advisable to fulfill the duties of a Chief Executive Officer. However, Employee shall at all times be subject to the direction of the Board of Directors of VVTA (the "Board of Directors" or "Board"), and to the policies approved by the Board of Directors.
- B. Performance of Duties and Responsibilities.
Employee shall provide general administrative management for VVTA and shall carry out the policies of the Board of Directors. Employee plans, develops, staffs, organizes, controls, and manages VVTA operations to carry out the Board of Directors goals and objectives and ensures that optimum transit services are provided to the community within the approved budget and on a cost-effective basis. Manages employee staff and contractors engaged in providing transit services and monitors programs and performance for finance, human resources, procurement, contracting, operations, IT, marketing, grants, and planning functions. Negotiates and administers VVTA's operations / maintenance, service, purchasing, and consultant contracts.
- C. Employee agrees to remain in the exclusive employ of Employer during the term of this Contract. In the performance of her duties and responsibilities, Employee shall work those hours that are necessary to properly fulfill her duties hereunder.
- D. Employee agrees that, to the best of her ability and experiences, she will at all times loyally and conscientiously perform all of the duties and obligations required of her either expressly or implicitly by the terms of this Contract.

SECTION 3 - OBLIGATIONS OF EMPLOYER

Employer shall provide Employee with the compensation, incentives, benefits, and business expense reimbursements specified elsewhere in this Contract or in Board-approved policies or actions.

SECTION 4 - SALARY AND COMPENSATION

Employee's salary for the first year of this Contract is hereby fixed and established beginning with the commencement of the contract on April 1, 2023 at the annual salary rate of \$235,000. The rate will be increased annually to reflect the March CPI (US Bureau of Labor Statics Riverside-San Bernardino), which will be effective April 1st of each year commencing in 2024. The Board, at their sole discretion, may grant additional merit increases or bonuses.

SECTION 5 - FRINGE BENEFITS

Employee shall receive benefits pursuant to the VVTA standard Employee Benefits plan.

SECTION 6 - RETIREMENT, DEFERRED COMPENSATION, AND INSURANCE

- A. Retirement - The Employer will pay the Employer and Employee contributions to CALPERS at the rates set by CALPERS.
- B. Deferred Compensation - Employer shall pay 8% of Employee's base salary as of April 1, 2023, to a Board approved deferred compensation plan such as 401A or 457. Such an amount shall be deemed in addition to the base salary. Said amount will be recalculated whenever there is a salary adjustment. Life Insurance will be provided pursuant to the VVTA standard Employee Benefits plan.

SECTION 7 - PAID LEAVE AND OTHER NON-WORKED TIME

Employer shall provide for paid time off and holidays for Employee pursuant to the VVTA standard Employee Benefits plan.

SECTION 8 - AUTOMOBILE AND ELECTRONIC DEVICES

- A. The Employee, who is "on call" 24/7, shall have use a VVTA owned vehicle for this reason at no expense. Personal use of such vehicle(s) is pursuant to the Internal Revenue Code and regulations.

- B. Employee shall have the use of appropriate electronic devices for the purpose of conducting VVTA business as approved by the Board. Personal use of such devices is pursuant to the Internal Revenue Code and regulations.

SECTION 9 - PERFORMANCE EXPECTATIONS AND EVALUATION

- A. The VVTA Board shall establish performance goals for Employee's annual review and evaluation. The Chair of the Board of Directors of VVTA shall provide the Employee with a summary written statement of the findings of the evaluation and provide an adequate opportunity for the Employee to discuss her evaluation with the Board Chair.
- B. Annually, VVTA and Employee shall define such goals and performance objectives which they determine necessary for the proper operation of VVTA and in the attainment of the Board's policy objectives and shall further establish a relative priority among those various goals and objectives, said goals and objectives to be reduced to writing. They shall generally be attainable within the time limitations as specified and the annual operating and capital budgets and appropriations provided. Examples of goals would be to receive and analyze reliable ridership and fare receipt amounts; make recommendations to improve operations through technology changes, ability to secure necessary funding to effectively operate and expand service as appropriate and examine the operations of the agency to improve efficiency.

SECTION 10 - TERMINATION AND SEVERANCE PROVISIONS

- A. In recognition that Employee serves at the pleasure of VVTA and consistent with Section 2 of this Contract and subject to the terms set forth in this Section 10, VVTA has the right to terminate without cause prior to the expiration of the term of this Contract upon written notice. Said notice shall set forth the effective date of termination and shall be effective only if agreed to by a majority of the members of the Board of Directors. VVTA shall have the right to demand that Employee

immediately vacate her office, VVTA's premises, return all agency owned items, and discontinue any employment services whatsoever for VVTA as specified in such notice. In the event of such demand, Employee shall be paid her salary, including all accrued but unused vacation time, through the date of notice of termination, and six (6) months' severance pay, at the current base salary (including fringe benefits, deferred compensation and vacation in a lump sum cash payment ("severance benefit") within five (5) days of the date of notice of termination conditioned upon Employee signing a comprehensive release agreement. However, if Employee is terminated by Employer for "Cause" as defined below, Employer shall have no obligation to pay such severance benefit to Employee.

- B. For purposes of this Contract the basis for termination of the Employee for "Cause" shall mean (i) Employee's engaging in willful and serious misconduct that is caused, or is reasonably expected to, result in material injury to VVTA, (ii) Employee's conviction of, or entering a plea of guilty or nolo contendere to a crime that constitutes a misdemeanor or felony, or (iii) the willful and material breach by Employee of any of his obligations hereunder or under any other written agreement or covenant with VVTA.
- C. Employee may terminate her employment for any reason. In the event Employee voluntarily resigns her position with VVTA before expiration of the initial or any extended term of her employment, then Employee shall provide VVTA at least six (6) months' notice in advance, unless the parties otherwise agree. If after Employee gives Employer at least six (6) months' notice of the Employee's voluntary resignation, the Employer then elects to relieve the Employee of his responsibilities before the expiration of the notice period and Employee is not subject to termination for cause, then Employer shall pay Employee her base salary and all accrued vacation days for six (6) months under the same terms outlined in part A of this section.
- D. In the event Employee voluntarily resigns her position with Employer on less than six (6) months' notice, then Employer may elect to relieve Employee of her responsibilities at any time prior to the expiration of the

notice period and Employee shall be entitled to only his base salary and all accrued but unused vacation for the time employment services are performed for Employer. If Employee voluntarily resigns with less than six (6) months' notice, Employee shall not be entitled to any severance pay whatsoever.

- E. This Contract shall be terminated upon the death of Employee.
- F. If Employee dies prior to the expiration of the term of his employment, any sums that may be due her from Employer under this Contract as of the date of death shall be paid to Employee's executors, administrators, heirs, personal representatives, successors, and assigns.

SECTION 11 - PROFESSIONAL DEVELOPMENT

The Board of Directors authorizes Employee, or designee, to travel to/from and attend meetings, workshops, seminars, and conferences at VVTA's expense when the program material is directly related to the professional development of Employee and to adequately pursue necessary official functions for Employer. Such authorization shall be provided through VVTA's approved budget.

SECTION 12 - GENERAL EXPENSES

Employer recognizes that certain expenses of a non-personal and job-affiliated nature are incurred by Employee in conjunction with her responsibilities hereunder and Employer shall reimburse or pay said general expenses in accordance with VVTA policy for expense reimbursement of exempt employees or Board Members.

SECTION 13 - OTHER TERMS AND CONDITIONS OF EMPLOYMENT

- A. The Employer, in consultation with the Employee, shall fix any other such terms and conditions of employment as it may reasonably determine from time to time relating to the performance of the Employee provided such terms and conditions are not inconsistent

with or in conflict with the provisions of this Contract.

- B. All VVTA policy statements regarding VVTA originate from the Board of Directors or Board-appointed committee. Employee shall not engage in political debate or become involved in political issues or lobbying activities which are contrary to, or in conflict with, stated VVTA policies during work hours. Where a policy of VVTA is unclear, Employee must use discretion and good judgment in making representative statements such that they are in keeping with current VVTA policy.

SECTION 1 4 - GENERAL PROVISIONS

- A. This entire Contract supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the employment of Employee by Employer and contains all of the covenants and agreements between the parties with respect to that employment in any manner whatsoever. Each party to this Contract acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any parties, which are not embodied herein, and that no other agreement, statement, or promise not contained in this Contract shall be valid or binding.
- B. This Contract shall be binding upon and inure to the benefit of the heirs at law and executors of Employee.
- C. If any provision, or any portion thereof, contained in this Contract is held unconstitutional, invalid, or unenforceable, the remainder of the Contract or portion thereof, shall be deemed severable, and shall not be affected and shall remain in full force and effect.
- D. This Agreement may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Agreement. The parties shall be entitled to sign and transmit an electronic signature of this Agreement (whether by facsimile, PDF or other mail transmission), which signature shall be binding on the party whose

name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Agreement upon request.

- E. VVTA shall defend, hold harmless and indemnify said Employee against any tort, professional liability claims or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of said Employee's duties, consistent with the provisions of the California Government Code. VVTA may compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered therefrom.
- F. VVTA shall bear the full cost of any fidelity or other bonds required of Employee under any law or ordinance.
- G. All notices under this Employment Contract shall be in writing and shall be delivered by personal service, or by certified or registered mail, postage prepaid, return receipt requested, to the parties. Any written notice to any of the parties required or permitted hereunder shall be deemed to have been duly given on the date of service if served personally or seventy-two (72) hours after the mailing thereof. Rejection or other refusal to accept, or the inability to deliver because of changed address of which no notice was given as provided hereunder, shall be deemed to be receipt of the notice, demand or request sent. Notices to the parties shall be addressed as follows:

Employer: Chair of the Board, Victor Valley Transit

Authority Copy to:
San Bernardino County Counsel ("VVTA Legal Counsel")
385 North Arrowhead Avenue
4th Floor
San Bernardino, CA 92415-0140

Employee: Nancie Goff

By giving the other party at least thirty (30) days written notice thereof, the parties hereto shall have the right from time to time or at any time during

the term hereof to change their respective addresses for notice.

H. In the event of any action or proceeding is instituted to enforce or interpret this Agreement, the parties, including the prevailing party in such action or proceeding shall bear its own attorney's fees and costs.

I. The recitals are deemed an integral part of this Contract.

VICTOR VALLEY TRANSIT AUTHORITY

By: _____ Date: _____
Liz Becerra,
Chair, Board of Directors, Victor Valley Transit Authority

Employee:

By: _____ Date: _____
Nancie Goff, CEO

By: _____
Approved as to Legal Form
Adam Ebright
Deputy County Counsel for VICTOR VALLEY TRANSIT AUTHORITY

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

FY22-23 Mid-Year Budget Review.

SUMMARY STATEMENT

VVTA's CFO presents to the Board for information purposes the July through December 2023 Mid-year Budget review. After three years of the COVID-19 pandemic impact, VVTA continues to be in healthy financial shape for the first six months and projected out for the full fiscal year 2022-2023. As expected, the annual net revenue / expense forecast is projected to finish at a surplus of \$5,308,217 with expenses coming in around 11% **below** projected budget for the Core Services section, due to the Fixed Routes full service started back on October, plus the County Sheriff's agreement was executed in February, and the new Micro Link program started slow in October, growing gradually as the year progresses.

Staff estimates revenue will exceed projections by almost 60% or \$1.1Million and for expenses to be under budget by 11% or \$5.3Million.

As usual, staff has divided the budget review into two main sections: Core Services and Intercity/Commuter Services. The core services are Fixed Route, ADA, and County Routes.

FARE REVENUE

- **System-wide** – Fare revenue is at 79% of budget at the 6-month mark and is estimated to finish the fiscal year beating projections by \$1,142,193, for a total revenue of \$3,068,918 by year end. At midyear passenger fare revenue for the core services increased 36% over the projected budget. Staff has identified this is due to the increase in ridership compared to last 3 years with the pandemic, budget projected as gradually increase in ridership after the pandemic. Miscellaneous Administrative revenues increased by 100% mainly due to the increase of the CNG fuel sales at VVTA's public stations, and the increase of the CNG RINS credits plus the increase in the interest rates.

Continued

RECOMMENDED ACTION

Receive and file.

PRESENTED BY
Maged Azer,
CFO

FISCAL IMPACT

None

MEETING DATE

March 20, 2023

ITEM NUMBER

7

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

FY22-23 Mid-Year Budget Review.

SUMMARY STATEMENT

- **Paratransit** – fare revenue is at 81% of budget at the 6-month mark and is expected to finish at \$363,934 or 62% over projected budget by year end, ADA Revenue includes prepaid passes \$106K. Purchased transportation for ADA decreased by 16% due to a decrease in the number of ADA reservations.
- **Fixed Route** - Fare revenue beat budget projections by 26% at mid-year and is expected to end the year at \$844,754 or 53% over the projected budget due to returning to full service effective October 2022.
- **County Routes** – same as Fixed Route, ridership and the fare revenue beat budget estimates at the 6-month mark by 50% and is projected to reach \$120,610 or 101 % of the projected budget by year-end (June 30, 2023).

EXPENSES BY DEPARTMENT

Overall, expenses for the core services are 47% of the budget at the midpoint of FY22-23 and are projected to finish the year \$3.3Mill or 10% below Budget.

- **Administration** – Administration expenses at mid-year are 49% and are expected to end the year below the projected budget by 8%. This was impacted by the vacant positions and the retirement of the Executive Director.
- **Facilities** – Expenses for this cost category are consistent with the projected Budget.

Revenues/ Expenditures FY 2022 - 2023

(SUMMARY)**Budget to Actual - 6 Months****OPERATING REVENUES**

Description	Annual Budgeted	Actual 6 Months	Amount Remaining	% Budget	Projected 12 Months	Projected Over/(Under)	Notes
ADMINISTRATION	\$ 560,000	\$ 561,157	\$ (1,157)	100%	\$ 1,137,314	\$ 577,314	
ADA	\$ 224,725	\$ 182,277	\$ 42,448	81%	\$ 363,934	\$ 139,209	
FIXED ROUTE	\$ 552,750	\$ 422,377	\$ 130,373	76%	\$ 844,754	\$ 292,004	
DEVIATED/COUNTY	\$ 60,000	\$ 60,305	\$ (305)	101%	\$ 120,610	\$ 60,610	
SUB-TOTAL Core Services	\$ 1,397,475	\$ 1,226,116	\$ 171,359	88%	\$ 2,466,612	\$ 1,069,137	
 BV LINK	 \$ 101,250	 \$ 66,997	 \$ 34,253	 66%	 \$ 133,994	 \$ 32,744	
NTC FT. IRWIN	\$ 428,000	\$ 234,156	\$ 193,844	55%	\$ 468,312	\$ 40,312	
SUB-TOTAL Intercity/Commuter	\$ 529,250	\$ 301,153	\$ 228,097	57%	\$ 602,306	\$ 73,056	
 BUDGET REVENUE TOTALS	 \$ 1,926,725	 \$ 1,527,269	 \$ 399,456	 79%	 \$ 3,068,918	 \$ 1,142,193	 59.3%

OPERATING EXPENSES

Description	Annual Budgeted	Actual 6 Months	Amount Remaining	% Budget	Projected 12 Months	Projected Over/(Under)	Notes
ADMINISTRATION	\$ 3,868,165	\$ 1,883,297	\$ 1,984,868	51%	\$ 3,569,220	\$ (298,945)	
FACILITIES	\$ 618,606	\$ 369,776	\$ 248,830	60%	\$ 622,402	\$ 3,796	
ADA	\$ 6,174,046	\$ 2,332,157	\$ 3,841,889	38%	\$ 4,649,331	\$ (1,524,715)	
FIXED ROUTE	\$ 17,831,733	\$ 7,752,608	\$ 10,079,125	43%	\$ 16,588,248	\$ (1,243,485)	
DEVIATED/COUNTY	\$ 3,468,157	\$ 1,623,714	\$ 1,844,443	47%	\$ 3,247,428	\$ (220,729)	
SUB-TOTAL Core Services	\$ 31,960,707	\$ 13,961,552	\$ 17,999,155	44%	\$ 28,676,630	\$ (3,284,077)	
 INTERCITY (BV LINK)	 \$ 1,078,140	 \$ 484,530	 \$ 593,610	 45%	 \$ 969,060	 \$ (109,081)	
Micro Link	\$ 971,186	\$ 129,811	\$ 841,375	0%	\$ 519,243	\$ (451,943)	
COMMUTER (NTC FT. IRWIN)	\$ 874,863	\$ 380,144	\$ 494,719	43%	\$ 760,288	\$ (114,575)	
CTSA	\$ 725,367	\$ 235,149	\$ 490,218	32%	\$ 565,962	\$ (159,405)	
VAN POOLS	\$ 1,640,940	\$ 777,598	\$ 863,342	47%	\$ 1,593,996	\$ (46,944)	
SUB-TOTAL Intercity/Commuter	\$ 5,290,496	\$ 2,007,232	\$ 3,283,264	38%	\$ 4,408,549	\$ (881,947)	
 BUDGET EXPENSE TOTALS	 \$ 37,251,203	 \$ 15,968,784	 \$ 21,282,419	 43%	 \$ 33,085,179	 \$ (4,166,024)	 -11.2%

Net Revenue / Expenses Forecast

\$ 5,308,217

**VVTA Earned Revenue
FY 2022 - 2023**

Budget to Actual - 6 Months

Description	Annual Budgeted Revenue	Actual Revenue 6 Months	Amount Remaining	% Budget Spent	Projected 12 Months	Projected Over/(Under)	Projected % Over/Under	Notes
Administration								
Interest Income	\$ 85,000	\$ 188,036	\$ (103,036)	221%	\$ 376,072	\$ 291,072	342.44%	Interest rates increased -the bank provide int. to checking Act.
Misc Income	\$ 475,000	\$ 373,121	\$ 101,879	79%	\$ 761,242	\$ 286,242	60.26%	RINS Credit average 40K monthly
TOTAL ADMINISTRATION	\$ 560,000	\$ 561,157	\$ (1,157)	100%	\$ 1,137,314	\$ 577,314	103.09%	\$ 577,314
Total Excess Revenue Over Budget								
Demand Response								
ADA Fares-VVTA	\$ 136,500	\$ 126,622	\$ 9,878	92.76%	\$ 253,244	\$ 116,744	85.53%	Revenue included 106K prepaid
ADA Fares-BAT	\$ 11,225	\$ 8,655	\$ 2,570	77.10%	\$ 17,310	\$ 6,085	54.21%	
Subscription Fares	\$ 75,000	\$ 46,690	\$ 28,310	62.25%	\$ 93,380	\$ 18,380	24.51%	
Micro Link	\$ 2,000	\$ 310	\$ 1,690	15.50%	\$ 620	\$ (1,380)	-69.00%	Free ride promotion
SubTotal	\$ 224,725	\$ 182,277	\$ 42,448	81.11%	\$ 363,934	\$ 141,209	61.95%	\$ 139,209
Total Revenue (Under) Budget								
Fixed Route								
Passenger Fares (VVTA)	\$ 510,000	\$ 391,072	\$ 118,928	76.68%	\$ 782,144	\$ 272,144	53.36%	Back to full service effective October 2022
Passenger Fares (BAT)	\$ 42,750	\$ 31,305	\$ 11,445	73.23%	\$ 62,610	\$ 19,860	46.46%	Back to full service effective October 2022
SubTotal	\$ 552,750	\$ 422,377	\$ 130,373	76.41%	\$ 844,754	\$ 292,004	52.83%	\$ 292,004
Total Excess Revenue Over Budget								
Deviated / County Route								
Passenger Fares (VVTA)	\$ 37,500	\$ 48,910	\$ (11,410)	130.43%	\$ 97,820	\$ 60,320	160.85%	Budget estimates based on the previous year pandemic
Passenger Fares (BAT)	\$ 22,500	\$ 11,395	\$ 11,105	50.64%	\$ 22,790	\$ 290	1.29%	
SubTotal	\$ 60,000	\$ 60,305	\$ (305)	100.51%	\$ 120,610	\$ 60,610	101.02%	\$ 60,610
SUBTOTAL CORE SVCS	\$ 1,397,475	\$ 1,226,116	\$ 171,359	88%	\$ 2,466,612	\$ 1,071,137	77%	\$ 1,069,137
Total Excess Revenue Over Budget								
Intercity and Commuter Services								
BV Link	\$ 101,250	\$ 66,997	\$ 34,253	66.17%	\$ 133,994	\$ 32,744	32.34%	
NTC Commuter (Ft. Irwin)	\$ 428,000	\$ 234,156	\$ 193,844	54.71%	\$ 468,312	\$ 40,312	9.42%	Minimum COVID impact on Ft. Irwin
SUBTOTAL Intercity/Comm SVCS	\$ 529,250	\$ 301,153	\$ 228,097	56.90%	\$ 602,306	\$ 73,056	13.80%	\$ 73,056
Total Revenue (Under) Budget								
TOTAL	\$ 1,926,725	\$ 1,527,269	\$ 399,456	79%	\$ 3,068,918	\$ 1,144,193	59.28%	\$ 1,142,193
Total Revenue Over/Under Budget								

WTA Expenditures FY 2022 - 2023							
Budget to Actual - 6 Months							
Description	Annual Budgeted Expense	Actual Expense 6 Months	Amount Remaining	% Budget Spent	Projected 12 Months	Projected Expense	Notes
Administration							
Salaries	\$ 2,075,893	\$ 912,869	\$ 1,163,024	44%	\$ 1,680,738	\$ (195,155)	Due to vacant Director of Operation and other positions, plus retirement Executive Director
Benefits	\$ 948,767	\$ 319,688	\$ 629,079	34%	\$ 815,721	\$ (133,046)	Based on Actuals Health Care and Benefits, plus vacant positions
Contract Services	\$ 43,480	\$ 31,592	\$ 11,888	73%	\$ 43,480	\$ -	
IT Services	\$ 283,758	\$ 125,726	\$ 158,032	44%	\$ 251,452	\$ (32,306)	
Office Expense	\$ 85,800	\$ 85,484	\$ 316	100%	\$ 98,000	\$ 12,200	Due to inflation and increase prices.
Marketing	\$ 70,000	\$ 44,847	\$ 25,153	64%	\$ 70,000	\$ -	
Liability Insurance	\$ 225,068	\$ 274,431	\$ (49,363)	122%	\$ 274,431	\$ 49,363	Increase in Insurance Market prices
Professional Development	\$ 82,679	\$ 41,558	\$ 41,121	50%	\$ 82,679	\$ -	
Dues & Subscriptions	\$ 52,720	\$ 47,102	\$ 5,618	89%	\$ 52,720	\$ -	Most Dues/Fees due at Beginning of Year
TOTAL ADMINISTRATION	\$ 3,868,165	\$ 1,883,297	\$ 1,984,868	49%	\$ 3,569,220	-8%	\$ (298,945)
Facilities							
Electricity-Hesperia	\$ 126,000	\$ 73,741	\$ 52,259	58.52%	\$ 147,483	\$ 21,483	
Water-Hesperia	\$ 24,000	\$ 13,256	\$ 10,744	55.24%	\$ 26,513	\$ 2,513	
Waste-Hesperia	\$ 3,000	\$ 872	\$ 2,128	29.07%	\$ 1,744	\$ (1,256)	
Gas-Hesperia	\$ 45,000	\$ 27,800	\$ 17,200	61.78%	\$ 55,600	\$ 10,600	
Maint & Repairs-Hesperia	\$ 50,000	\$ 24,690	\$ 25,310	49.38%	\$ 50,620	\$ 620	
Victorville Transfer Hub (D.Street)	\$ 126,606	\$ 86,391	\$ 40,215	68.24%	\$ 142,391	\$ 15,785	
Barstow Facilities/CNG Station	\$ 156,000	\$ 55,025	\$ 100,975	35.27%	\$ 110,051	\$ (45,949)	
Property Insurance	\$ 88,000	\$ 88,000	\$ -	100.00%	\$ 88,000	\$ -	
SubTotal	\$ 618,606	\$ 369,776	\$ 248,830	59.78%	\$ 622,402	1%	\$ 3,796
ADA							
Fuel-VVTA	\$ 262,438	\$ 87,308	\$ 175,130	33.27%	\$ 174,817	\$ (87,821)	
Fuel-BAT	\$ 69,403	\$ 30,553	\$ 38,850	44.02%	\$ 61,105	\$ (8,298)	
IVR System	\$ 44,000	\$ -	\$ 44,000	0.00%	\$ 44,000	\$ -	
Contractor-ADA (VVTA)	\$ 3,893,513	\$ 1,331,706	\$ 2,561,807	34.20%	\$ 2,663,413	\$ (1,230,100)	
Contractor-Subscription	\$ 1,163,750	\$ 558,702	\$ 605,048	48.01%	\$ 1,117,404	\$ (46,346)	
Contractor-ADA (BAT)	\$ 423,614	\$ 198,559	\$ 225,055	46.87%	\$ 397,117	\$ (26,497)	
Brokerage Trips	\$ 140,000	\$ 29,350	\$ 110,650	20.96%	\$ 58,699	\$ (81,301)	
Certification Contractor (ADA Ride)	\$ 40,000	\$ 20,147	\$ 19,854	50.37%	\$ 40,293	\$ 293	
Certification Contractor (ADA Ride) Brstw	\$ 10,000	\$ 3,478	\$ 6,523	34.78%	\$ 3,478	\$ (6,523)	
Verizon Svc- BAT ADA control	\$ 7,000	\$ 3,820	\$ 3,180	54.57%	\$ 7,000	\$ -	
Ecolane - Software	\$ 49,500	\$ 42,329	\$ 7,171	85.51%	\$ 42,000	\$ (7,500)	
Misc Cost Allocations	\$ 70,828	\$ 26,206	\$ 44,622	37.00%	\$ 40,206	\$ (30,622)	Sheriff contract executed service expected to start April 23
SubTotal	\$ 6,174,046	\$ 2,332,157	\$ 3,841,889	37.77%	\$ 4,649,331	-24.7%	\$ (1,524,715)
Fixed Route							
Fuel- VVTA	\$ 1,242,212	\$ 472,490	\$ 769,722	38.04%	\$ 944,980	\$ (297,232)	Full service postponed for 3 months
Fuel-BAT	\$ 226,918	\$ 45,674	\$ 181,244	20.13%	\$ 91,348	\$ (135,570)	Invoices delayed from Edison for BEB chargers
Keolis-VVTA	\$ 12,363,126	\$ 5,404,156	\$ 6,958,970	43.71%	\$ 11,889,143	\$ (473,983)	Full service postponed for 3 months
Keolis-BAT	\$ 2,014,479	\$ 997,184	\$ 1,017,295	49.50%	\$ 1,994,368	\$ (20,111)	
Misc Cost Allocations	\$ 1,973,103	\$ 828,703	\$ 1,144,400	42.00%	\$ 1,657,407	\$ (315,696)	Sheriff contract executed service expected to start April 23
Misc Cost Allocations-Brstw	\$ 11,895	\$ 4,401	\$ 7,494	37.00%	\$ 11,003	\$ (892)	
SubTotal	\$ 17,831,733	\$ 7,752,608	\$ 10,079,125	43.48%	\$ 16,588,248	-7.0%	\$ (1,243,485)
Deviated / County Route							
Fuel-VVTA	\$ 157,603	\$ 76,490	\$ 81,113	48.53%	\$ 152,979	\$ (4,624)	
Fuel-BAT	\$ 84,316	\$ 36,930	\$ 47,386	43.80%	\$ 73,861	\$ (10,455)	
Keolis -BAT	\$ 827,705	\$ 411,149	\$ 416,556	49.67%	\$ 822,298	\$ (5,407)	
Keolis-Hesperia	\$ 2,078,316	\$ 980,665	\$ 1,097,651	47.19%	\$ 1,961,330	\$ (116,986)	
Misc Cost Allocations	\$ 320,217	\$ 118,480	\$ 201,737	37.00%	\$ 236,961	\$ (83,256)	Sheriff contract executed service expected to start April 23
SubTotal	\$ 3,468,157	\$ 1,623,714	\$ 1,844,443	46.82%	\$ 3,247,428	-6.4%	\$ (220,729)
Sub-Total Core Svcs	\$ 31,960,707	\$ 13,961,552	\$ 17,999,155	44%	\$ 28,676,630	-10%	\$ (3,284,077)

WTA Expenditures FY 2022 - 2023							
Budget to Actual - 6 Months							
Description	Annual Budgeted Expense	Actual Expense 6 Months	Amount Remaining	% Budget Spent	Projected 12 Months	Projected Expense Over/(Under)	Notes
Misc Cost Allocation	\$ 120,856	\$ 44,717	\$ 76,139	37.00%	\$ 89,433	\$ (31,423)	Sheriff contract executed service expected to start April 23
SubTotal	\$ 120,856	\$ 44,717	\$ 76,139	37.00%	\$ 89,433	\$ -26.0%	(31,423)
Micro Link							
Micro Link	\$ 971,186	\$ 129,811	\$ 841,375	13.37%	\$ 519,243	\$ (451,943)	The program started October 2022, will grow gradually.
SubTotal	\$ 971,186	\$ 129,811	\$ 841,375	13.37%	\$ 519,243	\$ -46.5%	(451,943)
Commuter (NTC-Ft. Irwin)							
Fuel	\$ 189,281	\$ 84,690	\$ 104,591	44.74%	\$ 189,380	\$ (19,901)	
Keolis	\$ 568,796	\$ 289,066	\$ 279,730	50.82%	\$ 578,133	\$ 9,337	
Misc	\$ 116,786	\$ 6,388	\$ 110,398	5.47%	\$ 12,775	\$ (104,011)	Sheriff contract executed service expected to start April 23
SubTotal	\$ 874,863	\$ 380,144	\$ 494,719	43.45%	\$ 760,288	\$ -13.1%	(114,575)
Vanpools							
Contractors Leases	\$ 1,300,000	\$ 640,558	\$ 659,443	49.27%	\$ 1,281,115	\$ (18,885)	
Development Management	\$ 10,000	\$ 3,600	\$ 6,400	36.00%	\$ 10,000	\$ -	
Marketing	\$ 50,000	\$ 7,000	\$ 43,000	14.00%	\$ 50,000	\$ -	
Legal & Admin support	\$ 280,940	\$ 126,441	\$ 154,499	45.01%	\$ 252,881	\$ (28,059)	
SubTotal	\$ 1,640,940	\$ 777,598	\$ 863,341.76	47.39%	\$ 1,593,996	\$ -2.9%	(46,944)
CTSA							
Program Management	\$ 389,567	\$ 134,030	\$ 255,537	34.40%	\$ 268,059	\$ (121,508)	Due to decrease in admin expenses and the vacant of the Director of operation position
Advertising/Marketing	\$ 50,000	\$ -	\$ 50,000	0.00%	\$ 50,000	\$ -	
Training and Professional Development	\$ 20,000	\$ 8,117	\$ 11,883	40.59%	\$ 20,000	\$ -	
Legal Services	\$ 500	\$ -	\$ 500	0.00%	\$ 500	\$ -	
Transit Ambassador Program	\$ 600	\$ -	\$ 600	0.00%	\$ -	\$ (600)	
TRIP Program (Urban)	\$ 137,000	\$ 61,197	\$ 75,803	44.67%	\$ 126,000	\$ (11,000)	
Car Share - Needles	\$ 25,000	\$ -	\$ 25,000	0.00%	\$ 1,250	\$ (23,750)	The community demand below expectations
Big River	\$ 35,600	\$ 8,979	\$ 26,621	25.22%	\$ 34,500	\$ (1,100)	Behind in submitting invoices
Trona	\$ 36,000	\$ 22,826	\$ 13,174	63.41%	\$ 45,653	\$ 9,653	Vehicles insurance increased
Nonprofit Agency Transit Fare Scholarship	\$ 20,000	\$ -	\$ 20,000	0.00%	\$ 20,000	\$ -	
Trona Carshare Program (Ridgecrest program)	\$ 11,100	\$ -	\$ 11,100	0.00%	\$ -	\$ (11,100)	Insurance currently providing services in the area.
SubTotal	\$ 725,367	\$ 235,149	\$ 490,218	32%	\$ 565,962	\$ -21.98%	(159,405)
Sub-Total Intercity/Commuter	\$ 4,333,212	\$ 1,437,608	\$ 2,765,793	33.18%	\$ 3,528,923	\$ -8%	(352,346)
Budget to Actual - 6 Months							
TOTAL	\$ 36,293,919	\$ 15,399,160	\$ 20,764,948	42.43%	\$ 32,205,552	\$ -11.3%	(4,088,367)
Amount Over/(Under) Budget							

**CORRESPONDENCE
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HD DAILY NEWS

HDdailynews.com

https://www.hddailynews.com/news/local/city-bus-school-partnership-leads-to-free-rides-for-students/article_63a084ae-ac9b-11ed-9367-df3849337e67.html

City bus & school partnership leads to free rides for students

Andrew Caravella

Feb 14, 2023



Photo provided by VVTA

HESPERIA -- Students who attend Excelsior Charter School now have a new ride option that allows them free trips to and from school as well as other destinations in the High Desert.

On Tuesday, Victor Valley Transit Authority announced that Excelsior joins the other educational institutions in the Victor Valleys such as Options for Youth, Victor Valley College, and Cal State San Bernardino in subsidizing free rides to all its registered students.

All of Excelsior's campuses, including Victorville Main, Victorville North, Barstow, and Phelan; have the opportunity to ride for free on VVTA buses that are Fixed or County Routes by simply presenting their current student ID to the bus operator upon boarding.

"The Excelsior and VVTA partnership allows our students to ride the regional bus network fare-free, and it is life-changing," expressed Excelsior Charter School Superintendent Derek King. "Our agreement helps protect parents' freedom of choice. Distant families no longer have the financial burden of transporting their child to school when Excelsior is their preferred educational setting. Even more, working and high school students attending college can now get to work and school free of charge to their families. Now, Excelsior Charter Schools will be more accessible than ever before due to the partnership with VVTA."

Officials for the transit authority say the goal of the partnership is giving more youth access to shared rides. In turn, the organization says it will reduce car traffic congestion at the entrances to campuses. Additionally, it helps reduce traffic on local roads and improves the air quality in the process.

"Many of our students' parents work and struggle during business hours in providing rides to and from school," acknowledged Phelan Campus Principal Michelia McDonald, "I have already received notification from students that will be utilizing this program as part of their day-to-day transportation. We are extremely thankful that our students have access to additional support and resources that they would otherwise not be able to receive consistently and in person."

Fare-free rides for students can act as a significant benefit for schools that do not provide transportation services. For various reasons, some charter and public-school students live outside their neighborhoods or attend from outside the districts. Those students that participate in after-school activities, study groups, social interactions, and part-time jobs are said to be some of the students that will benefit greatly from the six-month promotional program.

NEWS

Victor Valley Transit offers Excelsior Charter Schools students free transit



Rene Ray De La Cruz

Victorville Daily Press

Published 11:54 a.m. PT Feb. 15, 2023

Excelsior Charter School students can now ride Victor Valley Transit Authority buses fare-free to and from school and other destinations in the Victor Valley.

The Hesperia-based VVTA announced this week that Excelsior joins the ranks of Options for Youth, Victor Valley College and California State University, San Bernardino in subsidizing free rides to all its registered students.

The six-month promotional program gives students the opportunity to ride VVT fixed and county routes fare-free. The only requirement is that they show their current student ID to the bus operator upon boarding.

The offer is for the following Excelsior campuses: Victorville Main, Victorville North, Barstow and Phelan

"The Excelsior and VVTA partnership allows our students to ride the regional bus network fare-free, and it is life-changing," Excelsior Superintendent Derek King said. "Our agreement helps protect parents' freedom of choice. Distant families no longer have the financial burden of transporting their child to school when Excelsior is their preferred educational setting."

Also paramount in this partnership is giving more youth access to shared rides that reduce car traffic congestion at the entrances to the campuses, VVTA officials said. Additionally, it helps reduce traffic on local roads and improves the air quality in the process.

"Many of our student's parents work and struggle during business hours in providing rides to and from school," said Phelan Campus Principal Michelia McDonald, "I have already received notification from students that will be utilizing this program as part of their day-to-day transportation. We are extremely thankful that our students have access to additional support and resources that they would otherwise not be able to receive consistently and in person."

Free transportation transcends beyond education; it promotes the value of public transportation while providing additional opportunities outside school hours, such as after-school activities, study groups, social interactions and part-time jobs, VVTA officials said.

"VVTA cares that the students of the High Desert have the opportunity to get the best education by partnering up with schools to provide more bus transportation opportunities free of charge to the students," shared VVTA Board Chair and City of Victorville Mayor Pro Tem Elizabeth Becerra. "Not only does it provide more transportation options, but it teaches students the merits of using public transportation in our community."

The Free-Fare Rides for Students Program comes at a lower cost to the school's transportation budget and at no additional cost to the students or their families. Excelsior students began taking full advantage of the VVTA opportunity at the start of the program in December.

Daily Press reporter Rene Ray De La Cruz may be reached at 760-951-6227 or RDeLaCruz@VVDailyPress.com. Follow him on Twitter @DP_ReneDeLaCruz