



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

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

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 x102, (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 is available and posted: Friday, June 9, 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 May 15, 2023.***

Recommendation: Move for approval.

Presented by: None.

Pg. 18 ***Item #2: Warrants, April 2023.***

Recommendation: Move for approval.

Presented by: None.

REPORTS

Pg. 25 ***Item #3: Management Reports for Hesperia and Barstow Divisions – Verbal Report from Executive Director.***

Recommendation: Information item only.

Presented by: Nancie Goff, CEO.

ACTION ITEMS

Pg. 35 ***Item #4: Presentation of the Fiscal Year 2023-24 Final Draft Annual Operating and Capital Budget.***

Recommendation: 1) Receive and consider public testimony regarding the Federally Funded Program of Projects and the FY 2023-24 Annual Operating and Capital Budget and either approve as published, or direct staff to provide more information to be brought back for further consideration. 2) Adopt Resolution 23-03.

Presented by: Maged Azer, CFO.

Open Public Hearing.

Hear Testimony.

Close Public Hearing.

POSSIBLE CONFLICT OF INTEREST NOTICE

Note agenda item 5 contractors, subcontractors and agent, which may require member abstentions due to conflict of interest and financial interests. Board Member abstentions shall be stated under this item for recordation on the appropriate item.

Pg. 77 ***Item #5: Award RFP 2023-01 Comprehensive Operations Analysis (COA) to Transportation Management & Design, INC. (TMD), Carlsbad, CA.***

Recommendation: 1) Authorize VVTA to contract with Transportation Management & Design, Inc. (TMD), Carlsbad, CA. 2) Delegate authority to the CEO to execute the contract with TMD and to negotiate a Final Best and Final Offer.

Presented by: Christine Plasting, Procurement Manager.

POSSIBLE CONFLICT OF INTEREST NOTICE

Note agenda items 6 contractors, subcontractors and agent, which may require member abstentions due to conflict of interest and financial interests. Board Member abstentions shall be stated under this item for recordation on the appropriate item.

Pg. 115 ***Item #6: VVTA RFP 2023-10 Computer Network Support Award to Sonic Systems IT, Victorville, CA.***

Recommendation: Award contract to Sonic Systems IT, Victorville, CA, and delegate authority for executing the contract to the Chief Executive Officer.

Presented by: Sandye Martinez, Procurement Specialist.

Pg. 119 ***Item #7: Amend VVTA Procurement Policies.***

Recommendation: Approve amendments to VVTA Procurement Policies: 1000, 1040, 2000, 2010, 4000, 5000, 6000, and 7000.

Presented by: Christine Plasting, Procurement Manager.

Pg. 123 ***Item #8: Update Late Cancellation and No-Show Policy (Draft).***

Recommendation: Approve updated Late Cancellation and No-Show Policy as presented.

Presented by: Brandon Johnson, Program Coordinator-Operations.

BOARD OF DIRECTORS COMMENTS

DATE OF NEXT MEETING

Monday, July 16, 2023, at 9:30 AM
At Victor Valley Transit Authority
17150 Smoke Tree Street
Hesperia, CA 92345

ADJOURNMENT

Victor Valley Transit Acronym List

Page 1 of 2

ADA	Americans with Disabilities Act
APTA	American Public Transit Association
AQMP	Air Quality Management Plan
BABA	Build America, Buy America
BAFO	Best and Final Offer
BEB	Battery Electric Bus
BOE	Board of Equalization
CALTRANS	California Department of Transportation
CARB	California Air Resources Board
CEQA	California Environmental Quality Act
CFP	Call for Projects
CIP	Capital Improvement Program
CMAQ	Congestion Mitigation and Air Quality
CMP	Congestion Management Program
CNG	Compressed Natural Gas
COG	Council of Governments
CSAC	California State Association of Counties
CTC	California Transportation Commission
CTC	County Transportation Commission
CTP	Comprehensive Transportation Plan
CTSA	Consolidated Transportation Services Agency
DAC	Disadvantaged Communities
DBE	Disadvantaged Business Enterprise
DBELO	Disadvantaged Business Enterprise Liaison Officer
DOD	Department of Defense
DOT	Department of Transportation
E&H	Elderly and Handicapped
EEM	Environmental Enhancement and Mitigation
EIR	Environmental Impact Report
EIS	Environmental Impact Statement
EPA	United States Environmental Protection Agency
ETC	Employee Transportation Coordinator
FAST	Fixing America's Surface Transportation ACT
FCEB	Fuel Cell Electric Bus
FEIS	Final Environmental Impact Statements
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
GIMS	Geographic Information Mapping Systems
GIS	Geographic Information Systems
GPS	Global Positioning System
HOV	High-Occupancy Vehicle
HVIP	Hybrid and Zero-Emission Truck and Bus Voucher Incentive Program.
IAS-FFA	Independent Auditors Statement for Federal Funding Allocation
IIJA	Infrastructure Investment and Jobs Act
ITS	Intelligent Transportation Systems
JPA	Joint Powers Authority
LAP	Language Assistance Plan
LCFS	Low Carbon Fuel Standard
LCTOP	Low Carbon Transit Operations Program
LD	Liquidated Damages
LEED	Leadership in Energy and Environmental Design
LEP	Limited English Proficiency

Victor Valley Transit Acronym List

Page 2 of 2

LTF	Local Transportation Fund
MaaS	Mobility-as-a-Service
MBTA	Morongo Basin Transit Authority
MDAQMD	Mojave Desert Air Quality Management District
MDT	Mobile Display Terminal
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MTP	Metropolitan Transportation Planning
MTBP	Mass Transit Benefit Program
NEPA	National Environmental Policy Act of 1969
NOFO	Notice of Funding Opportunity
NTD	National Transit Database
OCTA	Orange County Transportation Authority
OWP	Overall Work Program
PASTACC	Public and Specialized Transportation Advisory and Coordinating Council
PCA	Personal Care Attendant
PTMISEA	Public Transportation Modernization Improvement and Service Enhancement Account.
POP	Program of Projects
RCTC	Riverside County Transportation Commission
RDA	Redevelopment Agency
RTAP	Rural Technical Assistance Program
RTIP	Regional Transportation Improvement Program
RTP	Regional Transportation Plan
RTPA	Regional Transportation Planning Agencies
SaaS	Software as a Service
SBCTA	San Bernardino County Transportation Authority (formerly SANBAG)
SCAG	Southern California Association of Governments
SGIP	Self-Generation Incentive Program
SOV	Single-Occupant Vehicle
SRTP	Short Range Transit Plan
STAF	State Transit Assistance Funds
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TAM	Transit Asset Management
TCM	Transportation Control Measure
TDA	Transportation Development Act
TEA	Transportation Enhancement Activities
TEAM	Transportation Electronic Award and Management
TNC	Transportation Network Company
TOCP	Transit Operating and Capital Plan
TrAMS	Transit Award and Management System
TREP	Transportation Reimbursement Escort Program
TRIP	Transportation Reimbursement Incentive Program
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

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.

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!

**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 May 15, 2023.

SUMMARY STATEMENT

Following are copies of the minutes from the Regular Meeting of the Board of Directors conducted on May 15, 2023.

RECOMMENDED ACTION

Move for approval.

PRESENTED BY
Debi Albin,
Clerk of the Board

FISCAL IMPACT

N/A

MEETING DATE

June 20, 2023

ITEM NUMBER

1

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

**May 15, 2023
MINUTES**

CALL TO ORDER

The Regular Meeting of the Board of Directors of the Victor Valley Transit Authority was called to order at 9:34 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:

Debi Albin, VVTA	Dustin Strandberg, VVTA
Nancie Goff, VVTA	Barbara Miller, VVTA
Maged Azer, VVTA	Christine Plasting, VVTA
Marie Downing, VVTA	Brandon Johnson, VVTA
Juan Robinson, City of Victorville	Sandye Martinez, VVTA
Jonathan McDowell, Keolis	Chris Ackerman, VVTA
Dana Fleming, VVTA	Ashely Palmer, VVTA
Megan Christian, VVTA	Sylvia Harris, VVTA
Jeremy McDonald	Miriam Munoz, City of Barstow
Jeff Guidry, Keolis	Julie Ryan, Town of Apple Valley
Willie Hopkins, Jr., City of Barstow	

PLEDGE OF ALLEGIANCE

Alternate-Director Villareal led the audience in the pledge of allegiance.

ANNOUNCEMENTS

Ms. Goff reminded the Board that there is a Supplemental Item #9 to be discussed and voted on. Also, Ms. Goff shared, the Grand Opening for the Green Tree Extension bridge will take place on Saturday, May 20, 2023, from 9-11 am, with VVTA providing shuttle service from the parking area to the event site beginning at 7:30 am.

PUBLIC COMMENTS

None.

CONSENT CALENDAR

1. **Minutes from the Regular Meeting of the Board of Directors Conducted on March 20, 2023.**
Recommendation: Move for approval.
Presented by: None.
2. **Warrants, February 2023.**
Recommendation: Move for approval.
Presented by: None.

A MOTION WAS MADE BY Director Jeannette 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.

Ms. Goff shared that SBCTA had a Public Hearing at their PASTACC meeting for mobility related unmet needs. SBCTA had three (3) remote locations, including VVTA. There were no comments received for VVTA's service area.

Antelope Valley Transit Authority (AVTA) applied for, and was awarded, a TIRCP grant in partnership with VVTA to provide a commuter service between Antelope Valley and Victorville. An area not currently serviced by either agency, Ms. Goff explained. This service will improve direct connectivity between the regions and Metrolink as well as other future transportation projects. At this time, there is no financial commitment from VVTA.

Ms. Goff stated that VVTA has started discussions with CARB to put together a charging and fueling infrastructure grant for approximately \$15 million; the project would be the Barstow Hydrogen Fueling station as well as upgrading the maintenance facility to include six (6) EV fast chargers.

VVTA's Earth Day event was a success; with volunteers collecting bags of trash from the streets around the facility; VVTA also offered free rides for Earth Day with an 11% increase in the average Saturday ridership that day.

Lastly, Ms. Goff shared that the system wide ridership year over year shows a 35% increase, with all modes improving.

ACTION ITEMS

4. Presentation of the Fiscal Year 2023-24 Draft Annual Operating and Capital Budget.

Recommendation: Approve Publishing the Federally Funded Program of Projects for the Draft FY 2023-24 Capital Budget for 30 days of public review and comment.

Presented by: Maged Azer, CFO.

Mr. Azer shared with the Board that the theme of this year's draft budget presentation is 30 Years of Service for VVTA. Historical and current photographs are dispersed throughout the presentation for memories during the 30 years of services.

Mr. Azer stated that the general operating expenses have increased approximately 10.8%, mainly due to returning to full service, inflation, the high cost of fuel, contractor rate increases and the rapid growth of the Micro-Link program. The Capital budget, which varies from year to year, is seeing an increase of 31.3% with eleven (11) hydrogen fuel cell buses set to be purchased as well as the Hydrogen Fueling stations in Barstow, Hesperia, and the Victor Valley Transportation Center. These purchases will allow VVTA to be in compliance with ICT's 2040 mandate that all transit agencies run on zero emissions.

Mr. Azer introduced Brandon Johnson, VVTA's Program Coordinator-Operations, to share detailed information about the growth of the Brokerage program.

Mr. Johnson shared information about the Brokerage program to the Board. Brokerage reaches clients that VVTA either has difficulty getting to or simply does not service, such as those living outside VVTA's service area. The non-profit HELP in Barstow will be serving the Barstow area more broadly than VVTA does. The non-profit Caring by Nature will be operating in Lucerne Valley, where VVTA does not provide paratransit service. The non-profit High Desert Homeless Services will be assisting the homeless population to give them greater opportunities.

By using vehicles below a specific seating amount, it will be easier for non-profits to use the vehicles, require fewer training hours, and allow the non-profits to hire/use more drivers than they can now. Also, the cost of maintaining the vehicles would be reduced and they would be simpler to operate.

VVTA will be partnered with 5 non-profits by the time the new fiscal year begins with more non-profit organizations interested in the Brokerage program. Brokerage expansion allows VVTA to offer further reduced cost services to clients who are economically disadvantaged.

Mr. Azer continued to present the draft budget for the different modes of service that VVTA provides, focusing on increases over all modes due to inflation. He highlighted an 82% increase for Micro-Link due to its popularity and plans to increase the service.

Mr. Johnson shared that ridership for Micro-Link is improving and stabilizing. In October 2022, Micro-Link served 87 trips. In March 2023, Micro-Link served 656 trips. A large percentage of the ridership on Micro-Link has been students, a demographic that Operations staff has noted as a priority. Additionally, VVTA has a planned expansion into Apple Valley to cover the area north of Highway 18 where fixed route service is limited.

Lastly, Mr. Johnson said that when a passenger uses Micro-Link, they receive a day pass to use on all fixed routes, allowing the public to become more familiar with VVTA's services.

There were questions from a few Board members regarding Micro-Link service areas in the future, and Mr. Johnson answered them all.

The Administration budget is only 5.6% of the overall budget, one of the most conservative Administration budgets in the State, Mr. Azer stated. The Administration Budget also includes two (2) new positions; a Maintenance Assistant position to support the Fleet and Facilities Department, and a Purchase and Inventory Specialist to support Procurement in the Finance Department, plus the annual CPI increase of 4.2%.

VVTA's vanpool program has moved from being 19th in the nation to being the 11th largest vanpool program.

A large part of the Maintenance budget, Mr. Azer explained, is the conversion effort to zero emission vehicles by 2040. Mr. Azer shared a short video covering the recent purchases of the 10-acre property adjacent to the Hesperia facility that will be used for a Hesperia Transfer hub as well as the hydrogen fueling station, solar panels and the future Park and Ride.

The Board asked a few questions about zero emission funding and the presence of Joshua trees on the new property. Mr. Azer assured the Board that all their concerns would be addressed.

Mr. Azer mentioned that the Board agenda package includes full details of the FY23-24 Budget.

A MOTION WAS MADE BY Alternate-Director Villareal to approve the recommended action of approving the publication of the Federally Funded Program of Projects for the Draft FY 2023-24 Capital Budget for 30 days of public review and comment. Seconded by Alternate-Director Mesen. The motion passed unanimously.

5. **Award of IFB 2023-13 LNG/RLNG to Clean Energy, Newport Beach, CA.**
Recommendation: Award the three-year contract to Clean Energy, Newport Beach, CA, per IFB 2023-13.
Presented by: Sandye Martinez, Procurement Specialist.

Ms. Martinez gave a brief overview of the item and highlighted that the contract is for three (3) years with two (2) 1-year options to extend.

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

6. **Award VVTA RFP 2023-06 Backup Generator for Barstow CNG Station to Reliable Monitoring Service aka RMS Construction, Signal Hill, CA.**
Recommendation: Award RFP 2023-06 to Reliable Monitoring Service dba RMS Construction, Signal Hills, CA, for an amount not to exceed \$496,932.00, and to designate authority to the CEO to execute the resulting contract.
Presented by: Christine Plasting, Procurement Manager.

Ms. Plasting shared that this award will cover VVTA's DBE goal by 100%. One other company submitted a bid but was ultimately unable to supply the project.

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

7. **Award VVTA RFP 2023-02 Hesperia Perimeter Fence to Dantin Enterprises, Inc., dba All American Fence Erectors, Hesperia, CA.**
Recommendation: Award RFP 2023-02 to Dantin Enterprises Inc., Hesperia, CA, for an amount not to exceed \$470,465.00 and to designate authority to the CEO to execute the resulting contract.
Presented by: Christine Plasting, Procurement Manager.

There were four (4) bids submitted for this project, Ms. Plasting stated. Dantin Enterprises scored 102 out of 110 and was granted a 5% local preference.

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

8. **Innovative Clean Transit Zero Emission Bus Rollout Plan.**
Recommendation: Approve the ICT ZEB Rollout Plan and Approve Resolution 23-02.
Presented by: Dustin Strandberg, Chief Maintenance Officer.

Mr. Strandberg explained that ICT regulations require all transit agencies to submit a Zero Emission Bus rollout plan by June 30, 2023. He also stated that the plan includes a purchasing schedule for buses, a plan for disadvantaged community involvement as well as future funding sources.

Director Emick asked if VVTA expected any delays in the purchase of these buses; Mr. Strandberg explained that the purchasing schedule is not problematic. There are issues sometimes with receiving the buses.

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

9. **Amend the VVTA Fiscal Year 2022-23 Budget to Add Funding for the Purchase of Regional Replacement Buses Class H (9).**

Recommendation: Amend the VVTA Fiscal Year 2022-23 Budget to Add Funding to the Purchase of Regional Replacement Buses Class H (9).

Presented by: Marie Downing, Grants Manager.

Ms. Downing stated that this item is to modify funding for 9 class H buses that were budgeted in FY 21-22 and FY22-23. As a result of force majeure, the amended quote for the purchase of these buses resulted in a cost increase. Staff recommends using available LCSF and RINS credits to fund the increased costs. Four (4) of these buses are expected to be completed by the beginning of June with five (5) more to be put into production in June.

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

BOARD COMMENTS

Lt. Smith from the Sheriff's Department gave a brief update to the Board, stating the County is still having IT issues. Lt. Smith detailed the number of calls for assistance, community contacts, one arrest, and other related statistics.

All Board members thanked VVTA staff for all their hard work and look forward to the Green Tree Ribbon cutting event on May 20th.

DATE OF NEXT MEETING

The next Board meeting will be on Tuesday, June 20, 2023, at 9:30 am at Victor Valley Transit Authority, 17150 Smoke Tree Street, Hesperia, CA 92345

ADJOURNMENT

The meeting was adjourned at 10:56 am.

APPROVED: _____
Liz Becerra, Chair

ATTEST: _____
Debi Albin, Clerk of the Board

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AGENDA ITEM TWO

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Payrolls and Warrants for April 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>
04/07/2023	\$84,465.21	PR348-04-23
04/21/2023	\$86,658.44	PR349-04-23
Total Payroll	\$ 171,123.65	

Agency's Register of Warrants

<u>Register Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Register #</u>
04/05/2023	\$1,771,650.61	14522- 14536	AP04378AAAGKU
04/12/2023	\$124,722.08	14537- 14561	AP04389AAAGLM
04/24/2023	\$472,003.85	14562- 14598	AP04398AAAGLO
	\$ 2,368,376.54		

RECOMMENDED ACTION

Approve VVTA's expenditures for April 2023.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Maged Azer CFO	\$ 2,539,500.19	June 20, 2023	2

Bank Register Report
Victor Valley Transit Authority
Apr-23

Check Number	Date	Payee Name	Amount
14522	04/05/2023	Charter Communications	CHK \$269.98
14523	04/05/2023	Clean Energy	CHK \$7,194.44
14524	04/05/2023	Diamond Environmental Services LP	CHK \$287.43
14525	04/05/2023	Southern California Edison	CHK \$3,257.41
14526	04/05/2023	FRONTIER-OFFICE LINES	CHK \$61.01
14527	04/05/2023	Frontier	CHK \$163.52
14528	04/05/2023	Hi-Desert Communications	CHK \$1,308.00
14529	04/05/2023	Labor Finders	CHK \$524.00
14530	04/05/2023	Shred Your Docs	CHK \$78.00
14531	04/05/2023	Southwest Gas	CHK \$621.33
14532	04/05/2023	Tops N Barricades	CHK \$153.87
14533	04/05/2023	TransitTalent.com	CHK \$125.00
14534	04/05/2023	Upland Sound Shop	CHK \$10,005.00
14535	04/05/2023	Verizon-Security Phones	CHK \$8,738.24
14536	04/05/2023	Wirz And Co Printing Inc	CHK \$461.17
EFT044180001	04/06/2023	Curt Emick	CHK \$200.00
EFT044210001	04/06/2023	Keolis Transit Services, LLC	CHK \$1,334,695.42
EFT044220001	04/06/2023	Keolis Transit Services, LLC	CHK \$403,506.79
14537	04/12/2023	Abundant Living Family Church HD	CHK \$3,043.00
14538	04/12/2023	ADAride.com	CHK \$4,475.50
14539	04/12/2023	Allied Universal Security Services	CHK \$6,014.47
14540	04/12/2023	Beck Oil	CHK \$1,184.47
14541	04/12/2023	Bonnie Baker Senior Center	CHK \$1,762.98
14542	04/12/2023	UTILITY BILLING	CHK \$418.23
14543	04/12/2023	Clean Energy	CHK \$5,822.87
14544	04/12/2023	Department Of Motor Vehicles	CHK \$178.00
14545	04/12/2023	Southern California Edison	CHK \$54,239.72
14546	04/12/2023	Labor Finders	CHK \$1,892.16
14547	04/12/2023	Lasting Images Landscape	CHK \$2,200.00
14548	04/12/2023	Ring Central, Inc.	CHK \$2,491.85
14549	04/12/2023	Safety Vison	CHK \$285.55
14550	04/12/2023	Special District Risk Management	CHK \$448.96
14551	04/12/2023	SONIC SYSTEMS Inc	CHK \$6,321.68
14552	04/12/2023	Southwest Gas Corporation	CHK \$1,371.18
14553	04/12/2023	Southwest Gas Corporation	CHK \$7,963.37
14554	04/12/2023	Southwest Gas Corporation	CHK \$2,181.76
14555	04/12/2023	State Compensation Insurance Fund	CHK \$1,227.83
14556	04/12/2023	Verizon Connect Fleet USA LLC	CHK \$1,067.53
14557	04/12/2023	Wirz And Co Printing Inc	CHK \$230.59
14558	04/12/2023	Southern California Edison	CHK \$9,019.13
14559	04/12/2023	Southern California Edison	CHK \$8,563.69
14560	04/12/2023	Southern California Edison	CHK \$1,168.56
14561	04/12/2023	Charter Communications	CHK \$1,149.00
14562	04/24/2023	AMAZON	CHK \$2,771.78
14563	04/24/2023	AVCOM Services, Inc.	CHK \$495.00
14564	04/24/2023	AVR Vanpool	CHK \$2,963.00
14565	04/24/2023	Elizabeth Becerra	CHK \$200.00
14566	04/24/2023	Beck Oil	CHK \$5,837.83
14567	04/24/2023	Lawrence Bird	CHK \$200.00
14568	04/24/2023	Jazmin Castro	CHK \$718.92
14569	04/24/2023	Charter Communications	CHK \$175.58
14570	04/24/2023	Spectrum Business-Sec	CHK \$319.98
14571	04/24/2023	City Of Victorville - Utility Bill	CHK \$1,279.32
14572	04/24/2023	Clean Energy	CHK \$4,164.01
14573	04/24/2023	Department Of Motor Vehicles	CHK \$89.00
14574	04/24/2023	Southern California Edison-CNG	CHK \$13,487.37
14575	04/24/2023	Southern California Edison	CHK \$53.75
14576	04/24/2023	Commute With Enterprise	CHK \$108,064.00
14577	04/24/2023	Inter-Con Security Systems, Inc.	CHK \$34,990.90
14578	04/24/2023	Joy Jeannette	CHK \$200.00
14579	04/24/2023	Konica Minolta Business Solutions	CHK \$2,984.37
14580	04/24/2023	Labor Finders	CHK \$1,892.16
14581	04/24/2023	Loomis	CHK \$797.96
14582	04/24/2023	Kimberly Mesen	CHK \$200.00
14583	04/24/2023	James Noble	CHK \$200.00
14584	04/24/2023	Pinnacle Petroleum, Inc.	CHK \$33,735.83
14585	04/24/2023	Printmart	CHK \$269.27
14586	04/24/2023	San Bernardino County	CHK \$920.00
14587	04/24/2023	Sergio Sanchez	CHK \$90.87
14588	04/24/2023	Southwest Gas Corporation - CNG	CHK \$142,956.06
14589	04/24/2023	Southwest Gas BAT - CNG	CHK \$43,978.59

14590	04/24/2023	Syncromatics Corporation	CHK	\$1,889.28
14591	04/24/2023	Timberline Tree Works	CHK	\$370.00
14592	04/24/2023	TransitTalent.com	CHK	\$125.00
14593	04/24/2023	Type-Set-Go	CHK	\$2,165.78
14594	04/24/2023	Rose Elaine Villareal	CHK	\$200.00
14595	04/24/2023	Southern California Edison	CHK	\$3,132.95
14596	04/24/2023	Southern California Edison	CHK	\$7,278.74
14597	04/24/2023	Lincoln Financial Group	CHK	\$3,171.55
14598	04/24/2023	Charter Communications	CHK	\$685.00
EFT044430001	04/28/2023	Curt Emick	CHK	\$200.00
EFT044520001	04/28/2023	Keolis Transit Services, LLC	CHK	\$48,750.00
			Total	\$2,368,376.54

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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 April 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
Nancie Goff,
CEO

FISCAL IMPACT

N/A

MEETING DATE

June 20, 2023

ITEM NUMBER

3

**Keolis Transit Services**17150 Smoke Tree St.
Hesperia Calif. 92345**INVOICE NO. 0060203-IN****BILL TO**Victor Valley Transit Authority
17150 Smoke Tree St.
Hesperia, CA 92345**DATE**

5/4/2023

CONTRACT NAME:
Victor Valley TransitAttention: Mrs. Nancie Goff
Executive Director**MONTH****April 2023****BILLING PERIOD 04/01/2023 - 04/30/2023**

	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	2,497.63		\$309,236.45	\$238,898.31	(\$70,338.14)	\$3,079,561.82	\$2,260,815.07	(\$818,746.75)
Subscription	1,172.00	1,115.96		\$112,101.80	\$106,741.57	(\$5,360.23)	\$1,116,376.88	\$932,326.06	(\$184,050.82)
MicroLink	910.17	371.79		\$87,057.76	\$35,561.71	(\$51,496.05)	\$579,569.27	\$182,293.52	(\$397,275.75)
Regional Fixed Rt	10,466.03	10,342.82	(123.21)	\$932,523.27	\$921,545.26	(\$10,978.01)	\$9,753,716.90	\$9,681,358.79	(\$72,358.11)
Route 15	700.40	697.14	(3.26)	\$62,405.64	\$62,115.17	(\$290.47)	\$639,498.63	\$635,614.07	(\$3,884.56)
Fort Irwin	459.20	455.03	(4.17)	\$47,214.94	\$46,786.18	(\$428.76)	\$491,470.76	\$487,796.98	(\$3,673.78)
SUBTOTALS	16,940.80	15,480.37	(130.64)	\$1,550,539.87	\$1,411,648.22	-\$138,891.65	\$15,660,194.26	\$14,180,204.49	-\$1,479,989.77

TOTAL INVOICE**\$1,411,648.22****Please REMIT TO:**
Keolis Transit Services, LLC
53 State Street, 11th Floor
Boston, MA 02109

Manager's Signature and Business Phone



INVOICE NO. 0060204-IN

Keolis Transit Services17150 Smoke Tree St.
Hesperia Calif. 92345

BILL TO

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

DATE 5/4/2023

CONTRACT NAME:
Victor Valley TransitAttention: Mrs. Nancie Goff
Executive Director

MONTH April 2023

BILLING PERIOD 04/01/2023 - 04/30/2023

	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	1,863.85	1,845.25	(18.60)	\$166,069.04	\$164,411.78	(\$1,657.26)	\$1,659,710.90	\$1,651,634.29	(\$8,076.61)
Barstow-Fixed Route	1,811.30	1,809.08	(2.22)	\$161,386.83	\$161,189.03	(\$197.80)	\$1,651,238.13	\$1,501,264.39	(\$149,973.74)
Barstow-County	749.80	749.07	(0.73)	\$66,807.18	\$66,742.14	(\$65.04)	\$683,395.72	\$681,861.33	(\$1,534.39)
Barstow-DAR	454.00	306.04		\$43,425.10	\$29,272.73	(\$14,152.37)	\$432,453.16	\$322,070.42	(\$110,382.74)
SUBTOTALS	4,878.95	4,709.44	(21.55)	\$437,688.15	\$421,615.67	-\$16,072.48	\$4,426,797.91	\$4,156,830.43	-\$269,967.48

TOTAL INVOICE

\$421,615.67

Please REMIT TO:

Keolis Transit Services, LLC
53 State Street, 11th Floor
Boston, MA 02109

Manager's Signature and Business Phone



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

Performance Statistics for April

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)	43,997	15,433.2	\$1,868,656	\$117,990	2.9	\$42.47	\$121.08	\$2.68	\$7.65	6.31%
Commuter Bus	3,653	455.0	\$70,696	\$42,123	8.0	\$19.35	\$155.37	\$11.53	\$92.57	59.58%
Demand Response	10,389	4,145.2	\$480,161	\$31,389	2.5	\$46.22	\$115.84	\$3.02	\$7.57	6.54%
System Total	58,039	20,033.4	\$2,419,513	\$191,502	2.9	\$41.69	\$120.77	\$3.30	\$9.56	7.91%

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)	44,853	43,997	3.9	2.8	3.31%	6.31%
Commuter Bus	2,178	3,653	4.6	8.0	52.12%	59.58%
Demand Response	9,245	10,389	2.4	2.5	5.53%	6.54%
System Total	56,276	58,039	3.6	2.9	5.14%	7.91%

ADA Dispatch Denial Report For the Month of April 2023

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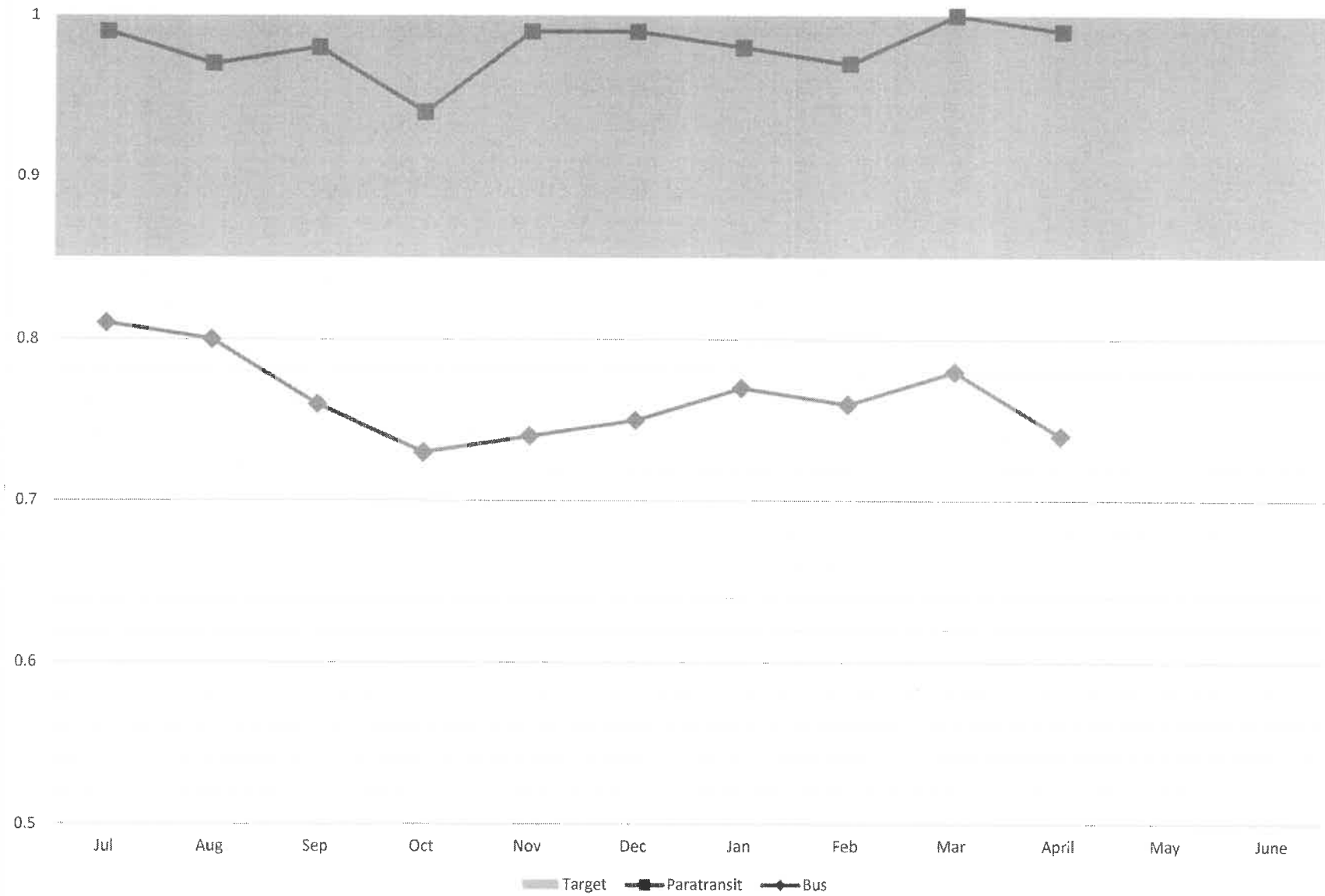
April
Major and Non-Major
Miles Between Road Calls

Total Miles	FY 2022	FY 2023
Demand Response	58,958	60,732
Commuter Bus	18,591	17,651
Motor Bus	197,628	276,838
Total Miles	275,177	355,221

Total Road Calls	FY 2022	FY 2023
Demand Response	1	2
Commuter Bus	4	2
Motor Bus	17	27
Total Road Calls	22	31

Miles Between Road Calls	FY 2022	FY 2023
Demand Response	58,958	30,366
Commuter Bus	22,578	8,826
Motor Bus	11,625	10,253
Total System	93,161	49,445

FY 23 System Wide Schedule Adherence



**AGENDA ITEM
FOUR**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Presentation of the Fiscal Year 2023-24 Final Draft Annual Operating and Capital Budget.

SUMMARY STATEMENT

As a result of necessary adjustments to the operations / maintenance contract, current and expected fuel cost increases, and inflation that was as high as 7% for goods and services, The Fiscal Year 2023-24 Annual Operating and Capital Budget proposes a spending level of \$41,276,111 for operations which represents a 10.8% increase as compared to FY 2022-23.

Additionally, \$42,395,151 is programmed for capital projects which reflects an increase of \$10,100,917 when compared with FY 2022-23 Budget. VVTA built the Budget estimates as Fiscal Year 2023-24 has resumed normal full service with anticipated growth and development. VVTA staff uses Federal Section 5307 Funds to support the Operating Expenses. With that, VVTA continues to provide a robust transit system that effectively meets the community needs of the entire 1,000-square mile service area while conservatively and efficiently utilizing resources to do so.

FY 2023-24 Budget includes a substantial \$42.4M in capital funds that includes \$20.9M for Innovative Clean Transit mandates (ICT). This ZEB Transition is required to be completed by 2040 as statutorily required by the California Air Resources Board. As such, \$14.4M is identified for procurement of Zero Emission (replacement) Buses, \$13.9M of this amount is from competitive Federal Section 5339 funds. Eight out eleven Zero Emission Buses were in last year's Budget with similar 5339 competitive funds and local match. However, the federal funds were not awarded.

Continued

RECOMMENDED ACTION

1) Receive and consider public testimony regarding the Federally Funded Program of Projects and the FY 2023-24 Annual Operating and Capital Budget and either approve as published, or direct staff to provide more information to be brought back for further consideration. 2) Adopt Resolution 23-03.

PRESENTED BY
Maged Azer,
CFO

FISCAL IMPACT
Operating \$41,276,111
Capital \$42,395,151

MEETING DATE
June 20, 2023

ITEM NUMBER
4

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Presentation of the Final Draft Fiscal Year 2023-24 Annual Operating and Capital Budget.

SUMMARY STATEMENT

This year VVTA has submitted a new competitive grant for the 8 buses from last year as well as 3 buses for this year as well as a capital project to retrofit the maintenance shop for Fuel Cell Electric Bus (FCEB) safety measures and equipment as required. VVTA has a solid plan to fund the buses should the Federal competitive funds not be awarded. Further, the \$20.9M ZEB Budget includes \$5M towards Hydrogen fueling station infrastructure in Hesperia and Barstow.

The Capital Budget also includes \$1.1M for 6 Micro Transit Vehicles, the new demonstration project that started in FY 2022-23 has proven to be highly successful. Additionally, there is \$800K for 10 vans to support the growth and development of the Brokerage program, \$240K for 4 service vehicles, and finally 600K for much needed bus wash upgrade. The Capital Budget also includes various Garage and Shop equipment including the facility renovation and security fencing short fall. The short fall for these two projects is due to high inflation and the increase of the market prices over the estimated cost in the last few years.

ZEB Transition: In order to address what CARB calls the growing climate crisis and, as an effort, to reduce greenhouse gas emissions (GHGs), in 2018 the California Air Resources Board (CARB) implemented the Innovative Clean Transit (ICT) regulation. As mentioned previously, the ICT mandates all California transit agencies to convert their fleets to 100% zero emission buses (ZEBs) by 2040. VVTA has an extensive history in reducing its carbon footprint and lowering emissions. In 1997 VVTA purchased its first 40' CNG bus and in 2012 retired its last diesel bus, successfully converting 100% of the fixed route fleet to CNG.

To continue reducing tailpipe emissions, in 2018 VVTA purchased its first 7 Battery Electric Buses (BEB) and 5 more in 2020. After operating more than 400,000 miles VVTA analyzed the data on the 12 BEBs and concluded that BEBs cannot meet the full needs of the agency. Therefore, VVTA started procuring hydrogen fuel cell electric buses (FCEBs). FCEBs have a significantly greater range than BEBs (FCEBs have a range of around 300 miles) and can accommodate the majority of VVTA's longer routes with the ability to fuel in a matter of minutes, in stark contrast to BEBs which have a limited range averaging 140-150 miles and take upwards of 8 hours to fully recharge.

Continued

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Presentation of the Final Draft Fiscal Year 2023-24 Annual Operating and Capital Budget.

SUMMARY STATEMENT

Micro Transit Demonstration Project: In support of Fixed Route and County Services, VVTA started in FY 2022-23 a micro-transit program. This program means real-time dynamic routing that can change at a moment's notice, allowing riders to go anywhere within a geo-coded service zone. Passengers usually walk a block or two and catch the bus at a bus stop - boarding at a common corner avoids unnecessary detours and makes the service much more efficient.

Along the passenger's route, sophisticated dynamic routing algorithms use real-time, on-the-ground information to add other people traveling in the same direction into the same vehicle. Riders are picked up and dropped off in an endless stream. This translates into a highly efficient, environmentally friendly, and financially smart ride. After the launch of this service last year, VVTA made some minor changes in response to rider input. Marketing and free ride events have been promoting this service resulting in significant increases in ridership. According to the initial proposal, an additional zone in Apple Valley is planned for later in FY 2023-24. This will require the purchase of additional vehicles not only to operate the service, but to provide spares branded for the MicroLink service.

Rounding out the FY 2023-24 budget is ongoing support of several programs which continue to be well received and widely used by the communities we serve. These programs include Vanpool; a reduced Veteran's fare, and the Commuter Service to NTC Fort Irwin, which supports our troops.

Continued

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Presentation of the Final Draft Fiscal Year 2023-24 Annual Operating and Capital Budget.

SUMMARY STATEMENT

FY 2023-24 OPERATIONAL EXPENSES - \$42.39M

To support operations the FY 2023-24 budget for VVTA is as follows:

<u>FY 2023-24</u>	<u>Prior Year</u>	<u>Incr</u>	<u>%</u>
\$41.28M	\$37.25M	4.02M	9.8

Operational cost increase is due to:

1. Increase of the estimated purchase transportation contractor rate.
2. High inflation was almost 4.2% which impacted all goods and services prices.
3. Sheriff Department contract plus the increase of security cost to provide enough safety for drivers and riders; and
4. Increase of the Fuel market prices across the country.

As a subset of Operational costs, Administrative costs are normally considered to be a measurement of efficient management of a transit system. The FY 2023-24 budget maintained 5.6% of its total Budget on Administration. This funding level represents one of the lowest administrative funding percentages as compared to transit agencies throughout the state

The FY 2023-24 Administrative Budget includes needed upgrades of IT servers and computers required to meet VVTA's growing needs and adding two staff members to support both the Fleet and Maintenance department and the Procurement department. These two staff are required to support the growth and development of VVTA serving the community.

The FY 2023-24 Administrative expenses for VVTA:

<u>FY 2023-24</u>	<u>Prior Year</u>	<u>Incr/(Decr)</u>
\$4.25M	\$3.86M	\$0.39M

Continued

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Presentation of the Final Draft Fiscal Year 2023-24 Annual Operating and Capital Budget.

SUMMARY STATEMENT

FY 2023-24 CAPITAL PLAN - \$42.4M

The FY 2023-24 Capital Budget provides for development and advancements throughout the system. This forward planning ensures VVTA will provide high quality, responsive, responsible, and secure service to its riders. At the same time, VVTA will maintain operational efficiency and regulatory compliance by implementing leading edge technologies and assuring its fleet vehicles and support facilities are always in a state of good repair. In FY 2023-24 the capital expenditure plan provides \$42.4M to fund the following projects:

11 ZEB Regional Buses Replacement	\$14.4M
Federal Operating Assistance/5307	\$7.5M
LTF Operating Assistance Match	\$7.5M
10 Vans for Brokerage Program	\$0.8M
6 Micro Transit Vehicles	\$1.1M
Facilities Capital Investment	\$4.2M
Hydrogen FCEB Infrastructure	\$5.0M
4 Service Vehicles	\$0.2M
ZEB Transition Bus replacement roll over	\$1.2M
Misc. projects	\$0.5M
Total	\$42.4M

FY 2023-24 REVENUES

The FY 24 budget is fully funded with a combination of passenger fares, FTA Federal funding, State funding, and miscellaneous income sources. VVTA will continue to use the "State of Good Repair" (SGR) funding from the SB1 gasoline tax plus LCFS Credits and RINS credits. LTF subsidies will play a big part in timely capital funding and play a major role in the ZEB Transition.

Continued

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Presentation of the Final Draft Fiscal Year 2023-24 Annual Operating and Capital Budget.

SUMMARY STATEMENT

ADDITIONAL HIGHLIGHTS:

General:

Operating Expenses FY 2023-24: VVTA plans to use the FTA Federal Section 5307 funds for Operating Assistance. This offsets the use of LTF funds which can now be used for capital projects and ZEB Transition requirements.

FIXED ROUTE:

VVTA allocated \$6.5M from FTA Federal Section 5307 as support for operational assistance for the Fixed Route division. The Fixed Routes Operating Expenses Budget increased by \$1.9M compared to FY 2022-23 Budget due to the increase of the estimated purchase transportation rates plus the high inflation that impacted all supplies, services, and other operating expense costs.

COUNTY ROUTES:

Operating Expenses increased 13.6% compared to FY23 Budget, for the same reasons as mentioned above.

INTERCITY ROUTES:

In this year's Budget, VVTA used \$500,000 from FTA Federal Section 5307 for Intercity Operating Assistance.

Continued

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Presentation of the Final Draft Fiscal Year 2023-24 Annual Operating and Capital Budget.

SUMMARY STATEMENT

COMMUTER ROUTES (NTC-Ft Irwin):

NTC serves active military and DOD personnel in our communities. This service is 50% funded by passenger fares. In FY 2023-24, service hours remain the same as FY 2022-23. Operating Expenses are estimated to increase by 11% due to the same reasons mentioned above.

ADA:

VVTA used \$500K from the FTA Federal Section 5307 as support for operational assistance for the ADA program. ADA service in FY 2023-24 Budget decreased the operating expenses by 10% compared to other departments due to the full implementation of the VVTA Brokerage program developed by VVTA's CTSA department. FY 2023-24 Budget includes the purchase of ten (10) Brokerage vans.

CTSA:

VVTA's mobility management programs provide alternative ride services to clients who are normally dependent on higher cost ADA services or do not have access to traditional type services. In the FY 2023-24 Budget VVTA will continue to support the TRIP program which provides mileage reimbursements to eligible clients to use private vehicles instead of complementary paratransit or who live outside the VVTA core transit zones. In addition, by using these alternative ride programs VVTA has been able to provide much-needed transportation services in remote areas such as Trona and Big River. There is a slight budget increase of (1.7%) to support CTSA Programs' operation.

VANPOOLS:

Vanpool service was launched in October 2012. Vanpools play a significant role in reducing congestion and improving air quality. FY 2023-24 the Vanpool Budget is expected to be higher by 13%, due to an increase in the vanpool subsidies in order to remain competitive with other vanpool providers. With higher fuel market prices and the increase in subsidies, VVTA is anticipating modest growth in Vanpools. Vanpool Marketing will continue to support the recovery of the Vanpool program post Covid. VVTA estimates 200 vanpools in FY 2023-24 from a high of 187 in FY 2022-23.

RESOLUTION NO. 23-03

RESOLUTION OF THE BOARD OF DIRECTORS OF THE VICTOR VALLEY TRANSIT AUTHORITY AUTHORIZING THE FILING OF GRANT APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION, AN OPERATING ADMINISTRATION OF THE UNITED STATES DEPARTMENT OF TRANSPORTATION FOR FEDERAL TRANSPORTATION ASSISTANCE AUTHORIZED BY 49 U.S.C. CHAPTER 53; TITLE 23 OF THE UNITED STATES CODE, OR OTHER FEDERAL STATUTES ADMINISTERED BY THE FEDERAL TRANSIT ADMINISTRATION FOR THE 2023-24 FISCAL YEAR, AND THE FILING OF AN ARTICLE 4, ARTICLE 3, MEASURE I, AND STAF CLAIM TO THE SAN BERNARDINO COUNTY TRANSPORTATION AUTHORITY.

WHEREAS, the Federal Transit Administrator has been delegated authority to award federal financial assistance for a transportation project;

WHEREAS, the grant contract for federal financial assistance will impose certain obligations upon the Victor Valley Transit Authority, including the provision of the local share of the project cost in the program;

WHEREAS, Victor Valley Transit Authority has or will provide all annual certifications and assurances to the Federal Transit Administration required with respect to the program of projects.

WHEREAS, a portion of these services are funded through Local Transit Funds ("LTF") and State Transit Assistance Funds ("STAF") monies, which are subsequently administered and distributed by the San Bernardino County Transportation Authority, not to exceed the amount approved by the Victor Valley Transit Authority Board of Directors, in the adopted or subsequently amended budget for the 2023-2024 fiscal year.

NOW THEREFORE, BE IT RESOLVED by the Victor Valley Transit Authority Board of Directors:

1. That the Chief Executive Officer is authorized to file and execute grant applications on behalf of the Victor Valley Transit Authority, a Designated Recipient as defined by 49 U.S.C §5307(a)(2), with the Federal Transit Administration, the State of California, and Caltrans for assistance in the financing of capital and operating needs of the program of projects pursuant to the provisions of Chapter 53 of Title 49 of the United States Code, Title 23 of the United States Code and any other applicable Federal law or regulation. These include but are not limited to Sections 5304, 5307, 5309, 5310, 5311, 5311(f), 5339, 5339(b), 5339(c), Congestion Mitigation and Air Quality Improvement (CMAQ), Homeland Security grant applications, U.S. DOT FHWA, as well as California Air Resources Board (CARB), and Low Carbon Transit Operations Program (LCTOP).

2. That said Chief Executive Officer is authorized to file and execute with such application the annual certifications and assurances and any other documents required by the Federal Transit Administration, the State of California, Caltrans, SBCTA, and/or other federal, state, or local agency/entities in connection with the application for assistance with respect to the program of projects.

3. That the Chief Executive Officer is authorized to execute grant agreements on behalf of the Victor Valley Transit Authority with the Federal Transit Administration for assistance in the financing of the capital and operating needs of program of projects.

4. That the Chief Executive Officer Director is authorized to execute and file Article 4, Article 3, STAF and Measure I claims with the San Bernardino County Transportation Authority not to exceed the amount approved by the Victor Valley Transit Authority Board of Directors, in the adopted or subsequently amended budget for the 2023-24 fiscal year.

PASSED, APPROVED and ADOPTED this 20th day of June 2023.

Liz Becerra, VVTA Board Chair

ATTEST:

Debi Albin, Clerk of the Board

APPROVED AS TO FORM:

Adam Ebright, VVTA Legal Counsel

I, DEBI ALBIN, Clerk of the Board of the Victor Valley Transit Authority DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution 23-03 which was duly adopted at a legally convened meeting held on the 20th day of June 2023, by the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Debi Albin, Clerk of the Board

LOCALiQ

Mount Shasta Herald
Siskiyou Daily News
Daily Press | The Record

PO Box 631437 Cincinnati, OH 45263-1437

PROOF OF PUBLICATION

Debi Albin
Victor Valley Transit Authority
17150 Smoke Tree ST
Hesperia CA 92345-3299

RECEIVED

MAY 31 2023

VVTA

STATE OF CALIFORNIA, COUNTY OF SAN BERNARDINO


I, being duly sworn, says:

That I am the Legal Clerk of the Daily Press, a daily newspaper of general circulation, printed and published in Victorville, San Bernardino Count, California; that the publication, a copy of which is attached hereto, was published in the said newspaper in the issues dated:

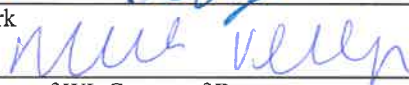
05/19/2023

That said newspaper was regularly issued and circulated on those dates.

Sworn to and subscribed before on 05/19/2023



Legal Clerk



Notary, State of WI, County of Brown

8-25-26

My commision expires

Publication Cost: \$772.20

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Customer No: 793610

1

PO #: POP FY 23-24

THIS IS NOT AN INVOICE!

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MARIAH VERHAGEN
Notary Public
State of Wisconsin

Notice of Public Hearing for Federaly Funded Program of Projects for Fiscal Year 2023/24

A Public Hearing and Regular Meeting of the Board of Directors will be held to solicit input and comments on the proposed use of Federal Funds. FTA Sections 5307, 5310, 5311, 5339, 5339(b), 5339(c), CMAQ, and other federal, state and local funds will be considered by the Board of Directors as part of the FY 23 Draft Annual Operating and Capital Budget.

Date: Tuesday, June 20th, 2023

The Victor Valley Transit Act, and Cong

Notice of Public Hearing for Federaly Funded Program of Projects for Fiscal Year 2023/24

A Public Hearing and Regular Meeting of the Board of Directors will be held to solicit input and comments on the proposed use of Federal Funds. FTA Sections 5307, 5310, 5311, 5339, 5339(b), 5339(c), CMAQ, and other federal, state and local funds will be considered by the Board of Directors as part of the FY 23 Draft Annual Operating and Capital Budget.

Date: Tuesday, June 20th, 2023 Place: VVTA Board Room, 17150 Smoke Tree St., Hesperia
Time: 9:30 a.m.
The Victor Valley Transit Authority is, or may be applying for, operational and capital grants under Sections 5307, 5309, 5310, 5311, 5311(f), 5339, 5339(b) Bus and Bus Facilities, and 5339(c) Low or No Emission Vehicle Deployment Program (LowNo) of the Federal Transit Act, and Congestion Mitigation and Air Quality Improvement (CMAQ) grants following FTA guidelines.

Time: 9:30 a.m.

Sections 5307, 5309, 5310, 5311, 5311(f), 5339, 5339(b) Low or No Emission Vehicle Deployment Program (LowNo) of the Federal Transit Act, and Congestion Mitigation and Air Quality Improvement (CMAQ) grants following FTA guidelines.

PROJECT DESCRIPTION	SECTION 5307	SECTION 5311	SECTION 5339	CMAQ	TOTAL PROJECT COST	CMAQ	TOTAL PROJECT COST
FY 2023-24 Estimated Apportionments	\$ 10,893,419	\$ 977,663	\$ 976,135	\$ 120,000		20,000	
FTA Operating Assistance	\$ 7,500,000				\$ 23,804,781		\$ 23,804,781
Rural Operating Assistance Unincorporated Areas of SB Cnty		\$ 977,663			\$ 7,139,664		\$ 7,139,664
Upgrade Onboard Modems (Security Project)	\$ 88,000				\$ 110,000		\$ 110,000
Bus facility capital lease (Hsp)	\$ 1,233,640				\$ 1,542,050		\$ 1,542,050
Garage and Shop Equipment			\$ 80,000		\$ 100,000		\$ 100,000
Support Vehicle Infrastructure (EV) HSP				\$ 120,000	\$ 120,000		\$ 120,000
Bus Wash Upgrade	\$ 480,000				\$ 600,000		\$ 600,000
Regional ZEB Buses (11) & Shop Hydrogen Retrofit		\$13,924,021			\$ 17,789,695		\$ 17,789,695
Total Operating & Capital Federal Assistance Funding	\$ 9,301,640	\$14,901,684	\$ 80,000	\$ 120,000	\$ 51,206,190	\$ 20,000	\$ 51,206,190
Those interested in commenting on the program of projects are invited to provide input or seek further information and are encouraged to either attend this public hearing or submit comments to VVTA. Questions or comments prior to the hearing may be directed in writing or by phone to the Clerk of the Board at 760.995.3588 (TDD 760.948.3990), at 17150 Smoke Tree St., Hesperia, CA 92345 or by publiccomments@vvta.org (except G-mail). The program of projects will become final with no further posting, unless amended.							
Total Operating & Capital Federal Assistance Funding	\$ 9,301,640	\$14,901,684	\$ 80,000	\$ 120,000	\$ 51,206,190		

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Notice of Public Hearing for
Federaly Funded Program
of Projects for Fiscal Year
2023/24.

A Public Hearing and Regular Meeting of the Board of Directors will be held to solicit input and comments on the proposed use of Federal Funds. FTA Sections 5307, 5310, 5311, 5339, 5339(b), 5339(c), CMAQ, and other federal, state and local funds will be considered by the Board of Directors as part of the FY 23 Draft Annual Operating and Capital Budget.

Date: Tuesday, June 20th, 2023 Place: VVTA Board Room, 17150 Smoke Tree St., Hesperia Time: 9:30 a.m.

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PROJECT DESCRIPTIONS
SECTION

5307 SECTION

5311 SECTION

5339 CMAQ TOTAL

PROJECT COST

FY 2023-24.	Estimated
Apportionments \$ 10,893,419	
\$ 977,663	\$ 976,135

120,000

FTA Operating Assistance \$	
7,500,000	\$ 23,804,781

Rural Operating Assistance	
Unincorporated Areas of SB	
Cnty \$ 977,663	\$
7,139,664	

Upgrade Onboard Modems	
(Security Project) \$	
88,000	\$ 110,000

Bus facility capital lease	
(Hsp) \$ 1,233,640	\$
1,542,050	

Garage and Shop Equipment	
\$ 80,000	\$ 100,000

Support Vehicle Infra-	
structure (EV) HSP	\$
120,000	\$ 120,000

Bus Wash Upgrade	
\$ 480,000	\$ 600,000

Regional ZEB Buses (11) &	
Shop Hydrogen Retrofit	\$
13,924,021	\$ 17,789,695

Total Operating & Capital	
Federal Assistance Funding	\$
\$ 9,301,640	\$ 14,901,684

\$ 80,000	\$ 120,000
\$ 51,206,190	

\$ 480,000	\$ 600,000
Regional ZEB Buses (11) &	
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Total Operating & Capital	
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May 19, 20 2023 LYRK0011126

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PROJECT DESCRIPTIONS
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1,542,050	

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Total Operating & Capital	
Federal Assistance Funding	\$
\$ 9,301,640	\$ 14,901,684
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Regional ZEB Buses (11) &	
Shop Hydrogen Retrofit	\$
13,924,021	\$ 17,789,695

Total Operating & Capital	
Federal Assistance Funding	\$
\$ 9,301,640	\$ 14,901,684
\$ 80,000	\$ 120,000
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May 19, 20 2023 LYRK0011126



ANNUAL OPERATING AND CAPITAL BUDGET

FISCAL YEAR 2023-2024

(SUMMARY)

Final

BUDGET NOTES & ASSUMPTIONS :

Listed below are some notes and assumptions that were used to build the FY23-24 Budget. They are designed to supplement the numerical presentation in the "Summary" and "Detailed" Budget pages.

Line no.	Department	Note/Assumption
1	General	<u>Operating Expenses</u> increased 9.8% compared to FY 2022-23. It should be noted that the increase is due to the increase of the maintenance and operations contractor rates, the increase of the fuel market price, plus the high inflation which impacted all goods and services prices, and significant increase in insurance rates, plus the Sheriff Dept contract executed on February 2023 for more safety and security to the riders, and the growth of the new Micro Transit Demonstration program. <u>Capital Expenses</u> Capital budget increased \$10.1M includes \$14.8M competitive funds section 5339 for 11 Hydrogen Buses and Shop Hydrogen Retrofit for the for Innovative Clean Transit mandate (ICT), this ZEB Transition is required to be completed by year 2040, \$10M of which is competitive Sect. 5339, FY24 budget for the ICT includes also \$5M for the infrastructure for the Hydrogen stations in Hesperia, Barstow and D street in Victorville.
2	Fixed Rte	VVTA used \$6.5M from the Federal Funding section 5307 for operational assistance for the Fixed Route division. Fixed Routes Operating Expenses Budget increased by \$1.9M compared to FY-23 Budget. Capital Budget for Fixed Routes includes 4 service vehicles and upgrade onboard modems.
3	Direct Access	VVTA used \$.5M from the Federal Funding section 5307 to support the operational assistance for the Direct access division, ADA service in FY 2023-24 Budget decreased 10% compared to other departments due to the full implementation of the VVTA Brokerage program developed by VVTA's CTSA department, Capital Budget includes \$800K purchase ten vans supporting the Brokerage program.
4	County	Operating Expenses increased 13.6% compared to FY23 Budget, for the same reasons as mentioned above.
5	Barstow Division	VVTA used the Federal Funding 5311 \$466,877 and plus the local funds Measure I \$262,400 to support the operating assistance, Barstow operating Budget increased \$405K due to same reasons mentioned above. Barstow Capital Budget includes \$214K short fall for the Back-up generator for the LCNG station.
6	Commuter (NTC)	VVTA maintaining FT. Irwin Commuter Bus Service Hours same as FY23 Budget, Operating Expenses increased 11% compared to FY23 Budget, for the same reasons as mentioned above.
7	Intercity (BV link)	VVTA used \$500K from the Federal FTA section 5307 for Intercity Operating Assistance, InterCity Budget increased the average 11% as other divisions, and VVTA will maintain the Sunday services for Route 15 that added in FY23.
8	CTSA	A slight budget increase of (2%) is estimated to support TRIP, Big River and Trona programs.
9	Micro Transit Demonstration Project	Due to the Growth of the Micro Transit program that started in FY23, Budget FY24 is \$1.7M estimated Operating Expenses increased by 82%, and the Capital Budget includes \$1.1M to add 6 Micro Transit Vehicles.
10	Facilities	Budget FY24 includes \$600K for Bus Wash upgrade, \$680K short fall for Parking lot security fencing and the Hesperia Facility Rehab. Capital Budget also includes Garage and Shop Equipment plus Water Heater replacement and Support Vehicle infrastructure (EV) HSP.
11	ZEB Transition ICT (mandates)	Capital Budget for the Zero Emission Bus ZEB Transition includes 11 Regional Hydrogen ZEB class H buses replacement, from prior FY Budget competitive funds, plus \$5M for the (Multi year) Hesperia and Barstow Hydrogen Fuel station Infrastructure. Includes also \$276K for the final accumulated roll over LCTOP funds for 2 Hydrogen FCEB buses plus \$947K start roll over LCTOP funds for 2 new Hydrogen FCEB buses.
12	Administration	Administration Expenses for FY 24 increased 10% due to the high inflation which impacted the IT supplies and services prices plus adding 2 new positions one for the Facility and Maintenance Department and one for the Procurement department to support the growth and Development of VVTA. Budget included \$41K for the upgrade and replacement of IT computers and servers along with other IT equipment requirements, includes also the Annual CPI adjustment; Even so, the increase in Admin expenses represents only 5.6% of the total FY24 Budget. Still one of the lowest admin percentages in the state.
13	Vanpools	Vanpool service was launched in October 2012. Vanpools play a significant role in reducing congestion and improving air quality. FY 2023-24 the Vanpool Budget is estimated to be higher by 13%, due to an increase in the vanpool subsidies in order to remain competitive with other vanpool providers. With higher fuel market prices and the increase in subsidies, VVTA is anticipating modest growth in Vanpools. Vanpool Marketing will continue to support the recovery of the Vanpool program post Covid. VVTA estimates 200 vanpools in FY 2023-24 from a high of 187 in FY 2022-23.

Victor Valley Transit Authority
ANNUAL OPERATING AND CAPITAL BUDGET
FISCAL YEAR 2022-2024
SUMMARY

<u>Expense Plan</u>	<u>FY23-24</u>	<u>FY22-23</u>	<u>\$ Change</u>	<u>% Inc/Dec</u>
Operating	\$ 41,276,111	\$ 37,251,203	\$ 4,024,908	10.8%
FTA Capital Assistance for Operating	\$ (15,000,000)	\$ (4,767,878)		
Capital	\$ 42,395,151	\$ 32,294,235	\$ 10,100,916	31.3%
Total Expense	\$ 68,671,262	\$ 64,777,560	\$ 3,893,702	6.0%

Expense Summary

OPERATING EXPENSE SUMMARY

<u>Program</u>	<u>FY 2023/24</u>	<u>FY 2022/23</u>	<u>\$ Change</u>	<u>% Inc/Dec</u>	
Fixed Route	\$ 17,538,742	\$ 15,578,441	\$ 1,960,301		
Complementary Paratransit	\$ 5,066,855	\$ 5,659,530	\$ (592,675)		
County Routes	\$ 2,880,379	\$ 2,536,137	\$ 344,243		
Intercity Routes	\$ 1,199,184	\$ 1,078,139	\$ 121,045		
Barstow Division	\$ 4,259,285	\$ 3,853,831	\$ 405,454		
Commuter Routes	\$ 970,697	\$ 874,863	\$ 95,834		
Van Pools	\$ 1,860,607	\$ 1,640,940	\$ 219,667		
CTSA	\$ 737,947	\$ 725,367	\$ 12,580		
Micro Transit	\$ 1,770,069	\$ 973,186	\$ 796,884		
VVTA Yard/Facilities	\$ 732,500	\$ 462,606	\$ 269,894		
Administration	\$ 4,259,847	\$ 3,868,165	\$ 391,682		
TOTAL EXPENSES:	\$ 41,276,111	\$ 37,251,203	\$ 4,024,908	11%	Final
FTA Operating Assistance/CARES ACT	\$ (15,000,000)	\$ (4,767,878)	\$ 2,697,424		
NET Expenses	\$ 26,276,111	\$ 32,483,325	\$ (6,207,214)		

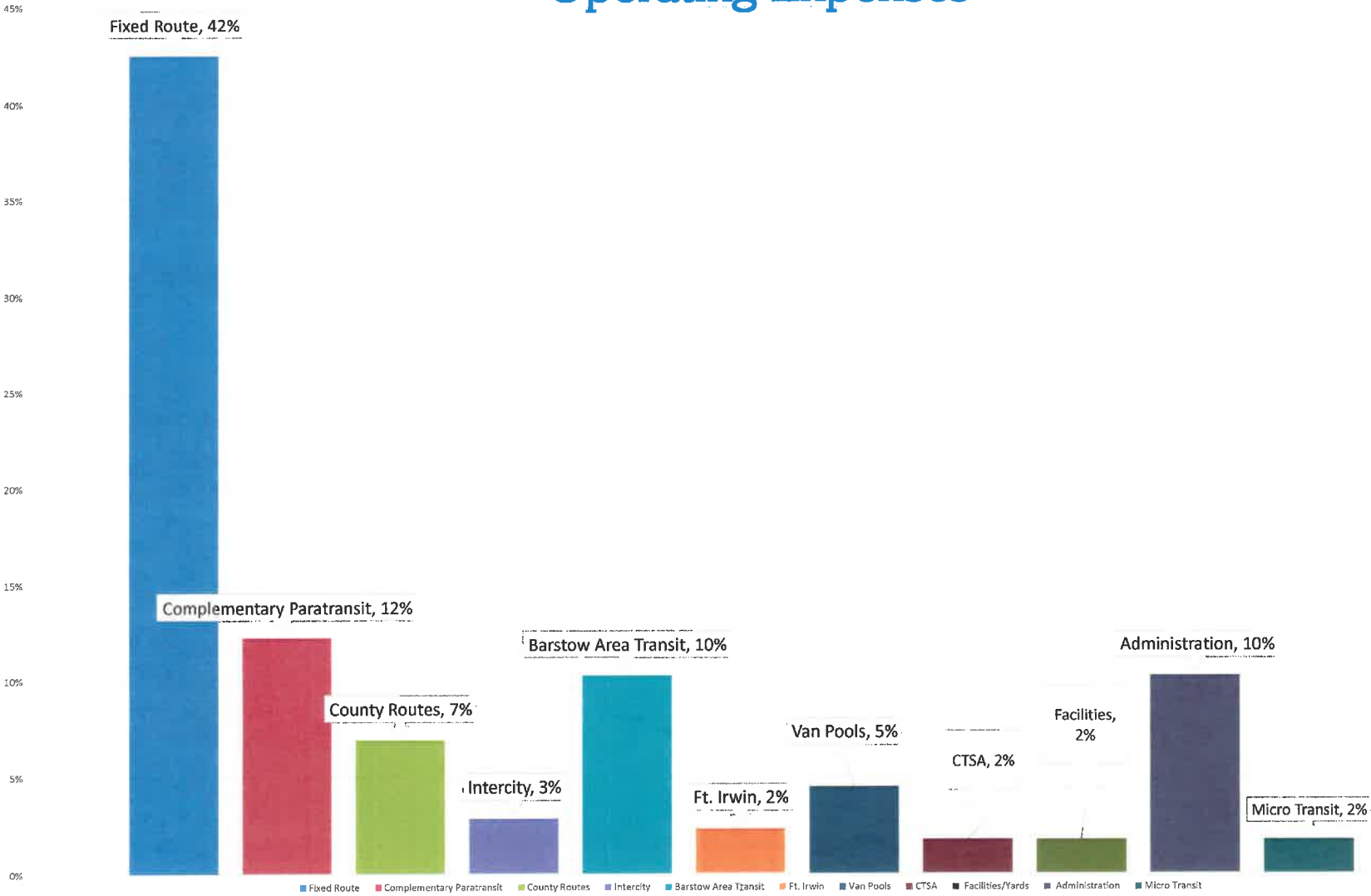
CAPITAL EXPENSE SUMMARY

<u>Program</u>	<u>FY 2023/24</u>	<u>FY 2022/23</u>	<u>\$ Change</u>	<u>% Inc/Dec</u>	
Fixed Route	\$ 13,350,000	\$ 5,026,767	\$ 8,323,233		
Complementary Paratransit	\$ 1,800,000	\$ 469,600	\$ 1,330,400		
County Routes	\$ -	\$ 12,870	\$ (12,870)		
Intercity Routes	\$ 1,000,000	\$ 758,580	\$ 241,420		
Barstow Division	\$ 841,400	\$ 1,422,539	\$ (581,139)		
Commuter Routes	\$ -	\$ 35,920	\$ -		
Micro Transit	\$ 1,140,000	\$ 616,000	\$ -		
Facilities	\$ 3,299,698	\$ 6,503,232	\$ (3,203,534)		
VVTA Administration	\$ 41,432	\$ 1,590,000	\$ (1,548,568)		
ZEB Transition	\$ 20,922,620	\$ 15,858,726	\$ 5,063,894		
TOTAL Capital Expense:	\$ 42,395,150	\$ 32,294,234	\$ 10,100,916	31.28%	

COMBINED EXPENSE SUMMARY

			<u>\$ Change</u>	<u>% Inc/Dec</u>	
Operating Expense	\$ 26,276,111	\$ 32,483,325	\$ (6,207,214)		
Capital Expense	\$ 42,395,150	\$ 32,294,234	\$ 10,100,916		
TOTAL:	\$ 68,671,261	\$ 64,777,559	\$ 3,893,702	6.0%	

Operating Expenses



VICTOR VALLEY TRANSIT AUTHORITY

Fiscal Year Budget 2023-2024

CAPITAL PROJECT DETAILS CHART

Program	Project Description	Section 5307	Section 5339	CMAQ	LTF	STA	SB1/SGR	LCTOP	Competitive funding (5339)	Project Cost
Direct Access	FTA operating assistance	\$500,000			\$500,000					\$1,000,000
	Brokerage vans (10)				\$800,000					\$800,000
Fixed Route	FTA operating assistance	\$6,500,000			\$6,500,000					\$13,000,000
	Service Vehicles (4)						\$240,000			\$240,000
	Upgrade onboard modems (1% security project)	\$88,000				\$22,000				\$110,000
										\$0
BAT	FTA operating assistance (emergency funding)									\$0
	Bus facility capital lease (Barstow)				\$627,400					\$627,400
	LCNG Back up generator (short fall)				\$214,000					\$214,000
										\$0
Intercity	FTA operating assistance	\$500,000			\$500,000					\$1,000,000
					Final					\$0
MicroTransit	MicroTransit Vehicles (6)				\$560,575		\$579,425			\$1,140,000
										\$0
Facilities & Yard	Bus facility capital lease (Hsp)	\$1,233,640				\$308,410				\$1,542,050
	Maintenance wind barrier (Hsp)				\$20,000					\$20,000
	Dispatatch & Office Renovations (Hsp)				\$120,000					\$120,000
	Maintenance office renovations				\$40,000					\$40,000
	Garage and Shop Equipment		\$80,000			\$20,000				\$100,000
	Support Vehicle Infrastructure (EV) HSP			\$120,000						\$120,000
	Purchase Water Heater Replacements				\$60,000					\$60,000
	Bus Wash Upgrade	\$480,000			\$120,000					\$600,000
	New Property Development				\$17,648					\$17,648
	Facility Rehab (short fall)				\$400,000					\$400,000
	Fencing (short fall)				\$280,000					\$280,000
ZEB Transition (ICT mandates)	Regional buses rplc Class H ZEB (3)				\$713,674				\$3,184,504	\$3,898,178
	Regional buses rplc Class H ZEB (8) From prior FY								\$10,539,517	\$10,539,517
	Shop Hyrdrogen Retrofit for FCEB safety measures & equipment								\$200,000	\$200,000
	Regional buses rplc Class H FCEB (2) '40 Roll over funding (Final)							\$ 275,922		\$275,922
	Regional buses rplc Class H FCEB (2) '40 Roll over funding (new)							\$ 947,966		\$947,966
	Hydrogen Fueling Infrastructure (Multi-year) HSP/Barstow/D.St.				\$5,061,037					\$5,061,037
Administration	IT upgrades & replacements of Computers & servers				\$20,000	\$21,432				\$41,432
Total		\$9,301,640	\$80,000	\$120,000	\$16,554,334	\$371,842	\$819,425	\$1,223,888	\$13,924,021	\$42,395,150

VICTOR VALLEY TRANSIT AUTHORITY

CAPITAL FUNDING SOURCE SUMMARY CHART

Program	Section 5307	Section 5339	CMAQ	LTF	STA	SB1/SGR	LCTOP	Competitive funding (5339)	Project Cost
Direct Access	\$500,000			\$1,300,000					\$1,800,000
Fixed Route	\$6,588,000			\$6,500,000	\$22,000	\$240,000			\$13,350,000
County									\$0
BAT				\$841,400					\$841,400
NTC Commuter									\$0
Intercity	\$500,000			\$500,000					\$1,000,000
Micro Transit				\$560,575		\$579,425			\$1,140,000
Facilities & Yard	\$1,713,640	\$80,000	\$120,000	\$1,057,648	\$328,410				\$3,299,698
ZEB Transition				\$ 5,774,711			\$1,223,888	\$ 13,924,021	\$20,922,620
Administration				\$20,000	\$21,432				\$41,432
Total	\$9,301,640	\$80,000	\$120,000	\$16,554,334	\$371,842	\$819,425	\$1,223,888	\$13,924,021	\$42,395,150

Revenue Summary

OPERATING REVENUE SUMMARY

Source	FY 2023/24	FY 2022/23	\$ Change	% Inc/Dec	Notes
Section 5311	\$ 977,663	\$ 958,494	\$ 19,169		
LTF	\$ 20,496,548	\$ 27,474,707	\$ (6,978,159)		
Measure I	\$ 1,856,400	\$ 1,853,400	\$ 3,000		
AB 2766	\$ 250,000	\$ 250,000	\$ -		
LCTOP	\$ 20,000	\$ 20,000	\$ -		
STA (POP) Free Fares	\$ 750,000	\$ -	\$ 750,000		
Passenger Fares	\$ 1,345,500	\$ 1,366,725	\$ (21,225)		
Other (Interest/Misc.)	\$ 580,000	\$ 560,000	\$ 20,000		
TOTAL:	\$ 26,276,111	\$ 32,483,326	\$ (6,207,215)	-19%	

Final

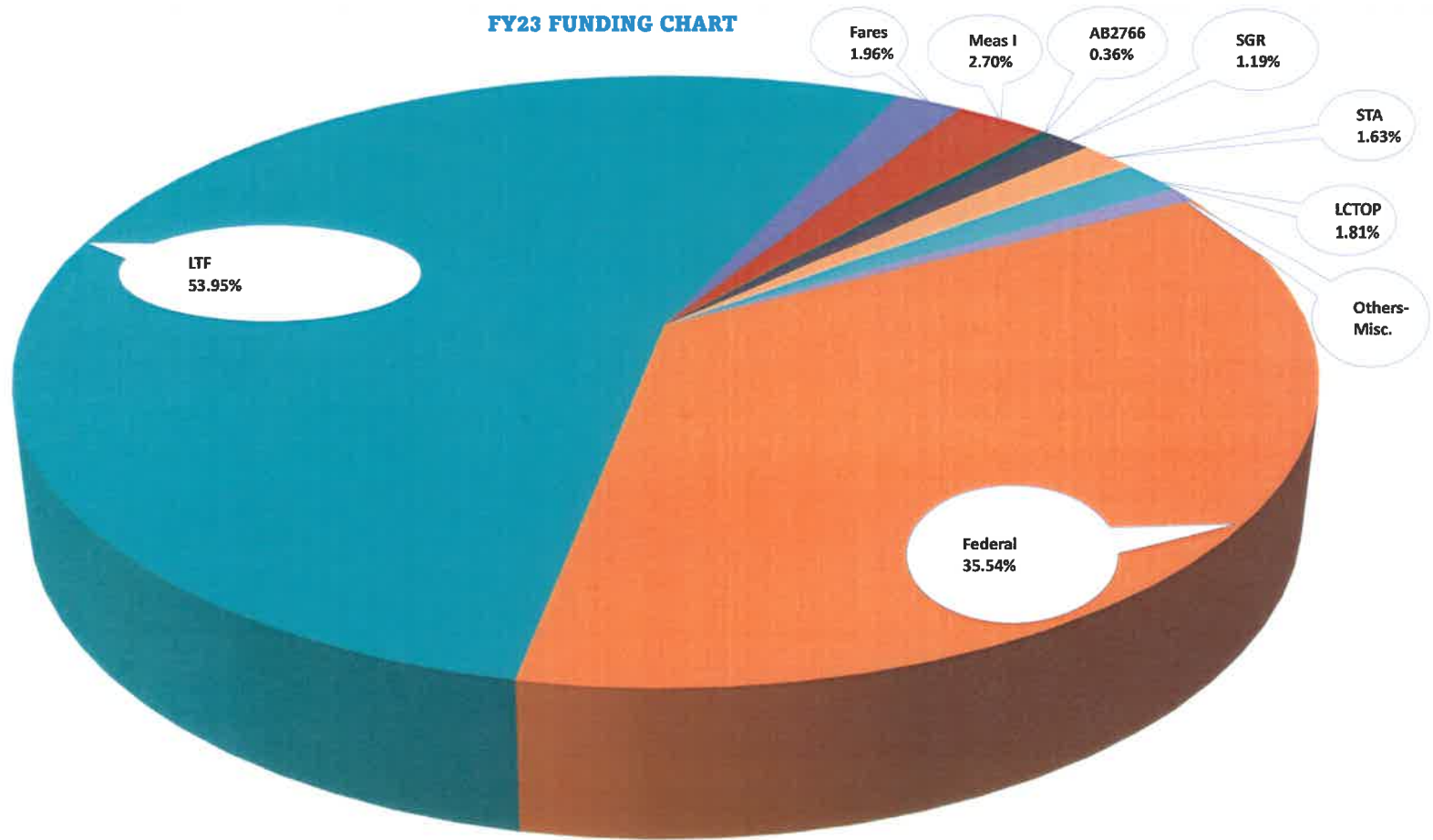
CAPITAL REVENUE SUMMARY

Source	FY 2023/24	FY 2022/23	\$ Change	% Inc/Dec	
Section 5307	\$ 9,301,640	\$ 1,550,040	\$ 7,751,600		
Section 5339	\$ 14,004,021	\$ 12,344,726	\$ 1,659,295		
SGIP	\$ -	\$ 1,295,400	\$ (1,295,400)		
CMAQ demonstration	\$ 120,000	\$ -	\$ 120,000		
LTF	\$ 16,554,334	\$ 10,038,855	\$ 6,515,479		
STAF	\$ 371,842	\$ 322,016	\$ 49,826		
Operating Assistance ARP	\$ -	\$ 4,767,878	\$ (4,767,878)		
SGR	\$ 819,425	\$ 786,722	\$ 32,703		
LCTOP	\$ 1,223,888	\$ 1,188,597	\$ 35,291		
Other - LCFS Credits	\$ -	\$ -	\$ -		Capital varies from year to year based on the Capital Assets required
TOTAL:	\$ 42,395,150	\$ 32,294,234	\$ 10,100,916	31%	

COMBINED REVENUE SUMMARY

	FY 2023/24	FY 2022/23	\$ Change	% Inc/Dec
Operating Revenue	\$ 26,276,111	\$ 32,483,326	\$ (6,207,215)	
Capital Revenue	\$ 42,395,150	\$ 32,294,234	\$ 10,100,916	
TOTAL:	\$ 68,671,262	\$ 64,777,560	\$ 3,872,702	6.0%

FY23 FUNDING CHART





ANNUAL OPERATING AND CAPITAL BUDGET

FISCAL YEAR 2023-2024

(DETAIL)

Final

DEPT: **COMPLEMENTARY PARATRANSIT**

EXPENSES	FY24 HRS	FY23 HRS	Incr/(Decr)	%	FY24\$	FY23\$	Incr/(Decr)	%	NOTES
Purchased Transportation (Direct Access)	28,878	41,132	(12,254)		\$ 3,217,311	\$ 3,893,514	\$ (676,203)		Reduce in service - no control on reservations
Purchased Transportation (Subscription)	11,420	12,294	(874)		\$ 1,272,269	\$ 1,163,750	\$ 108,519		
Fuel					\$ 214,400	\$ 262,438	\$ (48,038)		Based on Actuals FY23
Brokerage Program	2,656				\$ 137,739	\$ 140,000	\$ (2,261)		
Certification Contractor					\$ 45,000	\$ 40,000	\$ 5,000		
IVR/Ecolane System					\$ -	\$ 44,000	\$ (44,000)		
Misc					\$ 135,136	\$ 70,828	\$ 64,308		
Ecolane - Software					\$ 45,000	\$ 45,000	\$ -		
TOTAL	42,954	53,426	(10,472)	-24.4%	\$ 5,066,855	\$ 5,659,530	\$ (592,675)	-10%	

REVENUES	FY24\$	FY23\$	Incr/(Decr)	%	NOTES
FTA 5307 Operating assistance	\$ 500,000	\$ -	\$ 500,000		
LTF Operating Assistance Local Match	\$ 500,000	\$ -	\$ 500,000		
ADA Fares	\$ 255,000	\$ 136,500	\$ 118,500		
Subscription Fares	\$ 100,000	\$ 75,000	\$ 25,000		
Brokerage Program	\$ 1,500	\$ 1,100	\$ 400		
Measure I	\$ 1,384,000	\$ 1,363,600	\$ 20,400		
TOTAL	\$ 2,740,500	\$ 1,576,200	\$ 1,164,300	74%	
NET EXPENSE	\$ 2,326,355	\$ 4,083,330	\$ (1,756,975)	-43%	

SUBSIDIES	FY24\$	FY23\$	Incr/(Decr)	%	NOTES
LTF OPERATING	\$ 2,326,355	\$ 4,083,330	\$ (1,756,975)		
TOTAL	\$ 2,326,355	\$ 4,083,330	\$ (1,756,975)	-43.0%	

CAPITAL PROJECTS	Funding Sources									FY24 TOTAL
	Sect. 5307	Sect. 5310	Sect. 5330	CMAQ	LTF	STAF	LCTOP	SGR	Other	
FTA operating assistance	\$ 500,000				\$ 500,000					\$ 1,000,000
Brokerage vans (10)					\$ 800,000					\$ 800,000
										\$ -
										\$ -
TOTAL	\$ 500,000	\$ -	\$ -	\$ -	\$ 1,300,000	\$ -	\$ -	\$ -	\$ -	\$ 1,800,000

DEPT: **FIXED ROUTE**

EXPENSES	FY24 HRS	FY23 HRS	Incr/(Decr)	%	FY24\$	FY23\$	Incr/(Decr)	%	NOTES
Purchased Transportation (FR)	137,053	136,015	1,038		\$ 14,177,086	\$ 12,363,126	\$ 1,813,960		Increase in contractor rates.
Fuel					\$ 967,960	\$ 1,147,212	\$ (179,252)		Based on Actuals FY23
BEB Charge					\$ 114,368	\$ 95,000	\$ 19,368		Based on the actuals FY23
Misc					\$ 2,279,327	\$ 1,973,103	\$ 306,224		Including the Sheriff, security plus other operating softwares
TOTAL	137,053	136,015	1,038	0.8%	\$ 17,538,741	\$ 15,578,441	\$ 1,960,300	12.6%	
REVENUES					FY24\$	FY23\$	Incr/(Decr)	%	NOTES
Fixed Route Fares					\$ 200,000	\$ 510,000	\$ (310,000)		Due to the support of STA Free Rides Funds
STA Free Rides K-12					\$ 615,000	\$ -	\$ 615,000		SBCTA support the Kides Free Ride
TOTAL					\$ 815,000	\$ 510,000	\$ 305,000	60%	
NET EXPENSE					\$ 16,723,741	\$ 15,068,441	\$ 1,655,300	11%	
SUBSIDIES					FY24\$	FY23\$	Incr/(Decr)	%	NOTES
FTA 5307 Operating Assistance					\$ 6,500,000	\$ 3,822,434	\$ 2,677,566		ARP funds used in FY23, FTA used in FY24
LTF Operating Assistance Match					\$ 6,500,000	\$ 6,500,000	\$ -		Match wasn't required last year with ARP
FTA 5311					\$ 385,000	\$ 375,578	\$ 9,422		
AB2766					\$ 233,000	\$ 233,000	\$ -		
LTF Operating					\$ 3,105,149	\$ 10,637,429	\$ (7,532,280)		Used FTA Operating Assistance
TOTAL					\$ 16,723,149	\$ 15,068,441	\$ 1,654,708	11%	

CAPITAL PROJECTS

Funding Sources										FY24
	Sect. 5307	Sect. 5339	CMAQ	LTF	STAF	SB1/SGR	LCTOP	FTA - ARP	LCFS Credits	TOTAL
FTA operating assistance / ARP	\$ 6,500,000			\$ 6,500,000						\$ 13,000,000
Service Vehicles (4)						\$ 240,000				\$ 240,000
Upgrade onboard modems (1% security project)	\$ 88,000				\$ 22,000					\$ 110,000
										\$ -
										\$ -
TOTAL	\$ 6,588,000	\$ -	\$ -	\$ 6,500,000	\$ 22,000	\$ 240,000	\$ -	\$ -		\$ 13,350,000

DEPT: COUNTY

EXPENSES	FY24 HRS	FY23 HRS	Incr/(Decr)	%	FY24\$	FY23\$	Incr/(Decr)	%	NOTES
Purchased Transportation (Tri-Community)	10,055	10,060	(5)		\$ 1,040,151	\$ 906,025	\$ 134,126		Increase in contractor rates
Purchased Transportation (Helendale)	4,757	4,760	(3)		\$ 492,096	\$ 428,743	\$ 63,353		Increase in contractor rates
Purchased Transportation (Luceme Valley)	5,231	5,234	(3)		\$ 541,108	\$ 471,390	\$ 69,718		Increase in contractor rates
Purchased Transportation (Oak Hills)	3,022	3,022	-		\$ 312,703	\$ 272,158	\$ 40,545		Increase in contractor rates
Fuel					\$ 124,406	\$ 137,603	\$ (13,197)		Based on FY23 actuals
Misc					\$ 369,915	\$ 320,217	\$ 49,698		Allocation of ITS/Sheriff/Radio/Fare Media and IT Software
TOTAL	23,065	23,076	(11)	0.0%	\$ 2,880,379	\$ 2,536,136	\$ 344,243	14%	

REVENUES	FY24\$	FY23\$	Incr/(Decr)	%	NOTES
County Route(s) Fares	\$ 50,000	\$ 180,000	\$ (130,000)		
STA Free Rides K-12	\$ 112,500	\$ -			
TOTAL	\$ 162,500	\$ 180,000	\$ (17,500)	-10%	
NET EXPENSE	\$ 2,717,879	\$ 2,356,136	\$ 361,743	15%	

SUBSIDIES	FY24\$	FY23\$	Incr/(Decr)	%	NOTES
FTA 5307	\$ -	\$ -	\$ -		
FTA 5311	\$ 125,193	\$ 125,193	\$ -		
LTF CAP MATCH	\$ -	\$ -	\$ -		
LTF OPERATING	\$ 2,592,686	\$ 1,580,505	\$ 1,012,181		
TOTAL	\$ 2,717,879	\$ 1,705,698	\$ 1,012,181	59%	

CAPITAL PROJECTS

Funding Sources								FY24
Sect. 5307	Sect. 5310	Sect. 5339	CMAQ	LTF	STAF	LCTOP	Other	TOTAL
								\$ -
								\$ -
								\$ -
								\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

DEPT:

BARSTOW DIVISION

EXPENSES	FY24 HRS	FY23 HRS	Incr/(Decr)	%	FY24\$	FY23\$	Incr/(Decr)	%	NOTES
Purchased Transportation	35,554	36,034	(480)		\$ 3,710,031	\$ 3,265,798	\$ 444,233		Annual increase in contractor rates
Fuel					\$ 253,008	\$ 325,637	\$ (72,629)		Increase in market fuel prices
BEB Charge					\$ 78,746	\$ 75,000	\$ 3,746		Increase based on FY 23 actuals
Facilities					\$ 191,000	\$ 153,650	\$ 37,350		Increase based on FY 23 actuals
Certification Contractor					\$ 10,000	\$ 10,000	\$ -		
Drivers Appreciation					\$ 5,000	\$ 4,350	\$ 650		
Ecolane Software					\$ 4,500	\$ 4,500	\$ -		
Verizon Services - Radio Tower					\$ 7,000	\$ 14,896	\$ (7,896)		
TOTAL	35,554	36,034	(480)	-1.4%	\$ 4,259,285	\$ 3,853,831	\$ 405,454	11%	

REVENUES	FY24\$	FY23\$	Incr/(Decr)	%	NOTES
Passenger Fares (BAT)	\$ 90,000	\$ 75,375	\$ 14,625		Based on Actuals of FY22
CNG/LNG Revenue	\$ 180,000	\$ 160,000	\$ 20,000		Based on Actuals of FY22
STA Free Rides K-12	\$ 22,500	\$ -	\$ 22,500		
TOTAL	\$ 292,500	\$ 235,375	\$ 57,125	24%	
NET EXPENSE	\$ 3,966,785	\$ 3,618,456	\$ 348,329	10%	

SUBSIDIES	FY24\$	FY23\$	Incr/(Decr)	%	NOTES
FTA 5311	\$ 466,877	\$ 457,723	\$ 9,154		
Measure I	\$ 262,400	\$ 257,800	\$ 4,600		
FTA Operating Assistance ARP	\$ -	\$ 195,444	\$ (195,444)		ARP funds used in FY23 not available in FY24
AB2766	\$ 17,000	\$ 17,000	\$ -		
LTF OPERATING	\$ 3,220,508	\$ 2,690,489	\$ 530,019		Due to increase in Operating Expenses
TOTAL	\$ 3,966,785	\$ 3,618,456	\$ 348,329	10%	

CAPITAL PROJECTS

NOTES

	Funding Sources								FY24
	Sect. 5307	Sect. 5339	CMAQ	LTF	STAF	SB1/SGR	LCTOP	FTA - ARP	TOTAL
FTA Operating Assistance CARES ACT									\$ -
Bus facility capital lease (Barstow)				\$ 627,400					\$ 627,400
Back-up generator for LCNG Fueling Station				\$ 214,000					\$ 214,000
									\$ -
									\$ -
TOTAL	\$ -	\$ -	\$ -	\$ 841,400	\$ -	\$ -	\$ -	\$ -	\$ 841,400

DEPT: **INTERCITY ROUTES**

EXPENSES	FY24 HRS	FY23 HRS	Incr/(Decr)	%	FY24\$	FY23\$	Incr/(Decr)	%	NOTES
Purchased Transportation	8,943	8,978	(35)		\$ 925,101	\$ 808,597	\$ 116,504		Service hrs adjustments, Sunday service, contractor annual increase rate
Fuel					\$ 134,471	\$ 148,687	\$ (14,216)		
Misc					\$ 139,612	\$ 120,856	\$ 18,756		Allocation of ITS/Security/Radio/Fare Media
TOTAL	8,943	8,978	(35)	-0.4%	\$ 1,199,184	\$ 1,078,140	\$ 121,044	11%	

REVENUES	FY24\$	FY23\$	Incr/(Decr)	%	NOTES
Intercity Fares	\$ 135,000	\$ 101,250	\$ 33,750		Based on FY22 actuals
	\$ -				
TOTAL	\$ 135,000	\$ 101,250	\$ 33,750	33%	
NET EXPENSE	\$ 1,064,184	\$ 976,890	\$ 87,294	9%	

SUBSIDIES	FY24\$	FY23\$	Incr/(Decr)	%	NOTES
CMAQ Demonstration Grant	\$ -	\$ -	\$ -		
FTA 5307 Operating Assistance / ARP	\$ 500,000	\$ 750,000	\$ (250,000)		
LTF CAP MATCH	\$ 500,000		\$ 500,000		No match was required for ARP last year
LTF OPERATING	\$ 64,184	\$ 226,889	\$ (162,705)		
TOTAL	\$ 1,064,184	\$ 976,889	\$ 87,295	9%	

CAPITAL PROJECTS	Funding Sources							FY24 TOTAL
	Sect. 5307	Sect. 5339	CMAQ	LTF	STAF	LCTOP	FTA - ARP	
FTA Operating Assist. ARP	\$ 500,000			\$ 500,000				\$ 1,000,000
Trans Lock								\$ -
Bus Window Film (exterior)								\$ -
Interior Signage/infotainment								\$ -
TOTAL	\$ 500,000	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ 1,000,000

DEPT: **COMMUTER ROUTES**

EXPENSES	FY23 HRS	FY22 HRS	Incr/(Decr)	%	FY24\$	FY23\$	Incr/(Decr)	%	NOTES
Purchased Transportation (Ft. Irwin)	5,832	5,800	32		\$ 655,085	\$ 552,582	\$ 102,503		Increase in contractor rates
Fuel					\$ 177,253	\$ 189,281	\$ (12,028)		
Misc					\$ 138,359	\$ 26,143	\$ 112,216		
TOTAL	5,832	5,800	32	0.5%	\$ 970,697	\$ 768,006	\$ 202,691	26%	
REVENUES					FY24\$	FY23\$	Incr/(Decr)	%	NOTES
Ft. Irwin Passenger Fares					\$ 465,000	\$ 425,000	\$ 40,000		Based on actuals of FY23
Ft. Irwin On Base Shuttle Fee					\$ 48,000	\$ 48,000	\$ -		
TOTAL					\$ 513,000	\$ 473,000	\$ 40,000	8%	
NET EXPENSE					\$ 457,697	\$ 295,006	\$ 162,691	55%	
SUBSIDIES					FY24\$	FY23\$	Incr/(Decr)	%	NOTES
LTF OPERATING					\$ 457,697	\$ 208,250	\$ 249,447		Increase in operating Expenses
TOTAL					\$ 457,697	\$ 208,250	\$ 249,447		

CAPITAL PROJECTS

Funding Sources										FY24
	Sect. 5307	Sect. 5316	Sect. 5317	Sect. 5339	CMAQ	LTF	STAF	Prop 1B	Other	TOTAL
Trans Lock										\$ -
Bus Window Film (exterior)										\$ -
Interior Signage/infotainment										\$ -
										\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

DEPT: **Micro Transit**

EXPENSES	FY24 HRS	FY23 HRS	Incr/(Decr)	%	FY24\$	FY23\$	Incr/(Decr)	%	NOTES
Trips	17,780	-	17,780		\$ 1,584,724	\$ 863,186	\$ 721,538		Growth in the program
Fuel					\$ 80,000	\$ 40,000	\$ 40,000		Growth in the program
Software - (Ecolane)					\$ 45,000	\$ 40,000			
Marketing					\$ 40,000	\$ 10,000			
Admin Support					\$ 20,345	\$ 20,000	\$ 345		
TOTAL	17,780	-	17,780	0.0%	\$ 1,770,069	\$ 973,186	\$ 796,883		
REVENUES					FY24\$	FY23\$	Incr/(Decr)	%	NOTES
Passenger Fares					\$ 1,000	\$ 2,000	\$ (1,000)		Free Ride promotion
TOTAL					\$ 1,000	\$ 2,000	\$ (1,000)		
NET EXPENSE					\$ 1,769,069	\$ 971,186	\$ 797,883		
SUBSIDIES					FY24\$	FY23\$	Incr/(Decr)	%	NOTES
LTF OPERATING					\$ 1,769,069	\$ 971,186	\$ 797,883		
TOTAL					\$ 1,769,069	\$ 971,186	\$ 797,883		

CAPITAL PROJECTS

	Funding Sources									FY24
	Sect. 5307	Sect. 5316	Sect. 5317	Sect. 5339	CMAQ	LTF	STAF	SGR	Other	TOTAL
MicroTransit Vehciles (6)						\$ 560,575		\$ 579,425		\$ 1,140,000
										\$ -
										\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 560,575	\$ -	\$ 579,425	\$ -	\$ 1,140,000

DEPT: **VANPOOLS**

EXPENSES	FY24 Vans	FY23 Vans	Incr/(Decr)	%	FY23\$	FY24\$	Incr/(Decr)	%	NOTES
Lease Subsidies	200	180	20		\$ 1,440,000	\$ 1,300,000	\$ 140,000		Estimated increase in FY24
Web Based Reporting System					\$ 31,243	\$ 30,000	\$ 1,243		New Software provider
Marketing					\$ 75,000	\$ 50,000	\$ 25,000		Market to increase Vanpool participation
Development/Management					\$ 15,000	\$ 10,000	\$ 5,000		
Administrative/Technical support					\$ 299,364	\$ 250,940	\$ 48,424		Increase in Marketing Manager and Admin staff support
TOTAL	200	180	11%		\$ 1,860,607	\$ 1,640,940	\$ 219,667	13.4%	

REVENUES	FY23\$	FY24\$	Incr/(Decr)	%	NOTES
TOTAL	\$ -	\$ -	\$ -		
NET EXPENSE	\$ 1,860,607	\$ 1,640,940	\$ 219,667	13%	

SUBSIDIES	FY23\$	FY24\$	Incr/(Decr)	%	NOTES
LTF OPERATING	\$ 1,860,607	\$ 1,640,940	\$ 219,667		Estimate increase in participants plus increase in fuel reimbursement
TOTAL	\$ 1,860,607	\$ 1,640,940	\$ 219,667	13%	

CAPITAL PROJECTS	Funding Sources								FY24 TOTAL	
	Sect. 5307	Sect. 5339	CMAQ	LTF	STAF	LCTOP	Other		\$ -	
									\$ -	
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	No capital projects budgeted for FY22-23

FY23-24 Budget

DEPT:

CTSA

EXPENSES	FY24\$	FY23\$	Incr/(Decr)	%	NOTES
Program Management	\$ 352,728	\$ 389,567	\$ (36,839)		Change in allocation of the admin support
Advertising/Marketing	\$ 88,720	\$ 50,000	\$ 38,720		Increase in Marketing cost due to inflation
Training and Professional Development	\$ 25,000	\$ 20,000	\$ 5,000		Increase in Travel and Conferences cost
Legal Services	\$ 500	\$ 500	\$ -		
Transit Ambassador Program	\$ 1,000	\$ 600	\$ 400		
TRIP Program (Urban)	\$ 70,000	\$ 61,000	\$ 9,000		
TRIP Program (Non-Urban)	\$ 90,000	\$ 76,000	\$ 14,000		
Travel Training Program	\$ -	\$ -	\$ -		
Car Share	\$ -	\$ 25,000	\$ (25,000)		
Big River	\$ 40,000	\$ 35,600	\$ 4,400		
Trona	\$ 50,000	\$ 36,000	\$ 14,000		
Trona Carshare Program	\$ -	\$ 11,100	\$ (11,100)		Ridership is low Post-pandemic
Nonprofit Agency Transit Fare Scholarship	\$ 20,000	\$ 20,000	\$ -		
Misc	\$ -	\$ -	\$ -		
TOTAL	\$ 737,948	\$ 725,367	\$ 12,581	2%	

REVENUES	FY24\$	FY23\$	Incr/(Decr)	%	NOTES
			\$ -		
			\$ -		
			\$ -		
			\$ -		
TOTAL	\$ -	\$ -	\$ -		

67

NET EXPENSE	\$ 737,948	\$ 725,367	\$ 12,581	2%
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SUBSIDIES		FY24\$	FY23\$	Incr/(Decr)	%	NOTES
TRIP 5310/Toll Credits		\$ -	\$ -	\$ -		
Mt. Measure I		\$ 10,000	\$ 20,000	\$ (10,000)		
Measure I		\$ 200,000	\$ 212,000	\$ (12,000)		
LCTOP		\$ 20,000	\$ 20,000	\$ -		
LTF		\$ 507,948	\$ 473,367	\$ 34,581		
TOTAL		\$ 737,948	\$ 725,367	\$ 12,581	2%	

CAPITAL PROJECTS

[illegible]

DEPT: **FACILITIES**

EXPENSES		FY24\$	FY23\$	Incr/(Decr)	%	NOTES
FUEL YARD	Maintenance/Operation of CNG Station	\$ 50,000	\$ 30,000	\$ 20,000		
		\$ -	\$ -	\$ -		
FACILITIES	Property Insurance	\$ 110,000	\$ 88,000	\$ 22,000		Significant increase in insurance market prices
	Facility Misc. Maintenance & Repairs	\$ 100,000	\$ 50,000	\$ 50,000		Due to infilation and cost increase
	D Street Victorville Transit Center	\$ 220,000	\$ 126,606	\$ 93,394		Based on Actuals First full year plus new hire
	Electricity	\$ 160,000	\$ 96,000	\$ 64,000		Based on FY23 Actuals
	Water	\$ 30,000	\$ 24,000	\$ 6,000		Based on FY23 Actuals
	Waste	\$ 2,500	\$ 3,000	\$ (500)		
	Gas	\$ 60,000	\$ 45,000	\$ 15,000		Based on FY23 Actuals
TOTAL		\$ 732,500	\$ 462,606	\$ 269,894	58%	

REVENUES		FY24\$	FY23\$	Incr/(Decr)	%	NOTES
TOTAL		\$ -	\$ -	\$ -		
NET EXPENSE		\$ 732,500	\$ 462,606	\$ 269,894	58%	

SUBSIDIES		FY24\$	FY23\$	Incr/(Decr)	%	NOTES
LTF OPERATING		\$ 732,500	\$ 462,606	\$ 269,894		
TOTAL		\$ 732,500	\$ 462,606	\$ 269,894	58%	

CAPITAL PROJECTS

Funding Sources								FY24
	Sect. 5307	Sect. 5339	CMAQ	LTF	STAF	SGR	SGIP	TOTAL
Bus facility capital lease (Hsp)	\$ 1,233,640				\$ 308,410			\$ 1,542,050
Maintence wind barrier (Hsp)				\$ 20,000				\$ 20,000
Dispatach & Office Renovations (Hsp)				\$ 120,000				\$ 120,000
Maintenance office renovations				\$ 40,000				\$ 40,000
Garage and Shop Equipment		\$ 80,000			\$ 20,000			\$ 100,000
Support Vehicle Infrastructure (EV) HSP			\$ 120,000					\$ 120,000
Purchase Water Heater Replacements				\$ 60,000				\$ 60,000
Bus Wash Upgrade	\$ 480,000			\$ 120,000				\$ 600,000
New Property Development				\$ 17,648				\$ 17,648
Facility Rehab (short fall)				\$ 400,000				\$ 400,000
Fencing (short fall)				\$ 280,000				\$ 280,000
								\$ -
TOTAL	\$ 1,713,640	\$ 80,000	\$ 120,000	\$ 1,057,648	\$ 328,410	\$ -	\$ -	\$ 3,299,698

DEPT:

ADMINISTRATION

EXPENSES	FY24\$	FY23\$	Incr/(Decr)	%	NOTES
Salaries	\$ 2,359,908	\$ 2,075,893	\$ 284,015		Incudes 2 new staff for Facilities & Maint and Procurment Departments.
Benefits	\$ 978,493	\$ 948,767	\$ 29,726		Increase in Health Insurance cost plus the 2 new hires
Contract Services	\$ 110,900	\$ 43,480	\$ 67,420		Increase in software services prices
I.T. Services	\$ 356,400	\$ 283,758	\$ 72,642		High Inflation and increase the supplies prices
Phone/Internet	\$ 39,000	\$ 30,600	\$ 8,400		
Office Expense	\$ 63,600	\$ 52,800	\$ 10,800		Due to increase in all market supplies prices
Marketing	\$ 90,720	\$ 70,000	\$ 20,720		Increase in Marketing supplies prices
Public Liability Insurance	\$ 115,027	\$ 225,068	\$ (110,041)		Allocation of Liabilities Insurance to Operation Programs
Professional Development	\$ 90,679	\$ 82,679	\$ 8,000		Increase in staff education and training after 2 years limited conferences
Dues and Subscriptions	\$ 52,720	\$ 52,720	\$ -		
Miscellaneous Expense	\$ 2,400	\$ 2,400	\$ -		
TOTAL	\$ 4,259,847	\$ 3,868,165	\$ 391,682	10.1%	

REVENUES	FY24\$	FY23\$	Incr/(Decr)	%	NOTES
Interest Income/Others (RINS Credits)	\$ 400,000	\$ 400,000	\$ -		
TOTAL	\$ 400,000	\$ 400,000	\$ -		
NET EXPENSE	\$ 3,859,847	\$ 3,468,165	\$ 391,682	11.3%	Net increase in Admin expenses

SUBSIDIES	FY24\$	FY23\$	Incr/(Decr)	%	NOTES
LTF OPERATING	\$ 3,859,847	\$ 3,468,165	\$ 391,682		
TOTAL	\$ 3,859,847	\$ 3,468,165	\$ 391,682	11.3%	

CAPITAL PROJECTS

NOTES

	Funding Sources							FY23
	Sect. 5307	Sect. 5339	CMAQ	LTF	STAF	LCTOP	Other	TOTAL
IT upgrades/rpic computers & servers	\$ -			\$20,000	\$ 21,432			\$ 41,432
								\$ -
								\$ -
								\$ -
TOTAL	\$ -	\$ -	\$ -	\$20,000	\$ 21,432	\$ -	\$ -	\$ 41,432

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**DISCLOSURE
POTENTIAL
CONFLICTS OF
INTEREST ISSUES**

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VICTOR VALLEY TRANSIT AUTHORITY

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

MEMORANDUM

Date: June 20, 2023

To: Victor Valley Transit Board of Directors

From: Victor Valley Transit CEO

Subject: Disclosure(s) regarding recommendations for action by the VVTA Board of Directors.

Staff hereby provides the Victor Valley Transit Board of Directors with a listing of principals and subcontractors associated with action items on the agenda for the Board meeting on June 20, 2023.

Agenda Item No.	Contract No.	Principals and Agents	Subcontractors
	RFP2023-01	Transportation Management and Design, Carlsbad, CA	Robert Hertz AECOM Technical Svcs 300 South Grand Avenue Suite 900 Los Angeles, CA 90071
			Fred Sell ETC Institute 725 West Frontier Circle Olathe, KS 66061

The foregoing information has no financial impact on the Agency and is provided relative to potential conflicts of interests, which may precipitate member abstentions under California Government Code 84308.

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VICTOR VALLEY TRANSIT AUTHORITY

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

Conflict of Interest Form

Purpose: This form is provided to assist members of the VVTa Board of Directors in meeting requirements of Government Code Section 84308 and 87100 in documenting conflict of interest as related to VVTa Board/Committee agenda items.

Instructions: Under certain circumstances, VVTa Board of Directors may be required to disclose and disqualify themselves from participating in, influencing, or voting on an agenda item due to personal income, real property interests, investments, business positions, or receipt of campaign contributions. If applicable, Board members must personally state the following information, for entry into the public record, prior to consideration of the involved agenda item(s) and turn in the completed form to the Clerk of the Board prior to leaving the meeting.

I. Board Member Information

Board Member Name	City/County Name	Meeting Date

II. Campaign Contributions

1. I have a disqualifying campaign of over \$250
from _____

(Name of Company and/or individual)

and therefore I am abstaining from participation on Agenda Item _____ Subject: _____

2. I have a disqualifying campaign of over \$250
from _____

(Name of Company and/or individual)

and therefore I am abstaining from participation on Agenda
item _____ Subject: _____

3. I have a disqualifying campaign of over \$250 from _____

(Name of Company and/or individual)

and therefore I am abstaining from participation on Agenda item _____ Subject: _____

4. I have a disqualifying campaign of over \$250 from _____

(Name of Company and/or individual)

and therefore I am abstaining from participation on Agenda item _____ Subject: _____

III. Financial Interest

1. I have a financial interest of _____,
from/in _____

(State income, real property interest, or business position)

(Identify company or property location)

and therefore I am abstaining from participation on Agenda Item _____ Subject: _____

2. I have a financial interest of _____,
from/in _____

(State income, real property interest, or business position)

(Identify company or property location)

and therefore I am abstaining from participation on Agenda Item _____ Subject: _____

IV. Signature

Board Member Signature: _____

Date: _____

Please remember you must state the information into the public record prior to consideration of the involved agenda item(s) and turn in the complete form to the Recording Secretary prior to leaving the meeting.

**AGENDA ITEM
FIVE**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Award RFP 2023-01 Comprehensive Operations Analysis (COA) to Transportation Management & Design, INC. (TMD), Carlsbad, CA.

SUMMARY STATEMENT

It is recommended by SBCTA that every transit agency conducts a Comprehensive Operations Analysis (COA) approximately every five (5) years. The previous COA was completed in 2017.

On February 21, 2023, the VVTA Board of Directors approved the release of Request for Proposal (RFP) 2023-01 COA. The due date for proposals was Thursday, April 13, 2023, at 3:00 pm and one proposal was received. Transportation Management & Design, Inc. was the single response. However, the received proposal includes AECOM and ETC Institute as subconsultants in their Proposal. Outreach was conducted with companies who showed interest in the RFP, however, only one of the parties responded stating that the Scope was more that they could support. After the positive responsibility determination, senior staff met to discuss the single proposal. A Cost Analysis was prepared, and the pricing not to exceed \$532,509.79 was deemed to be fair and reasonable.

A notice of intent to award was forwarded on May 3, 2023. VVTA requested a Best and Final (BAFO) offer from TMD. TMD responded with a BAFO on May 10, 2023, ahead of the May 12, 2023, deadline given to them. Subsequently, a meeting was held with the vendor and senior staff to prioritize and clarify tasks such that TMD could prepare a final BAFO for consideration. On June 2, 2023, TMD presented their final BAFO.

The recommendation is to award TMD, Inc., Carlsbad, CA, in an amount not to exceed \$499,913.73.

The funding source for this project is LTF funds previously approved by the Board in the FY 22-23 budget.

RECOMMENDED ACTION

- 1) Authorize VVTA to contract with Transportation Management & Design, Inc. (TMD), Carlsbad, CA.
- 2) Delegate authority to the CEO to execute the contract with TMD.

PRESENTED BY
Christine Plasting
Procurement Manager

FISCAL IMPACT
Final BAFO NTE
\$499,913.73

MEETING DATE
June 20, 2023

ITEM NUMBER
5

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tmdinc.net

Christine Plasting, CPPB
Procurement Manager
Victor Valley Transit Authority
17150 Smoke Tree Street
Hesperia, CA 92345

Subject: RFP 2023-01 Comprehensive Operations Analysis (COA)

Dear Ms. Plasting and Selection Committee:

Transportation Management & Design, Inc. (TMD) along with our project partners, AECOM and ETC Institute, are pleased to submit our Best and Final Offer to Victor Valley Transit Authority (VVTa) for RFP 2023-01 Comprehensive Operations Analysis (COA).

Based on the discussion on May 25, 2023, we understand that:

- The lifespan of the COA has been reduced to five years versus the seven years in the original scope.
- TMD will be provided with access to VVTa's Optibus scheduling platform, and will be able to use the planning module to support with the development of the service alternatives.
- There is a desire to conduct more virtual public engagement during the first phase of the public outreach.
- The initial priority is to complete the Title VI Analysis of the Barstow Maintenance and Operations Facility. The Title VI analysis of the Hesperia Transfer Hub and Hydrogen fueling station can be incorporated into the Title VI analysis of the COA plan in Task 3A.

Based on these changes to the original scope, we have been able to lower our overall price by \$49,809.27, which represents a 10% reduction. **Our best and final price is \$499,913.73.** Our updated cost proposal and work plan that reflect the changes discussed on May 25, 2023 are enclosed.

We remain very interested in undertaking the Comprehensive Operations Analysis for Victor Valley Transit Authority. Thank you for the opportunity to provide a Best and Final Offer and for considering the TMD team.

China Langer, President of TMD, is authorized to represent the firm in all matters regarding this proposal. She can be contacted at 2701 Loker Ave. W., Suite 110, Carlsbad, CA 92010, by telephone at (760) 476-9600, or via email at clanger@tmdinc.net. This proposal shall remain valid for no longer than ninety (90) days. We look forward to the opportunity of working with VVTa on this important project.

Respectfully yours,
Transportation Management & Design, Inc.



China Langer
President

Work Plan

The RFP is presented as a three-phased approach to the study with an on-call for follow-on work. Phase I is designed to assess the existing mobility environment of Victor Valley and the North Desert, and evaluate the existing service conditions covering the range of transit services operated by VVTA. In phase II, draft alternatives for future transit service will be prepared and presented to the public. Phase III is the preparation and presentation of the final plan for VVTA.

The TMD team's approach to this COA is presented below:

Project Management

TMD's project management process will include:

A Project Kick-Off Meeting: TMD will kick off the project with a meeting with VVTA staff to address key project goals, objectives, and outcomes; coordination and communication protocols; data needs and a transfer plan; the project schedule; and establish regular project check-in meetings by phone/video conference.

Project Management Plan: TMD will prepare a Project Management Plan (PMP) based on the outcomes of the kick-off meeting. The PMP will include a detailed work plan outlining key tasks and personnel responsibilities, a data management plan, a plan for assuring and shepherding inter-agency coordination, QA/QC procedures, a sample invoice and progress report, and a project schedule that communicates dates for key milestones, deliverables, decision points, and public/stakeholder meetings.

Check-In Calls: The team will conduct biweekly "check-in" meetings to ensure the project team remains current on the project's progress. This will allow for consistent communication regarding processes, findings, or other topics needing attention.

Monthly Invoices and Progress Reports: Monthly invoices and progress reports will detail work completed and remaining task work on a task-by-task basis.

Share Site: TMD proposes to use Microsoft Teams as the project management system. This tool will allow the team to communicate, transfer files, and review deliverables. Microsoft Teams is a free program and VVTA staff will be provided access to the TMD-created "Team" for this project.

Deliverable: Project Management Plan and meeting agendas and minutes.

Phase I: Data Collection and Analysis

The first phase of the project will be a fact-finding mission to better understand VVTA's services, facilities, organization, riders, and the service area. In this phase, the TMD team will collect and analyze data from VVTA, San Bernardino County Transportation Authority (SBCTA), local jurisdictions, and the public. The tasks presented below show our approach.

1.A: Analyze Fixed Route and Deviated Fixed Route On-Board Counts

Task 1.A will focus on developing a comprehensive understanding of the existing VVTA services. The basis of this evaluation will be developed using the TMD Service Analysis System (SAS) software, ArcGIS, and Tableau. The SAS is a proprietary program developed in-house by TMD staff for detailed analysis of service ridership and operating performance. The SAS cleans multiple weeks of data to create a single composite picture of ridership at the stop and trip level, providing VVTA with comprehensive ridership, running time, and performance data, all generated from the exact same data source. Inputs into the SAS include in-service and deadhead miles and hours operated, recovery times for all routes and services, vehicles, operating costs, and ridership from the APC system. These elements will be reported as part of the analysis.

The SAS is unique to TMD and offers comprehensive service and operating data summary reports at a high level of detail, allowing for the development of specific implementable strategies to improve efficiency and performance.

1 Project Approach

Outputs from the SAS

There are many outputs available from the SAS, including but not limited to:

- **Passenger Activity by Stop** (for each trip, time period, and day of week)
- **Performance Indicators** for each route segment, time period, and day of week (boardings, productivity, passenger miles, cost per boarding, subsidy per boarding)
- **Load Analysis** for each trip and day of week, identifying peak load points on each trip and identification of where vehicles exceed established load standards.
- **On-Time Performance** for each route by timepoint and time of day
- **Comparison of scheduled and actual running time** between timepoints by time period and day type (with and without dwell time)

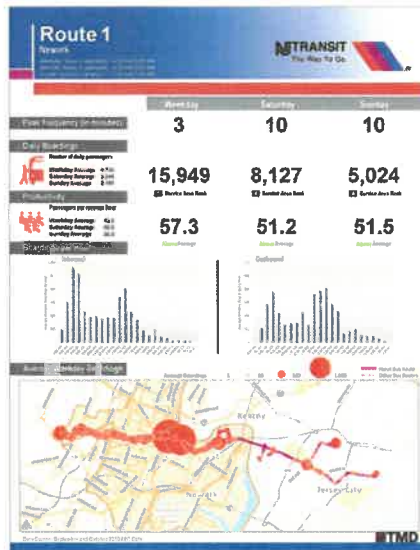
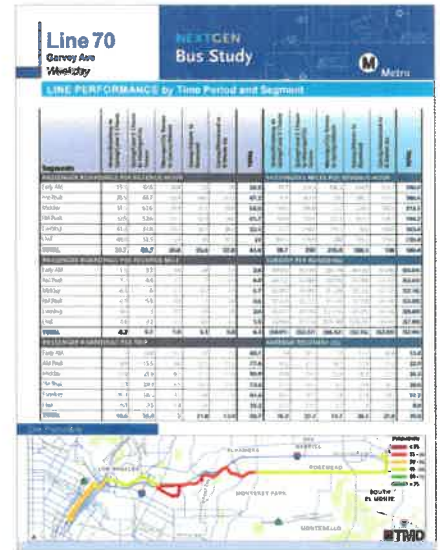


FIGURE 1: SAS OUTPUTS EXAMPLES



The SAS also allows for efficient analysis at the route segment level, which is unique to TMD's approach and helps us to develop a stronger understanding of how the system works. A route operating at 20 passengers per hour along its entire alignment functions very differently than a route that averages 20 passengers per hour but has half the route carrying 30 boardings per hour and the other half carrying 10. Understanding these nuances will ensure that frequency is being invested in the right parts of the network and that solutions are being right-sized to demand. The segment analysis also allows us to efficiently compare performance on multiple routes that operate on the same corridor. By breaking segments in the same place on overlapping routes, we can generate system-wide productivity and frequency segment maps that show network performance rather than route performance.

TMD's SAS will produce a key set of service and operating data for each route that will be used to inform the subsequent tasks. Each route will have a series of reports in Excel and PDF format, and ridership and performance data will also be represented visually using ArcGIS and Tableau.

ACCESS AND EQUITY ANALYSIS

A Harvard study found commute times have the strongest correlation to escaping poverty – essentially, the longer the commute, the more difficult it will be to move out of poverty. Similarly, a study by NYU's Rudin Center for Transportation found that residents of areas with insufficient but limited access to transit had the highest rates of unemployment and the lowest incomes. To better understand service access for historically underserved and disadvantaged communities like low-income households, TMD will use

ArcGIS to analyze the following for equity and non-equity populations:

- VVTA service availability (by time of day and day of week)
- Access to frequent service (by time of day and day of week)
- Average walk distance to bus stops
- Access to jobs, healthcare facilities, housing, education centers, supermarkets, and parks via the VVTA network.

ROUTE PROFILE

TMD will develop comprehensive ridership profiles for each route based on the APC data processed in the SAS. The profiles will provide an overview of each route's performance within the context of the overall network, and will include:

- Ridership by day type and overall system rank
- Operating cost
- Productivity by day type and overall system rank
- Farebox recovery or subsidy per passenger by day type and overall system rank
- Stop-level ridership map
- Maximum load points and where trips are over 110 percent of seated capacity
- On-time performance
- Description of frequency and span by day
- Other performance indicators that can be discussed between TMD and VVTA

1 Project Approach

SERVICE ASSESSMENT

TMD will use the SAS reports, access and equity analysis, route profiles, and fieldwork to complete a comprehensive review of VVTA's existing service. **Fieldwork, being the customer, will be a critical element of the service assessment complementing the data obtained. First-hand observations and conversations with customers and operators provide valuable insight and depth, providing context to the service assessment considerations.** Figure 72, located to the right, summarizes key elements TMD will evaluate as part of the Service Assessment.

In addition, TMD will generate the following maps using ArcGIS to illustrate service performance:

- Average daily boardings by stop
- Maximum load points by route and segment
- Average frequency by route
- Trip level loading and identification of trips that have over 110 percent of a seated load
- Identification of major generators along routes

TMD will also provide an interactive Tableau dashboard displaying ridership (boardings and alightings) by stop with filters by route and time period.

OPERATING COST REVIEW

In this task, we will also conduct an analysis of VVTA's operating cost and cost structure. The cost structure will review operating costs by program. This review will look at the individual cost drivers of each program, which we will project for the life of the COA. Further, it will allow us to create a cost model that will be used for estimating operating costs in the recommendations task.

Deliverable: Service Assessment Report incorporating SAS, Tableau and ARC GIS graphics, operating costs, and supporting narrative.

FIGURE 2: SERVICE ASSESSMENT CONSIDERATIONS

Service Analysis Considerations



Service Ridership

- » High and low-performance routes and route segments (passengers and/or passenger miles).
- » What are the key routes/route groups/segments that attract the majority of the system's ridership?



Service Efficiency and Effectiveness

- » Cost and subsidy per service unit, per passenger, and per passenger mile.
- » What is the return on investment from today's resources?



Service Quality

- » On-time performance, service speeds, bus stop spacing, passenger load factors (especially where very high or low), as well as service coverage.
- » Does the current service meet customer expectations?



Service Frequency

- » Does current service frequency meet market needs?
- » Where is higher-frequency service needed and what are the trade-offs of increasing frequency if resources are constrained?



Network Connectivity/Transfers

- » How is the transit network integrated together, and how does service structure and frequency affect the way passengers navigate the system?
- » Are there first or last-mile connectivity issues or timed transfer opportunities?



Service Types

- » Is the current service mix appropriate for the service area?



Night and Weekend Service

- » Are service spans and frequencies appropriate to demand?



Service Access

- » How do customers usually access service?
- » How are routes spaced, what are average walk distances and experiences, and how do they relate to the type of service?

1.B: Riders Survey and Transfer Analysis

RIDER SURVEY

The Rider Survey will be led by ETC. ETC is a nationwide leader in performing the Origin-Destination (OD) Rider Surveys and has worked directly with the FTA modeling and planning staff to establish the guidelines for OD methodologies. At the start of this task, ETC will meet with VVTA staff to discuss the goals and objectives of the rider survey, the survey sampling plan (including data needed to develop the sampling plan), survey administration, and ETC's process for data processing. ETC will hold as-needed check-in meetings with VVTA project team throughout the rider survey data collection process. Regular communications will mitigate the potential for any project issues impacting the final product. In addition, ETC will coordinate directly with transit operations and garage staff in advance of fielding the survey.

Sampling Plan

ETC will prepare a sampling plan based on Spring 2023 ridership and intends to collect varied sample sizes based on day type. **The total number of surveys gathered will provide a sample size of at least 400 records, allowing for a 95% confidence interval and $\pm 5\%$ margin of error at the system level.**

As part of this task, ETC will work with VVTA to ensure the allocation of these surveys is as effective as possible. Some of the questions ETC reviews during the development of the sampling plan include:

- What are the proposed uses for the survey? (e.g., transfer matrix, Title VI analysis, before/after study);
- What variables of interest do these uses require? (e.g., income, access/egress mode, trip purpose);
- What level of detail is needed for the variables of interest? (e.g., volume for each stop-group interchange, income-level distribution by route, or a combination of income-level by stop-group interchange); and
- What is the desired level of statistical accuracy for large markets and small markets? How should large and small markets be defined?

For the Saturday collection, ETC proposes a sample size of at least 70 records. These would be allocated proportionally to Saturday and Sunday route-level ridership.

Survey Questionnaire

ETC will design a printed, web-based, and tablet-based version of the rider survey. Although we anticipate being able to administer the survey using tablet-based personal interviews as the primary method, ETC will develop a printed and web-based survey as additional options. The survey will focus on collecting:

- All elements of the "one-way" trip, including purpose, origin and destination addresses, transfers made, boarding and alighting locations for each route used, and access and egress modes,
- Information needed for the travel demand model and transit planning, including person and household demographics,
- Title VI information to be used for transit agency compliance,
- Activity-based model information as needed, and
- "Before and After" Study questions.

ETC understands this process will involve close and careful coordination with the VVTA Project Team. Our proposal guarantees the surveys delivered will be fully useable for modeling and Title VI purposes. This means 90% of the Title VI related questions on the survey will be answered and all the following components of the trip path will be geocoded to X,Y coordinates: the respondent home address / location, trip origin / destination locations, and boarding / alighting locations for each route used on one-way trip. If the full one-way trip path as described above is not captured, ETC does not count the survey toward the goal of completed surveys.

Survey Administration

TRAINING

The training will involve classroom training with mock scenarios, field training, and follow-up training per qualified interviewer. ETC will be responsible for preparing all training materials, securing space at VVTA's facility for conducting the training, and providing field supervisors to conduct the training. Some of the topics covered during the training will include, but will not be limited to:

- How to properly use the interviewing equipment, Sampling procedures.

1 Project Approach

- How to react in various situations that may be encountered.
- Procedures for conducting debriefs with riders who complete printed versions of the questionnaire.
- How to conduct the survey if rider has at least 5 minutes for the survey.
- How to conduct the survey if the rider has less than 5 minutes for the survey.
- How to conduct the survey if the riders do not speak English.
- What to do if a rider refuses to participate in the survey.
- Safety protocols for boarding, riding, and alighting vehicles.

Each interviewer will be required to demonstrate they can proficiently conduct the OD survey. Interviewers who cannot demonstrate proficiency in all tasks related to the administration of the survey will be replaced if re-training is not successful.

SURVEY ADMINISTRATIVE PROCEDURES

Interviewers will select riders at random to participate in the survey based on the sampling goals established for each route. Once an interviewer has randomly selected a rider for the survey, the interviewer will do the following:

- Approach the person that was randomly selected and ask them to participate in the survey.
- If the person refuses, the interviewer will end the survey, but the refusal will be recorded on the tablet to help assess the overall response rate to the survey.
- If the rider agrees to participate, the interviewer will ask the respondent if he or she has at least five minutes to complete the survey.
- If a rider has at least five minutes and is willing to participate, the interviewer will administer the full survey to the respondent as a face-to-face interview using a tablet.
- If the rider does NOT have at least five minutes or the rider does not want to do the survey as an interview, the interviewer will give the respondent the option of taking a paper questionnaire, an online version, or a callback option by providing their name and contact information. The interviewer will then conduct as much of the interview as possible in

hopes of completing it prior to the rider alighting and use the web-based or CATI follow-up to complete the survey if needed. This methodology will ensure people who complete “short trips” on public transit are represented, as well as those who may not feel comfortable doing an interview.

- If the rider does not speak English and the interviewer does not speak that foreign language (most likely Spanish), the tablet will be programmed with instructions in that foreign language to provide their name and phone number. A more detailed description of this protocol is described in the next section.

FOREIGN LANGUAGE RIDER PROTOCOLS

ETC is proposing three options for non-English speaking individuals. To aid in identifying the language each rider is most comfortable, the tablet will be programmed with text to introduce the foreign languages. Options for riders that agree to take the survey are detailed below.

- 1). Self-administered online survey** – If the rider selects to participate by taking the survey online in the language they are most comfortable with and at a time of their choosing, then it will be facilitated by sending a link to the online version either by text or email.
- 2). Self-administered paper questionnaire** – If the rider selects to participate by taking the paper questionnaire, then they will be provided with a paper questionnaire in their language. The rider will attempt to complete and return the questionnaire on-board the vehicle. The interviewer will review the submitted questionnaire and ask the rider to complete any skipped questions by pointing to these questions on the paper form. Each paper questionnaire will be entered into the online platform.
- 3). Phone interview at a later date and time** – If the rider selects to participate by agreeing to be interviewed over the phone, in the language they are most comfortable with, and at a time of their choosing, then it will be facilitated by entering their name and phone number into a form on the tablet.

In-field checks will be addressed in two major ways. First, the tablets will be programmed so that multiple logic checks are automated. Second, field supervisors play an extremely important role in the day-to-day monitoring of production in terms of quantity, quality, and distribution of samples

1 Project Approach

collected. While the vast majority of data processing occurs during the collection of the data, ETC's field supervisors oversee the processing and conduct quality control checks to ensure data quality is maximized on an ongoing basis. Our field supervisors use "real-time" dashboards like the one in the images below to continually monitor the performance of our field team and individual interviewers.

Data Processing

The ETC data team will process and expand the data collected. This will include a visual review of all records through our data review platform. Staff working in ETC's call center will follow up with respondents who provided their names and phone number to retrieve the missing information by phone in the same manner as those who were only on the vehicle for a short period of time. When this is not possible, ETC has developed queries to analyze and visualize the data without additional respondent information. Once survey records have been classified as "complete," meaning all required information has been collected, the records will be forwarded to ETC data managers who conduct the final processing. An example of the visual review is shown below. Records found to be invalid or incorrect through ETC's additional checks will be eliminated from the final data file.

DATA EXPANSION

Following the data processing, the dataset will be expanded to represent the population ridership. For weekday collection, ETC will develop expansion factors by route /direction/ time of day/segment to segment flow for each route/direction/time of day combination. Weekend expansion is generally conducted with a single factor for each route.

LINKED TRIP DECOMPOSITION ANALYSIS

Following the expansion, ETC will perform a linked trip decomposition analysis to understand how the linked-trip weights represent actual ridership. In a typical OD study, an unlinked-trip weight is calculated based on the average weekday ridership on the route in which the respondent was surveyed and does not consider whether they transferred to or from other routes during their trip. A second weight is calculated (the linked-trip weight), which does consider the number of transfers made. The decomposition analysis reviews all transit routes used by survey respondents and looks to see how many riders transferred to each route and from each route. This allows us to determine whether the total ridership estimated from the linked-trip weight using all the routes/lines adds up to the total boardings on a route as well as the total boardings for the entire system.

TRANSFER ANALYSIS

VVTA does not offer transfers between buses. Therefore, the fare technology VVTA uses is not setup to track transfer patterns. Our team will use data collected from the rider survey to track rider transfers. The survey will have questions regarding access and egress modes to/from buses that will include if transfers are made and to what routes people are transferring to/from. Using this information, we will develop a transfer matrix showing the route-to-route connections.

Deliverable: Survey report and transfer matrix.

FIGURE 3: EXAMPLE SURVEY DATA VISI



1.C: Describe Local and Regional Development Patterns

TMD recognizes the fundamental role of people and places in shaping the use of a transit network. Key characteristics of the built environment and local population, such as the diversity of neighborhoods, locations of jobs and housing, and the design of street networks, significantly affect travel demand and strongly influence where transit can be both effective and efficient. This subtask will be centered around the “Four Ds” that impact transit’s ability to be successful: density, development, design, and demand.

The **Density** analysis will summarize the existing population, employment, and demographic characteristics of the North Desert area, all of which influence the local demand for transit use. The key objective of this analysis is to identify underlying market conditions, opportunities for increased transit service, and any unmet mobility needs. TMD will use ArcGIS and available data from the 2020 US Census or American Community Survey to map population and employment densities, with individual maps for seniors, youth, college-aged residents, persons with disabilities, zero-vehicle households, low-income households, and minority households.

The **Development** analysis will examine the existing and future destinations riders typically seek to access through transit. It will review existing and future land uses, zoning, and major activity generators to provide an understanding of activity demand and generation throughout Victor Valley and the North Desert. Starting with the plans and projects stated in the RFP, TMD will identify the major activity generators within the VVTA service area, including major employers, educational institutions, and cultural destinations.

The **Design** analysis will assess how the design of the built environment influences people’s ability to conveniently use transit. The purpose of this analysis is two-fold. First, a qualitative assessment of street patterns (e.g., grid vs. Cul-de-sacs), neighborhood penetration, and street widths provides a context for where transit can be most successful. Places with a high-quality pedestrian environment are also places where transit tends to thrive. Second, an understanding of any physical constraints, such as bridge heights, railroad crossings, and street widths, is important in ensuring that proposed route alignments are actually implementable.



Local Development Considerations

Major new developments, such as the facility formerly known as Tapestry, will add a significant amount of housing to the Victor Valley area and will set the benchmark for new regional residential growth. Developments such as the Brightline Stations in the area will be major new traffic generators, and Barstow’s new International Gateway will add a substantial number of jobs in that community. Additionally, events such as the Olympics and the World Cup may have an impact on traffic and transit in the Victor Valley area as spectators may need lodging in the Victor Valley and Barstow areas and as event venues may employ local residents. Other developments, such as improvements from the Victor Valley College Master Plan, may change how current routes circulate through the region. As part of the public outreach process, we will meet with the individual communities and major stakeholders to discuss, amongst many topics, development and growth plans that will affect VVTA. Key findings will be documented as part of this subtask.

The **Demand** analysis will examine how people travel in the region as a whole and how those travel patterns compare to travel on transit. TMD has a partnership with Replica, a data platform specifically designed to guide urban planning decisions by providing weekly summaries of local travel demand data. For this project, TMD will use Replica data to gain insight into how people travel throughout the VVTA service area, understanding the pattern of trips made by time of day and major origin-destination patterns. TMD will be able to compare these findings with trends observed in transit ridership patterns to determine if there are opportunities to increase transit use at more times of day or in new parts of the service area.

Deliverable: Market and Development Assessment Report.

1 Project Approach



FIGURE 4: MAPS FROM NEWBUS NEWARK ILLUSTRATING TRAVEL DEMAND BASED ON REPLICA DATA

Replica Data

Access to comprehensive regional travel demand data through Replica has challenged many of our preconceived notions about how people travel. Trip volumes are high during off-peak periods, and most trips are short-distance, calling for transit service that is not focused around traditional long-distance peak-period commutes. Understanding travel patterns will allow service recommendations to be better tailored to local mobility needs.

1.D: Identification of Service Issues

This task is geared toward identifying VVTA service issues that will be addressed in the service recommendations. This includes a GIS congruency analysis and the needs analysis of VVTA. A key component of this task is public outreach to identify the strengths and weaknesses of VVTA. The public outreach component for this task includes passenger drop-in sessions, stakeholder interviews, and public meetings.

PUBLIC OUTREACH

A key component of this task is public outreach to help identify what's working and what services could be improved. The public outreach component for this task includes Driver/Staff Meetings, Passenger Pop-Ups, Public Meetings, and an online StoryMap.

Passenger Pop-Up Sessions

We have successfully utilized bilingual (English/Spanish) Passenger Pop-Up Sessions on COAs and SRTPs for over 30 years for clients such as VVTA, Omnitrans, the Imperial County Transportation Commission, and RTA, among others. We propose that Passenger Pop-Up Sessions be held at strategic locations throughout Victor Valley and the North Desert to encourage maximum input.

These two-hour sessions will allow us to engage ridership at a location other than a public meeting and engage those that might not be inclined to attend a public meeting. Bilingual representatives of the study team will be available for these sessions to solicit input and provide information about the study process. In addition to being present at the location, team members will actively seek out information from riders who might not otherwise offer their input through the use of bilingual (English/Spanish) public materi-

1 Project Approach

als, including maps, fact sheets, and other presentation material. Information will be recorded, and results will be synthesized for study deliverables and meeting information. We expect that the transit centers will be logical locations for the sessions. We propose the following locations for passenger “pop-up” sessions:

- Victorville – Victor Valley Transportation Center
- ~~Adelanto – Carl’s Jr. at US 395 and Palmdale Road~~
- Barstow City Hall
- ~~Apple Valley Post Office~~
- ~~Hesperia Post Office~~
- Victor Valley College (main bus stop)
- ~~Mall of Victor Valley~~

We can also perform these Passenger Pop-Up Sessions on board specific routes, as needed.

We have found that these informal sessions allow us the best interaction with the riding public and have provided us with critical information regarding service needs. Marketing and advertising are critical to the success of these sessions, and we will work with local staff to spread the word about these meetings.

Public Meetings

The TMD team will assist VVTA in preparing for and conducting two [virtual](#) Public Meetings. Two [virtual](#) meetings (facilitated in the same format) should be held on different days [and](#) times, ~~and locations~~ to serve the needs of the various stakeholder groups. The format of the meeting would be determined in consultation with VVTA.



FIGURE 5: PUBLIC MEETING HELD BY AECOM

At least one fluent Spanish speaker will be present to interact with attendees that prefer to communicate in Spanish. Our services include the facilitation of training sessions with all project team members involved in facilitating and staffing the [virtual](#) public meetings, as well as preparing summaries of community input received at meetings. ~~Public Meetings could be held in conjunction with a community event to interact with people where they are already gathered. We would have activities and/or materials to draw passersby over to the project table, such as a wheel to spin for prizes, children’s activities, or candy, depending on the nature and format of the community event. We’ve had success with this by conducting meetings on community college campuses, at farmers’ markets, and at social security offices, among others.~~

Project StoryMap

New online tools have made it easier for people to view project information than ever before. TMD will build an online ArcGIS StoryMap that will function as a project website and include project information and other relevant data. Rather than posting static maps, StoryMap provides an interactive experience, allowing the community to zoom in and out of maps and click on stops, routes, and census tracts, to learn about underlying data. This provides much greater transparency into the planning process and helps people better understand the ultimate project recommendations. At this stage in the project, the StoryMap will provide an overview of COA, include an online survey to better understand the community’s mobility needs, and initial findings from the Phase I analysis.

DRIVER/STAFF MEETINGS

Drivers and staff tend to have big-picture insight into service issues, and their feedback is critical. Driver/Staff Meetings will be held at the VVTA maintenance facilities in Hesperia and Barstow. These meetings will be held in the late morning/early afternoon at each facility, allowing PM shift drivers to meet with the consultant team before their shift begins and AM drivers to meet with the consultant team after they return from their shift.

In addition, we would meet with supervisors, dispatchers, reservationists, and management. If possible, we would also like to meet with VVTA communications staff to understand general trends in comments received through the website, email, and phone lines. Our team will prepare all materials required for the meetings, including maps and potentially questionnaires, and other presentation materials.

1 Project Approach

NEEDS AND OPPORTUNITIES

This subtask aims to provide a technical review of the strengths and weaknesses of the existing network, where resources are well-utilized or under-utilized, and where potential markets appear untapped. Combined with the other data and a review of services provided by other programs in the area, this technical review will complete the picture of transportation needs that the plan must meet.

We will apply the current service standards to the existing bus network, for example, looking at coverage standards against actual spacing of routes; or looking at productivity by route versus standards for the system. Another common comparison is the percentage of transfers in a system versus the standard established for the system – too many transfers may require a reworking of through-route patterns. Load factors by route can be compared to standards, as can on-time performance and directness of routings.

Based upon this review, we can determine what types of changes may be needed and where these changes should be made – where more service is needed, where there is duplication, where ridership patterns do not match the service provided requiring new connections, and where loads exceed comfort levels. We can review the activity at bus stops relative to the placement of shelters, the spacing of bus stops, and their impact on operations.

This process will result in specific need-related details, and will dedicate particular focus toward ridership levels by time of day, ridership levels by route and by location, productivity and cost-effectiveness, and efficiency of each service element. We will use this step to analyze the level of service provided and how it matches need. We will look at all trip generators in this manner to determine which are well-served and which need more service. In addition, we will evaluate the productivity of peak versus off-peak services by route and do similar studies for weekend services, recognizing that they have different standards than their weekday counterparts.

In the aggregate, the material from this subtask will describe where services are strongest and weakest, where duplications exist and where service is needed (currently and in the future), and the types of services that appear most responsive to the community and its projected changes. It provides the direction needed for providing service recommendations and is an important internal milestone that will require feedback from VVTA staff before we identify service alternatives that will provide a strategy to address

these needs. Consideration will be made of many facets of service and the operating environment during the needs and opportunities assessment. These will include, but not be limited to:

- Route structure and function
- General public demand responsive and paratransit use and function
- Ensuring the reliability of services focusing on on-time performance, efficient schedules, and sufficient recovery times
- Regional plans and regional needs including areas where commitments have been made for new service
- Park-and-ride locations and services
- Service characteristics, including frequency and service span
- Integrated fixed route and demand responsive services
- Alternative service delivery methods
- Matching service to land use patterns
- New and projected generator service
- Determining the most effective way to service Fort Irwin
- Ensuring that all services are as cost effective as reasonably possible
- Analyzing the effects of VVTA infrastructure, such as the planned Hydrogen facility at the Hesperia Yard, and leveraging this infrastructure for the public good
- Identifying any funding constraints
- Coordination of services and service connections with neighboring transit providers, along with an analysis of agreements with other transit providers

Deliverable: The process and findings from this task will be presented in a technical memorandum.

1 Project Approach

1.E: Comprehensive Fare Policy

Historically VVTA has had a high farebox recovery, near 20 percent in pre-pandemic periods. While the Transportation Development Act (TDA) mandated that VVTA's non-rural services should have a 20 percent farebox recovery prior to the COVID-19 pandemic, these rules have been suspended and have not been reinstated. On a national level, many transit agencies, including neighboring transit provider Mountain Transit, are either considering or planning zero-fare implementation on some or all services.

Zero-fare transit is a good method for encouraging ridership, but a few things need to be considered. First and foremost, once zero-fare transit is implemented, it may be difficult to return to charging a fare, even if TDA farebox recovery rules are returned. Secondly, balancing the amount of revenue collected with the cost of collecting fares must be considered, which may be less of an issue based on current ridership. A third issue for consideration is that VVTA has a few partnerships with schools and colleges for service, and if fares are eliminated, the revenue from these pass programs will likely not be realized by VVTA. A final consideration would be safety and security onboard buses, as systems that have gone fare-free have had an increased number of safety issues onboard buses.

In this task, we will take a comprehensive look at fares. We will analyze the cost of collecting fares compared to revenue levels and identify if the current fare policy is ideal for VVTA or what changes are needed. Furthermore, we will determine if the fare technology VVTA is using is the right fit for VVTA services.

The fare analysis will consist of looking at the ridership by fare type and the historical changes to ridership as fare levels change. We will develop recommendations that may include fare increases and a zero-fare alternative and develop an elasticity-based model that will look at ridership and fare revenue impacts, considering the impact to VVTA contracts for passes or universal access. We will develop a recommendation for a new fare policy and potentially new pass types, along with fare levels.

Deliverable: A fare analysis technical analysis with recommendations regarding becoming a zero-fare system along with implications.

1.F: Transfer Point Locations

While jurisdictional boundaries define service areas, these boundaries are usually of little interest to transit users as they navigate the Victor Valley/North Desert region. Instead, transit users are concerned with ease of access to key regional destinations.

This task will evaluate the efficacy of transfers and schedule coordination between VVTA and its major regional partners (Amtrak, Metrolink, OmniTrans, Mountain Transit, Riverside Transit Agency, Pass Transit, and the City of Needles). The transfer analysis will gather schedule adherence data at transfer points in the VVTA existing transit network and evaluate the transfer efficiency of the transfer points. In conjunction with schedule adherence, we will look at the ease of transfers between VVTA buses and other services at transfer points. An average transfer time will be calculated based on the services available at these locations and available on-time performance data.

While conducting the transfer analysis, we will review ridership data at two major transfer points: the Victor Valley Transportation Center and Victor Valley College, for weekday and weekend service to determine the percentage of ridership generated by each bus route and rail service. To determine linkages in transfer patterns between transit services, we will:

- Coordinate with other transit providers to gather ridership data for the two major transfer hubs;
- Assess ridership patterns identified from onboard passenger surveys;
- Coordinate with VVTA staff and bus operators in the collection of transfers issued and received at the two major transfer hubs during a one-day period to assess travel patterns and transfer linkages; and
- Identify significant transfer connections between transit routes and organize information into a transfer matrix that identifies the linked trip path by percentage.

1 Project Approach

As part of this task, Title VI Equity Analysis will be conducted potentially for the Barstow Maintenance and Operations Facility, ~~the Hesperia Transfer Hub, Hydrogen fueling station, and future fare changes.~~ The Title VI analysis of the Hesperia Transfer Hub and Hydrogen fueling station will be incorporated into the Title VI analysis of the COA plan in Task 3A. The TMD team has extensive experience interpreting the Title VI FTA Circular 4702.1B as well as the relevant local documents (Public Participation Plan, Language Access Plan, etc.) and applying them to sometimes challenging decision-making contexts.

Our team will collaborate with VVTA to determine the schedule of the Title VI ~~Analyses~~ Analysis for the planning, development, finalization, and production of the ~~analyses~~ analysis. We will develop and maintain a project schedule for ~~each the Title VI Analysis that will could~~ be adjusted as necessary. ~~With the goal of getting the Title VI Analyses through Board adoption six months prior to the revenue operation of the changes.~~

The TMD team will focus detailed collaboration on evaluating the changes and whether the changes result in localized adverse impacts, disparate impacts on minority populations (evaluated on the basis of race, color, or national origin),

Limited English Proficiency (LEP) populations, and/or disproportionate burdens on low-income populations. See Figure 6 for a sample minority group map at the block group level as part of SacRT's Title VI analysis. Another area of scrutiny and a key foundational pillar of a Title VI program is incorporating community input into the transit decision-making process. The Project team draws insights from planners and engagement specialists to support VVTA in overseeing community engagement in accordance with the Title VI policy.

The TMD team will support VVTA in assembling the draft and final Title VI ~~Analyses~~ Analysis. ~~Each Title VI Analysis~~ which will be a document in compliance will all FTA requirements. The Title VI Analysis will identify the approach and data used to conduct the analysis and those actionable items the agency expects to implement. Specifically, we will:

- Create a schedule and method for solicitation of regular feedback on the draft Title VI Analysis;
- Assist with the assembly and production of the Title VI Analysis for the VVTA website and other relevant websites in a manner that affords citizens, affected stakeholders, and other interested parties a reasonable and inclusive opportunity for public comment; and
- Following the public comment period, assist in developing and reviewing a final Title VI Analysis incorporating comments and final revisions and any mitigation measures VVTA deems appropriate.

The Project team will provide research, analysis, and consultation services for technical compliance inquiries that come up about Title VI. ~~The Project team is available to provide these services depending on the specific area of inquiry. The Project team will take the lead on technical compliance inquiries as well as public participation compliance inquiries.~~

Deliverable: A memorandum that presents the analysis of current transfer points and a memorandum that presents the retroactive Title VI ~~analyses~~ Analysis.

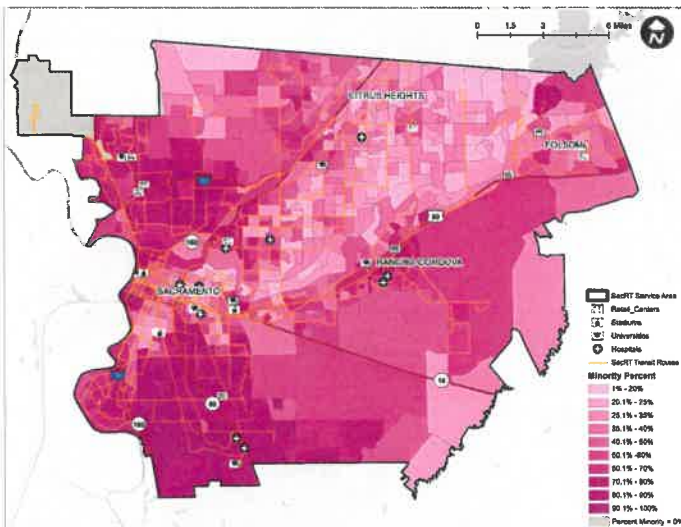


FIGURE 6: EXAMPLE MAP OF MINORITY BLACK GROUPS FOR SACRT SERVICE AREA

1 Project Approach

Phase II: Development and Presentation of Alternatives

Phase II will use the existing conditions developed in Phase I to develop future service options, evaluate these options, both individually and as a unified plan, and develop a draft set of service alternatives to bring to the public. We will determine the appropriate services for each part of the VVTA service area. We will be presenting the options to the public along with the rationale for the recommended changes and will be asking them to comment so we can gauge their acceptance. The goal of this phase is to develop an effective and efficient plan taking advantage of the full family of services concepts for VVTA.

2.A Describe Current and Projected Funding Levels

VVTA has historically been a financially efficient agency and has been able to return LTF to the JPA members for street and highway maintenance. While VVTA is now utilizing all LTF for operations and capital, it currently does use its funding efficiently. As VVTA transitions to operating more Zero-Emission buses (ZEB), the cost of vehicles and infrastructure will increase. In this task, TMD will work with regional funding partners, such as SBCTA, to identify projected funding levels from all sources that VVTA utilizes. This will allow the study team to have an understanding of what the future funding picture will look like in order to develop service recommendations that are cost constrained. In this task, we will describe each funding source, including how it can be used and what kind of matching funding is needed, and we will identify the amount of funding available throughout the life of the plan. Certain funding sources will need to be allocated by jurisdiction or service, which will be identified in this task.

At the completion of this task, TMD will provide VVTA with a technical memorandum that describes each funding source and the projected funding levels from each source throughout the life of the plan. Alternative funding sources that may have been identified in previous tasks will be identified and projected in this task.

Deliverable: A memorandum presenting VVTA's funding sources describing the use of funding and projected funding levels.

2.B: Identify Service Alternatives

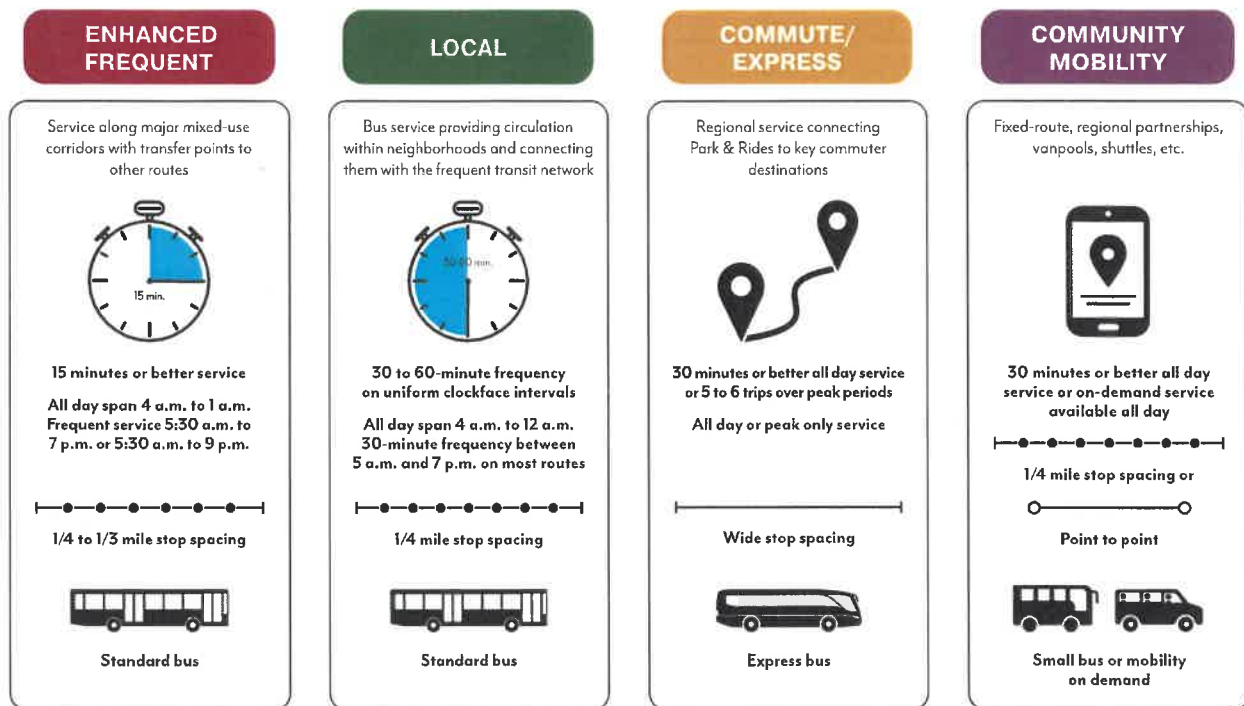
A redesign of the VVTA network will occur as part of this task. Two network plans will be developed collaboratively between TMD and VVTA staff through an inclusive brainstorming process and will build off the findings from previous tasks. One network will focus on areawide coverage, while the second will focus on productivity. The networks will look at all modes, including fixed-route, flex-route, commuter bus, intercity bus, microtransit, and paratransit services. **TMD welcomes as much participation from VVTA staff in the brainstorming process as they are willing to provide, as we have found that our network plans are stronger when they incorporate the institutional knowledge of agency staff.**

TMD develops service alternatives through a two-step process: “**top-down**” (region and network) and “**bottom-up**” (individual route). The **Top-down** analysis provides a big-picture, holistic look at the network, how it connects with neighboring regions, and how the area will grow and develop. A successful plan will build a transit network, not just a compilation of individual routes. The **Bottom-up** analysis allows TMD to understand the details of the system's design and recommend changes to improve efficiency or everyday operations. Both processes come together to create alternative service concepts that work well for both the transit provider and the community.

One of the key strategies TMD uses when developing recommendations is to identify a suite of potential transit products and then match them to the different market typologies and opportunities throughout the region. Establishing different service tiers allows solutions to be “right-sized,” whether that means traditional fixed-route transit or alternative new mobility options, such as on-demand service. “**Transit Toolkit**” is developed in tandem with the service recommendations and is designed to create an integrated, effective network that minimizes duplication and maximizes the efficient use of limited resources.

The toolkit will not just focus on fixed-route options. Over the past decade, new mobility options have emerged that provide more flexible and cost-effective alternatives to fixed-route transit. Our team has significant experience integrating TNCs, microtransit, and other innovative transportation solutions into every step of the transit planning process.

FIGURE 7: EXAMPLE TRANSIT TOOLKIT



Using the “**Transit Toolkit**,” the TMD team will develop two network alternatives. The network alternatives will be developed around a **core network of services** and will include alternatives with varying degrees on how to serve specific market groups. While we will develop two distinctive network alternatives, our experience is that the interplay between different services impacts network performance. For example, to what extent are high-frequency routes dependent on feed from low-frequency routes that connect with them compared to ridership generated on the corridor itself? For this reason, we approach each project individually, working closely with the client to incorporate the nuances of the service area in developing service alternatives.

Our approach is based on leveraging what we have learned from the analyses conducted at the onset of the study and what we have heard from public outreach. This is a data drive approach using travel patterns and transit propensity from the market analysis, an understanding of where transit is being utilized today, and informed by where the area will grow. The two networks that we will develop will provide the community with opportunities to see how different network concepts will affect travel and what trips will be easier or more difficult to make. These two networks are intended to stimulate discussion in order to get to the optimal network.

Leveraging our local knowledge, field observations, data collected and analyzed, and staff and community input, TMD recommends that the two draft network plans consider and/or evaluate:

- Recent land use/development changes in the High Desert area that will impact where new or improved services should operate
- Areas where services should be reduced
- Potential improvements in service frequencies
- Different levels of service by time of day
- Adequacy of current spans of service on weekdays, Saturdays, Sundays
- Connections to adjacent/connecting bus services
- Opportunities for schedule efficiencies
- Consideration of connectivity to reduce significant origin-destination pairs that require multiple transfers
- Should the current National Training Center commuter service continue to operate, or should it be replaced with an expansion of the vanpool program
- Are there additional markets for commuter bus service

1 Project Approach

The draft Service Alternatives will be resource-neutral or reflect projected funding levels based on VVTA's existing service levels. [The service alternatives will be built in VVTA's Optibus scheduling software using the planning module. Building the service alternatives in Optibus' planning module will allow for a more streamlined implementation process.](#) The draft Service Alternatives will include the following information:

- **Routing and Service Level by Route** – Service parameters will be developed for each route or service by day of the week, including:
 - » Service type and attributes, ranging from BRT to microtransit
 - » Proposed route alignments, including long-short route patterns where necessary
 - » Proposed service frequencies and spans
 - » Estimated revenue miles and revenue hours
 - » Estimated vehicle requirements by type
 - » Transfer opportunities
- **Overall proposed network maps** (alignments, frequencies) and operating statistics (miles, hours, fleet) by day type will also be provided.
- **Mix of Transit Service Options by Service Tier** – Recommendations regarding the type of transit mode and required service attributes (e.g., priority treatment, vehicles, branding) will be provided.

Service efficiencies (efficient round-trip cycle times and layover/recovery) will be considered at the design stage (efficiency built-in) and not an afterthought left for the schedulers.

ADA DIRECT ACCESS AND MICROTRANSIT

Any system change will have an impact on the ADA Direct Access system. As part of the proposed network alternatives, we will evaluate the current system considering the alternatives. We will determine if the current ADA zones are appropriate, and based on the current technology in use, we will identify opportunities for improvements to the

Direct Access system and a new zone structure. This will include a review of the current brokerage system that VVTA has established and any opportunities for improvement to the brokerage system to support the Direct Access program and overall mobility in the area.

VVTA recently implemented a microtransit program. As part of the network development, we will determine what areas are appropriate for microtransit. We will also evaluate the Ecolane software being used for the microtransit program to determine if this is the best platform for VVTA's program or if another platform would better meet VVTA's needs.

NEW FUNDING SOURCES

The previous task looked at project funding for VVTA. As part of this task, we will determine if any of the new services or service changes may qualify for funding sources or any alternative funding sources that are not being used today. If there are additional funding sources, we will work with VVTA to determine what is needed to access additional or alternative funding sources.

Deliverable: Report summarizing at least two draft network plans in a manner clear enough to elicit productive feedback from all interested parties and a summary of the input received.

2.C: Alternative/Future Needs Analysis

FUTURE NEEDS

As part of this task, TMD will identify additional service improvements VVTA could implement over the next ~~seven~~ five (5) years. Potential future services may include:

- New and expanded high frequency corridors
- Opportunities for transit priority treatments
- Identification of potential Bus Rapid Transit corridors
- Potential commuter services
- Expansion of Micro transit
- Transit centers
- Facilities to support expanded transit services
- Integration with other mobility services

The identified future needs will be incorporated into the network alternatives.

1 Project Approach

Advantages and Disadvantages

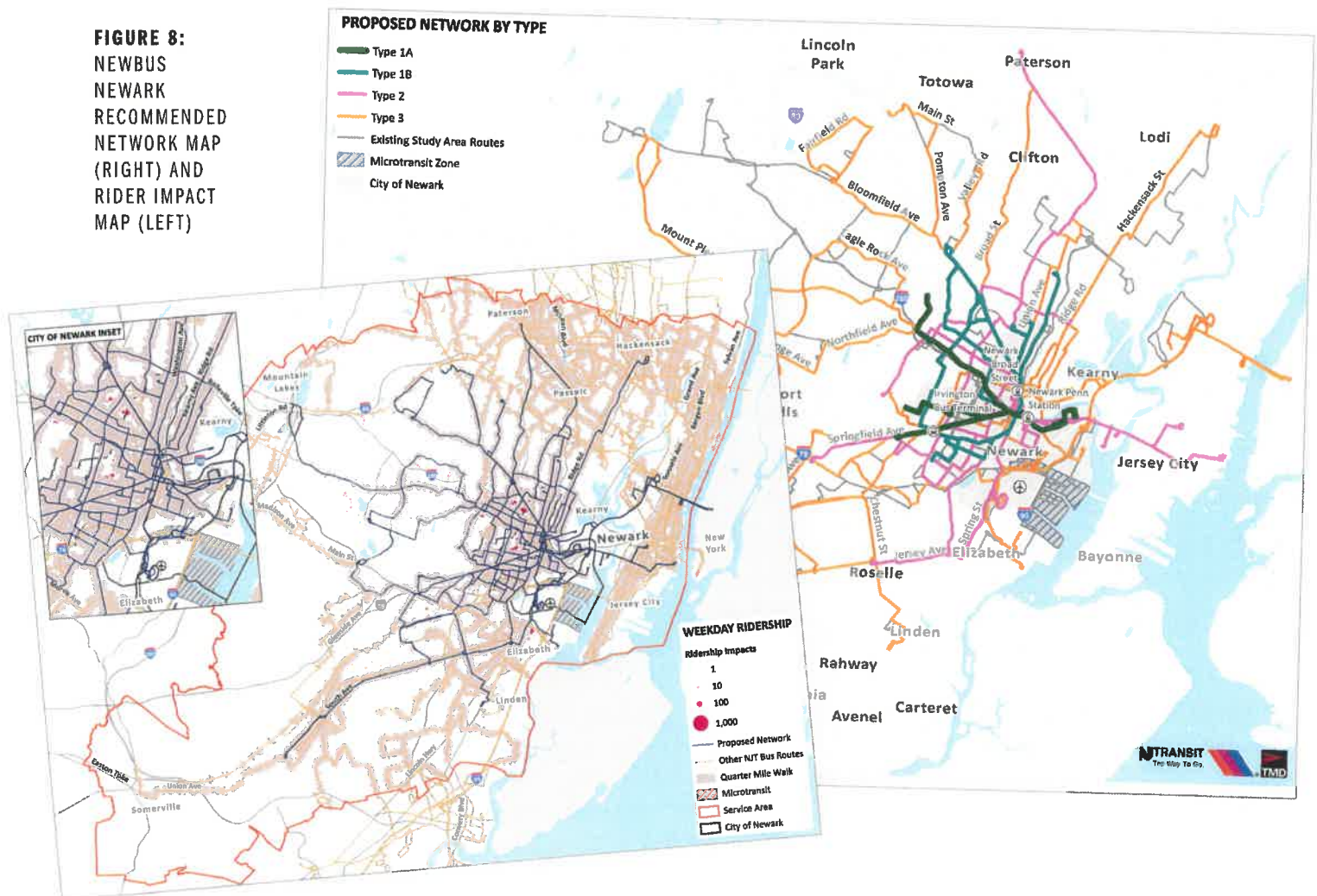
TMD will quantify the advantages and disadvantages of the proposed alternatives by conducting the following analyses:

- The number of people (stratified by demographic group) and jobs with access to frequent service, with special emphasis on areas where this may change compared to the existing service levels, quantifying the number of riders with improved and reduced service.
- The number of residents (stratified by demographic group) within a half-mile walk of the proposed network stops.
- The number of existing riders within a quarter and half-mile walk of the proposed network stops.
- Staffing and labor implications.

- Anticipated ADA impacts, including those related to paratransit users that may be affected by an altered ADA paratransit footprint.
- Ridership, revenue, and operating cost estimates over the seven year plan (see Financial Plan information bubble on the following page for more information)
- When the alternatives can be implemented.

As this plan will most likely result in WTA operating more than 50 Vehicles Operating in Maximum Service (VOMS) in a single mode, the implications to administering the system will be significant, and roles and responsibilities for current staff will need to be defined. In addition, areas requiring additional staff will also need to be identified.

FIGURE 8:
NEWBUS
NEWARK
RECOMMENDED
NETWORK MAP
(RIGHT) AND
RIDER IMPACT
MAP (LEFT)





Financial Plan

As part of weighing the advantages and disadvantages of the alternatives, TMD will use our tried and tested Excel-based financial model with individual tabs for items, including daily service characteristics, operating costs, and capital revenue sources, which link together to calculate and summarize all information. The model is built so that it can be updated as needed to consider proposed service improvement, both during and after the project is completed. VVTA will be able to use the financial plan each year to plan more accurately for its future. The model includes detailed information for items including, but not limited to, the following:

- Service characteristics by route and day type for each year of the plan
- Ridership and fare revenue projections associated with service expansion
- Allocated unit costs per revenue hour and per revenue mile and anticipated annual increases
- Operating and capital revenues by source with projected growth rates
- Vehicle replacement and expansion program
- Facility and any other capital improvement costs
- Annual summary for each year showing total capital and operating costs and revenues

TMD will work with VVTA to establish operating and capital cost inflation factors, planned or potential fare increases, and future existing external funding levels over the plan timeline.

EXECUTIVE TEAM WORKSHOP

The TMD team will present the draft alternatives, along with the identified future needs and advantages/disadvantages, to the VVTA Executive team. The purpose of the workshop will be to collect input from the Executive team on the preferred alternatives that will be presented to the public.

Deliverable: Seven-year needs analysis memorandum

Task 2.D: Public Comment Opportunity

This task presents a summary of key study findings, the proposed service goals and objectives, and a presentation of the proposed service alternatives. The public comment opportunity will inform the public about the potential modifications and enable them to provide input into these modifications. We will use Driver/Staff Meetings, Passenger Pop-Up Sessions, Public Meetings, and an online StoryMap to provide maximum opportunity for public comment.

DRIVER/STAFF MEETINGS

We will hold a second set of meetings with the VVTA employees, particularly drivers, to present a summary of key study findings, the proposed service goals and objectives, and a presentation of the proposed service alternatives. We will want to hear from the drivers and other staff regarding impacts to riders, turning movement issues, and running time concerns. We ask that our project team be allowed to listen to comments from drivers for most of an entire day at locations convenient for them, such as a driver-ready room.

PASSENGER POP-UP SESSIONS

As in Phase 1, we will hold one set of drop-in sessions of two hours each, ideally at the same location as the first set of drop-in sessions. We will have a table displaying the same bilingual materials as at public meetings. Technical staff at these Pop-Ups will discuss the issues with the riders, and one of the two staff members will be fluent in Spanish.

NOTICED PUBLIC MEETINGS

Our team will assist VVTA in preparing for and conducting two public meetings. Two meetings (facilitated in the same format) should be held on different days, times, and locations to serve the needs of the various stakeholders and community members. The format of the meeting would be determined in consultation with VVTA. Public Meetings could be held in conjunction with a community event to be able to interact with people where they are already gathered. We would have activities and/or materials to draw passersby over to the project table, such as a wheel to spin for prizes, children's activities, or candy, depending on the nature and format of the community event. Our services include conducting training with all project team members involved in facilitating and staffing the public meetings and preparing summaries of input received at meetings. The summary of community input will also include details on how comments were incorporated into the plans.

1 Project Approach

PROJECT STORYMAP

The StoryMap will be updated to include detailed information on the draft service alternatives. In addition, The StoryMap will also “close the loop” with the community and demonstrate how the feedback collected from Phase 1.D activities informed the development of the service alternatives. An online survey will also be available on the project StoryMap to collect community input on the draft alternatives.

Deliverable: Memorandum that presents the outreach methodology and summarization of findings.

FIGURE 9: EXAMPLE STORYMAP



Phase III: Development of an Action Plan

The final phase, Phase III, will update the draft plan and result in the production of the final plan. The final plan will be the modified plan from Phase II, incorporating the comments from the public. In this phase, we will prioritize recommendations to allow for VVTA to phase in modifications to improve service and minimize disruption to current riders, with the phasing keyed to market needs and the fiscal realities of the future funding sources for the services. The final plan will be presented to the VVTA's Board for approval.

3.A: Preparation of an Action Plan

TMD will review all feedback collected through the public input process and incorporate key findings into the recommendations to create a Final Service Plan. The Final Network plan will update all draft deliverables, including route recommendation details, network maps, rider impact analysis, and include a detailed implementation plan. The final network plan will most likely be a hybrid of the draft network plans that incorporate the strengths of each of the networks developed and will feature at least two phases – the first a cost-neutral plan that can be implemented quickly and the second modest growth plan that builds on the cost-neutral plan that can be implemented later, as resources become available.



FIGURE 10: EXAMPLE FINAL PLAN

1 Project Approach

IMPLEMENTATION PLAN

TMD is one of the only firms in the country that provides a full suite of transit planning, scheduling, and implementation services. Our scheduling team brings both expert scheduling software skills and, perhaps more importantly, the operational experience and know-how necessary for consistent outcomes for our clients, which includes optimal efficiency and reliability. Our unique combination of expertise and skills translates into service plans that provide realistic implementation solutions that are street-ready and economically sound.

After the network plan is finalized, TMD will work with VVTA staff to develop an implementation strategy. A network plan can look good on paper, meet the goals established, fit within budget constraints, and have support from the community. Yet when it comes time to actually implement, there are flaws not obvious from a high level. TMD will work with staff to make sure common flaws are avoided. These include but are not limited to:

- Efficient round trip cycles or interlining that assure efficient blocking of vehicles
- Schedules are designed to minimize wait times for transferring customers. Puling or timed connections can indeed happen as envisioned
- If there are segments where multiple routes are intended to provide staggered headways, that it is possible while meeting other scheduling goals (connectivity, efficient blocking)
- Where transferring is to occur, to make sure it can work on an operations, safety, and customer experience level. This includes at transit centers, ensuring sufficient capacity, and at other locations, considering the distance between stops and the customer experience transferring.
- On new route segments, that bus stops can be located to provide food access from the walkshed of the route and identify improvements needed for ADA accessibility.
- Assuring that fleet requirements for each service type can be met.
- Potential longer timer impacts on scheduling that may result as VVTA transitions to ZEBs.

TMD can help develop schedules for each final route alternative as an optional task. TMD has demonstrated its unique capability to accompany its service improvement proposals with accurate timetables that efficiently schedule

vehicles and operators – within the context of sound operating practices and local work rules. We are very familiar with the Optibus™ scheduling software, and recommend using VVTA's Optibus™ software should VVTA seek TMD's assistance in developing schedules for the final network.

TITLE VI EQUITY ANALYSIS

Following FTA regulations, TMD will conduct a Title VI analysis of changes recommended under the Final Service Plan to determine if the changes result in a disproportionate or disparate impact on minority or low-income populations. TMD will use the 2020 U.S. Census or the latest American Community Survey data to calculate the percent of the service area population that is low-income or minority. TMD will then compare the demographic makeup of the population within a half mile of each route with a major service change to the service area average. Routes that serve higher-than-average concentrations of low-income and minority populations will be pulled for further review. For these routes, TMD will make recommendations to avoid, minimize, or mitigate the impacts or will provide justification for the service changes. TMD considers equitable access to transit service throughout the network design process, and our plans rarely have significant Title VI findings. However, if disparities are present, the team will review the draft plan and make modifications as necessary.

[As part of this subtask, TMD will also complete a Title VI analysis of the Hesperia Transfer Hub and Hydrogen fueling station.](#)

Deliverable: TMD will prepare a final summary report documenting the analysis, findings, and recommendations from all tasks. The Final Network Redesign report will describe the service and operating plan in sufficient detail to enable VVTA staff to successfully implement the recommendations, as well as provide local decision-makers and stakeholders with valuable information regarding existing performance and future direction.

3.B: Develop an Overall Capital Plan for the Entire VVTA Service Area for the Study Period

This subtask will develop a comprehensive capital program to support the implementation of the COA/System Redesign for the entire VVTA network, including county routes, commuter routes, down-the-hill service, paratransit, and

microtransit services, and any other services proposed in the plan. The capital plan will include a bus replacement schedule, including a schedule of additional buses for any expansion plans, with associated costs; service and fleet vehicles; transfer centers; bus stop improvements including shelters, signage, sidewalks, and security equipment as needed; operations base improvements including fueling facilities; fare technology; security equipment; and miscellaneous office equipment. Additionally, the plan will address transfer facilities at the two Brightline stations in Hesperia and Apple Valley.

VEHICLES

Our project manager has worked very closely with VVTA to develop detailed vehicle acquisition and replacement plans as part of previous COAs and Short-Range Transit Plans. To determine the vehicle replacement and expansion program, we will have a one-day workshop with the senior appropriate VVTA staff members to go through the replacement schedule for each vehicle in every program, including non-revenue vehicles, and develop an annual vehicle acquisition program for replacement and expansion vehicles.

TRANSFER LOCATIONS

Currently, VVTA has significant transfer facilities in Victorville, Hesperia, Apple Valley, at the Community College, and the Mall. Based on the current thinking and the operations plan that comes from this project, the team will develop either improvements for these facilities or conceptual plans and cost estimates for their relocation. Currently, VVTA has plans underway, which will be reviewed and updated as necessary, to relocate the Hesperia transfer facility to a site near its operating base for which the team has conducted conceptual planning. Also, Victor Valley College is undertaking a master plan, and the current bus transfer site may have to be relocated. The team will work with VVTA and the College on the relocation and concept drawing for a new facility. The new site in Victorville will be upgraded as necessary, particularly with regard to safety and security. At the Mall, we will work with VVTA and Mall Management to determine the appropriate location for the transfer facility, either at its existing location or at a new site.

In all cases, the operating plans will be used to identify the services and number of buses using each location, along with expected passenger volumes, to develop appropriate sizing of bays, platforms, shelters, and amenities at each location. From this, the team will develop cost estimates for the development of each site.

Sketch plans for the current site or a new site in Barstow will also be developed using the same methodology.

As the plan develops, new locations for transfer facilities may be developed along with corresponding sizing requirements and related conceptual costs. Transfer facilities will be developed in concept for the two Brightline stations, which may be in operation towards the end of this plan.

In all cases, VVTA will be working with the local community on the location design of the transfer facilities.

BUS STOPS

VVTA's bus stop improvement program will be updated with those stops that are identified in the operations plan as requiring more infrastructure. Amenities may include benches, shelters, solar power lighting, electronic signage, security cameras, and trash receptacles. Warrants will be updated based on passenger activity to identify the level of amenities that will be placed at each identified stop, ranging from simple bus stop signs to the full array of amenities. In all cases, we will address sidewalk access and ADA compliance issues. If there are any key "last mile" sidewalk connectivity issues that can be reasonably addressed, we will also identify those locations.

We will use unit cost data for each type of improvement to estimate the cost of the bus stop improvements. The capital plan for bus stops will be coordinated with the local communities.

OPERATIONS BASES AND REFUELING

There is, at present, a plan to expand the Hesperia base, which will be reviewed and used as the basis for any capital planning in this project. We will determine if additional space will be needed and, if so, how it could be added to the present plans. Planning is also underway for hydrogen refueling, and we will update the plans already in place if necessary. If the plan calls for more electric buses, the plan will ensure that there are sufficient recharging facilities at the bases in both Hesperia and Barstow. Any improvements to the new Barstow site will also be included in the plan. And, given that CNG is being phased out, the plan will include whatever facilities are needed for hydrogen-fueled or electric-powered buses.

We will incorporate additional charging stations for electric vehicles at the end of the line for some routes or at transfer centers for others if their inclusion would enhance the operating plan.

RUNNING WAY IMPROVEMENTS

The operating plan will provide locations that are candidates for running way improvements, and the plan will identify where the implementation of traffic signal priority, queue jumps, and bus lanes are required to support the recommendations. Additionally, bus stop spacing will be considered to speed operations if feasible. Costs will be provided for all these elements at each location.

OTHER CAPITAL ITEMS

Based on the review of the fare program, fare technology may need to be updated and require new fareboxes and software. Security concerns are also a significant issue, and the capital plan will include hardware and software based on the findings of a security audit. This would encompass all transfer points, as well as key bus stops. Cameras and other technologies will be included in the capital plan. Office equipment will be discussed with the VVTA staff, and a capital program will be developed based on the ages of key items and any expansion plans.

Deliverable: Memorandum that summarized the proposed Capital Plan.

3.C: Presentation of the Action Plan

A final presentation outlining the study process, findings, and recommendations will be made to VVTA's Board of Directors once all comments have been received regarding the draft final report. The presentation will inform the committee about the nature of the recommendations and the operating and financial implications of the plan. This presentation will allow for interaction between the consultant, staff, and the Board of Directors to inform the board about all aspects of the study and provide enough information for the board to approve the study. Once the study is approved, a final report will be produced that will include any addendums requested by the Board of Directors.

Deliverables: All deliverables will be provided to VVTA in both Microsoft Word and PDF format. Deliverables will be provided upon the completion of each phase. Eight hard copies of all draft documents will be produced, and 15 hard copies of the final plan will be produced.

Phase IV: On-Call Services

The on-call service task is designed to provide planning support to VVTA for additional tasks not mentioned in this work plan for up to five years after the completion of the project. To support VVTA, the TMD team would operate as an extension of VVTA staff to support the implementation and planning of the VVTA system. As part of the on-call services task, VVTA would issue individual work orders for individual services. The TMD team has the depth of expertise to support VVTA for any transit planning, engineering, and/or environmental task required as part of the on-call. Beyond the items listed on the scope, TMD is ready and able to support VVTA in:

- First and foremost, the implementation of the COA including providing additional scheduling services, routing, and performance monitoring
- Planning and engineering studies, including Zero-Emission Bus Planning, Short-Range Transit Planning, strategic planning, employee/operator retention plans, and management and staffing studies
- Supporting VVTA in National Transit Database reporting.
- Help define methodologies to improve reporting relationships with various stakeholders, funding partners, and the general public
- Assist VVTA's staff in programming and contracts
- Service and system planning functions
- Capital planning, including preliminary design of transfer points and maintenance facilities
- Support in the development of grant applications
- Identification of capital needs, including updating vehicle replacement and expansion schedules
- Assisting in VVTA's budget process, including allocation of costs amongst the JPA members
- Compliance with FTA, Title VI, and other state and federal standards
- Triennial and TDA audits/reviews
- Other projects deemed necessary by the Executive Director and Senior Staff

**RFP 2023-01 COMPREHENSIVE OPERATIONS ANALYSIS
ATTACHMENT E – REQUIRED FORMS**

VVTA – RFP 2023-01 PRICE PROPOSAL

Proposer shall complete the following form and include same in the Price Proposal package.

By execution below Proposer hereby agrees to furnish the related equipment, and services as specified in Victor Valley Transit Authority's RFP 2023-01 at the prices submitted in response to this solicitation.

PROPOSER COMPANY NAME: <u>Transportation Management & Design, Inc.</u>
STREET ADDRESS: <u>2701 Loker Ave W. Suite 110</u>
CITY, STATE, ZIP CODE: <u>Carlsbad, California 92010</u>
AUTHORIZED OFFICER: <u>China Langer</u>
COMPANY OFFICER TITLE: <u>President</u>
SIGNATURE OF AUTHORIZED OFFICER: <u></u>
CONTACT INFORMATION: <u>China Langer, President</u>
OFFICE PHONE NUMBER: <u>(760) 476-9600 Ext. 107</u>
EMAIL ADDRESS: <u>clanger@tmdinc.net</u>

RFP 2023-01 COMPREHENSIVE OPERATIONS ANALYSIS ATTACHMENT E – REQUIRED FORMS

Please refer to the following table when formatting the price proposal form:

Staff Title	*Hourly Rate	Number of Hours	Total
Transportation Management & Design, Inc.			
Stuart Geltman - Project Manager	\$156.35	496	\$77,549.60
China Langer - Principal, QA/QC Manager	\$197.34	76	\$14,997.84
Melissa Sather - Principal Service Designer	\$184.69	194	\$35,829.86
Daniel Pena - Senior Planner	\$135.51	474	\$64,231.74
Tim Baker - Principal Data Manager	\$186.65	160	\$29,864.00
Al Bolan - Principal Scheduler	\$177.60	40	\$7,104.00
Bobbi Duley - Graphic Designer	\$119.87	192	\$23,015.04
Anki Singh - Associate Planner	\$90.30	317	\$28,625.10
GIS Analyst	\$90.30	236	\$21,310.80
Controller/CFO	\$197.34	24	\$4,736.16
Other Direct Costs			\$10,220
Total TMD			\$317,484.14
AECOM			
David Sampson, Senior Advisor	\$267.33	78	\$20,851.96
Victor Xie, Project Manager	\$150.28	210	\$31,558.25
Robert Hertz, Project Director	\$310.55	28	\$8,695.33
Edgar Mejia, Transit Planner	\$106.10	158	\$16,764.21
Jessica Sisco, Outreach Manager	\$166.27	56	\$9,310.87
Paola Pena, Outreach Specialist	\$122.84	114	\$14,004.14
Guillermo Calves, Senior Transit Planner	\$178.36	92	\$16,409.15
Ann Campbell, Graphic Designer	\$108.85	42	\$4,571.86
Alonso Cabello, Translator	\$143.30	32	\$4,585.46
Other Direct Costs			\$8,700
Total AECOM			\$135,451.23
ETC Institute			
Project Advisor - Chris Tatham	\$277.51	4	\$1,110.04
Project Manager - Fred Gsell	\$214.18	55	\$11,779.90
GIS Manager - Andrew Kolcz	\$239.52	30	\$7,185.60
Data Manager - Nick Jones	\$214.18	20	\$4,283.60
QAQC Manager - Jason Jones	\$150.04	20	\$3,000.80
Sr. Researchers - Brad Carlson	\$140.08	24	\$3,361.92
Analyst - Varied	\$93.40	4	\$373.60
Field Supervisors - Varied	\$85.33	120	\$10,239.60
Support staff supervisors - Varied	\$112.53	2	\$225.06
Support staff - Varied	\$65.14	16	\$1,042.24
Other Direct Costs			\$4,376
Total ETC Institute			\$46,978.36

* All Inclusive Rate

Total Cost : **\$499,913.73**

**Victor Valley COA
Project Cost Proposal**

	Labor/Tasks	Phase I	Phase II	Phase III	Labor Hours	Labor Rate	Total Cost
		Data Collection and Analysis	Development and Presentation of Alternatives	Development of an Action Plan			
TRANSPORTATION MANAGEMENT & DESIGN, INC.	Stuart Goltman - Project Manager	162	206	128	496	\$156.35	\$77,540.60
	Chine Langer - Principal, QA/QC Manager	25	40	10	76	\$197.34	\$14,987.84
	Melissa Sather - Principal Service Designer	55	120	18	194	\$164.69	\$35,629.86
	Daniel Pena - Senior Planner	136	194	144	474	\$135.51	\$64,231.74
	Tim Baker - Principal Data Manager	160	0	0	160	\$186.65	\$29,864.00
	Al Bolen - Principal Scheduler	0	16	24	40	\$177.60	\$7,104.00
	Bobbi Duley - Graphic Designer	80	68	64	192	\$119.87	\$23,015.04
	Anki Singh - Associate Planner	168	85	64	317	\$90.30	\$28,625.10
	GIS Analyst	120	96	20	236	\$90.30	\$21,310.80
	Controller/CFO	8	8	8	24	\$197.34	\$4,736.16
	LABOR HOURS	896	833	480	2,209		
	LABOR COST	\$123,872.86	\$117,469.22	\$65,922.06			\$307,264.14
	OTHER DIRECT COSTS	Phase I	Phase II	Phase III			Total Cost
	Travel	\$ 1,520	\$ 1,520	\$ 680			\$3,720.00
	Lodging	\$ 1,200	\$ 1,200	\$ 200			\$2,600.00
	Per Diem	\$ 400	\$ 400	\$ 100			\$900.00
	Software Fees	\$ 3,000	\$ -	\$ -			\$3,000.00
	OTHER DIRECT COSTS	\$6,120	\$3,120	\$980			\$10,220.00
	TOTAL TMD	\$129,992.86	\$120,589.22	\$66,902.06	2,209		\$317,484.14

	Labor/Tasks	Phase I	Phase II	Phase III	Labor Hours	Labor Rate	Total Cost
		Data Collection and Analysis	Development and Presentation of Alternatives	Development of an Action Plan			
AECOM	David Sempson, Senior Advisor	32	14	32	78	\$267.33	\$20,851.96
	Victor Xia, Project Manager	112	34	64	210	\$150.28	\$31,558.25
	Robert Hertz, Project Director	6	4	18	28	\$310.55	\$8,695.33
	Edgar Mejia, Transit Planner	158	0	0	158	\$106.10	\$16,764.21
	Jessica Sisco, Outreach Manager	26	30	0	56	\$166.27	\$9,310.87
	Paola Pena, Outreach Specialist	50	64	0	114	\$122.84	\$14,004.14
	Guillermo Calves, Senior Transit Planner	42	38	12	92	\$178.36	\$16,409.15
	Ann Campbell, Graphic Designer	18	24	0	42	\$108.85	\$4,571.86
	Alonso Cabello, Translator	16	16	0	32	\$143.30	\$4,585.46
	Labor Hours	460	224	126	810		
	Labor Cost	\$66,221.52	\$34,627.13	\$25,902.58			\$126,751.23
	OTHER DIRECT COSTS	Phase I	Phase II	Phase III			Total Cost
	Travel	\$ 1,800	\$ 1,600	\$ 100			\$3,600.00
	Lodging	\$ 1,200	\$ 600	\$ 300			\$2,100.00
	Printing	\$ 1,000	\$ 1,200	\$ -			\$2,200.00
	Materials & Supplies	\$ 400	\$ 400	\$ -			\$800.00
	OTHER DIRECT COSTS	\$4,500	\$3,800	\$400			\$8,700.00
	TOTAL AECOM	\$70,721.52	\$38,427.13	\$26,302.58	810		\$135,451.23

	Labor/Tasks	Phase I	Phase II	Phase III	Labor Hours	Labor Rate	Total Cost
		Data Collection and Analysis	Development and Presentation of Alternatives	Development of an Action Plan			
ETC Institute	Project Advisor - Chris Tatham	4	0	0	4	\$277.51	\$1,110.04
	Project Manager - Fred Gsell	55	0	0	55	\$214.18	\$11,779.90
	GIS Manager - Andrew Kolcz	30	0	0	30	\$239.52	\$7,185.60
	Data Manager - Nick Jones	20	0	0	20	\$214.18	\$4,283.60
	QA/QC Manager - Jason Jones	20	0	0	20	\$150.04	\$3,000.80
	Sr. Researchers - Brad Carlson	24	0	0	24	\$140.06	\$3,361.92
	Analyst - Varied	4	0	0	4	\$93.40	\$373.60
	Field Supervisors - Varied	120	0	0	120	\$85.33	\$10,239.60
	Support staff supervisors - Varied	2	0	0	2	\$112.53	\$225.06
	Support staff - Varied	16	0	0	16	\$65.14	\$1,042.24
	Labor Hours	295	0	0	295		
	Labor Cost	\$42,602.36	\$0	\$0			\$42,602.36
	OTHER DIRECT COSTS	Phase I	Phase II	Phase III			Total Cost
	Travel	1,800	0	0			\$1,800.00
	Lodging	1,691	0	0			\$1,691.00
	Per Diem	885	0	0			\$885.00
	OTHER DIRECT COSTS	\$4,376	\$0	\$0			\$4,376.00
	TOTAL ETC	\$46,978.36	\$0	\$0	295		\$46,978.36

	Phase I	Phase II	Phase III	Total Hours	Total Cost
TOTAL					
Project Fee (0%)	\$0	\$0	\$0		\$0.00
	\$247,692.74	\$158,016.35	\$93,204.64	3,314	\$499,913.73

 Indicates where initial reductions were made
 Indicates where further reductions/changes were made

**Victor Valley COA Phase I
Project Cost Proposal**

TRANSPORTATION MANAGEMENT & DESIGN, INC.	Labor/Tasks	Task 1.A Analyze Fixed-Route and Deviated Fixed-Route On-board Counts	Task 1.B Rider Survey and Transfer Analysis	Task 1.C Describe and Address Local and Regional Development Patterns	Task 1.D Identification of Service Issues	Task 1.E Comprehensive Fare Policy	Task 1.F Transfer Point Locations	Labor Hours	Labor Rate	Total Cost
	Stuart Geltman - Project Manager	48	6	40	40	24	4	162	\$156.35	\$25,328.70
	Chine Langer - Principal, QA/QC Manager	8		8	4	4	2	26	\$197.34	\$5,130.84
	Melissa Sather - Principal Service Designer	12	4	12	16	12		56	\$184.69	\$10,342.64
	Daniel Pena - Senior Planner	48	4	48	32		4	136	\$135.51	\$18,429.36
	Tim Baker - Principal Data Manager	160						160	\$186.65	\$29,864.00
	Al Bolan - Principal Scheduler							0	\$177.60	\$0.00
	Bobbi Duley - Graphic Designer	24		20	16			60	\$119.87	\$7,192.20
	Anki Singh - Associate Planner	72		48	32	16		168	\$90.30	\$15,170.40
	GIS Analyst	40		48	32			120	\$90.30	\$10,836.00
	Controller/CFO	2	2	2	2			8	\$197.34	\$1,578.72
	LABOR HOURS	414	16	226	174	56	10	896		
	LABOR COST	\$61,053.44	\$2,613.56	\$28,014.36	\$22,426.52	\$8,202.84	\$1,562.12			\$123,872.86
	OTHER DIRECT COSTS									
	Travel	\$720			\$800					\$1,520.00
	Lodging	\$400			\$800					\$1,200.00
	Per Diem	\$150			\$250					\$400.00
	Software Fees			\$3,000						\$3,000.00
	OTHER DIRECT COSTS	\$1,270	\$0	\$3,000	\$1,850	\$0	\$0			\$6,120.00
	TOTAL TMD	\$62,323.44	\$2,613.56	\$31,014.36	\$24,276.52	\$8,202.84	\$1,562.12	896		\$129,892.86

AECOM	Labor/Tasks	Task 1.A Analyze Fixed-Route and Deviated Fixed-Route On-board Counts	Task 1.B Rider Survey and Transfer Analysis	Task 1.C Describe and Address Local and Regional Development Patterns	Task 1.D Identification of Service Issues	Task 1.E Comprehensive Fare Policy	Task 1.F Transfer Point Locations	Labor Hours	Labor Rate	Total Cost
	David Sampson, Senior Advisor	8			8	12	4	32	\$267.33	\$8,554.65
	Victor Xie, Project Manager	24			4	4	8	112	\$150.28	\$16,831.07
	Robert Hertz, Project Director	2			0	0	4	6	\$310.55	\$1,863.28
	Edgar Mejia, Transit Planner	26			0	0	132	168	\$106.10	\$16,764.21
	Jessica Sisco, Outreach Manager	0			26	0	0	26	\$166.27	\$4,322.90
	Paola Pena, Outreach Specialist	0			50	0	0	50	\$122.84	\$6,142.17
	Guillermo Calves, Senior Transit Planner	0			30	12	0	42	\$178.36	\$7,491.13
	Ann Campbell, Graphic Designer	0			18	0	0	18	\$108.85	\$1,959.37
	Alonso Cabello, Translator	0			16	0	0	16	\$143.38	\$2,292.73
	Labor Hours	60	0	0	152	28	220	460		
	Labor Cost	\$9,125.08	\$0.00	\$0.00	\$22,807.75	\$5,949.43	\$28,339.26			\$66,221.52
	OTHER DIRECT COSTS									
	Travel	\$300			\$1,600					\$1,900.00
	Lodging	\$600			\$600					\$1,200.00
	Printing				\$1,000					\$1,000.00
	Materials & Supplies				\$400					\$400.00
	OTHER DIRECT COSTS	\$900	\$0	\$0	\$3,600	\$0	\$0			\$4,500.00
	TOTAL AECOM	\$10,025.08	\$0.00	\$0.00	\$26,407.75	\$5,949.43	\$28,339.26	460		\$70,721.52

ETC Institute	Labor/Tasks	Task 1.A Analyze Fixed-Route and Deviated Fixed-Route On-board Counts	Task 1.B Rider Survey and Transfer Analysis	Task 1.C Describe and Address Local and Regional Development Patterns	Task 1.D Identification of Service Issues	Task 1.E Comprehensive Fare Policy	Task 1.F Transfer Point Locations	Labor Hours	Labor Rate	Total Cost
	Project Advisor - Chris Tatham		4					4	\$277.51	\$1,110.04
	Project Manager - Fred Gsell		55					55	\$214.18	\$11,779.90
	GIS Manager - Andrew Kolcz		30					30	\$239.52	\$7,185.60
	Data Manager - Nick Jones		20					20	\$214.18	\$4,283.60
	QA/QC Manager - Jason Jones		20					20	\$150.04	\$3,000.80
	Sr. Researchers - Brad Carlson		24					24	\$140.08	\$3,361.92
	Analyst - Varied		4					4	\$93.40	\$373.60
	Field Supervisors - Varied		120					120	\$85.33	\$10,239.60
	Support staff supervisors - Varied		2					2	\$112.53	\$225.06
	Support staff - Varied		16					16	\$95.14	\$1,042.24
	Labor Hours	0	295	0	0	0	0	295		
	Labor Cost	\$0	\$42,602	\$0	\$0	\$0	\$0			\$42,602.36
	OTHER DIRECT COSTS									
	Travel		\$1,800							\$1,800.00
	Lodging		\$1,691							\$1,691.00
	Per Diem		\$885							\$885.00
	OTHER DIRECT COSTS	\$0	\$4,376	\$0	\$0	\$0	\$0			\$4,376.00
	TOTAL ETC	\$0	\$46,978.36	\$0	\$0	\$0	\$0	295		\$46,978.36

TOTAL	Labor/Tasks	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Total Hours	Total Cost
	Project Fee (0%)	\$0	\$0	\$0	\$0	\$0	\$0		\$0.00
		\$72,348.52	\$49,591.94	\$31,014.36	\$50,684.27	\$14,152.27	\$29,901.38	1,651	\$247,692.74

Victor Valley COA Phase II

Project Cost Proposal

TRANSPORTATION MANAGEMENT & DESIGN, INC.	Labor/Tasks	Task 2.A Describe Current and Projected Funding Levels	Task 2.B Identify Service Alternatives	Task 2.C Alternative / Future Needs Analysis	Task 2.D Public Comment Opportunity	Labor Hours	Labor Rate	Total Cost
	Stuart Geltman - Project Manager	32	68	58	48	206	\$156.35	\$32,208.10
	China Langer - Principal, QA/QC Manager		16	8	16	40	\$197.34	\$7,893.60
	Melissa Sather - Principal Service Designer		80	40		120	\$184.69	\$22,162.80
	Daniel Pena - Senior Planner	18	72	64	40	194	\$135.51	\$26,288.94
	Tim Baker - Data Manager					0	\$186.65	\$0.00
	Al Bolan - Principal Scheduler		16			16	\$177.60	\$2,841.60
	Bobbi Duley - Graphic Designer		16	12	40	68	\$119.87	\$8,151.16
	Anki Singh - Associate Planner	5	40	40		85	\$90.30	\$7,675.50
	GIS Analyst		40	24	32	96	\$90.30	\$8,668.80
	Controller/CFO	4	4			8	\$197.34	\$1,578.72
LABOR HOURS		59	352	246	176	833		
LABOR COST		\$8,683.24	\$51,094.04	\$33,924.90	\$23,767.04			\$117,469.22
OTHER DIRECT COSTS		Task 2.A	Task 2.B	Task 2.C	Task 2.D	Total Cost		
Travel			\$720		\$800			\$1,520.00
Lodging			\$400		\$800			\$1,200.00
Per Diem			\$150		\$250			\$400.00
Communications								\$0.00
Printing								\$0.00
Software Fees								\$0.00
Materials & Supplies								\$0.00
Miscellaneous								\$0.00
OTHER DIRECT COSTS		\$0	\$1,270	\$0	\$1,850			\$3,120.00
TOTAL TMD		\$8,683.24	\$52,364.04	\$33,924.90	\$25,617.04	833		\$120,589.22

AECOM	Labor/Tasks	Task 2.A Describe Current and Projected Funding Levels	Task 2.B Identify Service Alternatives	Task 2.C Alternative / Future Needs Analysis	Task 2.D Public Comment Opportunity	Labor Hours	Labor Rate	Total Cost
	David Sampson, Senior Advisor		8	6	0	14	\$267.33	\$3,742.66
	Victor Xie, Project Manager		24	6	4	34	\$150.28	\$5,109.43
	Robert Hertz, Project Director		4	0	0	4	\$310.55	\$1,242.19
	Edgar Mejia, Transit Planner		0	0	0	0	\$106.10	\$0.00
	Jessica Sisco, Outreach Manager		0	0	30	30	\$166.27	\$4,987.96
	Paola Pena, Outreach Specialist		0	0	64	64	\$122.84	\$7,861.97
	Guillermo Calves, Senior Transit Planner		8	0	30	38	\$178.36	\$6,777.69
	Ann Campbell, Graphic Designer		0	0	24	24	\$108.85	\$2,612.49
	Alonso Cabello, Translator		0	0	16	16	\$143.30	\$2,292.73
Labor Hours		0	44	12	168	224		
Labor Cost		\$0.00	\$8,414.39	\$2,505.66	\$23,707.08			\$34,627.13
OTHER DIRECT COSTS		Task 2.A	Task 2.B	Task 2.C	Task 2.D	Total Cost		
Travel					\$1,600			\$1,600.00
Lodging					\$600			\$600.00
Printing					\$1,200			\$1,200.00
Materials & Supplies					\$400			\$400.00
OTHER DIRECT COSTS		\$0	\$0	\$0	\$3,800			\$3,800.00
TOTAL AECOM		\$0.00	\$8,414.39	\$2,505.66	\$27,507.08	224		\$38,427.13

TOTAL		Task 1	Task 2	Task 3	Task 4	Total Hours	Total Cost
	Project Fee (0%)	\$0	\$0	\$0	\$0		\$0.00
		\$8,683.24	\$60,778.43	\$36,430.56	\$53,124.12	1,057	\$159,016.35

Victor Valley COA Phase III
Project Cost Proposal

TRANSPORTATION MANAGEMENT & DESIGN, INC.	Labor/Tasks	Task 3.A	Task 3.B	Task 3.C	Labor Hours	Labor Rate	Total Cost
		Preparation of an Action Plan	Develop an Overall Capital Plan for the Entire VVTA Service Area	Presentation of the Action Plan			
	Stuart Geltman - Project Manager	80	24	24	128	\$156.35	\$20,012.80
	China Langer - Principal, QA/QC Manager	8		2	10	\$197.34	\$1,973.40
	Melissa Sather - Principal Service Designer	16		2	18	\$184.69	\$3,324.42
	Daniel Pena - Senior Planner	80	24	40	144	\$135.51	\$19,513.44
	Tim Baker - Principal Data Manager				0	\$186.65	\$0.00
	Al Bolan - Principal Scheduler	24			24	\$177.60	\$4,262.40
	Bobbi Duley - Graphic Deisgner			64	64	\$119.87	\$7,671.68
	Anki Singh - Associate Planner	40		24	64	\$90.30	\$5,779.20
	GIS Analyst	20			20	\$90.30	\$1,806.00
	Controller/CFO	4	4		8	\$197.34	\$1,578.72
	LABOR HOURS	272	52	156	480		
LABOR COST	\$38,352.32	\$7,794.00	\$19,775.74			\$65,922.06	
OTHER DIRECT COSTS	Task 3.A	Task 3.B	Task 3.C	Total Cost			
Travel			\$680	\$680.00			
Lodging			\$200	\$200.00			
Per Diem			\$100	\$100.00			
OTHER DIRECT COSTS	\$0	\$0	\$980	\$980.00			
TOTAL TMD	\$38,352.32	\$7,794.00	\$20,755.74	480		\$66,902.06	

AECOM	Labor/Tasks	Task 3.A	Task 3.B	Task 3.C	Labor Hours	Labor Rate	Total Cost
		Preparation of an Action Plan	Develop an Overall Capital Plan for the Entire WTA Service Area	Presentation of the Action Plan			
	David Sampson, Senior Advisor	12	12	8	32	\$267.33	\$8,554.65
	Victor Xie, Project Manager	24	24	16	64	\$150.28	\$9,617.75
	Robert Hertz, Project Director	6	6	6	18	\$310.55	\$5,589.85
	Edgar Mejia, Transit Planner	0	0	0	0	\$106.10	\$0.00
	Jessica Sisco, Outreach Manager	0	0	0	0	\$166.27	\$0.00
	Paola Pena, Outreach Specialist	0	0	0	0	\$122.84	\$0.00
	Guillermo Calves, Senior Transit Planner	6	6	0	12	\$178.36	\$2,140.32
	Ann Campbell, Graphic Designer	0	0	0	0	\$108.85	\$0.00
	Alonso Cabello, Translator	0	0	0	0	\$143.30	\$0.00
	Labor Hours	48	48	30	126		
Labor Cost	\$9,748.10	\$9,748.10	\$6,406.39			\$25,902.58	
OTHER DIRECT COSTS	Task 3.A	Task 3.B	Task 3.C	Total Cost			
Travel			\$100	\$100.00			
Lodging			\$300	\$300.00			
OTHER DIRECT COSTS	\$0	\$0	\$400	\$400.00			
TOTAL AECOM	\$9,748.10	\$9,748.10	\$6,806.39	126		\$26,302.58	

TOTAL		Task 1	Task 2	Task 3	Total Hours	Total Cost
	Project Fee (0%)	\$0	\$0	\$0		\$0.00
		\$48,100.42	\$17,542.10	\$27,562.13	606	\$93,204.64

**DISCLOSURE
POTENTIAL
CONFLICTS OF
INTEREST ISSUES**

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VICTOR VALLEY TRANSIT AUTHORITY

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

MEMORANDUM

Date: June 20, 2023

To: Victor Valley Transit Board of Directors

From: Victor Valley Transit CEO

Subject: Disclosure(s) regarding recommendations for action by the VVTA Board of Directors.

Staff hereby provides the Victor Valley Transit Board of Directors with a listing of principals and subcontractors associated with action items on the agenda for the Board meeting on June 20, 2023.

Agenda Item No.	Contract No.	Principals and Agents	Subcontractors
	RFP2023-10	Craig Wolunez Acorn Technology Services 1960 Chicago Avenue #E9 Riverside, CA	Ardor Digital
	RFP2023-10	Vynette Nguyen All About IT, Inc 5718 Westheimer #1000 Houston, TX 77057	N/A
	RFP2023-10	Maham Asad Communication Square, LLC 30 N. Gould St, #20333 Sheridan, WY 82801	N/A
	RFP2023-10	Kathy Novotny California Computer Options, LLC 447 Missouri Court Redlands, CA 92373	N/A
	RFP2023-10	Dustin Hoffman Exigent Systems Inc. 1040 Nevada St., STE 303 Redlands, CA 92374	Single Point of Contact
	RFP2023-10	Tim Passons Sonic Systems, Inc. 17198 Yuma Street #A Victorville, CA 92395	N/A

The foregoing information has no financial impact on the Agency and is provided relative to potential conflicts of interests, which may precipitate member abstentions under California Government Code 84308.

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VICTOR VALLEY TRANSIT AUTHORITY

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

Conflict of Interest Form

Purpose: This form is provided to assist members of the VVTA Board of Directors in meeting requirements of Government Code Section 84308 and 87100 in documenting conflict of interest as related to VVTA Board/Committee agenda items.

Instructions: Under certain circumstances, VVTA Board of Directors may be required to disclose and disqualify themselves from participating in, influencing, or voting on an agenda item due to personal income, real property interests, investments, business positions, or receipt of campaign contributions. If applicable, Board members must personally state the following information, for entry into the public record, prior to consideration of the involved agenda item(s) and turn in the completed form to the Clerk of the Board prior to leaving the meeting.

I. Board Member Information

Board Member Name	City/County Name	Meeting Date

II. Campaign Contributions

1. I have a disqualifying campaign of over \$250
from _____

(Name of Company and/or individual)

and therefore I am abstaining from participation on Agenda Item _____ Subject: _____

2. I have a disqualifying campaign of over \$250
from _____

(Name of Company and/or individual)

and therefore I am abstaining from participation on Agenda
item _____ Subject: _____

3. I have a disqualifying campaign of over \$250 from _____

(Name of Company and/or individual)

and therefore I am abstaining from participation on Agenda item _____ Subject: _____

4. I have a disqualifying campaign of over \$250 from _____

(Name of Company and/or individual)

and therefore I am abstaining from participation on Agenda item _____ Subject: _____

III. Financial Interest

1. I have a financial interest of _____,
from/in _____

(State income, real property interest, or business position)

(Identify company or property location)

and therefore I am abstaining from participation on Agenda Item _____ Subject: _____

2. I have a financial interest of _____,
from/in _____

(State income, real property interest, or business position)

(Identify company or property location)

and therefore I am abstaining from participation on Agenda Item _____ Subject: _____

IV. Signature

Board Member Signature: _____

Date: _____

Please remember you must state the information into the public record prior to consideration of the involved agenda item(s) and turn in the complete form to the Recording Secretary prior to leaving the meeting.

**AGENDA ITEM
SIX**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

VVTA RFP 2023-10 Computer Network Support Award to Sonic Systems IT, Victorville, CA.

SUMMARY STATEMENT

In the past, VVTA outsourced computer network support services for required outside Network Administration and IT Management. These services support VVTA servers and affiliated software needed during VVTA's normal day-to-day business. To control the cost and ensure the security and safety of VVTA's data, the new contract will be for five (5) years with the option for two (2) one-year extensions.

VVTA RFP 2023-10 was released and posted to the VVTA website bids page on February 27, 2023. The Notice Inviting Proposals were published in publicsurplus.com, local newspapers of general circulation, sent to various network support companies listed in the California DBE database and to vendors who expressed interest in participating in this solicitation. Addenda was created to answer questions posed prior to the deadline for questions. Proposals were due on March 30, 2023, and four (4) proposals were deemed responsive. On Wednesday, May 24, 2023, the evaluation committee met to discuss the proposals, gather scores, and determine a recommendation for award. The final scores tabulated:

Sonic Systems, Victorville, CA	107.13 Points
Acorn Technology, Riverside, CA	81.07 Points
Communication Square, Sheridan, Wyoming	75.67 Points
Exigent System, Redlands, CA	69.16 Points

The recommendation is to award the contract to Sonic Systems, whose score was the highest. This project is funded by LTF Funds.

RECOMMENDED ACTION

Award contract to Sonic Systems IT, Victorville, CA, and delegate authority for executing the contract to the Chief Executive Officer.

PRESENTED BY
Sandye Martinez
Procurement Manager

FISCAL IMPACT
Not to Exceed
\$537,000

MEETING DATE
June 20, 2023

ITEM NUMBER
6

RFP 2023-10 COMPUTER NETWORK SUPPORT
FINAL SCORE TABULATION

Technical Evaluation:

Evaluation Criteria	Weight Factor	Company	E1	E2	E3	Total
1	30.00					
		C-1	5.00	5.00	5.00	30.00
		C-2	4.00	3.00	4.00	22.00
		C-3	3.00	3.00	3.00	18.00
		C-4	4.00	3.00	5.00	24.00

Comments:

2	30.00					
		C-1	5.00	5.00	5.00	30.00
		C-2	3.00	4.00	4.00	22.00
		C-3	2.00	3.00	3.00	16.00
		C-4	3.00	4.00	3.00	20.00

Comments

3	35.00					
		C-1	5.00	5.00	4.00	32.67
		C-2	3.00	4.00	4.00	25.67
		C-3	2.00	3.00	2.00	16.33
		C-4	1.00	4.00	3.00	18.67

TOTAL

Max = 95

C-1	95.00	95.00	88.67	92.89
C-2	63.33	69.67	76.00	69.67
C-3	44.33	57.00	50.67	50.67
C-4	50.67	69.67	69.67	63.33

Cost Evaluation

25.00	Cost Score
Sonic IT Systems	14.25
Acorn Technology Services	6.41
Communication Square, LLC	25.00
Exigent System	5.82

	Technical Score	Cost Score	DBE	References	Total
Sonic IT Systems	92.89	14.25	0.0000	0.0000	107.1347
Acorn Technology Services	69.67	6.41	5.00	0.0000	81.0750
Communication Square, LLC	50.67	25.00	0.00	0.0000	75.6667
Exigent System	63.33	5.82	0.00	0.0000	69.1568

**AGENDA ITEM
SEVEN**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Amend VVTA Procurement Policies.

SUMMARY STATEMENT

On April 1, 2023, Nancie Goff became VVTA's new Chief Executive Officer (CEO). Because of this change, the Procurement Policies need to be updated.

Further, regulations required to be included in VVTA's Procurement Policy have been added to the Procurement Policy Update:

* (This was included in Policy 1070, last year, but not in Policy 1000)

Public Law 117-58 70901-52, Section 70914 – Enacted as part of the Infrastructure Investment and Jobs Act, Build America, Buy America (BABA) Act– The pending final rule directly affects the upcoming construction of the Hydrogen Fueling Station and construction of the Hesperia Transfer Hub.

* Public Law 115-232 - John McCain National Defense Authorization Act for Fiscal Year 2019 – This Act prohibits the purchase of telecommunication devices that have the Chinese Huawei chips installed in them.

Summary of changes regarding VVTA Procurement Policies:

- Policies 1000, 1040, 2000, 2010, 4000, 5000, 6000, and 7000 – Update Executive Director to CEO
- Policy 1000 - Build America, Buy America (BABA) and McCain Act
- Policy 7000 – Increase Fixed Asset value to \$2,500.00.

RECOMMENDED ACTION

Approve amendments to VVTA Procurement Policies: 1000, 1040, 2000, 2010, 4000, 5000, 6000, and 7000.

PRESENTED BY
Christine Plasting,
Procurement Manager

FISCAL IMPACT

N/A

MEETING DATE

June 20, 2023

ITEM NUMBER

7

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**AGENDA ITEM
EIGHT**

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VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Update Late Cancellation and No-Show Policy (Draft).

SUMMARY

The last update to this policy was on July 21st, 2014. Staff felt that it was prudent to revise the policy to more closely align with our passenger's needs and be more consistent with our current software capability.

The current policy has proven to be onerous for staff to follow as well as introducing barriers for clients should they need to begin an appeals process.

The updated policy would introduce objective metrics for VVTA staff to follow to determine whether a client is out of compliance with the policy.

Additionally, it will remove barriers for clients to engage in the appeals process and should reduce the number of "no-shows".

RECOMMENDED ACTION

Approve updated Late Cancellation and No-Show Policy as presented.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Brandon Johnson, Program Coordinator - Operations	None	June 20th, 2023	8



Late Cancellation and No Show Policy

Organizations Affected:

Victor Valley Transit Authority Joint Powers

Effective Date: 7/1/2023

Revised Date: 7/1/2023

Approved by:

Nancie Goff, Chief Executive Officer

As Authorized by the

Board of Directors on: June 20, 2023

Attest:

Debi Albin, Clerk of the Board

POLICY / PROCEDURE NO. 1.025.02

VFTA Direct Access **“LATE CANCELLATION” And “NO SHOW” POLICY**

Late Cancellations” and “No Shows” make trip scheduling difficult for other clients. For this reason, VFTA Direct Access has established the following policy.¹

No-Shows²

All cancellations must be phoned into VFTA at least one (1) hour before the scheduled pick up for a trip. For after-hours cancellations, please call 760-244-4000 and press 1 to leave a message. All “No Shows” that apply to the policy are part of a rolling ninety (90) day period. All “No Shows” outside of this rolling ninety (90) day period do not count towards the total number of “No Shows”.

Each time a client fails to cancel a scheduled appointment at least one (1) hour in advance, his/her record will be credited with a “No Show/Late Cancellation” and they will be notified by mail. If a client calls in to cancel less than thirty (30) minutes before a scheduled trip or does not call in at all, a “No Show” will be added to his/her record.³

A “No Show” will also be added to a client’s record when the following situations occur:

1. Failing to show up for a scheduled trip or not being ready to go at the scheduled pick-up time within five minutes after the bus arrives. In the event of a “No Show”, the driver will leave a special “No Show” Notice for the client.
2. Choosing not to ride after the bus arrives at the scheduled pick-up time.

Client Notification

A “No Show” letter will be provided to the client when they have reached the criteria of either 15 total “No Shows” or 15% of their total trips being “No Shows”, whichever is

¹ Title 49 CFR, Subpart F, §37.131(f).

² FTA Circular 4710.1, Section 9.12.

³ FTA Circular 4710.1, Section 9.12.1.

reached first. This letter will provide the client with an explanation of the policy and grant the client a thirty (30) day grace period from the date of the letter. This grace period is to ensure the client has ample time to receive the letter as well as make any necessary changes on their end. Only those “No Shows” that are within the client’s control will be counted as a “No Show” under this policy. “No Shows” as a result of circumstances outside the client’s control (e.g., service interruption, appointment running late, or a doctor canceling an appointment last minute) will not be counted as a “No Show”. If the client has another “No Show” put onto their record after the thirty (30) day grace period, the client will then be issued a letter of suspension for seven (7) days with the first date of suspension to begin twenty-one (21) days after the date of the letter. Should a client continue to receive “No Shows” during the 90-day period, subsequent suspensions will occur. A second suspension will be for fourteen (14) days and a third, or more, suspension will be thirty (30) days. Any further suspension will also be 30 days.⁴

“No Show” Appeals Process⁵

A Direct Access client who has been notified of a “No Show” or suspension of service for reasons beyond their control may appeal the penalty. Phone numbers are provided to the client on mailed letters for the client to call in to begin the appeal process. Clients are also given the option of mailing in their appeal in writing to VVTA’s offices. Once the appeal process begins, a supervisor will investigate the claims of the client before providing a response to the client within seven (7) days.

If a suspension or “No Show” is removed from their record, a letter of excusal will be issued within seven (7) days as proof of claim.

Suspension of Ridership Privileges⁶

The Direct Access client will be notified thirty (30) days before the beginning of a ridership suspension. The client then has the opportunity to appeal any suspension. Appeals of suspensions must be in writing or a recorded phone conversation and received by VVTA within fifteen (15) days of the date of notification of suspension. An appeal may be initiated by the client, or by a surrogate on behalf of the client. Riding privileges will continue uninterrupted while the client appeals a notification of suspension.

Persons wishing to appeal a suspension should make such appeal in writing, email, or phone call to the VVTA Director of Operations. All circumstances believed to be pertinent to the case should be included. The Director of Operations will review the appeal and within ten (10) days decide whether or not to render a determination. If the Director of Operations does not respond to a client’s appeal within ten (10) days, the most recent “No Show” or “Late Cancellation” will be removed from the client’s record. Clients may appeal to the Director of Operations regarding suspension of riding privileges to a review panel of various neutral VVTA staff not affiliated with the Direct

⁴ FTA Circular 4710.1, Section 9.12.4.

⁵ FTA Circular 4710.1, Section 9.12.3.

⁶ FTA Circular 4710.1, Section 9.12.3.

Access Department. The appeal must be submitted within thirty (30) days of receipt of the letter from the Director of Operations. The panel will have ten (10) days to respond to the client's request for an appeal review in writing. If the panel does not respond to a client's request for an appeal review within ten (10) days, the most recent "No Show" or "Late Cancellation" will be removed from the client's record.

~~~~~

DRAFT

**CORRESPONDENCE  
/PRESS CLIPS**



## NEWS

# Party on the bridge: Green Tree Extension Project completed



**Rene Ray De La Cruz**

Victorville Daily Press

Published 11:23 a.m. PT May 22, 2023 | Updated 6:40 p.m. PT May 22, 2023

Rumbling trains passed below as hundreds atop the Green Tree Bridge celebrated the opening of the nearly 600-foot cement marvel, which spans the BNSF railroad tracks in Victorville.

Residents joined city, local and regional leaders to celebrate the completion of the Green Tree Extension Project and Bridge, something Mayor Debra Jones called a partnership between agencies, which personifies a “collaboration spirit.”

Skanska, Parsons, and Dokken Engineering worked to extend Green Tree Boulevard 1.5 miles east from Hesperia Road over the tracks to Ridgecrest Road near Spring Valley Lake and Mojave Narrows Regional Park.

The Green Tree project creates another east/west corridor, which connects Victorville to Apple Valley’s Yucca Loma Bridge over the Mojave River.

The nearly \$47 million project also benefits the Victor Valley by providing a much-needed travel alternative to Bear Valley Road and Highway 18, city leaders said.

The celebration included a classic car show, a presentation of the “Skanska’s Choice” car show award, a DJ, food trucks, and a fun walk on the bridge before it opened to traffic.

Standing next to his 1966 Chevelle Ultra Sport, Apple Valley resident Wendell Ansnes told the Daily Press that the opening of the bridge means he’ll be able to “avoid Bear Valley Road.”

“Bear Valley Road used to be a nice little drive, but it’s gotten way too congested,” Ansnes, 69, said. “They did a great job on this bridge and expanding Green Tree Boulevard.”

An American flag, attached to a Victorville Fire Department ladder, danced in the breeze over the crowd who stayed cool by making multiple visits to the city’s hydration station.

As temperatures neared 90 degrees, air-conditioned Victor Valley Transit Authority shuttle buses transported guests from the parking area near Hesperia Road to the event location.

San Bernardino County sheriff’s deputies were on both ends of the new roadway to watch over visitors who walked and rode bikes to and from the celebration.

While many lauded the completion of the extension project, several wondered why the roadway and bridge was only built as one lane in each direction.

## **Fulfilling ‘the dream’**

Apple Valley Mayor Scott Nassif told the crowd that the roars of multiple locomotives passing by could substitute for a traditional flyover.

Nassif said nearly six years ago to the day, Apple Valley officials opened the Yucca Loma Bridge, with anticipation of Victorville constructing the Green Tree Bridge.

With a panoramic view of Victorville and Apple Valley behind him, Nassif said the new bridge will better forge both municipalities.

The county’s transportation authority President Art Bishop, who also serves on the Apple Valley Town Council, recognized former Victorville Mayor Terry Caldwell, who served on the dais for eight terms and is considered by many as “Victorville’s architect.”

Bishop looked back nearly 50 years and called the new bridge a “generational thing,” with Caldwell and former city leaders working to “fulfill the dream” of its construction.

Also in attendance was former Hesperia Mayor Eric Schmitt, who cut the ribbon on the \$60 million Ranchero Road Interchange project at Interstate 15 in Feb. 2015.

He was also present for the ribbon cutting of the Ranchero Road undercrossing in June 2013.

“Ultimately, this is the culmination of years worth of effort. It's also the last major connecting piece that brings our communities together,” Schmidt said. “I applaud the work of Victorville, Apple Valley, and the many agencies who were instrumental in the completion of this project.”

## **'Get it done'**

Estimated construction costs for the project included the San Bernardino County Transportation Authority contributing \$22.7 million, Victorville \$15 million, Apple Valley \$4 million, and the county of San Bernardino \$900,000.

To pay its portion, Victorville contributed \$6.6 million in cash. The city is financing the remaining amount through a loan agreement with the county's transportation authority that will be paid off utilizing future road development impact fees.

A federal earmark of \$4.2 million initially designated for the High Desert Corridor was authorized to help build the Green Tree Extension.

“This project was envisioned decades ago and it took much effort from the city and several agencies to get it done,” said Ryan McEachron, former Victorville councilman.

“When I left the council, I was happy to see that staff and several councils kept the project moving forward,” said McEachron, who now serves on the county of San Bernardino Board of Education. “The effects of the completion of the bridge will be huge as it will alleviate traffic on other roadways and make for easier travel between Apple Valley and Victorville.”

## **Decades in the making**

First envisioned in the 1970s, the project also includes a new traffic signal at Green Tree Boulevard and Ridgecrest Road.

Additionally, the widening of Ridgecrest Road to four lanes, along with the widening of Green Tree Boulevard and Hesperia Road, and new turn lanes

Bike lanes were installed throughout the length of the project creating a more extensive bike lane loop nearly 7 miles long that connects the Mojave Riverwalk to Hesperia Road

and Seventh Street.

The project, though, wasn't without its troubles.

## **Double tragedy**

In March 2021, a construction worker was killed and three others injured after a large SUV ran into them on Hesperia Road south of Green Tree Boulevard.

Sheriff's spokesperson Mara Rodriguez at the time said four construction workers were struck by a Chevrolet Suburban. One worker was pronounced dead at the scene.

Isaac Lopez, 45, a husband and father of two daughters, was identified as the man who died at the scene. The other workers were taken to hospitals, with one being airlifted.

The injured were treated and released after suffering various injuries, according to Rick Monge, a vice president with James McMinn Inc., the company that employed Lopez and the three other workers.

In June 2022, officials began investigating the death of a second constructor worker, Robert Sierra Jr., 52, of Victorville, at the project site near Ridgecrest and Yates roads near Spring Valley Lake.

It's believed that a piece of heavy construction equipment, possibly an excavator, fell on a semi-truck, which trapped Sierra inside.

Firefighters arrived at the scene and removed Sierra, who later died.

While no foul play was suggested, prosecutors said last summer they would look into the death.

**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**

[https://www.hddailynews.com/news/local/victorville/vvta-local-authorities-enhance-the-safety-of-passengers-and-drivers/article\\_6c7ece10-fff6-11ed-8143-6b04ad73e441.html](https://www.hddailynews.com/news/local/victorville/vvta-local-authorities-enhance-the-safety-of-passengers-and-drivers/article_6c7ece10-fff6-11ed-8143-6b04ad73e441.html)

## VVTA & local authorities enhance the safety of passengers and drivers

Digital Staff  
May 31, 2023



**VICTORVILLE --** The Victor Valley Sheriff's Station will now have a team, comprised of one sergeant and four deputies, assigned to the Victor Valley Transit Division.

The team will work directly with the Victor Valley Transit Authority (VVTA) to enhance the safety of passengers and drivers. Riders will now see deputies riding the buses, as well as monitoring activity at bus stops and the Victor Valley Transit Center.

"Because quality of life and the safety of the community is a priority for both agencies, this partnership is something we are excited to implement. We want each passenger on the public transportation system to feel confident they can travel to their appointments and social activities safely," says VVTA.

"Victor Valley Transit and the San Bernardino County Sheriff Department joining forces is a powerful alliance dedicated to safeguarding passenger safety," shared VVTA Board Chair Liz Becerra. "By pooling our expertise, we can effectively address security concerns, deter criminal activities, and swiftly respond to emergencies. This partnership fosters a sense of security and promotes the well-being of commuters, making public transportation a reliable and trusted mode of travel for all."

"Cultivating a steadfast partnership between Victor Valley Transit and the San Bernardino County Sheriff Department, we embark on a shared mission to forge meaningful connections within our community," shared VVTA CEO Nancie Goff. "With every interaction, we aim to educate and inform riders, while enhancing the overall safety and security of our public transportation system."