



**VICTOR VALLEY TRANSIT AUTHORITY  
REGULAR MEETING OF  
THE BOARD OF DIRECTORS  
Monday, March 18, 2024, 9:30 A.M.**

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

**Victor Valley Transit Authority Board of Directors**

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

**MISSION STATEMENT**

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

**AGENDA**

The Board of Directors meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the Clerk of the Board at least three (3) business days prior to the Board meeting. The Clerk's telephone number is 760-948-3262 x112, (voice) or for Telephone Device for the Deaf (TDD) service, begin by calling 711 and provide the VVTA phone number and the office is located at 17150 Smoke Tree Street, Hesperia, CA. This agenda will be available and posted: Monday, March 11, 2024.

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 on January 16, 2024.***  
Recommendation: Move for approval.  
Presented by: None.

Pg. 17      ***Item #2: Warrants, December 2023, and January 2024.***  
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.

Pg. 43      ***Item #4: Victor Valley Transit Authority Sheriff's Division Unit Verbal Report.***  
Recommendation: Information item only.  
Presented by: VVTA, Sheriff Division Unit.

Pg. 47      ***Item #5: Transportation Development Act (TDA) Triennial Performance Audit for Fiscal Years 2021 - 2023.***  
Recommendation: Receive and File.  
Presented by: Maged Azer, CFO

Pg. 53      ***Item #6: Verbal Report on the Current State of Transit Bus Manufacturing and How it is Affecting VVTA.***  
Recommendation: Receive and File.  
Presented by: Dustin Strandberg, CMO

- Pg. 65      ***Item #7: VVTA Annual NTD Audit Report for Fiscal Year Ending June 30, 2023, Completed by Brown Armstrong, CPA.***  
Recommendation: Information item only.  
Presented by: Nancie Goff, CEO.
- Pg. 81      ***Item #8: Mid-Year Budget Review FY2023-2024***  
Recommendation: Receive and File.  
Presented by: Maged Azer, Chief Financial Officer.

### ACTION ITEMS

- Pg. 89      ***Item #9: Notice of Completion for the Epoxy Flooring.***  
Recommendation: Approve the Notice of Completion for the Epoxy Flooring of the Hesperia Maintenance and Operations Facility project, Contract 2023-14 for \$317,687.50.  
Presented by: Sandye Martinez, Procurement Specialist.

### BOARD OF DIRECTORS COMMENTS

### DATE OF NEXT MEETING

Monday, April 15, 2024, 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
IJA	Infrastructure Investment and Jobs Act
ITS	Intelligent Transportation Systems
JPA	Joint Powers Authority
LAP	Language Assistance Plan
LCFS	Low Carbon Fuel Standard
LCTOP	Low Carbon Transit Operations Program
LD	Liquidated Damages
LEED	Leadership in Energy and Environmental Design
LEP	Limited English Proficiency

## Victor Valley Transit Acronym List

Page 2 of 2

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

## Victor Valley Transit Authority Meeting Procedures

The Ralph M. Brown Act is the state law which guarantees the public's right to attend and participate in meetings of local legislative bodies. These rules have been adopted by the Victor Valley Transit Authority (VVTa) Board of Directors in accordance with the Brown Act, Government Code 54950 et seq., and shall apply at all meetings of the (VVTa) Board of Directors.

1. **Agendas** - All agendas are posted at the VVTa Administrative offices, and the Victorville, Hesperia, Barstow and Apple Valley city/town halls at least 72 hours in advance of the meeting. Staff reports related to agenda items may be reviewed at the VVTa Administrative offices located at 17150 Smoke Tree Street, Hesperia, CA 92345.
2. **Agenda Actions** - Items listed on both the "Consent Calendar" and "Action/Discussion Items" contain suggested actions. The Board of Directors will generally consider items in the order listed on the agenda. However items may be considered in any order. New agenda items can be added and action taken by two-thirds vote of the Board of Directors.
3. **Closed Session Agenda Items** - Consideration of closed session items exclude members of the public. These items include issues related to personnel, ending litigation, labor negotiations and real estate negotiations. Prior to each closed session, the Chair will announce the subject matter of the closed session. If action is taken in closed session, the Chair may report the action to the public at the conclusion of the closed session.
4. **Public Testimony on an Item** - Members of the public are afforded an opportunity to comment on any listed item. Individuals wishing to address the Board of Directors should complete a "Request to Speak" form. A form must be completed for each item an individual wishes to speak on. When recognized by the Chair, speakers should be prepared to step forward and announce their name and address for the record. In the interest of facilitating the business of the Board, speakers are limited to three (3) minutes on each item. Additionally, a twelve (12) minute limitation is established for the total amount of time any one individual may address the Board at any one meeting. The Chair or a majority of the Board may establish a different time limit as appropriate, and parties to agenda items shall not be subject to the time limitations. If there is a Consent Calendar, it is considered a single item; thus the three (3) minute rule applies. Consent Calendar items can be pulled at Board member request and will be brought up individually at the specified time in the agenda allowing further public comment on those items.
5. **Public Comment** - At the beginning of the agenda an opportunity is also provided for members of the public to speak on any subject within VVTa's authority. Matters raised under "Public Comment" may not be acted upon at that meeting. The time limits established in Rule #4 still apply.
6. **Disruptive Conduct** - If any meeting of the Board is willfully disrupted by a person or by a group of persons so as to render the orderly conduct of the meeting impossible, the Chair may recess the meeting or order the person, group or groups of persons willfully disrupting the meeting to leave the meeting or to be removed from the meeting. Disruptive conduct includes addressing the Board without first being recognized, not addressing the subject before the Board, repetitiously addressing the same subject, failing to relinquish the podium when requested to do so, or otherwise preventing the Board from conducting its meeting in an orderly manner.

Please be aware that a NO SMOKING policy has been established for VVTa meetings. Your cooperation is appreciated!

# **VICTOR VALLEY TRANSIT AUTHORITY**

## **MISSION STATEMENT**

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

### **Quality**

**To increase ridership and community support by exceeding expectations.**

### **Efficiency**

**To maintain an efficient operation that represents a highly-valued service.**

### **Responsiveness**

**To provide services and facilities which are responsive to the needs of the community.**

THIS PAGE INTENTIONALLY LEFT BLANK



**AGENDA ITEM  
ONE**

THIS PAGE INTENTIONALLY LEFT BLANK

**VICTOR VALLEY TRANSIT AUTHORITY**

**AGENDA MATTER**

**Minutes from the Regular Meeting of the Board of Directors Conducted on January 16, 2024.**

**SUMMARY STATEMENT**

Following are copies of the minutes from the Regular Meeting of the Board of Directors conducted on January 16, 2024.

**RECOMMENDED ACTION**

Move for approval.

**PRESENTED BY**  
Debi Albin,  
Clerk of the Board

**FISCAL IMPACT**  
  
N/A

**MEETING DATE**  
  
March 18, 2024

**ITEM NUMBER**  
  
1

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

**January 16, 2024  
MINUTES**

**CALL TO ORDER**

The Regular Meeting of the Board of Directors of the Victor Valley Transit Authority was called to order at 9:31 a.m. by Chair Becerra.

**ROLL CALL**

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

Staff Members Present:

Juan Robinson, City of Victorville	Lt. Ryan Smith, SBCOSD
Julie Ryan, Town of Apple Valley	Sgt. Simon Demuri, SBCOSD
Ken Lutz, SBCOSD	Jason Butts, Keolis
Nancie Goff, VVTA	Rod Goldman, VVTA
Debi Albin, VVTA	Adam Ebright, County Counsel
Barbara Miller, VVTA	Maged Azer, VVTA
Christine Plasting, VVTA	Sylvia Harris, VVTA
Marie Downing, VVTA	Brandon Johnson, VVTA
Angelina Calderon, Keolis	Dustin Strandberg, VVTA
Jeff Guidry, Keolis	Jonathan McDowell, Keolis
Richard Montgomery, Keolis	Megan Christian, VVTA
Tisha Lopez, VVTA	Chris Ackerman, VVTA
Bryan Torres Ayala, VVTA	Marc Elliott, VVTA
Craig Barnes, VVTA	Lisa Arellano, Keolis

**PLEDGE OF ALLEGIANCE**

Director Emick led the audience in the pledge of allegiance.

**ANNOUNCEMENTS**

Ms. Goff shared that Keolis has revitalized their employee of month program and would like everyone to congratulate Fixed Route Operator Dana Dixon for her accomplishment.

Additionally, Ms. Goff stated, the grants department was awarded a competitive grant for \$12,000,000 for the project that will include a hydrogen fueling station and 6 fast chargers at the Barstow depot yard to fuel and charge VVTA's own transit fleet and provide public access of fueling and charging opportunities to the local communities,

businesses, and through traffic on I-5, I-40, Hwy 58, and Hwy 247.

Lastly, Ms. Goff shared that the CalAct Spring Conference is in San Diego, April 16-19; if anyone is interested, please let Ms. Albin know.

Mr. Ackerman shared about a family who lost their home to a fire in Alabama and traveled to the high desert to seek shelter. Their situation was brought to VVTA's attention via a driver who wished to remain anonymous.

Through partnerships with VVTA, Rockin' Our Disabilities and other community friends, including Keolis and the San Bernardino County Sheriff's Department Transit Unit Team, VVTA was able to deliver multiple boxes of toys, clothing, pajamas and bus passes for the family in time for Christmas.

Working with local non-profit Victorville Community Helping Hands and Life Church, the family was able to move into an extended stay hotel that offered plenty of room and necessities for them. Mr. Ackerman and VVTA wished to thank all those that assisted with this family.

#### PUBLIC COMMENTS

Speaker: Magda Torrellas, Adelanto, CA

Ms. Torrellas stated that she feels that disabled, veterans and seniors are often overlooked, and their needs are not met; she said that the bus for the disabled is often late and the automated system changes pick up times with no notice.

#### ACTION/DISCUSSION ITEMS

1. **Election of Chair and Vice-Chair for Calendar year 2024.**  
Recommendation: Pursuant to Section 1.0024, nominate and elect a Chair and Vice Chair to fill the terms of office for calendar year 2024.  
Presented by: N/A.

Director Jeannette nominated Vice-Chair Noble to serve as Chair and the motion was seconded by Director Bird. Chair Noble nominated Director Becerra to serve as Vice-Chair and was seconded by Larry Bird. Director Noble was voted in as Chair by a 6-0 vote. The motion for Vice-Chair also passed unanimously by a 6-0 vote.

#### CONSENT CALENDAR

2. **Minutes from the Regular Meeting of the Board of Directors Conducted on November 20, 2023.**  
Recommendation: Move for approval.  
Presented by: None.
3. **Warrants, October and November 2023.**  
Recommendation: Move for approval.

Presented by: None.

**A MOTION WAS MADE BY** Director Bird to approve the Consent Calendar. Seconded by Vice-Chair Becerra. Director Emick abstained from the minutes. The motion passed favorably 5-1.

## REPORTS

### 4. **Management Reports for Hesperia and Barstow Divisions – Verbal Report from Chief Executive Officer.**

Recommendation: Information item only.

Presented by: Nancie Goff, CEO.

Ms. Goff commented that ridership is still showing a steady rise for both October and November, year over year.

Mr. Geltman, from TMD, the firm that is performing the Comprehensive Operations Analysis (COA) for VVTA shared a brief update with the Board. Mr. Geltman explained that the COA is a five (5) year blueprint for VVTA's future. This plan takes several things into consideration including growth, population, new businesses, housing complexes, etc. Mr. Geltman explained that Phase I was complete; this phase included speaking with riders at the Victor Valley Transportation Center, Barstow City Hall and Victor Valley College, interviewing bus operators, speaking with City and Town staff, meeting with area transit stakeholders and conducting a virtual public meeting, so the public was offered a chance to share their thoughts. Phase II is starting and will include ridership surveys and different studies of the future for Victor Valley College, the Great High Desert Chamber of Commerce, County Fares vs. Regular Fares, etc.

Chair Noble asked what type of demographics will be studied. Mr. Geltman said that age, including elderly and students, poverty level, car ownership and other key factors will go into the study.

### 5. **Victor Valley Transit Authority Sheriff's Division Unit Verbal Report.**

Recommendation: Information item only.

Presented by: VVTA, Sheriff Division Unit.

Sgt. Simon Demuri gave an update to the Board. He shared that there were 650 contacts, including 16 uniforms and 3 undercover officers on the buses. There were also twenty-two (22) arrests. Sgt. Demuri also said there was an altercation on Route 15 that led to an arrest for robbery and there was a theft of an A/C unit at D Street.

Lastly, there is a team of Deputies that are making the rounds to bus stops and moving the homeless from the bus stops and providing rides and referrals for assistance.

Vice-Chair Becerra asked about the option of restraining orders against passengers that are repeat offenders; Director Jeannette inquired if drivers are allowed to carry Mace.

Ms. Goff stated that there are processes in place to remove a problem passenger from riding the buses, and the drivers are trained in how to de-escalate these situations effectively. Safety and security is an on-going conversation.

## ACTION ITEMS

6. **Notice of Completion for the Hesperia Perimeter Fence and Gates.**  
Recommendation: Approve the Notice of Completion for the Construction and Installation of the Perimeter Gate and Fence at the VVTA Hesperia Operations and Maintenance Facility.  
Presented by: Christine Plasting, Procurement Manager.

Ms. Plasting stated that the perimeter fence and gates are completed and will be put into effect on January 29, 2024; this item is to approve sending the Notice of Completion to the City.

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

7. **Release of RFP 2024-05 VVTA Compensation and Benefits Study.**  
Recommendation: Approve the Release of RFP 2024-05 VVTA Compensation and Benefits Study.  
Presented by: Maged Azer, CFO.

Mr. Azer stated that VVTA's Compensation Policy states that a Compensation and Benefits study may be performed every three (3) to seven (7) years; the last study was completed in January of 2018. With economic fluctuations and the high cost of living, VVTA feels it is fair to VVTA to perform this study at this time as it fits with the timing of the presentation of the FY24/25 Budget year.

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

8. **Release RFP 2024-06 ADA and MicroLink Dispatching Software Solution.**  
Recommendation: Approve the release of RFP 2024-06 ADA and MicroLink Dispatching Software Solution.  
Presented by: Christine Plasting, Procurement Manager.

Ms. Plasting shared with the Board that our current ADA and MicroLink dispatching software has become outdated and there are quite a few options for new technology available. Ms. Plasting also stated that with new software, VVTA hopes to eliminate some of the impersonal aspects of the current software.

**A MOTION WAS MADE BY** Director Bird to approve the recommended action.  
Seconded by Director Jeannette. The motion passed unanimously.

9. **VVTA Annual Financial Audit Report for Fiscal Year Ending June 30, 2023, Completed by Brown Armstrong Accountancy Corporation.**

Recommendation: Receive and file.

Presented by: Maged Azer, CFO.

Mr. Azer stated that VVTA received its audited Annual Financial Report for the fiscal year ending June 30, 2023, along with the required Single Audit for Federal Award Programs. In the management's opinion it was an "exemplary" audit. There were no audit findings, no material misstatements, and no management recommendations were noted. VVTA was found to be materially in compliance with GAAP (Generally Accepted Accounting Principles), and Government Uniform Guidance standards and all other related codified rules.

BOARD COMMENTS

Director Jeannette shared that the City of Adelanto is having a Valentine's Day BBQ at the Adelanto Stadium.

DATE OF NEXT MEETING

The next Board meeting will be on Tuesday, February 20, 2024, at 9:30 am at Barstow City Council Chambers, 220 East Mountain View Street, Barstow, CA 92311

ADJOURNMENT

The meeting was adjourned at 10:24 am.

APPROVED: \_\_\_\_\_  
James Noble, Chair

ATTEST: \_\_\_\_\_  
Debi Albin, Clerk of the Board



**AGENDA ITEM  
TWO**

THIS PAGE INTENTIONALLY LEFT BLANK

# VICTOR VALLEY TRANSIT AUTHORITY

## AGENDA MATTER

### Payrolls and Warrants for December 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>
12/01/2023	\$100,430.95	PR367-12-23
12/15/2023	\$101,660.95	PR368-12-23
12/29/2023	\$101,702.01	PR369-12-23
<b>Total Payroll</b>	<b>\$ 303,793.91</b>	

### Agency's Register of Warrants

<u>Register Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Register #</u>
12/07/23	\$285,893.65	15236- 15258	AP04801AAAHBB
12/13/23	\$2,160,682.34	15266- 16596	AP04805AAAHBF
12/21/23	\$1,012,978.70	15297- 15319	AP04835AAAH CJ
	<b>\$3,459,554.69</b>		

## RECOMMENDED ACTION

Approve VVTA's expenditures for December 2023.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Maged Azer CFO	\$ 3,763,348.60	March 18, 2024	2

**Bank Register Report**  
**Victor Valley Transit Authority**  
**Dec-23**

Document Number	Date	Payee Name	Amount
EFT047840001	12/06/2023	Elizabeth Becerra	\$200.00
EFT047840002	12/06/2023	Joy Jeannette	\$200.00
EFT047840003	12/06/2023	Rose Elaine Villareal	\$200.00
EFT047840004	12/06/2023	Type-Set-Go	\$2,198.10
15236	12/07/2023	All ID Systems	\$1,591.95
15237	12/07/2023	Asset Panda LLC	\$5,525.06
15238	12/07/2023	Corporate Business Interiors, Inc.	\$10,858.00
15239	12/07/2023	Clean Energy	\$26,528.30
15240	12/07/2023	Decals By Design	\$36,428.71
15241	12/07/2023	DIGI VUE Advertising	\$177.00
15242	12/07/2023	Southern California Edison	\$10,342.78
15243	12/07/2023	FRONTIER-OFFICE LINES	\$63.40
15244	12/07/2023	Frontier	\$169.62
15245	12/07/2023	Golden State Water Company	\$942.99
15246	12/07/2023	HI-Desert Communications	\$1,308.00
15247	12/07/2023	Labor Finders	\$3,201.45
15248	12/07/2023	Patterson Ink	\$2,122.70
15249	12/07/2023	Principal Life Insurance Company	\$2,555.08
15250	12/07/2023	Remix Software	\$90,500.00
15251	12/07/2023	Shred Your Docs	\$78.00
15252	12/07/2023	SONIC SYSTEMS Inc	\$19,447.56
15253	12/07/2023	Spectrum	\$820.00
15254	12/07/2023	Timberline Tree Works	\$1,600.00
15255	12/07/2023	Verizon-Security Phones	\$8,983.91
15256	12/07/2023	Western Graphix	\$599.58
15257	12/07/2023	Southern California Edison	\$10,250.52
15258	12/07/2023	California Transit Association	\$13,000.00
EFT047920001	12/08/2023	Macro-Z-Technology	\$15,741.50
EFT047950001	12/08/2023	Mark Christopher Auto Center	\$20,259.44
EFT048000001	12/12/2023	Keolis Transit Services, LLC	\$2,040,261.42
15266	12/13/2023	Abundant Living Family Church H	\$2,856.00
15267	12/13/2023	ADARide.com	\$3,857.50
15268	12/13/2023	Allied Universal Security Services	\$5,728.31
15269	12/13/2023	Barstow Chamber Of Commerce	\$285.00
15270	12/13/2023	Beck Oil	\$6,565.92
15271	12/13/2023	Charter Communications	\$150.25
15272	12/13/2023	Charter Communications	\$166.16
15273	12/13/2023	Charter Communications	\$749.00
15274	12/13/2023	Charter Communications	\$1,649.00
15275	12/13/2023	Spectrum Business-Sec	\$319.98
15276	12/13/2023	Charter Communications	\$212.57
15277	12/13/2023	Charter Communications	\$269.98
15278	12/13/2023	UTILITY BILLING	\$443.42
15279	12/13/2023	Clean Energy	\$9,189.57
15280	12/13/2023	Diamond Environmental Services	\$541.05
15281	12/13/2023	Southern California Edison	\$1,576.17
15282	12/13/2023	GFI Genfare	\$26,231.50
15283	12/13/2023	Labor Finders	\$844.16
15284	12/13/2023	Loomis	\$821.96
15285	12/13/2023	M. Brey Electric Incorporated	\$2,640.00
15286	12/13/2023	Ring Central, Inc.	\$2,562.17
15287	12/13/2023	RP Zirges Consulting	\$603.75
15288	12/13/2023	Special District Risk Management	\$3,201.37
15289	12/13/2023	Southwest Gas Corporation	\$1,231.89
15290	12/13/2023	Southwest Gas Corporation	\$6,648.66
15291	12/13/2023	Southwest Gas Corporation	\$1,362.12
15292	12/13/2023	State Compensation Insurance Fu	\$865.91
15293	12/13/2023	Transportation Management & De	\$7,357.89
15294	12/13/2023	Verizon Connect Fleet USA LLC	\$1,119.82
15295	12/13/2023	City Of Victorville	\$14,370.52
15296	12/13/2023	West Coast Fleet Services, Inc.	\$754.50
15259	12/14/2023	VOID	\$0.00
15260	12/14/2023	VOID	\$0.00
15261	12/14/2023	VOID	\$0.00
15262	12/14/2023	VOID	\$0.00
15263	12/14/2023	VOID	\$0.00
15264	12/14/2023	VOID	\$0.00
15265	12/14/2023	US BANK	\$15,244.82

15297	12/21/2023	All American Fence Erectors	\$384,295.42
15298	12/21/2023	Allied Universal Security Services	\$4,139.10
15299	12/21/2023	Calif Asoc Of Coordinated Transp	\$1,585.00
15300	12/21/2023	City Of Victorville - Utility Bill	\$1,392.95
15301	12/21/2023	Southern California Edison-CNG	\$20,581.03
15302	12/21/2023	Southern California Edison	\$3,290.05
15303	12/21/2023	EDM Technology, Inc.	\$3,555.75
15304	12/21/2023	Foothill AIDS Project	\$1,160.00
15305	12/21/2023	GFI Genfare	\$530.20
15306	12/21/2023	Hearts Extended Loving People	\$372.00
15307	12/21/2023	Inter-Con Security Systems, Inc.	\$38,252.42
15308	12/21/2023	Labor Finders	\$2,988.34
15309	12/21/2023	Mojave Printing Solutions	\$2,276.67
15310	12/21/2023	Ring Central, Inc.	\$2,851.23
15311	12/21/2023	RMS Construction	\$11,637.50
15312	12/21/2023	RP Zirges Consulting	\$1,380.00
15313	12/21/2023	San Bernardino County	\$1,076.25
15314	12/21/2023	Southwest Gas Corporation - CNK	\$177,585.86
15315	12/21/2023	Southwest Gas BAT - CNG	\$3,644.17
15316	12/21/2023	The Bus Coalition	\$750.00
15317	12/21/2023	Transportation Management & De	\$124,919.97
15318	12/21/2023	Southern California Edison	\$3,710.92
15319	12/21/2023	AMAZON	\$2,159.12
EFT048090002	12/21/2023	Public Entity Risk Management At	\$212.00
EFT048090003	12/21/2023	ELERTS Corporation	\$6,160.00
EFT048100001	12/22/2023	Model 1 Commercial Vehicles, Inc	\$212,472.75
<b>Totals</b>			<b>\$3,459,554.69</b>

# VICTOR VALLEY TRANSIT AUTHORITY

## AGENDA MATTER

### Payrolls and Warrants for January 2024.

## SUMMARY STATEMENT

The following registers of Payrolls and Warrants have been audited as required by Section 37202 and 37208 of the Government code, and said documents are accurate and correct.

### Agency's Gross Payroll for Administrative Employees

<u>Payroll Date</u>	<u>Amount</u>	<u>Register#</u>
01/12/2024	\$97,907.70	PR372-01-24
01/26/2024	\$98,297.32	PR373-01-24
<b>Total Payroll</b>	<b>\$ 196,205.02</b>	

### Agency's Register of Warrants

<u>Register Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Register #</u>
01/04/24	\$322,819.89	15320- 15344	AP04839AAAHCN
01/10/24	\$2,046,264.29	15345- 15361	AP04857AAAHDF
01/16/24	\$40,774.83	15363- 15378	AP04869AAAHDR
01/25/24	\$372,156.34	15362- 15398	AP04864AAAHDN
01/31/24	\$197,270.35	15399- 15418	AP04866AAAHDO
	<b>\$2,979,285.70</b>		

## RECOMMENDED ACTION

Approve VVTA's expenditures for January 2024.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Maged Azer CFO	\$ 3,175,490.72	March 18, 2024	2

**Bank Register Report**  
**Victor Valley Transit Authority**

Jan-24

Check Number	Date	Payee Name	Amount
15320	01/04/2024	AVR Vanpool	\$4,163.00
15321	01/04/2024	Center For Transportation & The Environm	\$5,000.00
15322	01/04/2024	Southern California Edison	\$11,411.89
15323	01/04/2024	Commute With Enterprise	\$121,699.00
15324	01/04/2024	FRONTIER-OFFICE LINES	\$77.51
15325	01/04/2024	Frontier	\$169.62
15326	01/04/2024	Golden State Water Company	\$1,438.97
15327	01/04/2024	City Of Hesperia Water District	\$4,215.28
15328	01/04/2024	High Desert Laser Graphics	\$285.47
15329	01/04/2024	Konica Minolta Business Solutions	\$1,541.97
15330	01/04/2024	Labor Finders	\$1,055.20
15331	01/04/2024	Moody's Investors Services, INC	\$1,000.00
15332	01/04/2024	Principal Life Insurance Company	\$2,555.08
15333	01/04/2024	Protected Pest Control, Inc	\$125.00
15334	01/04/2024	RMS Construction	\$57,475.00
15335	01/04/2024	RP Zirges Consulting	\$287.50
15336	01/04/2024	SOUTHWEST GAS CORPORATION	\$5,098.23
15337	01/04/2024	Southwest Gas	\$189.93
15338	01/04/2024	Spectrum	\$820.00
15339	01/04/2024	Syncromatics Corporation	\$413.90
15340	01/04/2024	Transportation Management & Design, Inc	\$26,952.22
15341	01/04/2024	TransitTalent.com	\$125.00
15342	01/04/2024	Verizon-Security Phones	\$8,129.96
15343	01/04/2024	West Coast Fleet Services, Inc.	\$265.04
15344	01/04/2024	Southern California Edison	\$9,097.62
EFT048320001	01/04/2024	Pro Finish Painting, Inc.	\$59,227.50
15345	01/10/2024	ADAride.com	\$4,638.00
15346	01/10/2024	All American Fence Erectors	\$63,997.22
15347	01/10/2024	AVCOM Services, Inc.	\$495.00
15348	01/10/2024	Bonnie Baker Senior Center	\$2,209.60
15349	01/10/2024	Clean Energy	\$41,327.88
15350	01/10/2024	Diamond Environmental Services LP	\$541.05
15351	01/10/2024	DIGI VUE Advertising	\$531.00
15352	01/10/2024	Southern California Edison	\$1,463.69
15353	01/10/2024	HI-Desert Communications	\$1,308.00
15354	01/10/2024	EI Chicano - Inland Empire Community Ne	\$596.00
15355	01/10/2024	Konica Minolta Business Solutions	\$2,744.39
15356	01/10/2024	Labor Finders	\$844.16
15357	01/10/2024	SONIC SYSTEMS Inc	\$8,950.00
15358	01/10/2024	State Compensation Insurance Fund	\$2,705.09
15359	01/10/2024	Timberline Tree Works	\$1,600.00
15360	01/10/2024	TransitTalent.com	\$125.00
15361	01/10/2024	Triton Global Services, Inc.	\$17,585.44
EFT048330001	01/10/2024	Keolis Transit Services, LLC	\$1,894,602.77
15363	01/16/2024	Charter Communications	\$149.89
15364	01/16/2024	Charter Communications	\$166.16
15365	01/16/2024	Charter Communications	\$749.00
15366	01/16/2024	Charter Communications	\$1,649.00

15367	01/16/2024	Spectrum Business-Sec	\$319.98
15368	01/16/2024	Charter Communications	\$212.57
15369	01/16/2024	Charter Communications	\$269.98
15370	01/16/2024	UTILITY BILLING	\$443.42
15371	01/16/2024	City Of Victorville - Utility Bill	\$1,392.95
15372	01/16/2024	Clean Energy	\$15,414.07
15373	01/16/2024	Labor Finders	\$1,899.36
15374	01/16/2024	Loomis	\$854.76
15375	01/16/2024	Southwest Gas Corporation	\$1,684.59
15376	01/16/2024	Southwest Gas Corporation	\$11,553.51
15377	01/16/2024	Southwest Gas Corporation	\$2,233.11
15378	01/16/2024	Verizon Connect Fleet USA LLC	\$1,119.82
EFT048940001	01/19/2024	Type-Set-Go	\$662.66
15362	01/25/2024	American Express	\$544.39
15379	01/25/2024	Abundant Living Family Church HD	\$2,805.00
15380	01/25/2024	Allied Universal Security Services	\$4,430.37
15381	01/25/2024	Beck Oil	\$5,781.52
15382	01/25/2024	Lawrence Bird	\$200.00
15383	01/25/2024	Southern California Edison-CNG	\$20,501.07
15384	01/25/2024	Southern California Edison	\$3,487.26
15385	01/25/2024	Foothill AIDS Project	\$1,561.00
15386	01/25/2024	Jennifer Henzel	\$650.00
15387	01/25/2024	Inter-Con Security Systems, Inc.	\$42,610.98
15388	01/25/2024	Labor Finders	\$844.16
15389	01/25/2024	James Noble	\$200.00
15390	01/25/2024	Ring Central, Inc.	\$7,892.64
15391	01/25/2024	San Bernardino County	\$205.00
15392	01/25/2024	Southwest Gas Corporation - CNG	\$210,176.33
15393	01/25/2024	Southwest Gas BAT - CNG	\$33,420.67
15394	01/25/2024	Transit Consulting Strategies	\$5,267.75
15395	01/25/2024	Trona Community Senior Center	\$3,263.40
15396	01/25/2024	US Treasury	\$19,076.19
15397	01/25/2024	West Coast Fleet Services. Inc.	\$3,434.82
15398	01/25/2024	Southern California Edison	\$5,803.79
15399	01/31/2024	AVCOM Services, Inc.	\$1,663.56
15400	01/31/2024	AVR Vanpool	\$4,163.00
15401	01/31/2024	Clean Energy	\$7,312.76
15402	01/31/2024	Diamond Environmental Services LP	\$541.05
15403	01/31/2024	Commute With Enterprise	\$120,620.36
15404	01/31/2024	FRONTIER-OFFICE LINES	\$63.65
15405	01/31/2024	Golden State Water Company	\$1,499.73
15406	01/31/2024	High Desert Lock & Safe	\$112.43
15407	01/31/2024	Labor Finders	\$1,055.20
15408	01/31/2024	Mojave Printing Solutions	\$298.38
15409	01/31/2024	Patterson Ink	\$4,250.00
15410	01/31/2024	PETCAM Engineering Inc	\$860.00
15411	01/31/2024	Protected Pest Control. Inc	\$125.00
15412	01/31/2024	Ring Central, Inc.	\$2,594.22
15413	01/31/2024	Shred Your Docs	\$156.00
15414	01/31/2024	SONIC SYSTEMS Inc	\$217.49
15415	01/31/2024	Transportation Management & Design, Inc	\$48,287.18
15416	01/31/2024	Transit Consulting Strategies	\$2,250.00
15417	01/31/2024	Greater High Desert Chamber Of Commer	\$450.00
15418	01/31/2024	AMAZON	\$750.34
<b>Totals</b>			<b>\$2,979,285.70</b>



**AGENDA ITEM  
THREE**

THIS PAGE INTENTIONALLY LEFT BLANK

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 December 2023, and January 2024.
- 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**  
  
March 18, 2024

**ITEM NUMBER**  
  
3

**Keolis Transit Services**17150 Smoke Tree St.  
Hesperia Calif. 92345**INVOICE NO. 0060230-IN****BILL TO**Victor Valley Transit Authority  
17150 Smoke Tree St.  
Hesperia, CA 92345**DATE**

1/5/2024

**CONTRACT NAME:**  
Victor Valley TransitAttention: Mrs. Nancie Goff  
Chief Executive Officer**MONTH****December 2023****BILLING PERIOD 12/01/2023 - 12/31/2023**

	Budgeted Revenue hours	Actual Revenue hours	Variance in Missed Service	Budgeted Expense	Actual Expense	Variance ( + or - )	Budgeted Expense Year-to-date	Actual Expense Year-to-date	Variance ( + or - ) Year-to-date
ADA ParaTransit	2,406.50	2,845.70		\$234,128.39	\$276,858.15	\$42,729.77	\$1,377,325.04	\$1,671,716.96	<b>\$294,391.92</b>
Subscription	899.20	1,000.29		\$87,483.17	\$97,318.21	\$9,835.05	\$537,756.19	\$544,302.07	<b>\$6,545.88</b>
MicroLink	840.00	414.97		\$81,723.60	\$40,372.43	(\$41,351.17)	\$502,346.88	\$245,871.71	<b>(\$256,475.17)</b>
Regional Fixed Rt	10,459.30	10,440.05	(20.35)	\$943,742.64	\$942,005.71	(\$1,736.93)	\$5,721,446.05	\$5,685,023.22	<b>(\$36,422.83)</b>
Route 15	700.40	698.08	(2.32)	\$63,197.09	\$62,987.76	(\$209.33)	\$383,071.91	\$380,968.46	<b>(\$2,103.45)</b>
Fort Irwin	459.20	455.03	(4.17)	\$49,763.50	\$49,311.60	(\$451.90)	\$305,486.43	\$303,410.92	<b>(\$2,075.51)</b>
<b>SUBTOTALS</b>	<b>15,764.60</b>	<b>15,854.12</b>	<b>(26.84)</b>	<b>\$1,460,038.39</b>	<b>\$1,468,853.87</b>	<b>\$8,815.48</b>	<b>\$8,827,432.50</b>	<b>\$8,831,293.34</b>	<b>\$3,860.84</b>

**TOTAL INVOICE****\$1,468,853.87****Please REMIT TO:**Keolis Transit Services, LLC  
53 State Street, 11th Floor  
Boston, MA 02109  
ARDept@keolisna.com

Manager's Signature and Business Phone



INVOICE NO. 0060231-IN

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

## BILL TO

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

DATE 1/5/2024

CONTRACT NAME:  
Victor Valley TransitAttention: Mrs. Nancie Goff  
Chief Executive Officer


## MONTH

December 2023

BILLING PERIOD 12/01/2023 - 12/31/2023

County

Barstow-Fixed Route

 Barstow-County

Barstow-DAR

SUBTOTALS

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
1,863.90	1,862.05	(1.80)	\$168,179.70	\$168,012.77	(\$166.93)	\$1,011,888.66	\$1,008,475.78	(\$3,412.88)
1,811.30	1,810.84	(0.46)	\$163,433.60	\$163,392.09	(\$41.51)	\$987,621.46	\$987,579.05	(\$42.41)
749.80	743.85	-	\$67,654.45	\$67,117.59	(\$536.87)	\$409,751.09	\$408,260.79	(\$1,490.30)
337.10	379.96		\$32,796.46	\$36,966.31	\$4,169.85	\$192,911.91	\$222,816.80	\$29,904.89
4,762.10	4,796.70	(2.26)	\$432,064.21	\$435,488.76	\$3,424.55	\$2,602,173.12	\$2,627,132.42	\$24,959.30

TOTAL INVOICE

\$435,488.76

## Please REMIT TO:

Keolis Transit Services, LLC  
53 State Street, 11th Floor  
Boston, MA 02109  
ARDept@keolisna.com

Manager's Signature and Business Phone

**Keolis Transit Services**17150 Smoke Tree St.  
Hesperia Calif. 92345**INVOICE NO. 0060232-IN****BILL TO**Victor Valley Transit Authority  
17150 Smoke Tree St.  
Hesperia, CA 92345**DATE**

2/6/2024

**CONTRACT NAME:**  
Victor Valley TransitAttention: Mrs. Nancie Goff  
Chief Executive Officer**MONTH**

January 2024

**BILLING PERIOD 01/01/2024 - 01/31/2024**

	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	2,406.50	2,850.72		\$234,128.39	\$277,346.55	\$43,218.16	\$1,611,453.43	\$1,949,063.51	\$337,610.08
Subscription	989.10	1,017.28		\$96,229.54	\$98,971.17	\$2,741.63	\$633,985.73	\$643,273.24	\$9,287.51
MicroLink	2,146.40	502.45		\$208,823.26	\$48,883.36	(\$159,939.90)	\$711,170.14	\$294,755.07	(\$416,415.07)
Regional Fixed Rt	10,808.40	10,384.21	(18.06)	\$975,241.93	\$936,967.27	(\$38,274.66)	\$6,696,687.98	\$6,621,990.49	(\$74,697.49)
Route 15	723.70	696.47	-	\$65,299.45	\$62,842.49	(\$2,456.96)	\$448,371.36	\$443,810.95	(\$4,560.41)
Fort Irwin	505.10	478.46	(3.70)	\$54,737.69	\$51,850.71	(\$2,886.98)	\$360,224.12	\$355,261.63	(\$4,962.49)
<b>SUBTOTALS</b>	<b>17,579.20</b>	<b>15,929.59</b>	<b>(21.76)</b>	<b>\$1,634,460.25</b>	<b>\$1,476,861.55</b>	<b>-\$157,598.70</b>	<b>\$10,461,892.76</b>	<b>\$10,308,154.89</b>	<b>-\$153,737.87</b>

**TOTAL INVOICE****\$1,476,861.55****Please REMIT TO:**Keolis Transit Services, LLC  
53 State Street, 11th Floor  
Boston, MA 02109  
ARDept@keolisna.com

Manager's Signature and Business Phone



INVOICE NO. 0060233-IN

**Keolis Transit Services**

17150 Smoke Tree St.  
Hesperia Calif. 92345

**BILL TO**

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

DATE 2/6/2024

CONTRACT NAME:  
Victor Valley Transit

Attention: Mrs. Nancie Goff  
Chief Executive Officer

**MONTH** January 2024

**BILLING PERIOD** 01/01/2024 - 01/31/2024

	Budgeted Revenue hours	Actual Revenue hours	Variance in Missed Service	Budgeted Expense	Actual Expense	Variance ( + or - )	Budgeted Expense Year-to-date	Actual Expense Year-to-date	Variance ( + or - ) Year-to-date
County	1,897.90	1,829.13	(0.95)	\$171,247.52	\$165,042.40	(\$6,205.12)	\$1,183,136.18	\$1,173,518.18	(\$9,618.00)
Barstow-Fixed Route	1,860.20	1,790.89	(0.80)	\$167,845.85	\$161,592.00	(\$6,253.84)	\$1,155,467.31	\$1,149,171.05	(\$6,296.26)
Barstow-County	773.50	738.73	-	\$69,792.91	\$66,655.61	(\$3,137.30)	\$479,544.00	\$474,976.40	(\$4,567.60)
Barstow-DAR	337.10	407.69		\$32,796.46	\$39,664.16	\$6,867.70	\$225,708.37	\$262,480.96	\$36,772.59
<b>SUBTOTALS</b>	<b>4,868.70</b>	<b>4,766.44</b>	<b>(1.75)</b>	<b>\$441,682.73</b>	<b>\$432,954.17</b>	<b>-\$8,728.55</b>	<b>\$3,043,855.86</b>	<b>\$3,060,146.59</b>	<b>\$16,290.73</b>

**TOTAL INVOICE**

**\$432,954.17**

**Please REMIT TO:**  
Keolis Transit Services, LLC  
53 State Street, 11th Floor  
Boston, MA 02109  
ARDeot@keolisna.com

Manager's Signature and Business Phone



**FY 2024 -- Monthly Performance Statistics by Mode**  
**Systemwide Summary**  
**All Routes**

**Performance Statistics for December**

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)	74,699	15,545.6	\$2,058,526	\$85,438	4.8	\$27.56	\$132.42	\$1.14	\$5.50	4.15%
Commuter Bus	2,301	452.8	\$77,262	\$32,132	5.1	\$33.58	\$170.63	\$13.96	\$70.96	41.59%
Demand Response	11,722	4,842.9	\$618,863	\$31,904	2.4	\$52.80	\$127.79	\$2.72	\$6.59	5.16%
<b>System Total</b>	<b>88,722</b>	<b>20,841.3</b>	<b>\$2,754,651</b>	<b>\$149,474</b>	<b>4.3</b>	<b>\$31.05</b>	<b>\$132.17</b>	<b>\$1.68</b>	<b>\$7.17</b>	<b>5.43%</b>





**FY 2024 -- Monthly Performance Statistics by Mode**  
**Systemwide Summary**  
**All Routes**

**Performance Statistics for January**

Mode	Passengers	Revenue Hours	Operating Costs	Passenger Revenue	Passengers Per Rev. Hour	Operating Cost Per Passenger	Operating Cost Per Rev. Hour	Passenger Revenue Per Passenger	Passenger Revenue Per Rev. Hour	Farebox Recovery Ratio
Bus (Motorbus)	95,234	15,424.9	\$1,985,115	\$88,085	6.2	\$20.84	\$128.70	\$0.92	\$5.71	4.44%
Commuter Bus	4,293	476.6	\$73,838	\$36,210	9.0	\$17.20	\$154.92	\$8.43	\$75.97	49.04%
Demand Response	12,787	5,007.3	\$613,847	\$31,268	2.6	\$48.01	\$122.59	\$2.45	\$6.24	5.09%
<b>System Total</b>	<b>112,314</b>	<b>20,908.8</b>	<b>\$2,672,800</b>	<b>\$155,563</b>	<b>5.4</b>	<b>\$23.80</b>	<b>\$127.83</b>	<b>\$1.39</b>	<b>\$7.44</b>	<b>5.82%</b>



# Monthly Ridership Report

December, FY 2024

Bus (Motorbus), Commuter Bus, Demand Response Only

## Total (All Day Types)

Mode	Passengers		Passengers Per Revenue Hour		Farebox Recovery Ratio	
	Prior Year	Current Year	Prior Year	Current Year	Prior Year	Current Year
Bus (Motorbus)	57,941	74,699	3.6	4.8	4.23%	4.15%
Commuter Bus	3,304	2,301	6.6	5.0	46.08%	41.59%
Demand Response	9,201	11,722	2.4	2.4	8.47%	5.16%
System Total	70,446	88,722	3.4	4.2	6.13%	5.43%



# Monthly Ridership Report

January, FY 2024

Bus (Motorbus), Commuter Bus, Demand Response Only

## Total (All Day Types)

Mode	Passengers		Passengers Per Revenue Hour		Farebox Recovery Ratio	
	Prior Year	Current Year	Prior Year	Current Year	Prior Year	Current Year
Bus (Motorbus)	57,233	95,234	3.6	6.1	3.70%	4.44%
Commuter Bus	3,637	4,293	7.4	9.0	42.71%	49.04%
Demand Response	8,963	12,787	2.4	2.5	5.41%	5.09%
System Total	69,833	112,314	3.4	5.3	5.42%	5.82%

## ADA Dispatch Denial Report For the Month of December 2023

[illegible]

## ADA Dispatch Denial Report For the Month of January 2024

[illegible]

**December**  
**Major and Non-Major**  
**Miles Between Road Calls**

<b>Total Miles</b>	<b>FY 2023</b>	<b>FY 2024</b>
Demand Response	27,018	64,083
Commuter Bus	19,521	17,694
Motor Bus	287,939	278,773
<b>Total Miles</b>	<b>334,478</b>	<b>360,550</b>

<b>Total Road Calls</b>	<b>FY 2023</b>	<b>FY 2024</b>
Demand Response	3	3
Commuter Bus	0	0
Motor Bus	39	18
<b>Total Road Calls</b>	<b>42</b>	<b>21</b>

<b>Miles Between Road Calls</b>	<b>FY 2023</b>	<b>FY 2023</b>
Demand Response	54,389	21,361
Commuter Bus	20,184	17,694
Motor Bus	74,573	15,487
<b>Total System</b>	<b>149,146</b>	<b>54,542</b>

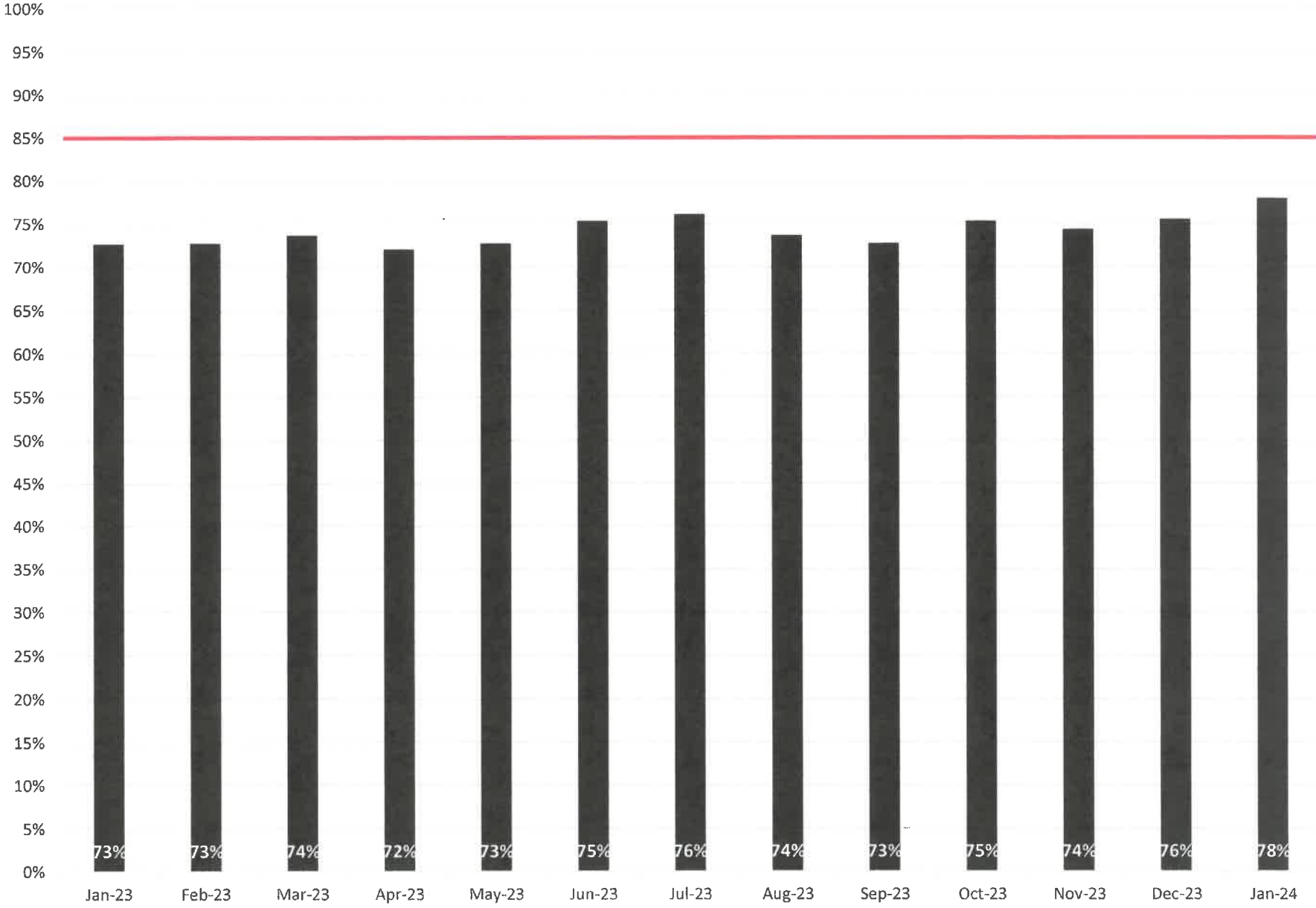
**JANUARY**  
**Major and Non-Major**  
**Miles Between Road Calls**

<b>Total Miles</b>	<b>FY 2023</b>	<b>FY 2024</b>
Demand Response	53,898	67,891
Commuter Bus	19,176	18,602
Motor Bus	284,019	275,778
<b>Total Miles</b>	<b>357,093</b>	<b>362,271</b>

<b>Total Road Calls</b>	<b>FY 2023</b>	<b>FY 2024</b>
Demand Response	3	3
Commuter Bus	3	2
Motor Bus	<b>35</b>	<b>19</b>
<b>Total Road Calls</b>	<b>41</b>	<b>24</b>

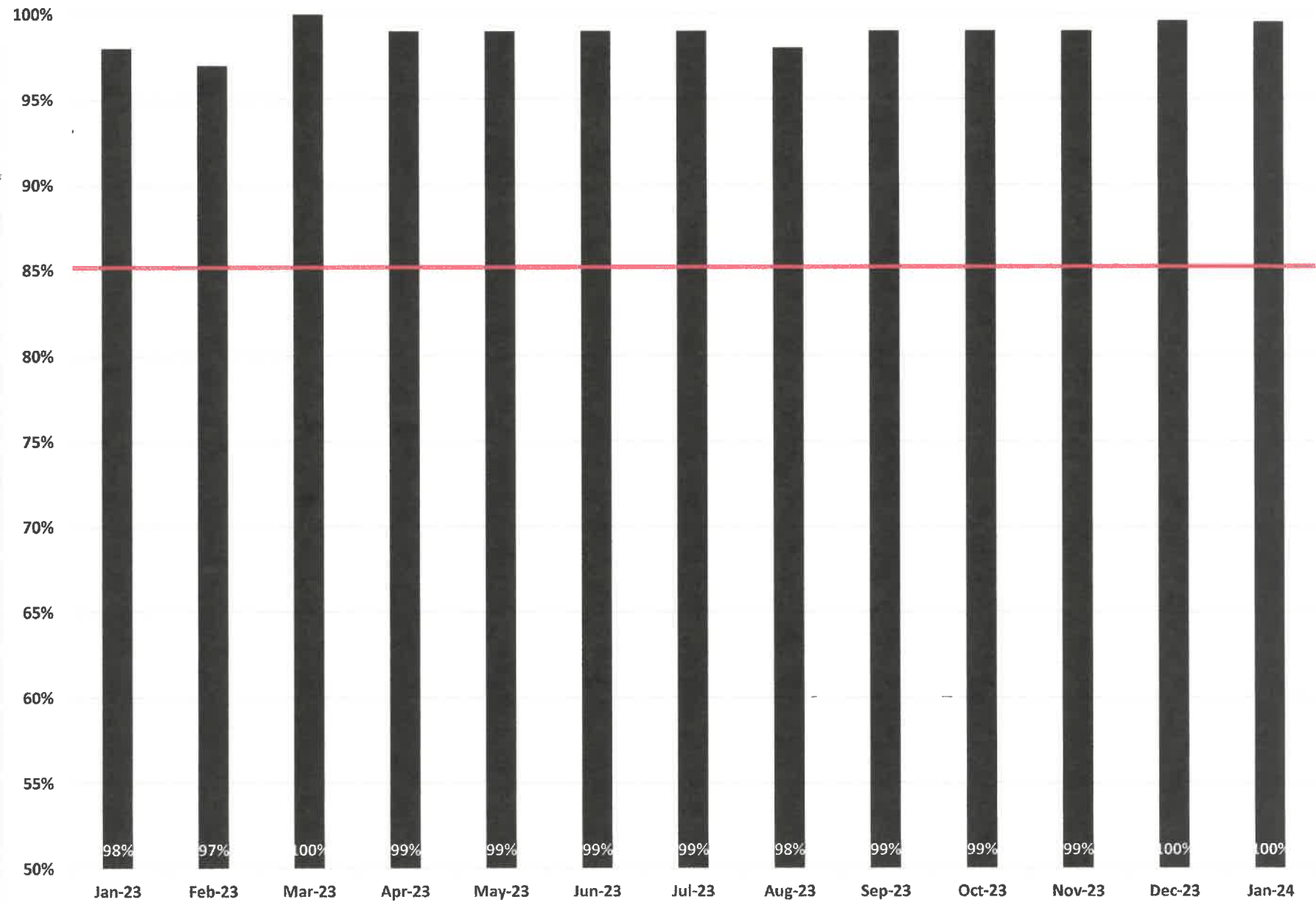
<b>Miles Between Road Calls</b>	<b>FY 2023</b>	<b>FY 2024</b>
Demand Response	17,966	22,630
Commuter Bus	6,392	9,301
Motor Bus	8,115	14,515
<b>Total System</b>	<b>32,473</b>	<b>46,446</b>

OTP - Fixed Route





OTP - Direct Access



THIS PAGE INTENTIONALLY LEFT BLANK

**AGENDA ITEM  
FOUR**

THIS PAGE INTENTIONALLY LEFT BLANK

VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Victor Valley Transit Sheriff's Division Unit Report.**

**SUMMARY STATEMENT**

At this time, a representative of the VVTA Sheriff Division will present highlights and statistics from the last report.

**RECOMMENDED ACTION**

Information item only.

PRESENTED BY VVTA	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Sheriff Division Unit	N/A	March 18, 2024	4

THIS PAGE INTENTIONALLY LEFT BLANK

**AGENDA ITEM  
FIVE**

THIS PAGE INTENTIONALLY LEFT BLANK



## VICTOR VALLEY TRANSIT AUTHORITY

### AGENDA MATTER

**Transportation Development Act (TDA) Triennial Performance Audit for Fiscal Years 2021 - 2023.**

### SUMMARY STATEMENT

To continue receiving LTF funding tied to the Transportation Development Act (TDA); the California Public Utilities Code Sections 99246(a) and 99248 require that the San Bernardino County Transportation Authority (SBCTA), acting as the County Transportation Commission, designate an entity other than itself to perform Triennial Performance Audits on each of the transit operators that receive TDA/LTF funding. These audits are subsequently submitted to the California Department of Transportation (Caltrans).

SBCTA hired Moore & Associates to conduct the TDA Triennial Performance Audit. The audit serves to ensure accountability in the use of public transportation revenue.

The kickoff and document collection began August 8<sup>th</sup>, 2023, the facility tour and site visit was conducted September 25<sup>th</sup>, 2023, and the final comprehensive TDA audit was received February 5<sup>th</sup>, 2024. The audit includes reviews of Compliance with TDA Requirements, Status of Prior Audit Recommendations, System Performance Trends, and a Functional Review. VVTA fully complied with all applicable requirements.

### RECOMMENDED ACTION

Receive and File.

**PRESENTED BY**  
Maged Azer,  
CFO

**FISCAL IMPACT**  
  
N/A

**MEETING DATE**  
  
March 18, 2024

**ITEM NUMBER**  
  
5

## Chapter 1 | Executive Summary

In 2023, the San Bernardino County Transportation Authority (SBCTA) selected Moore & Associates, Inc., to prepare Triennial Performance Audits of itself as the RTPA and the five transit operators to which it allocates TDA funding.

The California Public Utilities Code requires all recipients of Transit Development Act (TDA) Article 4 funding to undergo an independent performance audit on a three-year cycle in order to maintain funding eligibility. While not required, audits of Article 8 recipients are encouraged.

The Triennial Performance Audit is designed to be an independent and objective evaluation of Victor Valley Transit Authority (VVTA) as a public transit operator, providing operator management with information on the economy, efficiency, and effectiveness of its programs across the prior three fiscal years. In addition to assuring legislative and governing bodies (as well as the public) that resources are being economically and efficiently utilized, the Triennial Performance Audit fulfills the requirement of PUC Section 99246(a) that the RTPA designate an entity other than itself to conduct a performance audit of the activities of each operator to whom it allocates funds.

This chapter summarizes key findings and recommendations developed during the Triennial Performance Audit (TPA) of VVTA's public transit program for the period:

- Fiscal Year 2020/21,
- Fiscal Year 2021/22, and
- Fiscal Year 2022/23.

VVTA's Victor Valley Transit operates 34 fixed routes, weekdays from 6:00 a.m. to 9:00 p.m., Saturdays from 7:00 a.m. to 8:00 p.m., and Sundays from 8:00 a.m. to 6:00 p.m. VVTA's Barstow buses operates weekdays from 6:00 a.m. to 8:00 p.m. and weekends from 8:00 a.m. to 5:00 p.m. Service does not operate holiday service on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Each route has a distinct fare depending on the type of route.

VVTA's ADA Direct Access service is a complementary paratransit service for the fixed route system. It is available to qualifying persons with disabilities. Riders must obtain a Victor Valley Transit ADA Direct Access ID or a Senior Disabled ID from the Hesperia main office location (17150 Smoke Tree Street). Reservations may be made from 1 day to 14 days in advance.

This performance audit was conducted in accordance with generally accepted government auditing standards. Those standards require that the audit team plans and performs the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for its findings and conclusions based on the audit objectives. Moore & Associates concludes the evidence obtained provides a reasonable basis for its findings and conclusions.

This audit was also conducted in accordance with the processes established by the California Department of Transportation (Caltrans), as outlined in the *Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities*.

The Triennial Performance Audit includes five elements:

- Compliance requirements,
- Prior recommendations,
- Analysis of program data reporting,
- Performance Audit, and
- Functional review.

#### Test of Compliance

Based on discussions with Victor Valley Transit Authority staff, analysis of program performance, and an audit of program compliance and function, the audit team presents no compliance findings.

#### Status of Prior Recommendations

The prior audit – completed in August 2021 by Michael Baker International for the three fiscal years ending June 30, 2020 – included two recommendations:

1. Calculate full-time employee equivalents using TDA definitions.  
**Status:** Implemented.
2. Continue pursuit of potential revenue agreements and cooperative partnerships as part of the VVTA's revenue enhancement strategy.  
**Status:** Implemented.

#### Findings and Recommendations

Based on discussions with VVTA staff, analysis of program performance, and a review of program compliance and function, the audit team submits no compliance or functional findings for VVTA.

THIS PAGE INTENTIONALLY LEFT BLANK

**AGENDA ITEM  
SIX**

THIS PAGE INTENTIONALLY LEFT BLANK

## VICTOR VALLEY TRANSIT AUTHORITY

### AGENDA MATTER

**Verbal Report on the Current State of Transit Bus Manufacturing and How it is Affecting VVTA.**

### SUMMARY STATEMENT

At the beginning of February 2024 Rev Group decided to close El Dorado National – California (ENC). VVTA has since had to cancel its POs and future orders with ENC, which consisted of Fuel Cell Electric Buses (FCEBs).

With the closure of ENC, there is currently no competition within the hydrogen bus market for transit buses, leaving one vendor from which to purchase FCEBs, New Flyer of America.

The only other manufacturer looking into manufacturing a 35'/40' FCEB is Gillig. There are currently no specifications released and no information on when manufacturing will begin. For paratransit buses, there are currently no FCEBs on the market and no manufacturers have released any plans for FCEBs in the near future.

The Battery Electric Bus (BEB) market for both Transit and Paratransit vehicles is also low in competition. There are only 3 manufacturers for BEBs in Transit and all paratransit buses are conversions. Range on BEB is very limited which is why VVTA has chosen to pursue the FCEB route.

CNG Paratransit buses are also extremely delayed as there are no manufacturers with a California Air Resources Board CNG certification at this time. VVTA has 23 Paratransit buses on order, 14 of which were ordered in 2021. All 23 buses have been built and are in Indiana awaiting conversion since October 2023. The current expected conversion date for VVTA's buses has been pushed to April 2024.

### RECOMMENDED ACTION

Information item only.

**PRESENTED BY**  
Dustin Strandberg,  
CMO

**FISCAL IMPACT**  
  
N/A

**MEETING DATE**  
  
March 18, 2024

**ITEM NUMBER**  
  
6



U.S. Department  
of Transportation  
**Federal Transit  
Administration**

Administrator

1200 New Jersey Avenue, SE  
Washington, DC 20590

February 7, 2024

Dear Colleague:

Since President Biden signed the Bipartisan Infrastructure Law in 2021, the Federal Transit Administration (FTA) has made over \$4.5 billion available in competitive grants for investments in American-made transit buses and supporting infrastructure. In addition to competitive grants, there's \$16 billion available through formula program grants to urban, rural, and tribal areas, all of which are eligible for bus purchases. Over the next three years, this record public transportation funding will provide nearly \$30 billion more in competitive grants and formula funds to support transit agencies in buying buses, transitioning to low- or no-emission buses, modernizing bus facilities and more. This investment supports a strong U.S. bus manufacturing sector that is essential for clean transit vehicle fleets across the nation, ensuring less pollution, more U.S. jobs, and better-connected communities.

During the Biden-Harris Administration, FTA has listened to transit agencies and U.S. bus Transit Vehicle Manufacturers (TVMs) discussing current trends in federally funded bus procurements and manufacturing that affect the financial health and stability of the bus manufacturing industry. This includes identifying steps to reduce vehicle contract costs and shorten vehicle delivery times. Specifically, the discussions have covered topics like managing component prices, addressing supply chain issues, growing the bus manufacturing workforce, and reducing unnecessary customization. Particular attention has been on the increased costs to TVMs of financing vehicle production from award of a contract through delivery and acceptance of the vehicles by transit agencies.

To address such challenges, FTA encourages the use of several tools available to transit agencies and TVMs, including:

- **Contract modifications for price increases** - Federally funded contracts can be modified for price adjustments (2 CFR §200.318(k)). Allowable modifications depend on factors including: (1) contract terms and conditions, such as change clauses and Producer Price Index or Consumer Price Index adjustment clauses; (2) applicable state, local, or tribal procurement law; (3) the terms of a price adjustment; and (4) the scope of the contract modification. Certain Federal regulatory requirements may apply, such as performance of a cost or price analysis in connection with a contract modification in excess of the Simplified Acquisition Threshold (currently \$250,000), and where a cost analysis is performed, the FTA recipient must negotiate profit as a separate element of the price (2 CFR § 200.324(a)-(b)).
- **Federal funds for price increases** - FTA recipients can seek additional Federal funds to cover contract price increases. FTA formula and certain other Federal funds (e.g., flexible



FHWA funds) can be used to cover contract modifications for price increases.

- **Clauses in new procurements -**

- FTA recipients may include price adjustment clauses (allowing for adjustments both up or down) based on cost indices. Relevant contract terms include when prices are set in the procurement process and subject to subsequent adjustment, and which index/indices to use.
- Another type of contract clause to consider is a “brand name or equivalent” clause. Requiring a specific brand for a particular component without giving the contractor the option to provide an equivalent could result in a higher vehicle price, supply chain related delays, and may be inconsistent with Federal full and open competition requirements.

- **Advance payments** - Advance payments are payments made to the contractor prior to the contractor incurring costs and are permissible under certain circumstances. They can be made: (1) before the award of an FTA grant using local funds if the FTA recipient has either FTA automatic pre-award authority, an FTA Letter of No Prejudice, or other pre-award authority prior to making an advance payment; or, (2) after FTA grant award using local or FTA funds if the recipient provides a rationale, such as a reduction in the contract cost due to the payment, and FTA provides advance written concurrence. FTA recipients must obtain security from the contractor in the amount of the advance payment. Adequate security is subject to negotiation between the recipient and TVM, but typically is a performance bond or a letter of credit in the amount of the advance payment. *A bond or letter of credit for the full cost of the procurement is not a Federal requirement for securitization.*
- **Progress payments** - Progress payments (also sometimes called milestone payments) are payments to a contractor prior to completion of all contract work. Use of FTA funds for progress payments is permissible and does not require advance FTA concurrence if the FTA recipient: (1) obtains adequate security for those payments and (2) maintains documentation to show completion of the discrete activities associated with the progress payment. For rolling stock procurements, it is *impermissible* to tie progress payments to the percentage of completion of the contract. The security for progress payments typically is a performance bond or letter of credit in the amount of the payments but may be other types of security negotiated by the parties as appropriate, such as receipt of title to the rolling stock at an appropriate point in the manufacturing process.
- **Securing the Federal interest** - Security is only required under Federal law for rolling stock procurements utilizing advance or progress payments. Requiring a performance bond or letter of credit when no payments will be made until acceptance of vehicles is not a Federal requirement and typically will drive up the cost of procurement due to the cost to the TVM to provide the security.

Dear Colleague: Bus Manufacturing  
Page 3

In order to increase value to the public, FTA also encourages recipients to pursue procurement strategies that lower costs and achieve economies of scale, such as state contracts and performance-based specifications.

In addition to the tools described above, FTA is taking additional actions to strengthen the American bus manufacturing industry, lower bus costs, and accelerate transit vehicle deliveries. FTA has created a bus procurement [webpage](#), making it easier to find resources and answer questions, with links to applicable Federal regulations, FTA Circulars, updated FAQs, guidance, and other resources. Procurement courses through the [National Transit Institute \(NTI\)](#) have expanded. Through June 2024, [NTI procurement courses](#) are offered at 16 different dates and locations, spanning every FTA region.

To bolster support for more efficient and effective bus purchases, FTA recently established an **Acquisition Oversight Division** with a team dedicated to technical assistance and resources supporting third-party procurements like bus purchases. In addition, the new Department of Energy and Department of Transportation's [Joint Office of Energy and Transportation](#) offers FTA recipients interested in planning for or procuring zero-emission buses free technical assistance, including support for fleet transition planning and financial modeling, emissions calculations, and applying for grants.

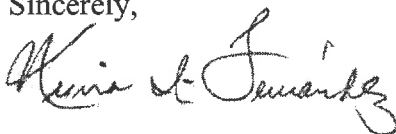
FTA is also releasing the **FY 2024 Buses and Bus Facilities and Low or No Emission Notice of Funding Opportunity (NOFO)**. Important new provisions in this NOFO will support transit agencies and strengthen bus manufacturing. Specifically, FTA will give priority consideration to NOFO applications proposing the use of any of the following: advance or progress payments, joint procurements, or procurement of base model buses. More details are in the NOFO.

Finally, FTA will hold a bus procurement [webinar](#) on February 29 from 2:30 - 3:30 PM ET. The webinar will provide transit agency leaders, procurement officials, and interested stakeholders an overview of the current U.S. bus market, FTA's guidance and resources noted above, and flexibilities and actions available to transit agencies to help lower bus costs and simplify procurements.

FTA's actions reflect the Biden-Harris Administration's focus on the needs of the traveling public and the public transportation industry. Our continued work together will deliver the benefits of the Bipartisan Infrastructure Law to accelerate our clean vehicle future, strengthen domestic manufacturing, and connect communities with reliable transit.

Thank you for your tireless efforts to serve your riders and keep public transportation moving. Should you have any questions, please consult your FTA [regional office](#).

Sincerely,



Nuria I. Fernandez

**MODEL 1 COMMERCIAL VEHICLES**

14740 Ramona Ave.  
Chino, CA, 91710

February 6, 2024

To all ENC Customers

Re: Closure of ElDorado National in Riverside, California

We have been notified by ElDorado National that they will be ceasing operations this fall and closing their factory in Riverside, California. The winddown is a result of various factors, including financial strains, supply chain issues, market conditions, and the ever-changing demands of our transit industry. ENC is not being sold to another entity.

ENC will continue to build out their current backlog of buses by the time they cease operations this fall. All warranties will continue to be fully honored in accordance with their terms, and parts and service will be provided to consumers through ENC's planned continuation of a service and parts network. ENC is owned by REV Group which is a publicly traded company with over \$500 million in annual sales and over 1,000 employees. They provide various types of equipment in the United States to various sectors including fire and emergency.

[Home - REV Corporate \(revgroup.com\)](https://www.revgroup.com)

We at Model 1 Commercial Vehicles will continue to support your buses from ENC and will work with ENC on their plan to continue the service, parts, and warranty support that is needed. We will update you as more details are provided to us regarding the service, warranty, and parts support that will be provided by ENC after their closure.

Please contact us with any questions you may have.

Thank you.

Sincerely,



Steve Chung  
Regional Vice President  
Public Sector – West  
Cell 909.549.9398  
[schung@model1.com](mailto:schung@model1.com)

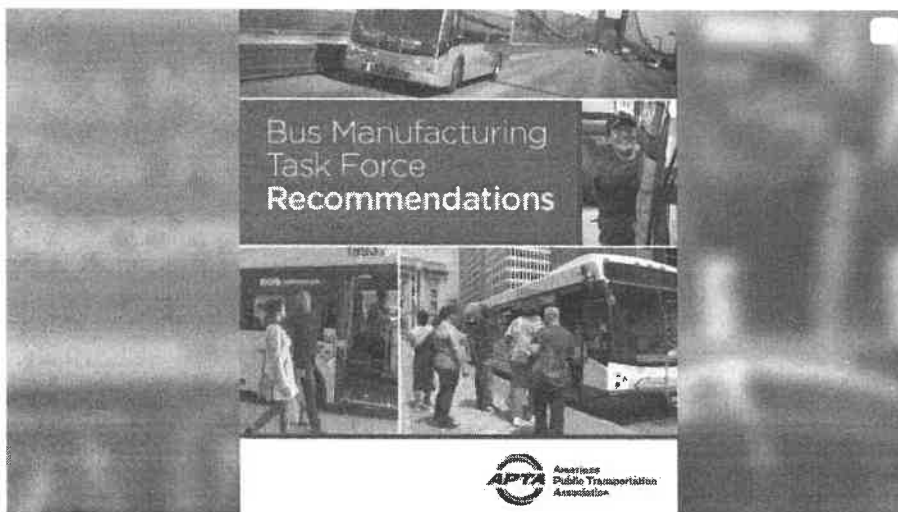
BUS

## APTA Bus Manufacturing Task Force issues report with recommendations

The recommendations include proposals to help solve OEMs immediate cash-flow challenges, quick action items to limit procurement customization and suggestions to enhance competition in the long term.

Mischa Wanek-Libman

Feb. 8, 2024



The American Public Transportation Association (APTA) has issued a series of short-term and long-term recommendations from its Bus Manufacturing Task Force it believes will ensure bus vehicle manufacturers remain financially viable, improve vehicle procurement best practices and enhance competition.

The task force was formed in October 2023 following stress in the bus manufacturing market that includes a competitive labor market, inflation that has affected material and component prices, commodity shortages, hardships by many parts suppliers and an increase in the cost of capital. These challenges ultimately led to the bankruptcy and selling

### LATEST IN BUS

Hybrid, Hydrogen & Electric Vehicles



of Proterra, the pending cessation of ElDorado National-California operations and the pending exit of Nova Bus from the U.S. market.

“Preserving, protecting and nurturing a highly competitive U.S. bus manufacturing market and the capacity to transition to zero-emission buses are essential,” the task force wrote in its report.

## The recommendations

The task force is led by Dorval R. Carter, Jr., former APTA chair and president of the Chicago Transit Authority, together with task force Vice Chair Richard A. Davey, president of New York City Transit. The drive behind the recommendations is to create a more stable and competitive bus procurement market.

To address cash-flow challenges of OEMs, the task force is recommending the following three actions:

- **Price Adjustments:** Transit agencies should consider price adjustments to existing bus procurement contracts executed between 2020-2023, including appropriate relief from liquidated damages for delays outside their control and as negotiated with the grantee.
- **Progress Payments:** Transit agencies procure an average of 4,500 heavy duty buses annually and typically pay for buses upon delivery, which can be 24 months or longer from the time an order is placed. The task force recommends agencies should incorporate advance payments and progress/milestone payments when appropriately collateralized in future contracts and consider modification of existing contracts to add progress payments in exchange for negotiated value to the grantee.
- **Pricing of Vehicles:** For future contracts, transit agencies should include a vehicle price adjustment mechanism (increase or decrease) by using indices to reflect price inflation/deflation in the cost of materials and components at the time vehicles enter the production cycle.

Additional recommendations made by the task force include the development of bus procurement best practices via the review of APTA’s White Book and would address proposals involving provisions for progress payments and price adjustments, but should also identify other reasonable best practices related to payments, penalties for delays, liquidated damages and other contract issues. During the next three months, the task force recommends three APTA committees — the

### CTE now accepting early bird applications for Z...

Center for Transportation and the Environment (CTE) Feb. 14, 2024

Bus

### BATA to provide local libraries with bus passes

Bay Area Transportation Authority (BATA) Feb. 13, 2024

Bus

### Lane Council of Governments Board adopts Link Lane...

Lane Council of Governments Feb. 13, 2024



Standard Bus Procurement Guidelines Working, the APTA Business Members Procurement Committee and the APTA Procurement and Supply Chain Committee — should focus on development of a set of bus procurement best practices for review by the task force.

The task force is also working to address customization in the bus procurements. The task force recognizes that some customization of vehicles is necessary but there may be benefits to developing limited customization options involving components such as floor and seating layouts, axles and drivetrains, the operator's cockpit, door and window systems and HVAC systems. The task force believes limited customization could strengthen the supply chain, reduce bus production schedules, reduce costs and simplify bus procurements.

In addition to the recommendations that can be acted on quickly, the task force included a series of longer-term recommendations to enhance competition and to fund the transition to zero-emission fleets. These include:

- The development of reauthorization recommendations by APTA on how to fund the incremental cost of zero-emission buses in a reliable fashion.
- The transition to zero-emission fleets involves several elements beyond the transit vehicle. The task force recommends coordination and focus to develop utility support, certification of buses and chargers to ensure compatibility and improved employee training through regional zero-emission training centers.
- Growing domestic manufacturing capacity that improves availability of vehicles but does not place Buy America compliant manufacturers at a disadvantage; APTA says this topic will be explored several relevant APTA committees.

The task force's report with recommendations was released as a group of transit industry stakeholders was set to meet at the White House to discuss the challenges experienced with bus procurements that are funded with federal dollars.

Additional details of APTA's Bus Manufacturing Task Force recommendations can be found at APTA's website [www.apta.com](http://www.apta.com).



About the Author

## Mischa Wanek-Libman | Editor in Chief

Mischa Wanek-Libman serves as editor in chief of *Mass Transit* magazine. She is responsible for developing and maintaining the magazine's editorial direction and is based in the western suburbs of Chicago.

Wanek-Libman has spent more than 20 years covering transportation issues including construction projects and engineering challenges for various commuter railroads and transit agencies. She has been recognized for editorial excellence through her individual work, as well as for collaborative content.

She is an active member of the American Public Transportation Association's Marketing and Communications Committee and serves as a Board Observer on the National Railroad Construction and Maintenance Association (NRC) Board of Directors.

She is a graduate of Drake University, where she earned a Bachelor of Arts degree in Journalism and Mass Communication with a major in magazine journalism and a minor in business management.

Email



Vehicles

### Transit agency consortium applies for FTA waiver for...

Sept. 19, 2023



Vehicles

### What Kind of Big Impact Will a New Minibus Have on...

June 6, 2023



Management

### What Can Be Done About Transit's Supply Chain...

Dec. 27, 2022



Bus

### Supply chain, inflation issues threaten small bus...

Oct. 4, 2022

PHOTO COURTESY OF CHICAGO TRANSIT AUTHORITY

THIS PAGE INTENTIONALLY LEFT BLANK



**AGENDA ITEM  
SEVEN**

THIS PAGE INTENTIONALLY LEFT BLANK

## VICTOR VALLEY TRANSIT AUTHORITY

### AGENDA MATTER

**VVTA Annual NTD Audit Report for Fiscal Year Ending June 30, 2023,  
Completed by Brown Armstrong, CPA.**

### SUMMARY STATEMENT

In 1974 Congress established the National Transit Database (NTD) to be the Nation's primary source for information and statistics on the transit systems of the United States and is used to calculate Federal funding formulas. Urban and rural transit grantees of Federal funding are required to report annually. The NTD also requires monthly operating and safety statistics reports from agencies such as VVTA. This is because VVTA is required to file as a Full Reporter.

Transit agencies are responsible for the data that they report to the NTD. If the data does not follow NTD prescribed procedures or seem unreasonable or inaccurate, or an agency cannot provide a reasonable response to explain data, the NTD may publish the data with a 'questionable' notation.

Like many federal reviews, this in-depth review is performed for NTD by a contracted Independent Auditor. The Independent auditor's statement is provided to the Board to receive and file.

This year, FTA has required transit agencies to resume sampling Passenger miles traveled (PMT) which had previously been suspended due to COVID.

The results of the auditor's statement find that no events or instances of non-compliance were found that would require adjustment to, or disclosure to, the FFA-10 or Agreed Upon Procedures Report.

### RECOMMENDED ACTION

Receive and file.

**PRESENTED BY**  
Nancie Goff,  
CEO

**FISCAL IMPACT**  
  
N/A

**MEETING DATE**  
  
March 18, 2024

**ITEM NUMBER**  
  
7

**VICTOR VALLEY TRANSIT AUTHORITY**  
**INDEPENDENT ACCOUNTANT'S REPORT**  
**ON APPLYING AGREED-UPON PROCEDURES**  
**FEDERAL TRANSIT ADMINISTRATION**  
**NATIONAL TRANSIT DATABASE REPORT**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

**INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED-UPON PROCEDURES**

To the Board of Directors  
Victor Valley Transit Authority  
Hesperia, California

The Federal Transit Administration (FTA) has established the following standards with regard to the data reported to it in the Federal Funding Allocation Statistics Form (FFA-10) for the Victor Valley Transit Authority's (VVTa) annual National Transit Database (NTD) report:

1. A system is in place and maintained for recording data in accordance with NTD definitions. The correct data is being measured and no systematic errors exist.
2. A system is in place to record data on a continuing basis, and the data gathering is an ongoing effort.
3. Source documents are available to support the reported data and are maintained for FTA review and audit for a minimum of three years following FTA's receipt of the NTD report. The data is fully documented and securely stored.
4. A system of internal controls is in place to ensure the data collection process is accurate and that the recording system and reported comments are not altered. Documents are reviewed and signed by a supervisor, as required.
5. The data collection methods are those suggested by the FTA or otherwise meet FTA requirements.
6. The deadhead miles, computed as the difference between the reported total actual vehicle miles data and the reported total actual vehicle revenue miles (VRM) data, appear to be accurate.
7. Data is consistent with prior reporting periods and other facts known about VVTa's operations.

We have performed the procedures enumerated below to the data contained in VVTa's FFA-10 for the fiscal year ended June 30, 2023. These procedures, specified by the FTA in the Declarations section of the 2023 NTD Policy Manual, were agreed to by VVTa to assist in evaluating compliance with the standards described and ensure that the information in the VVTa report FFA-10 for the fiscal year ended June 30, 2023, is presented in conformity with the requirements of the Uniform System of Accounts (USOA) and Records and Reporting System; Final Rule, as specified in 49 Code of Federal Regulations (CFR) Part 630, Federal Register, dated January 15, 1993; and as presented in the 2023 NTD Policy Manual. VVTa management is responsible for compliance with the standards described above.

VVTa has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of ensuring accurate and compliant reporting of transit data to the National Transit Database. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report. As such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated results are described in Attachment I to this report.

We were engaged by San Bernardino County Transportation Authority (SBCTA) to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants (AICPA). We were not engaged to, and did not, conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the procedures and findings included in this report. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of VVTA and SBCTA and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of VVTA management, SBCTA, and the FTA and is not intended to be, and should not be, used by anyone other than these specified parties.

BROWN ARMSTRONG  
ACCOUNTANCY CORPORATION

*Brown Armstrong*  
*Accountancy Corporation*

Bakersfield, California  
February 2, 2024

**VICTOR VALLEY TRANSIT AUTHORITY  
NATIONAL TRANSIT DATABASE REPORT  
ATTACHMENT I  
PROCEDURES AND RESULTS  
JUNE 30, 2023**

The procedures listed below, which are referenced in order to correspond to the 2023 NTD Policy Manual procedures, were performed separately to each of the information systems used to develop the reported actual vehicle revenue miles (VRM), passenger miles traveled (PMT), and operating expenses (OE) of VVTA for the fiscal year ended June 30, 2023, for each of the following modes:

- 1) Motor Bus – purchased transportation (MBPT),
- 2) Commuter Bus – purchased transportation (CBPT),
- 3) Demand Response – purchased transportation (DRPT), and
- 4) Vanpool Service – purchased transportation (VPPT).

The procedures performed and associated results are as follows:

- a. The procedures to be applied to each applicable mode and type of service (TOS) (directly-operated (DO) and purchased transportation (PT)) are: Obtain and read a copy of written system procedures for reporting and maintaining data in accordance with NTD requirements and definitions set forth in 49 CFR Part 630, Federal Register, dated January 15, 1993, and as presented in the 2023 NTD Policy Manual. If there are no procedures available, discuss the procedures with the personnel assigned responsibility for supervising the NTD data preparation and maintenance.

Result: We obtained and read a copy of the written system procedures for reporting and maintaining data in accordance with the NTD requirements and definitions set forth in 49 CFR Part 630, Federal Register, dated January 15, 1993, and as presented in the 2023 NTD Policy Manual, and discussed the procedures with NTD personnel assigned responsibility for supervising the preparation and maintenance of NTD data. No exceptions were noted as a result of applying this procedure.

- b. Discuss the procedures (written or informal) with the personnel assigned responsibility for supervising the preparation and maintenance of NTD data to determine:
  - The extent to which the transit agency followed the procedures on a continuous basis, and
  - Whether these transit personnel believe such procedures result in accumulation and reporting of data consistent with NTD definitions and requirements set forth in 49 CFR Part 630, Federal Register, dated January 15, 1993, and as presented in the 2023 NTD Policy Manual.

Result: We discussed with VVTA personnel the procedures noted in (a) above to gain an understanding of the extent to which VVTA follows the procedures on an ongoing basis and that such procedures support the process for the accumulation and reporting of data consistent with the 2023 NTD Policy Manual requirements and definitions as set forth in the USOA and Records and Reporting System; Final Rule, as specified in 49 CFR Part 630, Federal Register, dated January 15, 1993; and as presented in the 2023 NTD Policy Manual. No exceptions were noted as a result of applying this procedure.

- c. Ask these same personnel about the retention policy that the transit agency follows as to source documents supporting NTD data reported on the Federal Funding Allocation Statistics form (FFA-10).

Result: We verified that VVTA's retention policy regarding source documents supporting the FFA-10 data reported is a minimum of five years, which exceeds the FTA's minimum requirement of three years. No exceptions were noted as a result of applying this procedure.

**VICTOR VALLEY TRANSIT AUTHORITY  
NATIONAL TRANSIT DATABASE REPORT  
ATTACHMENT I  
PROCEDURES AND RESULTS  
JUNE 30, 2023**

- d. Based on a description of the transit agency's procedures from items (a) and (b) above, identify all the source documents that the transit agency must retain for a minimum of three years. For each type of source document, select three months out of the year and determine whether the document exists for each of these periods.

Result: We identified the following source documents (20 types of source documents – 13 are prepared annually, 7 are prepared monthly) that VVTA must retain for a minimum of three years.

<b>Form</b>	<b>No.</b>	<b>Source Document</b>	<b>Frequency</b>
B-30 Contractual Relationship	1	TransTrack Report	Annually
F-10 Sources of Funds	2	TransTrack Report	Annually
F-20 Uses of Capital	3	TransTrack Report/ NTD Data Worksheets	Annually
F-30 Operating Expenses	4	TransTrack Report	Annually
F-40 Operating Expenses Summary	5	NTD Data Worksheets	Annually
F-60 Financial Statement	6	Statement of Net Position	Annually
A-10 Stations & Maintenance Facilities	7	NTD Data Worksheets	Annually
A-15 TAM Facilities Inventory	8	VVTA Facility Condition Assessment	Annually
A-30 Revenue Vehicle Inventory	9	TransTrack Report	Annually
A-35 Service Vehicle Inventory	10	TransTrack Report	Annually
A-90 TAM PMT	11	NTD Data Worksheets	Annually
S-10 Service Non-Rail	12	TransTrack Report	Annually
	13	MBPT CBPT DRPT Statistics Reports	Monthly
	14	MBPT CBPT DRPT VPPT Random Sampling	Monthly
	15	MBPT CBPT VPPT NTD Data Worksheets	Monthly
	16	MBPT CBPT Random Check Driver Trip Sheets	Monthly
	17	MBPT CBPT Route Plans	Monthly
	18	DRPT Driver Manifests	Monthly
	19	DRPT Ecolane Productivity Report	Monthly
R-20 Maintenance Performance	19	TransTrack Report	Annually
FFA-10 Federal Funding Allocation Statistics	20	Transaction Detail Report	Annually

For each of the 7 types of monthly source documents, we randomly selected three months (September 2022, January 2023, and April 2023) related to the fiscal year ended June 30, 2023, and noted that the source document existed for each of these months. For each of the 13 types of annual source documents, we selected the year ended June 30, 2023, and determined that the source documents exist. No exceptions were noted as a result of applying this procedure.

- e. Discuss the system of internal controls. Inquire whether separate individuals (independent of the individuals preparing source documents and posting data summaries) review the source documents and data summaries for completeness, accuracy, and reasonableness and how often these individuals perform such reviews.



**VICTOR VALLEY TRANSIT AUTHORITY  
NATIONAL TRANSIT DATABASE REPORT  
ATTACHMENT I  
PROCEDURES AND RESULTS  
JUNE 30, 2023**

Result: We inquired regarding the system of internal controls noting that each respective mode/type of service is being reviewed by personnel independent of the preparation process. The review is performed monthly for the MBPT, CBPT, DRPT, and VPPT modes.

- f. Select a random sample of the source documents and determine whether supervisors' signatures are present as required by the system of internal controls. If supervisors' signatures are not required, inquire how personnel document supervisors' reviews.

Result: We obtained and reviewed a random sample of trip sheets for the MBPT and CBPT services, and identified supervisory signatures documenting reviews of the data. For the DRPT service, the Survey Trip Sheets are prepared and reviewed by the contractor who provides the survey data to VVTA. Management asserted that the data, which is in electronic format, is reviewed before being entered into the accumulation worksheets. For VPPT, data is accumulated electronically by the drivers. Management asserted that the data, which is in electronic format, is reviewed before being entered into the accumulation worksheets. No exceptions were noted.

- g. Obtain the worksheets used to prepare the final data that the transit agency transcribes onto the FFA-10. Compare the periodic data included on the worksheets to the periodic summaries prepared by the transit agency. Test the arithmetical accuracy of the summaries.

Result: We obtained VVTA's year-end service allocation worksheets for each mode of service that are used to prepare the final data that is transcribed onto the FFA-10. We compared the periodic data, vehicle revenue miles (VRM), vehicle revenue hours (VRH), passenger miles traveled (PMT), unlinked passenger trips (UPT), operating expenses (OE), and service allocation percentage included in the worksheets to the periodic summaries (source documents – Transit Agency Service Form (S-10) and Operating Expenses Form (F-30)) prepared by VVTA. We tested the mathematical accuracy of the summaries. No exceptions were noted as a result of applying this procedure.

- h. Discuss the procedure for accumulating and recording passenger miles traveled (PMT) data in accordance with NTD requirements with transit agency staff. Inquire whether the procedure is one of the methods specifically approved in the 2023 NTD Policy Manual.

Result: We discussed the procedure for accumulating and recording PMT data in accordance with NTD requirements with transit agency staff. Sampling was conducted for the MBPT, CBPT, and DRPT modes. We inspected the sampling methodologies and noted that the sampling methodology used met the requirements of the 2023 NTD Policy Manual and the Guide: National Transit Database (NTD).

The VPPT mode does not involve sampling. This mode used a 100% count of actual PMT.

- i. Discuss with transit agency staff the transit agency's eligibility to conduct statistical sampling for PMT data every third year. Determine whether the transit agency meets NTD criteria that allow transit agencies to conduct statistical samples for accumulating PMT data every third year rather than annually. Specifically:
- According to the most recent Census, the public transit agency serves an urbanized area (UZA) with a population less than 500,000.
  - The public transit agency directly operates fewer than 100 revenue vehicles in all modes in annual maximum revenue service (VOMS) (in any size UZA).
  - Service purchased from a seller is included in the transit agency's NTD report.

**VICTOR VALLEY TRANSIT AUTHORITY  
NATIONAL TRANSIT DATABASE REPORT  
ATTACHMENT I  
PROCEDURES AND RESULTS  
JUNE 30, 2023**

- For transit agencies that meet one of the above criteria, review the NTD documentation for the most recent mandatory sampling year and determine that statistical sampling was conducted and meets the 95 percent confidence and  $\pm 10$  percent precision requirements.
- Determine how the transit agency estimated annual PMT for the current report year.

Result: VVTA meets NTD criteria that allow transit agencies to conduct statistical samples for accumulating PMT data every third year. Per the triennial sampling requirement, 2023 was a mandatory sampling year. The 2023 statistical sampling was used for the MBPT, CBPT, and DRPT modes. The VPPT mode does not involve sampling. This mode used a 100% count of actual PMT.

- j. Obtain a description of the sampling procedure for estimation of PMT data used by the transit agency. Obtain a copy of the transit agency's working papers or methodology used to select the actual sample of runs for recording PMT data. If the transit agency used average trip length, determine that the universe of runs was the sampling frame. Determine that the methodology used to select specific runs from the universe resulted in a random selection of runs. If the transit agency missed a selected sample run, determine that a replacement sample run was random. Determine that the transit agency followed the stated sampling procedure.

Result: For the MBPT, CBPT, and DRPT modes, we obtained a copy of VVTA's methodology used in the statistical sampling to estimate average PMT and determined that the methodology used by VVTA resulted in a random selection of runs and that the stated sampling procedure was followed.

The VPPT mode does not involve sampling since it uses a 100% count of actual PMT.

- k. Select a random sample of the source documents for accumulating PMT data and determine that the data is complete (all required data is recorded) and that the computations are accurate. Select a random sample of the accumulation periods and re-compute the accumulations for each of the selected periods. List the accumulations periods that were tested. Test the arithmetical accuracy of the summary.

Result: For the fiscal year ended June 30, 2023, we randomly selected three months (September 2022, January 2023, and April 2023) and reviewed the related source documents for accumulating PMT data for the MBPT, CBPT, DRPT, and VPPT Modes. We recomputed the PMT data for each of the selected periods and verified the arithmetical accuracy of the summary. No exceptions were noted as a result of applying these procedures.

- l. Discuss the procedures for systematic exclusion of charter, school bus, and other ineligible vehicle miles from the calculation of actual Vehicle Revenue Miles (VRM) with transit agency staff and determine that they follow the stated procedures. Select a random sample of the source documents used to record charter and school bus mileage and test the arithmetical accuracy of the computations.

Result: The procedure identified above is not applicable. Per inquiry with VVTA's management, VVTA did not provide charter, school bus, or other ineligible services.

- m. For actual VRM data, document the collection and recording methodology and determine that deadhead miles are systematically excluded from the computation. This is accomplished as follows:
- If actual VRMs are calculated from schedules, document the procedures used to subtract missed trips. Select a random sample of the days that service is operated, and re-compute the daily total of missed trips and missed VRMs. Test the arithmetical accuracy of the summary.

**VICTOR VALLEY TRANSIT AUTHORITY  
NATIONAL TRANSIT DATABASE REPORT  
ATTACHMENT I  
PROCEDURES AND RESULTS  
JUNE 30, 2023**

Result: For the MBPT and CBPT modes, VVTA calculates actual missed vehicle revenue miles using the TransTrack system. The system generates an accumulation of missed revenue miles per trip which are subtracted from scheduled revenue miles. We selected September 2022, January 2023, and April 2023 missed trips for MBPT and CBPT and noted that those trips were subtracted from the scheduled revenue miles. No exceptions with arithmetic accuracy were noted as the result of these procedures.

- If actual VRMs are calculated from hubodometers, document the procedures used to calculate and subtract deadhead mileage. Select a random sample of the hubodometer readings and determine that the stated procedures for hubodometer deadhead mileage adjustments are applied as prescribed. Test the arithmetical accuracy of the summary of intermediate accumulations.

Result: This procedure is not applicable as VRMs are not calculated from hubodometers.

- If actual VRMs are calculated from vehicle logs, select random samples of the vehicle logs and determine that the deadhead mileage has been correctly computed in accordance with FTA definitions.

Result: For the DRPT mode, revenue miles are calculated by the Ecolane system based on the odometer readings from the first pickup to the last drop-off. Deadhead miles are excluded from the revenue miles calculations. We selected September 2022, January 2023, and April 2023 to test and noted without exception that the deadhead miles are not included in the revenue miles calculations.

For the VPPT mode, deadhead miles are automatically excluded because only commute miles are entered into the calculation of revenue miles, and the results are reviewed by the Chief Operating Officer.

- n. For rail modes, review the recording and accumulation sheets for actual VRMs and determine that locomotive miles are not included in the computation.

Result: The procedure identified above is not applicable as VVTA does not provide rail service.

- o. If fixed guideway or High Intensity Busway Directional Route Miles (FG or HIB DRM) are reported, interview the person responsible for maintaining and reporting NTD data whether the operations meet FTA definition of fixed guideway (FG) or High Intensity Busway (HIB) in that the service is:
- Rail, trolleybus (TB), Ferryboat (FB), or Aerial Tramway (TR); or
  - Bus (Motorbus (MB), Commuter Bus (CB), or Bus Rapid Transit (RB)) service operating over exclusive or controlled access rights-of-way (ROW); and
    - Access is restricted;
    - Legitimate need for restricted access is demonstrated by peak period level of service D or worse on a parallel adjacent highway; and
    - Restricted access is enforced for freeways; priority lanes used by other HOV (i.e., Vanpools (VP), carpools) must demonstrate safe operation.

Result: The procedure identified above is not applicable as VVTA does not operate using fixed guideways or high-intensity directional routes.

**VICTOR VALLEY TRANSIT AUTHORITY  
NATIONAL TRANSIT DATABASE REPORT  
ATTACHMENT I  
PROCEDURES AND RESULTS  
JUNE 30, 2023**

- p. Discuss the measurement of FG and HIB DRM with the person reporting NTD data and determine that he or she computed mileage in accordance with FTA definitions of FG/HIB and DRM. Inquire of any service changes during the year that resulted in an increase or decrease in DRMs. If a service change resulted in a change in overall DRMs, recompute the average monthly DRMs, and reconcile the total to the FG/HIB DRM reported on the FFA-10.

Result: This procedure is not applicable. Based on discussions with VVTA personnel, VVTA does not operate FG or HIB service.

- q. Inquire if any temporary interruptions in transit service occurred during the report year. If these interruptions were due to maintenance or rehabilitation improvements to an FG segment(s), the following apply:

- Report DRMs for the segment(s) for the entire report year if the interruption is less than 12 months in duration. Report the months of operation on the FG/HIB segments form as 12. The transit agency should document the interruption.
- If the improvements cause a service interruption on the FG/HIB DRMs lasting more than 12 months, the transit agency should contact its NTD validation analyst to discuss. FTA will make a determination on how to report the DRMs.

Result: This procedure is not applicable. Based on discussions with VVTA personnel, VVTA does not operate FG service or HIB service.

- r. Measure FG/HIB DRM from maps or by retracing route.

Result: This procedure is not applicable. Based on discussions with VVTA personnel, VVTA does not operate FG or HIB service.

- s. Discuss whether other public transit agencies operate service over the same FG/HIB as the transit agency. If yes, determine that the transit agency coordinated with the other transit agency (or agencies) such that the DRMs for the segment of FG/HIB are reported only once to the NTD on the FFA-10. Each transit agency should report the actual VRM, PMT, and OE for the service operated over the same FG/HIB.

Result: This procedure is not applicable. Based on discussions with VVTA personnel, VVTA does not operate FG or HIB service.

- t. Review the FG/HIB segments form. Discuss the Agency Revenue Service Start Date for any segments added in the 2023 report year with the persons reporting NTD data. This is the commencement date of revenue service for each FG/HIB segment. Determine that the date reported is the date that the agency began revenue service. This may be later than the Original Date of Revenue Service if the transit agency is not the original operator. If a segment was added for the 2023 report year, the Agency Revenue Service Date must occur within the transit agency's 2023 fiscal year. Segments are grouped by like characteristics. Note that for apportionment purposes, under the State of Good Repair (§5337) and Bus and Bus Facilities (§5339) programs, the 7-year age requirement for FG/HIB segments is based on the report year when the segment is first reported by any NTD transit agency. This pertains to segments reported for the first time in the current report year. Even if a transit agency can document an Agency Revenue Service Start Date prior to the current NTD report year, FTA will only consider segments continuously reported to the NTD.

**VICTOR VALLEY TRANSIT AUTHORITY  
NATIONAL TRANSIT DATABASE REPORT  
ATTACHMENT I  
PROCEDURES AND RESULTS  
JUNE 30, 2023**

Result: This procedure is not applicable. Based on discussions with VVTA personnel, VVTA does not operate FG or HIB service.

- u. Compare operating expenses with audited financial data after reconciling items are removed.

Result: We compared total operating expenses per Form F-40 to the audited financial statements after removing the reconciling items. No exceptions were noted as a result of applying this procedure.

- v. If the transit agency purchases transportation services, interview the personnel reporting the NTD data on the amount of PT-generated fare revenues. The PT fare revenues should equal the amount reported on the Contractual Relationship form.

Result: We discussed with VVTA personnel responsible for reporting NTD data related to the amount of PT-generated fare revenues. We compared the PT-generated fare revenues amount reported on the Contractual Relationship Form (Form B-30) to the amount reported in the NTD data. No exceptions were noted as a result of applying this procedure.

- w. If the transit agency's report contains data for PT services and assurances of the data for those services are not included, obtain a copy of the IAS-FFA regarding data for the PT service. Attach a copy of the statement to the report. Note as a negative finding if the purchased transportation services were not included in this auditor's review, and the transit agency also does not have a separate Independent Auditor's Statement for the purchased transportation data.

Result: The data for purchased transportation is included in the reporting by VVTA, and therefore, no IAS for the purchased transportation services is included.

- x. If the transit agency purchases transportation services, obtain a copy of the PT contract and determine that the contract specifies the public transportation services to be provided; the monetary consideration obligated by the transit agency or governmental unit contracting for the service; the period covered by the contract (and that this period overlaps the entire, or a portion of, the period covered by the transit agency's NTD report); and is signed by representatives of both parties to the contract. Interview the person responsible for retention of the executed contract and determine that copies of the contracts are retained for three years.

Result: We inspected the MBPT, CBPT, DRPT, and VPPT service contracts and determined that they contained the items noted above without exception. We inquired with the Chief Operating Officer regarding VVTA's retention policy for executed contracts for purchased transportation programs. Per inquiry, the current practice is to retain contracts for at least five years.

- y. If the transit agency provides service in more than one UZA, or between an UZA and a non-UZA, inquire of the procedures for allocation of statistics between UZAs and non-UZAs. Obtain and review the FG segment worksheets, route maps, and urbanized area boundaries used for allocating the statistics, and determine that the stated procedure is followed and that the computations are correct.

**VICTOR VALLEY TRANSIT AUTHORITY  
NATIONAL TRANSIT DATABASE REPORT  
ATTACHMENT I  
PROCEDURES AND RESULTS  
JUNE 30, 2023**

Result: We discussed with VVTA personnel the procedure for the allocation of statistics between UZAs and non-UZAs and noted that VVTA's allocation is based on VRM by jurisdiction. The following table lists VVTA's estimated service allocation percentages for the fiscal year ended June 30, 2023:

<b>Mode of Service</b>	<b>Description</b>	<b>UZA</b>	<b>Service Area</b>	<b>Percentage of Service</b>	<b>Dates of Service</b>
MBPT	Motor Bus	90541	Victorville-Hesperia-Apple Valley	53.78%	July 1, 2022 - June 30, 2023
		90541	Riverside-San Bernardino	6.19%	
		90541	Phelan	1.79%	
		90541	Silver Lakes	0.65%	
		90541	Barstow	8.40%	
		0	Cal-non UZA	29.20%	
CBPT	Commuter Bus	90541	Victorville-Hesperia-Apple Valley	17.84%	July 1, 2022 - June 30, 2023
		90541	Silver Lakes	0.16%	
		90541	Barstow	12.64%	
		90541	Fort Irwin	2.01%	
		0	Cal-non UZA	67.35%	
DRPT	Demand Response	90541	Victorville-Hesperia-Apple Valley	100%	July 1, 2022 - June 30, 2023
VPPT	Vanpool	90541	Victorville-Hesperia-Apple Valley	100%	July 1, 2022 - June 30, 2023

We obtained VVTA's service allocation worksheet, reviewed route maps and UZA boundaries from VVTA's website, and determined that the stated procedures were followed. We also recalculated the percentage of service allocation for each service area. No exceptions were noted as a result of applying this procedure.

- z. Compare the data reported on the FFA-10 to data from the prior report year and calculate the percentage change from the prior year to the current year. For actual VRM, PMT, or OE data that have increased or decreased by more than 10 percent, or FG DRM data that have increased or decreased, interview transit agency management regarding the specifics of operations that led to the increases or decreases in the data relative to the prior reporting period.

**VICTOR VALLEY TRANSIT AUTHORITY  
NATIONAL TRANSIT DATABASE REPORT  
ATTACHMENT I  
PROCEDURES AND RESULTS  
JUNE 30, 2023**

Result: We obtained the data reported on the FFA-10 Form for the fiscal year ended June 30, 2023. Please see comparable data from the prior year below.

Mode	Data	Fiscal Year		Change	% Change	Note
		2023	2022			
MBPT						
	VRM	3,125,466	2,697,200	428,266	15.88%	A
	PMT	5,253,384	3,813,912	1,439,472	37.74%	B
	OE	\$ 25,090,992	\$ 22,134,954	\$ 2,956,038	13.35%	C
CBPT						
	VRM	227,625	228,308	(683)	-0.30%	
	PMT	2,435,108	1,760,430	674,678	38.32%	D
	OE	\$ 1,011,948	\$ 810,389	\$ 201,559	24.87%	E
DRPT						
	VRM	711,050	659,494	51,556	7.82%	
	PMT	1,172,597	1,399,195	(226,598)	-16.19%	F
	OE	\$ 6,366,399	\$ 5,058,077	\$ 1,308,322	25.87%	G
VPPT						
	VRM	5,009,090	4,711,088	298,002	6.33%	
	PMT	23,983,922	22,067,216	1,916,706	8.69%	
	OE	\$ 3,743,780	\$ 3,188,753	\$ 555,027	17.41%	H

- A) In fiscal year 2022, VVTA was operating reduced service due to the pandemic. In fiscal year 2023, service was returned to a full schedule, increasing the VRM.
- B) In fiscal year 2022, VVTA was using the pre-COVID APTL as per FTA's waiver. Fiscal year 2023 was a mandatory reporting year for PMT, and therefore, PMT is accurately reflected in fresh sampling as well as reflected in the increased VRM and UPT.
- C) Operating expenses increased 13.35% due to the annual increase in the operating and maintenance contractor rates, plus the increase in fuel market prices and the inflation that impacted all operating supplies and services.
- D) In fiscal year 2022, VVTA was using the pre-COVID APTL as per FTA's waiver. Fiscal year 2023 was a mandatory reporting year for PMT, and therefore, PMT is accurately reflected in fresh sampling as well as reflected in the increased VRM and UPT.
- E) Operating expenses increased 24.87% due to the annual increase in the operating and maintenance contractor rates, plus the increase in fuel market prices and the inflation that impacted all operating supplies and services.
- F) There has been an 11% decline in passengers per hour, from 2.9 in fiscal year 2022 to 2.6 in fiscal year 2023 (all day types). A lower PMT is also due to a change in shorter trip patterns, post-COVID.

**VICTOR VALLEY TRANSIT AUTHORITY  
NATIONAL TRANSIT DATABASE REPORT  
ATTACHMENT I  
PROCEDURES AND RESULTS  
JUNE 30, 2023**

- G) Operating expenses increased 25.87% due to the annual increase in the operating and maintenance contractor rates, plus the increase in fuel market prices and the inflation that impacted all operating supplies and services. Also, the new program, Micro-Link Transit, started in October 2022 (fiscal year 2023).
- H) Operating expenses increased 17.41% due to the increase in purchase transportation of VP due to the increase in the number of vans compared to fiscal year 2022. Also, salaries and wages allocated to VP increased due to the increase in allocated positions to VP plus the annual salaries increase.
- aa. The auditor should document the specific procedures followed, documents reviewed, and tests performed in the work papers. The work papers should be available for FTA review for a minimum of three years following the NTD report year. The auditor may perform additional procedures, which are agreed to by the auditor and the transit agency, if desired. The auditor should clearly identify the additional procedures performed in a separate attachment to the statement as procedures that were agreed to by the transit agency and the auditor but not by FTA.

Result: We documented the procedures performed and the results of those procedures in our work papers. The work papers are available for FTA review for a minimum of three years following the NTD report year. No additional procedures were performed.



**AGENDA ITEM  
EIGHT**

THIS PAGE INTENTIONALLY LEFT BLANK

## VICTOR VALLEY TRANSIT AUTHORITY

### AGENDA MATTER

#### FY23-24 Mid-Year Budget Review.

### SUMMARY STATEMENT

VVTA's CFO presents to the Board, for information purposes, the July through December 2023 Mid-year Budget review. VVTA continues to be in healthy financial shape for the first six months and for the projected full fiscal year 2023-2024. As expected, the annual net revenue / expense forecast is projected to finish at a surplus of \$5,723,579 with expenses coming in around 11% **below** projected budget for the Core Services section. Staff had estimated an increase in the Operation and Maintenance contractor rates pending a negotiated union contract with the third party, Keolis. However, the final union contract rates were not possible within the current contract. Therefore, an RFP to revise the contractor rates and open the contract to competition was necessary. This RFP was approved by the Board in November 2023 and was released in February 2024. Additionally, the new Micro-Link program was budgeted for the operation of three zones in FY24; however, the implementation of the new Apple Valley zone was delayed pending completion of the COA.

Staff estimates revenue projections will exceed Budget by almost 20% or \$539K and for expenses to be under budget by 12.6% or \$5.7Million.

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

### FARE REVENUE HIGHLIGHTS

- **System-wide** – Fare revenue is at 68% of budget at the 6-month mark and is estimated to finish the fiscal year consistent with this overall increase around 20%, for a total revenue of \$3,213,772 by year end. At midyear, passenger fare revenue for the core services increased 26% over the projected budget. This is due to an increase in ridership compared to last year, plus the \$750K STA Funds provided by SBCTA to support free rides for students K - 12. Miscellaneous Administrative revenues increased due to the increase of the CNG fuel sales at VVTA's public stations, and the increase of the bank interest rates.

Continued

### RECOMMENDED ACTION

Receive and file.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Maged Azer, CFO	None	March 18, 2024	8

## VICTOR VALLEY TRANSIT AUTHORITY

### AGENDA MATTER

#### FY23-24 Mid-Year Budget Review.

### SUMMARY STATEMENT

- **Paratransit** – fare revenue is at 62% of budget at the 6-month mark and is expected to finish at \$450,552 or 22% over projected budget by year end. ADA Revenue includes prepaid passes of \$137K. Purchased transportation for ADA increased 4% due to an increase in the number of ADA reservations therefore increasing the fare revenue.
- **Fixed Route** - Fare revenue exceeds budget projections by 42% at mid-year and is expected to end the year at \$1,380,028 or 40% over the projected budget.
- **County Routes** – Fare revenue exceeded budget estimates at the 6-month mark by 8% and is projected to reach \$104,114 or 115% of the projected budget by year-end (June 30, 2024).
- **Intercity (Rt. 15)** – Fare revenue at year end is estimated to be over by 19% due to an increase in ridership compared to the prior year.

### EXPENSES HIGHLIGHTS

Overall, expenses for the core services are 46% of the budget at the midpoint of FY23-24 and are projected to finish the year \$3.7Mill or 11% below Budget.

- **Administration** – Administration expenses at mid-year are 49% and are expected to end the year below the projected budget by 4%. This was impacted by vacant positions during the Fiscal Year.
- **Facilities** – Facilities expenses at mid-year are 48% of the projected Budget and are expected to end the year below the Budget by 9% due to decreases of the actual cost and maintenance of CNG station and Barstow Facility, plus the vacancy of the new approved fleet and facilities positions in the first 6 months of the Fiscal Year.
- **Vanpool** – Expenses of the subsidy lease trended higher than budget due to an increase in number of vanpools.

## Revenues/ Expenditures FY 2023 - 2024

### (SUMMARY)

**Budget to Actual - 6 Months****OPERATING REVENUES**

Description	Annual Budgeted	Actual 6 Months	Amount Remaining	% Budget	Projected 12 Months	Projected Over/(Under)	Notes
ADMINISTRATION	\$ 580,000	\$ 360,016	\$ 330,884	62%	\$ 720,032	\$ 140,032	
ADA	\$ 369,500	\$ 230,419	\$ 139,081	62%	\$ 450,552	\$ 81,052	
FIXED ROUTE	\$ 988,000	\$ 905,771	\$ 82,229	92%	\$ 1,380,028	\$ 392,028	
DEVIATED/COUNTY	\$ 90,000	\$ 52,057	\$ 37,943	58%	\$ 104,114	\$ 14,114	
<b>SUB-TOTAL Core Services</b>	<b>\$ 2,027,500</b>	<b>\$ 1,548,263</b>	<b>\$ 590,137</b>	<b>76%</b>	<b>\$ 2,654,726</b>	<b>\$ 627,226</b>	
BV LINK	\$ 135,000	\$ 80,125	\$ 54,875	59%	\$ 160,250	\$ 25,250	
NTC FT. IRWIN	\$ 513,000	\$ 199,398	\$ 313,602	39%	\$ 398,796	\$ (114,204)	
<b>SUB-TOTAL Intercity/Commuter</b>	<b>\$ 648,000</b>	<b>\$ 279,523</b>	<b>\$ 368,477</b>	<b>43%</b>	<b>\$ 559,046</b>	<b>\$ (88,954)</b>	
<b>BUDGET REVENUE TOTALS</b>	<b>\$ 2,675,500</b>	<b>\$ 1,827,786</b>	<b>\$ 958,614</b>	<b>68%</b>	<b>\$ 3,213,772</b>	<b>\$ 539,272</b>	<b>20.2%</b>

**OPERATING EXPENSES**

Description	Annual Budgeted	Actual 6 Months	Amount Remaining	% Budget	Projected 12 Months	Projected Over/(Under)	Notes
ADMINISTRATION	\$ 4,259,847	\$ 2,076,335	\$ 2,183,512	51%	\$ 4,093,180	\$ (166,667)	
FACILITIES	\$ 923,500	\$ 442,092	\$ 481,408	48%	\$ 838,187	\$ (85,313)	
ADA	\$ 5,604,765	\$ 2,832,984	\$ 2,771,781	51%	\$ 5,533,341	\$ (71,424)	
FIXED ROUTE	\$ 20,039,132	\$ 8,921,145	\$ 11,117,987	45%	\$ 17,124,346	\$ (2,914,786)	
DEVIATED/COUNTY	\$ 3,910,362	\$ 1,697,489	\$ 2,212,873	43%	\$ 3,404,978	\$ (505,384)	
<b>SUB-TOTAL Core Services</b>	<b>\$ 34,737,606</b>	<b>\$ 15,970,045</b>	<b>\$ 18,767,561</b>	<b>46%</b>	<b>\$ 30,994,032</b>	<b>\$ (3,743,574)</b>	<b>-11%</b>
INTERCITY (BV LINK)	\$ 1,199,185	\$ 524,946	\$ 674,239	0%	\$ 1,049,892	\$ (149,293)	
Micro Link	\$ 1,770,069	\$ 360,791	\$ 1,409,278	20%	\$ 721,582	\$ (1,048,487)	
COMMUTER (NTC FT. IRWIN)	\$ 970,696	\$ 442,586	\$ 528,110	46%	\$ 885,172	\$ (85,524)	
CTSA	\$ 737,948	\$ 286,840	\$ 451,108	39%	\$ 583,680	\$ (154,268)	
VAN POOLS	\$ 1,860,607	\$ 928,723	\$ 931,884	50%	\$ 1,857,446	\$ (3,161)	
<b>SUB-TOTAL Intercity/Commuter</b>	<b>\$ 6,538,505</b>	<b>\$ 2,543,886</b>	<b>\$ 3,994,619</b>	<b>39%</b>	<b>\$ 5,097,772</b>	<b>\$ (1,440,733)</b>	
<b>BUDGET EXPENSE TOTALS</b>	<b>\$ 41,276,111</b>	<b>\$ 18,513,931</b>	<b>\$ 22,762,180</b>	<b>45%</b>	<b>\$ 36,091,804</b>	<b>\$ (5,184,307)</b>	<b>-12.6%</b>

**Net Revenue / Expenses Forecast****\$ 5,723,579**

# VVTA Earned Revenue

FY 2023 - 2024

## Budget to Actual - 6 Months

Description	Annual Budgeted Revenue	Actual Revenue 6 Months	Amount Remaining	% Budget Spent	Projected 12 Months	Projected Over/(Under)	Projected % Over/Under	Notes
<b>Administration</b>								
Interest Income	\$ 400,000	\$ 238,036	\$ 161,964	60%	\$ 476,072	\$ 76,072	19.02%	Interest rates increased compared to last year
Misc Income	\$ 180,000	\$ 121,980	\$ 58,020	68%	\$ 243,960	\$ 63,960	35.53%	Increase in CNG Station Sales
<b>TOTAL ADMINISTRATION</b>	<b>\$ 580,000</b>	<b>\$ 360,016</b>	<b>\$ 330,884</b>	<b>62%</b>	<b>\$ 720,032</b>	<b>\$ 140,032</b>	<b>24.14%</b>	<b>140,032</b>
								Total Excess Revenue Over Budget
<b>Demand Response</b>								
ADA Fares-VVTA	\$ 256,500	\$ 152,570	\$ 103,930	59.48%	\$ 305,140	\$ 48,640	18.96%	Revenue includes 137K prepaid
ADA Fares-BAT	\$ 12,000	\$ 12,946	\$ (946)	107.88%	\$ 25,892	\$ 13,892	115.77%	
Subscription Fares	\$ 100,000	\$ 59,760	\$ 40,240	59.76%	\$ 119,520	\$ 19,520	19.52%	
Micro Link	\$ 1,000	\$ 5,143	\$ (4,143)	514.30%	\$ 10,286	\$ 9,286	928.60%	Micro Transit growing gradually
<b>SubTotal</b>	<b>\$ 369,500</b>	<b>\$ 230,419</b>	<b>\$ 139,081</b>	<b>62.36%</b>	<b>\$ 450,552</b>	<b>\$ 82,052</b>	<b>21.94%</b>	<b>81,052</b>
								Total Revenue (Under) Budget
<b>Fixed Route</b>								
Passenger Fares (VVTA)	\$ 928,000	\$ 865,757	\$ 62,243	93.29%	\$ 1,300,000	\$ 372,000	40.09%	Budget Includes \$750K of STA Free Rides Students K12
Passenger Fares (BAT)	\$ 60,000	\$ 40,014	\$ 19,986	66.69%	\$ 80,028	\$ 20,028	33.38%	
<b>SubTotal</b>	<b>\$ 988,000</b>	<b>\$ 905,771</b>	<b>\$ 82,229</b>	<b>91.68%</b>	<b>\$ 1,380,028</b>	<b>\$ 392,028</b>	<b>39.68%</b>	<b>392,028</b>
								Total Excess Revenue Over Budget
<b>Deviated / County Route</b>								
Passenger Fares (VVTA)	\$ 72,000	\$ 38,014	\$ 33,986	52.80%	\$ 76,028	\$ 4,028	5.59%	
Passenger Fares (BAT)	\$ 18,000	\$ 14,043	\$ 3,957	78.02%	\$ 28,086	\$ 10,086	56.03%	
<b>SubTotal</b>	<b>\$ 90,000</b>	<b>\$ 52,057</b>	<b>\$ 37,943</b>	<b>57.84%</b>	<b>\$ 104,114</b>	<b>\$ 14,114</b>	<b>115.68%</b>	<b>14,114</b>
<b>SUBTOTAL CORE SVCS</b>	<b>\$ 2,027,500</b>	<b>\$ 1,548,263</b>	<b>\$ 590,137</b>	<b>76%</b>	<b>\$ 2,654,726</b>	<b>\$ 628,226</b>	<b>31%</b>	<b>627,226</b>
								Total Excess Revenue Over Budget
<b>Intercity and Commuter Services</b>								
Route 15	\$ 135,000	\$ 80,125	\$ 54,875	59.35%	\$ 160,250	\$ 25,250	18.70%	Increase in riders
NTC Commuter (Ft. Irwin)	\$ 513,000	\$ 199,398	\$ 313,602	38.87%	\$ 398,796	\$ (114,204)	-22.26%	Additional free ride promotion applied on commuter bus services
<b>SUBTOTAL Intercity/Comm SVCS</b>	<b>\$ 648,000</b>	<b>\$ 279,523</b>	<b>\$ 368,477</b>	<b>43.14%</b>	<b>\$ 559,046</b>	<b>\$ (88,954)</b>	<b>-13.73%</b>	<b>(88,954)</b>
								Total Revenue (Under) Budget
<b>Total</b>	<b>\$ 2,875,500</b>	<b>\$ 1,827,789</b>	<b>\$ 958,614</b>	<b>68.32%</b>	<b>\$ 3,213,772</b>	<b>\$ 539,272</b>	<b>Total Revenue Over/Under Budget</b>	



**VVTA Expenditures  
FY 2023 - 2024**

**Budget to Actual - 6 Months**

Description	Annual Budgeted Expense	Actual Expense 6 Months	Amount Remaining	% Budget Spent	Projected 12 Months	Projected Expense	Notes
<b>Administration</b>							
Salaries	\$ 2,359,908	\$ 1,106,024	\$ 1,253,884	47%	\$ 2,237,048	\$ (122,860)	Due to vacant positions first 6 months
Benefits	\$ 978,493	\$ 391,139	\$ 587,354	40%	\$ 899,620	\$ (78,873)	Based on Actuals Health Care and Benefits, plus vacant positions
Contract Services	\$ 110,900	\$ 69,315	\$ 41,585	63%	\$ 110,900	\$ -	
IT Services	\$ 356,400	\$ 204,752	\$ 151,648	57%	\$ 356,400	\$ -	IT annual renewal services due at the beginning of the FY
Office Expense	\$ 152,600	\$ 85,076	\$ 67,524	56%	\$ 170,152	\$ 17,552	Due to high inflation and increase supplies prices.
Marketing	\$ 90,720	\$ 44,849	\$ 45,871	49%	\$ 89,698	\$ (1,022)	
Liability Insurance	\$ 65,027	\$ 60,968	\$ 4,059	94%	\$ 60,968	\$ (4,059)	Actual Liability Insurance billed below the estimated
Professional Development	\$ 90,679	\$ 54,182	\$ 36,497	60%	\$ 108,364	\$ 17,685	
Dues & Subscriptions	\$ 55,120	\$ 60,030	\$ (4,910)	109%	\$ 60,030	\$ 4,910	Most Dues/Fees due at Beginning of Year
<b>TOTAL ADMINISTRATION</b>	<b>\$ 4,259,847</b>	<b>\$ 2,076,335</b>	<b>\$ 2,183,512</b>	<b>49%</b>	<b>\$ 4,093,180</b>	<b>-4%</b>	<b>\$ (166,667)</b>
<b>Facilities</b>							
Electricity-Hesperia	\$ 160,000	\$ 116,328	\$ 43,672	72.71%	\$ 232,656	\$ 72,656	Battery energy storage outage
Water-Hesperia	\$ 30,000	\$ 13,244	\$ 16,756	44.15%	\$ 26,488	\$ (3,512)	
Waste-Hesperia	\$ 2,500	\$ 652	\$ 1,848	26.08%	\$ 1,304	\$ (1,196)	
Gas-Hesperia	\$ 60,000	\$ 34,521	\$ 25,479	57.54%	\$ 69,042	\$ 9,042	
Maint & Repairs-Hesperia	\$ 150,000	\$ 75,204	\$ 74,796	50.14%	\$ 150,408	\$ 408	
Victorville Transfer Hub (D.Street)	\$ 220,000	\$ 54,088	\$ 165,912	24.59%	\$ 143,176	\$ (76,824)	Fleet & Facilities positions will be hired in March 24
Barstow Facilities/CNG Station	\$ 191,000	\$ 32,058	\$ 158,942	16.78%	\$ 99,116	\$ (91,884)	CNG and Barstow Facility maintenance and services are below the projected Budget
Property Insurance	\$ 110,000	\$ 115,997	\$ (5,997)	105.45%	\$ 115,997	\$ 5,997	
<b>SubTotal</b>	<b>\$ 923,500</b>	<b>\$ 442,092</b>	<b>\$ 481,408</b>	<b>47.87%</b>	<b>\$ 838,187</b>	<b>-9%</b>	<b>\$ (85,313)</b>
<b>ADA</b>							
Fuel-VVTA	\$ 214,400	\$ 124,829	\$ 89,571	58.22%	\$ 249,658	\$ 35,258	Increase in the fuel market prices
Fuel-BAT	\$ 70,270	\$ 42,121	\$ 28,149	59.94%	\$ 84,242	\$ 13,972	Increase in the fuel market prices
Contractor-ADA (VVTA)	\$ 3,217,311	\$ 1,677,418	\$ 1,539,893	52.14%	\$ 3,354,836	\$ 137,525	Increase in ADA reservations compared to last year
Contractor-Subscription	\$ 1,272,269	\$ 538,600	\$ 733,669	42.33%	\$ 1,077,200	\$ (195,069)	
Contractor-ADA (BAT)	\$ 450,640	\$ 222,817	\$ 227,823	49.44%	\$ 445,634	\$ (5,006)	
Brokerage Trips	\$ 137,739	\$ 38,372	\$ 99,367	27.86%	\$ 86,744	\$ (50,995)	Delay in start-up of Lucerne Valley and High Desert Homeless Services.
Certification Contractor (ADA Ride)	\$ 55,000	\$ 25,727	\$ 29,273	46.78%	\$ 51,454	\$ (3,546)	
Verizon Svc- BAT ADA control	\$ 7,000	\$ 3,209	\$ 3,791	45.84%	\$ 6,418	\$ (582)	
Ecolane - Software	\$ 45,000	\$ 42,019	\$ 2,981	93.38%	\$ 42,019	\$ (2,981)	
Misc Cost Allocations	\$ 135,136	\$ 117,872	\$ 17,264	87.22%	\$ 135,136	\$ -	
<b>SubTotal</b>	<b>\$ 5,604,765</b>	<b>\$ 2,832,984</b>	<b>\$ 2,771,781</b>	<b>50.55%</b>	<b>\$ 5,533,341</b>	<b>-1.3%</b>	<b>\$ (71,424)</b>
<b>Fixed Route</b>							
Fuel- VVTA	\$ 1,082,328	\$ 619,720	\$ 462,608	57.26%	\$ 1,239,440	\$ 157,112	Increase in the fuel market prices
Fuel-BAT	\$ 180,234	\$ 96,096	\$ 84,138	53.32%	\$ 192,192	\$ 11,958	Increase in the fuel market prices
Keolis-VVTA	\$ 14,177,086	\$ 5,708,023	\$ 8,469,063	40.26%	\$ 11,416,046	\$ (2,761,040)	
Keolis-BAT	\$ 2,310,657	\$ 994,134	\$ 1,316,523	43.02%	\$ 1,988,268	\$ (322,389)	
Misc Cost Allocations	\$ 2,279,327	\$ 1,498,972	\$ 780,355	65.76%	\$ 2,280,000	\$ 673	Misc. cost includes security, Sheriff contract, operation softwares and insurance
Misc Cost Allocations-Brstw	\$ 9,500	\$ 4,200	\$ 5,300	44.21%	\$ 8,400	\$ (1,100)	
<b>SubTotal</b>	<b>\$ 20,039,132</b>	<b>\$ 8,921,145</b>	<b>\$ 11,117,987</b>	<b>44.52%</b>	<b>\$ 17,124,346</b>	<b>-14.5%</b>	<b>\$ (2,914,786)</b>
<b>Deviated / County Route</b>							
Fuel-VVTA	\$ 124,406	\$ 75,248	\$ 49,158	60.49%	\$ 150,496	\$ 26,090	Increase in the fuel market prices
Fuel-BAT	\$ 81,250	\$ 44,859	\$ 36,391	55.21%	\$ 89,718	\$ 8,468	Increase in the fuel market prices
Keolis -BAT	\$ 948,733	\$ 408,261	\$ 540,472	43.03%	\$ 816,522	\$ (132,211)	
Keolis-Hesperia	\$ 2,386,058	\$ 1,008,475	\$ 1,377,583	42.27%	\$ 2,016,950	\$ (369,108)	
Misc Cost Allocations	\$ 369,915	\$ 160,646	\$ 209,269	43.43%	\$ 331,292	\$ (38,623)	Misc. cost includes security, Sheriff contract, operation softwares and insurance
<b>SubTotal</b>	<b>\$ 3,910,362</b>	<b>\$ 1,697,489</b>	<b>\$ 2,212,873</b>	<b>43.41%</b>	<b>\$ 3,404,978</b>	<b>-12.9%</b>	<b>\$ (505,384)</b>
<b>Sub-Total Core Svcs</b>	<b>\$ 34,737,606</b>	<b>\$ 15,970,045</b>	<b>\$ 18,767,561</b>	<b>46%</b>	<b>\$ 30,994,032</b>	<b>-11%</b>	<b>\$ (3,743,574)</b>

**VVTA Expenditures  
FY 2022 - 2023**

**Budget to Actual - 6 Months**

Description	Annual Budgeted Expense	Actual Expense 6 Months	Amount Remaining	% Budget Spent	Projected 12 Months	Projected Expense Over/(Under)	Notes
<b>Intercity</b>							
Fuel-VVTA	\$ 134,471	\$ 82,757	\$ 51,714	61.54%	\$ 165,514	\$ 31,043	Increase in the fuel market prices
Keolis - Intercity	\$ 925,101	\$ 380,968	\$ 544,133	41.18%	\$ 761,936	\$ (163,165)	
Misc Cost Allocation	\$ 139,613	\$ 61,221	\$ 78,392	43.85%	\$ 122,442	\$ (17,171)	Misc. cost includes security, Sheriff contract, operation softwares and insurance
<b>SubTotal</b>	<b>\$ 1,199,185</b>	<b>\$ 524,946</b>	<b>\$ 674,239</b>	<b>43.78%</b>	<b>\$ 1,049,892</b>	<b>-12.4%</b>	<b>\$ (149,293)</b>
<b>Micro Link</b>							
Micro Link	\$ 1,770,069	\$ 360,791	\$ 1,409,278	20.38%	\$ 721,582	\$ (1,048,487)	Service in Apple Valley zone, delayed pending completion of the COA.
<b>SubTotal</b>	<b>\$ 1,770,069</b>	<b>\$ 360,791</b>	<b>\$ 1,409,278</b>	<b>20.38%</b>	<b>\$ 721,582</b>	<b>-59.2%</b>	<b>\$ (1,048,487)</b>
<b>Commuter (NTC-Ft. Irwin)</b>							
Fuel	\$ 177,253	\$ 86,571	\$ 90,682	48.84%	\$ 173,142	\$ (4,111)	
Keolis	\$ 655,084	\$ 303,411	\$ 351,673	46.32%	\$ 606,822	\$ (48,262)	
Misc	\$ 138,359	\$ 52,604	\$ 85,755	38.02%	\$ 105,208	\$ (33,151)	
<b>SubTotal</b>	<b>\$ 970,696</b>	<b>\$ 442,586</b>	<b>\$ 528,110</b>	<b>45.59%</b>	<b>\$ 885,172</b>	<b>-8.8%</b>	<b>\$ (85,524)</b>
<b>Vanpools</b>							
Contractors Leases	\$ 1,440,000	\$ 832,801	\$ 607,199	57.83%	\$ 1,665,602	\$ 225,602	Increase in number of vanpools
Development Management	\$ 15,000	\$ 4,000	\$ 11,000	26.67%	\$ 8,000	\$ (7,000)	
Marketing	\$ 75,000	\$ 11,215	\$ 63,785	14.95%	\$ 22,430	\$ (52,570)	
Legal & Admin support	\$ 330,607	\$ 80,707	\$ 249,900	24.41%	\$ 161,414	\$ (169,193)	
<b>SubTotal</b>	<b>\$ 1,860,607</b>	<b>\$ 928,723</b>	<b>\$ 931,884.00</b>	<b>49.92%</b>	<b>\$ 1,857,446</b>	<b>-0.2%</b>	<b>\$ (3,161)</b>
<b>CTSA</b>							
Program Management	\$ 352,728	\$ 103,398	\$ 249,330	29.31%	\$ 206,796	\$ (145,932)	Due to decrease in admin expenses and the vacancy of the Dir. of Operation position
Advertising/Marketing	\$ 88,720	\$ 11,305	\$ 77,415	12.74%	\$ 22,610	\$ (66,110)	
Training and Professional Development	\$ 25,000	\$ 6,000	\$ 19,000	24.00%	\$ 12,000	\$ (13,000)	
Legal Services	\$ 500	\$ -	\$ 500	0.00%	\$ -	\$ (500)	
Transit Ambassador Program	\$ 1,000	\$ -	\$ 1,000	0.00%	\$ -	\$ (1,000)	
TRIP Program (Urban)	\$ 160,000	\$ 130,638	\$ 29,362	81.65%	\$ 251,276	\$ 91,276	Full year of increase in per mile subsidy from \$0.40 per mile to \$0.65 per mile
Big River	\$ 40,000	\$ 14,509	\$ 25,491	36.27%	\$ 29,018	\$ (10,982)	Behind in submitting invoices
Trona	\$ 50,000	\$ 20,990	\$ 29,010	41.98%	\$ 41,980	\$ (8,020)	Vehicles insurance increased
Nonprofit Agency Transit Fare Scholarship	\$ 20,000	\$ -	\$ 20,000	0.00%	\$ 20,000	\$ -	
<b>SubTotal</b>	<b>\$ 737,948</b>	<b>\$ 286,840</b>	<b>\$ 451,108</b>	<b>39%</b>	<b>\$ 583,680</b>	<b>-20.90%</b>	<b>\$ (154,268)</b>
<b>Sub-Total Intercity/Commuter/CTSA</b>	<b>\$ 6,538,505</b>	<b>\$ 2,183,095</b>	<b>\$ 3,994,619</b>	<b>33.39%</b>	<b>\$ 5,097,772</b>	<b>-6%</b>	<b>\$ (392,246)</b>
<b>Budget to Actual - 6 Months</b>							
<b>TOTAL</b>	<b>\$ 41,276,111</b>	<b>\$ 18,153,140</b>	<b>\$ 22,762,180</b>	<b>43.98%</b>	<b>\$ 36,091,804</b>	<b>-12.6%</b>	<b>\$ (5,184,307)</b>
Amount Over/(Under) Budget							



**AGENDA ITEM  
NINE**

**VICTOR VALLEY TRANSIT AUTHORITY**

**AGENDA MATTER**

**Notice of Completion for the Epoxy Flooring.**

**SUMMARY STATEMENT**

At the July 17, 2023 Board meeting, the VVTA Board of Directors approved the award of RFQ 2023-14 to Pro Finish, Inc, for the Epoxy Flooring of the Hesperia Maintenance and Operations Facility at 17150 Smoke Tree Street Hesperia CA 92345.

The project was satisfactorily completed in the amount of \$349,175.50 and the final inspection occurred on February 13, 2024. Thirty (30) days after the recordation of the Notice of Completion, VVTA will release the final retention of 5% totaling \$17,458.78 withheld on this project, provided that there are no claims or unreleased liens against the contract. After the filing of the Notice of Completion, the warranty period shall begin on equipment installed in the facility.

VVTA Staff recommends acceptance of the project and the filing of the Notice of Completion.

**RECOMMENDED ACTION**

Approve the Notice of Completion for the Epoxy Flooring of the Hesperia Maintenance and Operations Facility project and release retention amount of \$17,458.78.

**PRESENTED BY**  
Sandye Martinez  
Procurement Specialist

**FISCAL IMPACT**  
  
None

**MEETING DATE**  
  
March 18, 2024

**ITEM NUMBER**  
  
9

THIS PAGE INTENTIONALLY LEFT BLANK

RECORDING REQUESTED BY:

VICTOR VALLEY TRANSIT AUTHORITY

WHEN RECORDED MAIL TO:

VISTOR VALLEY TRANSIT AUTHORITY  
ATTN: CLERK OF THE BOARD  
17150 SMOKE TREE STREET  
HESPERIA, CA 92345

Recording of this document is fee-exempt under Government  
Code Section 6103. No Document Transfer Tax is due on  
this document pursuant to Revenue Taxation code Section 11922.

SPACE ABOVE THIS LINE FOR RECORDERS USE

**PUBLIC CONTRACT 2023-14  
NOTICE OF COMPLETION**

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is OWNER or agent of the OWNER of the interest or estate stated below in the property hereinafter described.
2. The FULL NAME of the OWNER is: VICTOR VALLEY TRANSIT AUTHORITY, A JOINT POWERS AUTHORITY
3. The FULL ADDRESS of the OWNER is 17150 SMOKE TREE STREET, HESPERIA, CA 92345  
The work of improvement on the property hereinafter described was COMPLETED on February 13, 2024.
4. The work of improvement completed is described as follows: Hesperia Operations and Maintenance Facility Epoxy Flooring.
5. The NAME OF THE ORIGINAL CONTRACTOR, if any, for such work of improvement is Pro-Finish, El Cajon
6. The street address of said property is 17150 SMOKE TREE STREET, HESPERIA, CA 92345.
7. Assessor's Parcel Number
8. The property on which said work of improvement was completed is in the City of HESPERIA, County of SAN BERNARDINO, State of CALIFORNIA.

Verification of NON-INDIVIDUAL owner: I, Nancie Goff, the undersigned, declare upon penalty of perjury un the laws of the State of California that I am the Chief Executive Officer of the aforesaid interest or estate in the property described in the above notice; that I have read said notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

\_\_\_\_\_ at Hesperia, California.  
Date

\_\_\_\_\_  
Nancie Goff, Chief Executive Officer  
VICTOR VALLEY TRANSIT AUTHORITY

**CORRESPONDENCE  
/PRESS CLIPS**

THIS PAGE INTENTIONALLY LEFT BLANK

# VICTOR VALLEY TRANSIT



*Victor Valley Transit Authority (VVTa) provides a variety of public transportation services in Southern California. VVTa employee Melissa Perry is shown helping a passenger.*

## *After 3 Decades Of Growth:*

# Victor Valley Transit Authority Continues Focus On Meeting Different Ridership Needs

**By Harrell Kerkhoff**  
*Busline Magazine Editor*

Starting in 1993 from a gravel parking lot and metal shed, Victor Valley Transit Authority (VVTa) has come a long way over the past 31 years. Today, VVTa averages 1 million-plus passengers per year, and provides a variety of services in an area that encompasses 1,000 square miles. VVTa is based in Hesperia, CA, with a second facility in Barstow, CA — located approximately 40 miles to the northeast.



**Chris Ackerman,**  
*Victor Valley Transit Senior  
Marketing Manager/Public  
Information Officer.*

Surrounded by the Mojave Desert, the Southern California cities of Hesperia, Victorville, Adelanto, Barstow, and Apple Valley, along with several unincorporated areas, are part of what is locally referred to as the High Desert — and all within the VVTa service area in San Bernardino County. The county itself is the largest in the contiguous United States by area. For reference, it's close to the size of West Virginia.

**"Although some people consider the High Desert, which we operate from, a 'bathroom stop' between Los Angeles and Las Vegas, the cities in our service area have grown by leaps and bounds over the past 30 years,"** Victor Valley Transit Senior Marketing Manager/Public Information Officer Chris Ackerman said. "VVTa is considered a smaller transit agency by national standards, but our service area is quite large — encompassing more land than many urban agencies. We cover a lot of miles, and a lot of those miles are very rural by nature."

Despite a continual population increase in the VVTa service



region, Ackerman said the area still enjoys a small-town feel. He added that VVTA ridership has grown exponentially since 2022 after a lag period during the 2020/2021 COVID pandemic years.

Since its inception, VVTA has played a pivotal role in connecting communities, enhancing mobility, and improving the quality of life for thousands of people. Over the past three decades, VVTA has grown from a modest transit service to a comprehensive transportation network that serves the High Desert's diverse population. Key VVTA achievements over the past 30 years include:

- **Expansion of Services:** VVTA has continually expanded during its history, involving a growing range of transportation options to accommodate the needs of residents. This growth has included more fixed-routes, commuter and van pool services, ADA paratransit, and Micro-Link, which is VVTA's microtransit program;

- **Modernization:** VVTA has embraced technological advancements, incorporating innovations such as real-time tracking, the 11th largest van pool service in the United States; an ADA Direct Access paratransit service; a TRIP (Transportation Reimbursement and Information Program) service for passengers who are unable to use fixed-route or paratransit; and a VVTA senior transportation program serving the smaller communities of Big River and Trona, in partnership with local senior centers."

One of VVTA's more popular fixed-routes is Route 15, which runs between Barstow, Victorville, and the San Bernardino Transit Center. It transports people to what locals refer to as "down the hill," meaning it can take a rider from the High Desert to San Bernardino, CA, and eventually to the Los Angeles metropolitan area, using connecting public transportation services.

"Our six-bus commuter service connecting Fort Irwin is also very popular, transporting military personnel and employees working at the military base. The first bus leaves at 3:56 a.m.," Ackerman said.

Along with its large van pool service, VVTA participates in an ADA (The Americans with Disabilities Act) vehicle brokerage transportation program in partnership with area nonprofits, as well as a TRIP service, which provides self-directed, mileage reimbursement transportation. Within the TRIP program, volunteers, such as friends and neighbors, can transport transit-dependent seniors, people with disabilities, and other participants to access medical and other services when no other transit options exist. Participants receive funds to reimburse their volunteer driver(s) and to offset other costs associated with the transport.

Other VVTA programs include the relatively new Micro-Link service, which Ackerman said is growing by leaps and bounds to the point that the program is currently at capacity. Micro-Link is an on-demand,

mobile apps, and contactless payment options to improve the passenger experience;

- **Environmental Initiatives:** VVTA has been committed to reducing its environmental footprint by incorporating cleaner and more sustainable transportation solutions into its fleet, including 12 battery electric buses, and is in the process of adding hydrogen fuel cell bus transportation;

- **Community Engagement:** The authority has fostered strong ties with the local community through outreach programs, partnerships with schools and non-profit agencies, and participation in community events; and,

- **Accessibility:** VVTA has worked to ensure that public transportation is accessible to all residents, including those with disabilities or special needs.

"Our transportation services today are vast," Ackerman said. "They include 34 fixed-routes; a commuter bus service to and from the Fort Irwin Army Base (located 37 miles northeast of Barstow);

curb-to-curb shared microtransit service offered in parts of Victorville and Hesperia. Rides are \$2 per one-way trip and operates from 6 a.m. to 8 p.m. on weekdays.

According to Ackerman, Micro-Link offers shorter wait times and better reliability in specific zoned areas. The wait time for the service is based on availability from time of reservation to time of pickup from a requested location within the service zone.

"On-demand allows users to access service when they need it, instead of having to plan a trip around a bus schedule. Arrival times are subject to changes based on unforeseen circumstances such as traffic and/or weather conditions, delays caused by passengers (i.e. no-shows), and/or traffic accidents," according to VVTA. "Service is provided in a vehicle that will make short trips within the zoned area. Riders can't hail a Micro-Link vehicle from the curb, like they would a bus. Trips must be scheduled in advance. Micro-Link riders can be dropped off at any bus stop in the zoned area, allowing each passenger to complete any trip outside of a zone. Micro-Link is a supplement to the existing bus service and is meant to complement equity, reliability, and efficiency improvements."

To help with the transit system's wide variety of services, VVTA offers its Travel Training Program. The objective is to teach any rider, regardless of experience, how to use the tools available to navigate public transit successfully.

As stated, VVTA also participates in an ADA vehicle brokerage program, which involves a partnership with area nonprofits. As part of the program, VVTA donates one or more of its recently retired ADA vehicles to a nonprofit for continued use. VVTA provides the preventative maintenance on those vehicles, while the nonprofit takes over actual operation of each vehicle.



"The vehicles are given a second lease on life, while helping a participating nonprofit better serve its clientele. And, as part of the agreement, VVTA passengers can also be transported, at a reduced fare," Ackerman said.

## GROWING IN DIFFERING WAYS

VVTA ridership continues to grow as the transit system rebounds from the throes of the COVID pandemic. VVTA experienced 3,125,466 revenue miles from July 2022 to June 2023, while its fixed-route ridership number was 829,562 during the December 2022 to November 2023 reporting period, according to Ackerman.

Currently, VVTA lists 28 full-time employees, while also maintaining a contract with Keolis North America that involves an estimated 324 people, including drivers, working at VVTA. The main VVTA facility is in Hesperia, which includes a maintenance garage that is open 24 hours a day. The VVTA fleet includes 68 fixed-route buses, 40 ADA direct access paratransit vehicles, 8 commuter buses, 5 Micro-Link vehicles as well as 26 support vehicles.

For years, VVTA officials have been moving the transit system's fleet to zero emission transportation, featuring battery electric vehicles. That has included a partnership, starting in 2019, with Southern California Edison (SCE) involving a Charge Ready pilot program — bringing in power for up to 20 electric charging stations for VVTA's Hesperia location.

"VVTA is one of four transit agencies that have been working with SCE from the very beginning of the program. In 2021, we added electrical infrastructure at our Barstow location, featuring more charge point stations for our battery electric fleet," Ackerman said.

in a very vast and rural area of the state, we have coverage blocks that range from 85 to 520 miles," Ackerman explained. "That puts limits on our usage of battery electric vehicles. In response, we have made a move toward using hydrogen fuel cell technology."

Prior to purchasing hydrogen fuel cell buses, it's the goal of VVTA officials to have the proper infrastructure in place first, including the installation of public dispensers.

"Right now, the only people buying hydrogen fuel cell cars in California live in either Los Angeles or San Francisco, since that is where public dispensers for this technology are located," Ackerman said. "It's our goal to have public dispensers installed at our locations, with enough capacity to take care of our hydrogen fuel cell needs as well as those of the public. The end goal is to get more people interested in purchasing their own hydrogen fuel cell vehicles."

He added that initially, three dispensers are planned for VVTA's facility in Hesperia, two for VVTA's fleet and one for public access — capable of taking care of both light- and heavy-duty applications. Liquid hydrogen will be stored in an 18,000-gallon tank at the same facility.

"An entire hydrogen fueling station will be built on property located next to our current Hesperia location, which will be followed by a new modern transportation hub," Ackerman said. "We will keep our current battery electric buses in service until it's time for their retirement. They will then be replaced with hydrogen fuel cell vehicles."

Growth involving VVTA is also coming in other ways. For example, the transit system is currently in the middle of a comprehensive operational analysis to help prepare for future population growth in San Bernardino County, as well as the projected Bright-



*Shown, left to right, are VVTA board members and their representing cities: Joy Jeannette (Adelanto), Larry Bird (Hesperia), Kimberly Mesen (San Bernardino), Liz Becerra (Victorville), and Curt Emick (Apple Valley).*

Battery electric buses have played an important role toward VVTA's commitment to operating strictly zero emission vehicles by 2035.

"Our next move toward zero emissions involves hydrogen fuel cell vehicles. VVTA was the first agency in San Bernardino County to have battery electric buses. For us, however, there is a problem with the range limit of those vehicles, which is 120 to 150 miles. They then must be charged eight to nine hours. Because we operate



*VVTA employees include, front row left to right: Roberta Hernandez and Karla Estrada. Shown in the back row, left to right, are: Amos Rivas, Patricia Gates, Debra Fowler, Chadra Waits, and Jose Valencia.*

line West high-speed rail line. The latter is a project intended to provide people an alternative to air and automobile travel between Southern California and Las Vegas. One of the stations for the rail line is planned within the VVTA service region. Revenue service for Brightline West is estimated to begin in 2027.

"In response to population growth and new transportation opportunities in our area, the entire VVTA transit system will be revamped over the next couple of years," Ackerman said.



**“Along with our other programs, I feel the burgeoning Micro-Link service will help propel VVTA into the future. We started the microtransit program in October 2022, and it’s currently at capacity. Micro-Link is a good way to get people who live far away from a bus stop to all our transportation options, with the objective of helping more people pursue their transportation journeys.**

“Micro-Link also helps people shop at local businesses by better connecting neighborhoods, as well as providing good options when making medical appointments and enjoying local entertainment. There are also a lot of area school children who take advantage of our Micro-Link options. That has been a pleasant surprise. Our Micro-Link service is constantly booked, and we are looking to purchase six more vehicles to meet increased demand.”

### THINK LIKE A CUSTOMER

Modern vehicles and added services are meaningless to a public transportation provider if there are no passengers. It is therefore critical at VVTA to properly attract new, and serve existing, riders.

**“One of our customer service philosophies is, ‘Think like a passenger.’ That is an important mindset,”** Ackerman said. “For example, when it comes to marketing, it’s important our staff members communicate with people as if they are fellow passengers. Also, within VVTA’s operations team, it’s important to ride our buses and talk with passengers. The feedback is invaluable. **We share the philosophy of ‘not leaving anybody behind’ when it comes to those who use our service.**

“Our passengers also have access to modern text messaging, on-board Wi-Fi, and on-the-bus infotainment systems, allowing us to relay important information. Meanwhile, the VVTA website is huge, providing the public with a bevy of informative material. When it comes to marketing our services, it’s all about building relationships with passengers. It’s also important to be transparent, which people appreciate.”

It helps that VVTA has an experienced core group of leaders, led by CEO Nancie Goff. She started with the transit system as a clerk typist in 1994 and rose through the ranks to COO, before being named VVTA CEO in 2023.

Another key part to quality customer service is employing quality drivers. Ackerman has high praise for not only VVTA drivers — but public transportation drivers in general. He added their importance was on full display during the height of the COVID pandemic, something that was not always properly recognized.

“It always frustrated me during the pandemic when transit drivers, in particular, were not mentioned by the media in the same context as other essential workers — such as nurses and grocery store clerks,” Ackerman said. “Public transportation employees were on the front lines during that time, and showed how important our industry is when it comes to getting people to where they need to go. They made a big difference in the lives of many people, and that continues.

“I will never forget talking with a passenger during the pandemic who was battling a rare illness and needed to visit a doctor on a regular basis. She told me, ‘I don’t know what I would do if your service (VVTA) stopped.’ **It’s important to let our drivers and other employees know just how important their work is for all types of passengers — including those in dire need of transportation.”**

He added the importance of drivers has been magnified during the current shortage of such employees. It’s a challenge that VVTA and many other public transportation providers have battled for years, dating prior to the pandemic.

“Fortunately, VVTA have found success finding new drivers through hiring fairs. We also invite interested candidates to visit our facilities and see what type of work we provide,” Ackerman said.

Once interested candidates are hired as drivers, they undergo an extensive training process at VVTA that includes classroom work, exams, help with acquiring necessary permits, and 40 hours of behind-the-wheel training.

“It helps that VVTA has certified safety training managers on staff and is also a third-party testing facility for the state of California,” Ackerman said.



**Nancie Goff, CEO**



**VVTA and The San Bernardino County Sheriff's Department have joined forces to provide a powerful alliance dedicated to passenger safety.**

## GOALS AND OPPORTUNITIES

The start of a new year is a good time for public transportation providers to outline goals and expected challenges. Oftentimes, such goals and challenges are intertwined. Ackerman discussed three main challenges that many transit systems, including VVTA, are addressing — with the end goal of bringing forward a more prosperous future. They are:

- **Attracting new riders** — One of the best ways to find riders of the future is to develop programs that show young people the many benefits of using and supporting public transportation. At VVTA, that goal has included a new partnership with the San Bernardino County Transportation Authority (SBCTA) and supporting agencies, allowing all K-12 county students to ride fare free on VVTA fixed and county routes. Passengers show their student ID to the bus operator for participation. The one-year pilot project is currently available seven days a week.

Free rides are currently available as well for students attending an area charter school, and students of Victor Valley College, and Cal State University-San Bernardino. VVTA also provided



*Holding a flag that celebrates VVTA's 30-year history are employees Terika McDonald, left, and Lynette Mukes.*

free rides for everyone in the county, whether a student or not, during the entire month of October 2023. That was in celebration of the transit system's 30<sup>th</sup> anniversary.

"It's important to always reach out to new riders. Prior to last October's free ride program, we were averaging 60,000 fixed-route trips per month. During the free ride month, ridership increased to 113,000 trips," Ackerman said. **"It was exciting to see 86,000 fixed-route trips take place in November, once the fares were put back in place — proving that many new riders experienced the benefits of using our system and were willing to pay the fares."**

- **Keeping riders and drivers safe from violence** — Unfortunately,

one disturbing trend taking place within the public transportation industry involves an increase in violence directed at both passengers and drivers. To keep people safe while using VVTA services, The San Bernardino County Sheriff's Department now has a team in place, comprised of one sergeant and four deputies, assigned to the Victor Valley Transit Division. The team works directly with VVTA to enhance the safety of passengers and drivers. Passengers now see the deputies riding the buses, as well as monitoring activity at bus stops and the Victor Valley Transportation Center.

"With the VVTA and The San Bernardino County Sheriff's Department joining forces, it provides a powerful alliance dedicated to safeguarding passenger safety," **VVTA Board Chair Liz Becerra** said, in a press release. "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."

- **Getting passengers from point A to point B faster than a personal vehicle** — This third challenge corresponds with a personal goal, according to Ackerman. One option may be the development of "bus-only lanes" in certain areas of San Bernardino County.

"We currently do not have such lanes in the High Desert, but it's an option that may help VVTA provide even better and faster service in the future," Ackerman said, adding VVTA continues to enjoy strong support among local governments, business leaders and community partners.

Such support includes recognition. For example, VVTA recently received the "Spirit of the High Desert Award" during a program hosted by the Greater High Desert Chamber of Commerce. The award, presented to businesses actively contributing to the community's well-being, highlighted VVTA's contributions and dedication to enhancing the quality of life in the High Desert region.

Greater High Desert Chamber of Commerce CEO Mark Creffield commented in a press release, "Victor Valley Transit has not only demonstrated exceptional growth and innovation, but their success reflects the dynamic and resilient spirit that defines our thriving business ecosystem. This Accolade Award for Spirit of the High Desert is well-deserved, and we applaud their leadership, vision, and impact on the business landscape."

Visit [vvta.org](http://vvta.org).