



**VICTOR VALLEY TRANSIT AUTHORITY  
REGULAR MEETING OF  
THE BOARD OF DIRECTORS  
Monday, April 15, 2024, 9:30 A.M.**

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

**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: Friday, April 5, 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 March 18, 2024.***  
Recommendation: Move for approval.  
Presented by: None.

Pg. 17       ***Item #2: Warrants, February 2024.***  
Recommendation: Move for approval.  
Presented by: None.

REPORTS

Pg. 23       ***Item #3: Management Reports – Verbal Report from Chief Executive Officer.***  
Recommendation: Information item only.  
Presented by: Nancie Goff, CEO.

Including a Presentation from Stuart Geltman from TDM with an update to the COA (Comprehensive Operations Analysis) progress.

Mr. Goldman will provide an update on upcoming changes to the Brokerage model with a new partnership with Enterprise.

Pg. 35       ***Item #4: Victor Valley Transit Authority Sheriff's Division Unit Verbal Report.***  
Recommendation: Information item only.  
Presented by: VVTA, Sheriff Division Unit.

## ACTION ITEMS

### POSSIBLE CONFLICT OF INTEREST NOTICE

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

- Pg. 45      ***Item #5: Award of VVTA RFP 2024-05 Compensation and Benefits Study to Evergreen Solutions LLC, Tallahassee, FL.***  
Recommendation: Award RFP 2024-05 Compensation and Benefits study to Evergreen Solutions LLC., Tallahassee, FL, for the amount of \$24,600.00.  
Presented by: Christine Plasting, Procurement Manager.
- Pg. 49      ***Item #6: Six month extension of Intercon Contract 2020-20 and Release of RFP 2024-08 Security Services.***  
Recommendation: Approve Inter-Con Security Contract 2020-20 Amendment No. 4 not to exceed \$298,632.26 and approve the release of RFP 2024-08 Security Services.  
Presented by: Christine Plasting, Procurement Manager.
- Pg. 57      ***Item #7: Authorize the Filing of Grant Applications through the Low Carbon Transit Operations Program (LCTOP) for the 2023-24 Fiscal Year Allocations.***  
Recommendation: Adopt Resolution 24-01 authorizing the filing of Low Carbon Transit Operations Program (LCTOP) allocation requests, authorized agent forms, and certification and assurances.  
Presented by: Marie Downing, Grants Manager.
- Pg 65      ***Item #8: Closed Session***  
**BOARD BUSINESS**  
**Closed Session.**  
Personnel Matters - Government Code Section 54957(b)(1) – Public Employee Evaluation. Title: Chief Executive Officer.  
Presented by: Adam Ebright, County Counsel.

### BOARD OF DIRECTORS COMMENTS

### CORRESPONDENCE AND PRESS CLIPS

**DATE OF NEXT MEETING**

Monday, May 20, 2024, at 9:30 AM  
At Barstow City Council Chambers  
220 East Mountain View Street  
Barstow, CA 92311

**ADJOURNMENT**

## Victor Valley Transit Acronym List

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

## Victor Valley Transit Acronym List

Page 2 of 2

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

# VICTOR VALLEY TRANSIT AUTHORITY

## MISSION STATEMENT

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

### Quality

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

### Efficiency

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

### Responsiveness

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

## Victor Valley Transit Authority Meeting Procedures

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

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

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



**AGENDA ITEM  
ONE**

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VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Minutes from the Regular Meeting of the Board of Directors Conducted on March 18, 2024.**

**SUMMARY STATEMENT**

Following are copies of the minutes from the Regular Meeting of the Board of Directors conducted on March 18, 2024.

**RECOMMENDED ACTION**

Move for approval.

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Debi Albin, Clerk of the Board	N/A	April 15, 2024	1

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

**March 18, 2024  
MINUTES**

CALL TO ORDER

The Regular Meeting of the Board of Directors of the Victor Valley Transit Authority was called to order at 9:32 a.m. by Chair Noble.

ROLL CALL

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

Staff Members Present:

Juan Robinson, City of Victorville	Lt. Ryan Smith, SBCOSD
Julie Ryan, Town of Apple Valley	Sgt. Simon Demuri, SBCOSD
Cpt. 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	Shelly Calbe, VVTA
Marie Downing, VVTA	Brandon Johnson, VVTA
Angelina Calderon, Keolis	Dustin Strandberg, VVTA
Jeff Guidry, Keolis	Jonathan McDowell, Keolis
Richard Montgomery, Keolis	Cresencio Ortega, Keolis
Chris Ackerman, VVTA	Nieve Reyes, Keolis
Azusena Garcia Gallegos, Keolis	Lisa Arellano, Keolis
Steven Agcaoili, Keolis	Tammy Colosimo, Keolis

PLEDGE OF ALLEGIANCE

Chair Noble led the audience in the pledge of allegiance.

ANNOUNCEMENTS

Ms. Goff reminded the Board that CalAct Spring Conference is taking place in San Diego, April 15-18<sup>th</sup>, and please let Ms. Albin know if you are planning to attend.

Today is National Transit Employee Appreciation Day, Ms. Goff shared; there is a banner on VVTA's website where VVTA's Marketing Department added a link so that the public could offer their appreciation for their favorite driver or employee. VVTA also contributed Nothing Bundt Cakes to all employees as well as Arrowhead Credit Union distributing cupcakes.

Ms. Goff also shared that Keolis had a Kona Ice truck come last Friday.

Ms. Goff announced that Keolis is awarding Employee of the Month to two (2) Barstow employees, Azusena Garcia Gallegos and Steven Agcaoili, along with Nieve Reyes from the Hesperia yard.

Lastly, Ms. Goff said that this coming Saturday, March 23 at 8:00 am, VVTA will be hosting the California Regional Rodeo; the VVTA Rodeo was held last month.

### PUBLIC COMMENTS

None.

### CONSENT CALENDAR

1. **Minutes from the Regular Meeting of the Board of Directors Conducted on January 16, 2024.**  
Recommendation: Move for approval.  
Presented by: None.
2. **Warrants, December 2023, and January 2024.**  
Recommendation: Move for approval.  
Presented by: None.

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

### REPORTS

3. **Management Reports for Hesperia and Barstow Divisions – Verbal Report from Chief Executive Officer.**  
Recommendation: Information item only.  
Presented by: Nancie Goff, CEO.

At the February meeting, SBCTA Transit Committee approved the TIRCP allocations as initially recommended, Ms. Goff shared. However, VVTA has been advised that due to the State's budget deficit, the second round of funding is unlikely to be approved.

Ms. Goff addressed a advisory watch on SB926 (reintroduction of SB397, which was pulled from being heard due to several concerns). Ms. Goff stated that this Senate Bill would develop a plan to consolidate all transit operations in the Bay Area. If this Bill passes, it could have implications for all counties in California.

Lastly, Ms. Goff commented on the continuing increase in ridership; while it is not pre-pandemic levels, ridership is increasing at a steady rate. Ms. Goff also mentioned that it is the Sheriff's department one-year anniversary of starting their contract with VVTA.

4. **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 600 contacts, including 12 uniformed officer rides on the buses. There were also fourteen (14) arrests. Sgt Demuri also stated that this first year with VVTA has been quite successful and is possibly contributing to the increase in ridership.

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

Recommendation: Receive and File.

Presented by: Maged Azer, CFO

Mr. Azer said that 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, must 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.

VVTA had no findings or recommendations and the auditors found VVTA in full compliance, Mr. Azer stated.

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

Mr. Strandberg shared with the Board some of the manufacturing issues with buses. VVTA has had several buses on order; some were cancelled when El Dorado recently announced it was going out of business. Along with El Dorado, Nova and Proterra have also ceased operations or are moving out of the country. Mr. Strandberg also stated that battery electric buses are not a suitable option for VVTA because their range is too short and refueling is too lengthy.

Currently, Mr. Strandberg said, there is only one (1) manufacturer of fuel cell buses, New Flyer, limiting competition. Mr. Strandberg also mentioned delays in compressed natural gas (CNG) paratransit bus deliveries due to manufacturers needing the California Air Resources Board (CARB) to approve CNG certification. All in all, transit agencies throughout the state are experiencing the same pains as VVTA.

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

Recommendation: Information item only.

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

BOARD COMMENTS

Director Bird wished all employees a happy National Transit Employees Appreciation Day and stated that everyone is doing a great job.

Director Jeanette thanked all the women in transit for celebrating National Women's Month.

Direct Emick announced that the State of the Town will take place on April 10, 2024.

Chair Noble wished to congratulate the employees of the month once again.

DATE OF NEXT MEETING

The next Board meeting will be on Monday, April 15, 2024, at 9:30 am at Victor Valley Transit Authority, 17150 Smoke Tree Street, Hesperia, CA 92345.

ADJOURNMENT

The meeting was adjourned at 10:56 am.

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

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



**AGENDA ITEM  
TWO**

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VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Payrolls and Warrants for February 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>
02-09-2024	\$96,735.49	PR019-02-24
02-23-2024	\$96,671.57	PR-20-02-24
<b>Total Payroll</b>	<b>\$ 193,407.06</b>	

**Agency's Register of Warrants**

<u>Register Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Register #</u>
02-09-2024	\$3,962,496.20	640-668	AP-02-2024
02-16-2024	\$2,293,369.59	641-690	AP-02-2024
02-22-2024	\$386,669.27	691-704	AP-02-2024
2-29-2024	\$1,009,732.11	705-732	AP-02-2024
	<b>\$7,652,267.17</b>	*6 VEHICLES \$762,506.25 EACH	

**RECOMMENDED ACTION**

Approve VVTA's expenditures for February 2024.

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Maged Azer CFO	\$ 7,845,674.23	April 15, 2024	2

**Victor Valley Transit Authority  
Parent Company  
Check Register  
February 1, 2024 - February 29, 2024**

<b>Document Num</b>	<b>Vendor</b>	<b>Date</b>	<b>Amount (Gross)</b>
00000060/1	Elizabeth Becerra	2/2/2024	\$200.00
00000060/2	EMICK Curt Emick	2/2/2024	\$200.00
00000060/3	JEANNETTEJ	2/2/2024	\$200.00
00000060/4	VILLAREALE	2/2/2024	\$200.00
00000060/5	4IMPRINT	2/2/2024	\$9,770.35
00000061/1	Model 1 Commercial Vehicles, Inc.	2/7/2024	\$762,506.24
00000061/2	Model 1 Commercial Vehicles, Inc.	2/7/2024	\$762,506.24
00000061/3	Model 1 Commercial Vehicles, Inc.	2/7/2024	\$762,504.25
640	CAPPO	2/8/2024	\$280.00
641	Charter - ADMIN	2/8/2024	\$149.89
642	Charter - CNG	2/8/2024	\$166.16
643	Charter - DSTFIBER	2/8/2024	\$749.00
644	Charter - FIBER	2/8/2024	\$1,649.00
645	Charter - FIBERBAT	2/8/2024	\$820.00
646	Charter - SEC	2/8/2024	\$319.98
647	Charter - TV	2/8/2024	\$212.57
648	Charter - WEB	2/8/2024	\$269.98
649	City of Victorville - ADM (Lease)	2/8/2024	\$39,910.78
650	EDISON - BEB	2/8/2024	\$11,289.84
651	El Chicano - Inland Empire Community Newspapers	2/8/2024	\$94.50
652	FRONTIERBAT	2/8/2024	\$197.79
653	HIDESERTCOM HI-Desert Communications	2/8/2024	\$1,308.00
654	KONICA Konica Minolta Business Solutions	2/8/2024	\$1,082.19
655	LABORFNDRS	2/8/2024	\$1,055.20
656	NIGP - National Institute Of Governmental Purchasing	2/8/2024	\$290.00
657	PINN	2/8/2024	\$28,792.67
658	PLIC Principal Life Insurance Company	2/8/2024	\$2,721.15
659	RING	2/8/2024	\$5,154.52
660	SDRMA	2/8/2024	\$3,201.37
661	Sonic Systems, Inc.	2/8/2024	\$8,950.00
662	Edison - ADM Southern California Edison	2/8/2024	\$12,529.26
663	STATEFUND State Compensation Insurance Fund	2/8/2024	\$1,218.16
664	SWG-DST	2/8/2024	\$28.79
665	SWGAs-BAT	2/8/2024	\$6,156.57
666	TIMBER	2/8/2024	\$1,750.00
667	Verizon Lines	2/8/2024	\$7,931.43
668	VERIZONCONNECT	2/8/2024	\$1,119.82
00000062/1	Model 1 Commercial Vehicles, Inc.	2/9/2024	\$762,506.25

00000062/2	Model 1 Commercial Vehicles, Inc.	2/9/2024	\$762,504.25
00000063/1	Keolis	2/13/2024	\$1,468,853.87
00000063/2	Keolis	2/13/2024	\$435,488.76
670	ADA RIDE	2/15/2024	\$3,818.50
671	All American Fence	2/15/2024	\$23,594.36
672	Allied Universal Security Services	2/15/2024	\$4,052.23
673	BROADLUX	2/15/2024	\$21,380.00
674	City Of Victorville - CNG	2/15/2024	\$8,990.50
675	Edison-CNG	2/15/2024	\$18,781.51
676	Fast Trac Tractor Service	2/15/2024	\$970.00
677	FOOT	2/15/2024	\$1,280.00
678	HIDESERTALARM	2/15/2024	\$196.20
679	INTER	2/15/2024	\$14,247.19
680	LABORFNDRS	2/15/2024	\$844.16
681	SanBernLegal San Bernardino County - LEGAL	2/15/2024	\$563.75
682	SWG-ADM	2/15/2024	\$1,403.50
683	SWG-MAINT	2/15/2024	\$6,997.95
684	SWG-WASH	2/15/2024	\$1,710.57
685	TRONA Trona Community Senior Center	2/15/2024	\$2,846.16
686	AMERICAN AMERICAN NEWS - The San Bernardino American	2/15/2024	\$257.35
687	CDW CDW Government Inc	2/15/2024	\$685.00
688	CITY OF BARSTOW - Utility Billing	2/15/2024	\$443.42
689	LOOMIS	2/15/2024	\$964.28
690	RP Zirges Consulting	2/15/2024	\$718.75
00000067/1	Pro Finish Painting, Inc.	2/16/2024	\$59,227.50
00000067/2	SYNC	2/16/2024	\$214,589.78
00000067/3	SYNC	2/16/2024	\$464.30
691	AVCOM	2/22/2024	\$1,163.58
692	City Of Victorville - Utility Billing	2/22/2024	\$1,392.95
693	CLEAN	2/22/2024	\$11,299.35
694	EDISON-BAT	2/22/2024	\$3,196.66
695	EDISON-CNGBAT	2/22/2024	\$5,139.94
696	FEDEX Federal Express Corp.	2/22/2024	\$115.82
697	INTER	2/22/2024	\$24,103.45
698	LABORFNDRS	2/22/2024	\$1,869.40
699	Protected Protected Pest Control, Inc.	2/22/2024	\$125.00
700	SWG-CNG	2/22/2024	\$151,893.53
701	BECKOIL	2/22/2024	\$5,186.21
702	RP Zirges Consulting	2/22/2024	\$373.75
703	US National Corp, dba Jimenez Painting	2/22/2024	\$163,856.00
704	Dana Curtis	2/26/2024	\$650.00
00000070/1	TYPESETGO	2/27/2024	\$2,177.63
00000073/1	Keolis	2/28/2024	\$14,000.00
00000073/2	Keolis	2/28/2024	\$126.00
00000074/1	Model 1 Commercial Vehicles, Inc.	2/29/2024	\$745,498.65
705	ABUNDANT	2/29/2024	\$2,975.00
706	AVR AVR Vanpool	2/29/2024	\$4,163.00

707	Amazon Business	2/29/2024	\$1,503.71
708	BONNIE	2/29/2024	\$1,857.29
709	Charter - FIBERBAT	2/29/2024	\$820.00
710	CLEAN	2/29/2024	\$29,439.66
711	COMMUTE Commute With Enterprise	2/29/2024	\$123,388.00
712	DIVERSIFIED GLASS	2/29/2024	\$2,098.00
713	El Chicano - Inland Empire Community Newspapers	2/29/2024	\$81.00
714	FEDEX Federal Express Corp.	2/29/2024	\$66.99
715	Golden State Water Company ADM	2/29/2024	\$274.96
716	Golden State Water Company CNG	2/29/2024	\$545.61
717	Golden State Water Company FP	2/29/2024	\$43.26
718	Golden State Water Company SPRNK1	2/29/2024	\$309.60
719	Golden State Water Company SPRNK2	2/29/2024	\$286.51
720	HESPERIAWTR	2/29/2024	\$3,859.24
721	High Desert Lock & Safe	2/29/2024	\$296.78
722	LABORFNDRS	2/29/2024	\$1,055.20
723	PATTERSON	2/29/2024	\$193.95
724	PLIC Principal Life Insurance Company	2/29/2024	\$2,721.15
725	PrintMart	2/29/2024	\$1,329.33
726	SKILL Skillpath	2/29/2024	\$7,812.00
727	SWG-DST	2/29/2024	\$93.02
728	SWGAs-BAT	2/29/2024	\$4,810.37
729	SWGAsBAT - CNG	2/29/2024	\$27,369.15
730	TMD Transportation Management & Design	2/29/2024	\$36,496.59
731	U.S Treasury	2/29/2024	\$2,053.14
732	Verizon Lines	2/29/2024	\$8,290.95
			<b>\$7,652,267.17</b>

**AGENDA ITEM  
THREE**

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VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Management reports.**

**SUMMARY STATEMENT**

The attached Performance Reports are presented to the Board of Directors to provide an overview of the transit system's costs and performance.

- Keolis invoice for February 2024.
- Monthly Performance Statistics Systemwide Summary.
- Monthly Ridership Report.
- Monthly ADA Denial Report.
- Monthly Road Call Report.
- Keolis On Time Performance Report.
- Update from Stuart Geltman regarding the Comprehensive Operations Analysis.
- Update from Director of Operations, Rod Golman regarding upcoming changes to the Brokerage Model,

**RECOMMENDED ACTION**

Information items only.

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Nancie Goff, CEO	N/A	April 15, 2024	3



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

**INVOICE NO. 0060236-IN**

**BILL TO** Victor Valley Transit Authority  
 17150 Smoke Tree St.  
 Hesperia, CA 92345  
  
 Attention: Mrs. Nancie Goff  
 Chief Executive Officer

**DATE** 3/5/2024

**CONTRACT NAME:**  
 Victor Valley Transit

**MONTH** February 2024

**BILLING PERIOD** 02/01/2024 - 02/29/2024

	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	2,326.30	3,029.48		\$226,325.73	\$294,738.11	\$68,412.38	\$1,837,779.16	\$2,243,801.62	\$406,022.46
Subscription	944.20	898.49		\$91,861.22	\$87,414.09	(\$4,447.13)	\$725,846.95	\$730,687.33	\$4,840.38
Microlink	2,048.80	508.66		\$199,327.75	\$49,487.53	(\$149,840.22)	\$910,497.89	\$344,242.60	(\$566,255.29)
Regional Fixed Rt	10,401.50	10,374.83	(27.44)	\$938,527.35	\$936,120.91	(\$2,406.43)	\$7,635,215.33	\$7,558,111.40	(\$77,103.93)
Route 15	696.50	693.40	(3.07)	\$62,845.20	\$62,565.48	(\$279.71)	\$511,216.56	\$506,376.43	(\$4,840.13)
Fort Irwin	482.20	482.16	-	\$52,256.01	\$52,251.68	(\$4.33)	\$412,480.13	\$407,513.31	(\$4,966.82)
<b>SUBTOTALS</b>	<b>16,899.50</b>	<b>15,987.02</b>	<b>(30.51)</b>	<b>\$1,571,143.25</b>	<b>\$1,482,577.80</b>	<b>-\$88,565.45</b>	<b>\$12,033,036.02</b>	<b>\$11,790,732.69</b>	<b>-\$242,303.33</b>

**TOTAL INVOICE**

**\$1,482,577.80**

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

Manager's Signature and Business Phone



INVOICE NO. 0060237-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 3/5/2024

CONTRACT NAME:  
Victor Valley Transit

Attention: Mrs. Nancie Goff  
Chief Executive Officer

MONTH February 2024

BILLING PERIOD 02/01/2024 - 02/29/2024

	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	1,830.10	1,823.42	(6.66)	\$165,129.92	\$164,527.19	(\$602.74)	\$1,348,266.10	\$1,338,045.37	(\$10,220.73)
Barstow-Fixed Route	1,791.70	1,790.48	(1.21)	\$161,665.09	\$161,555.01	(\$110.08)	\$1,317,132.40	\$1,310,726.06	(\$6,406.34)
Barstow-County	744.50	737.43	(1.30)	\$67,176.24	\$66,538.31	(\$637.93)	\$546,720.24	\$541,514.71	(\$5,205.53)
Barstow-DAR	325.80	356.78		\$31,697.08	\$34,711.13	\$3,014.04	\$257,405.45	\$297,192.09	\$39,786.64
<b>SUBTOTALS</b>	<b>4,692.10</b>	<b>4,708.11</b>	<b>(9.17)</b>	<b>\$425,668.33</b>	<b>\$427,331.63</b>	<b>\$1,663.30</b>	<b>\$3,469,524.19</b>	<b>\$3,487,478.23</b>	<b>\$17,954.04</b>

TOTAL INVOICE

\$427,331.63

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

Manager's Signature and Business Phone



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

**Performance Statistics for February**

<b>Mode</b>	<b>Passengers</b>	<b>Revenue Hours</b>	<b>Operating Costs</b>	<b>Passenger Revenue</b>	<b>Passengers Per Rev. Hour</b>	<b>Operating Cost Per Passenger</b>	<b>Operating Cost Per Rev. Hour</b>	<b>Passenger Revenue Per Passenger</b>	<b>Passenger Revenue Per Rev. Hour</b>	<b>Farebox Recovery Ratio</b>
Bus (Motorbus)	75,620	15,388.4	\$1,701,337	\$100,769	4.9	\$22.50	\$110.56	\$1.33	\$6.55	5.92%
Commuter Bus	2,738	482.2	\$78,561	\$540	5.7	\$28.69	\$162.94	\$0.20	\$1.12	0.69%
Demand Response	11,674	5,006.1	\$537,235	\$62,743	2.3	\$46.02	\$107.32	\$5.37	\$12.53	11.68%
<b>System Total</b>	<b>90,032</b>	<b>20,876.7</b>	<b>\$2,317,132</b>	<b>\$164,052</b>	<b>4.3</b>	<b>\$25.74</b>	<b>\$110.99</b>	<b>\$1.82</b>	<b>\$7.86</b>	<b>7.08%</b>



# Monthly Ridership Report

February, 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)	58,488	75,620	4.0	4.9	5.93%	5.92%
Commuter Bus	3,491	2,738	7.6	5.6	48.54%	0.69%
Demand Response	8,888	11,674	2.4	2.3	7.08%	11.68%
<b>System Total</b>	<b>70,867</b>	<b>90,032</b>	<b>3.7</b>	<b>4.3</b>	<b>7.65%</b>	<b>7.08%</b>

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ADA Dispatch Denial Report For the Month of February 2024

Date	Reservationist Name	Passenger Name	Time Requested	Reason for Denial	Alternate Ride Provided
All Rides Negotiated					

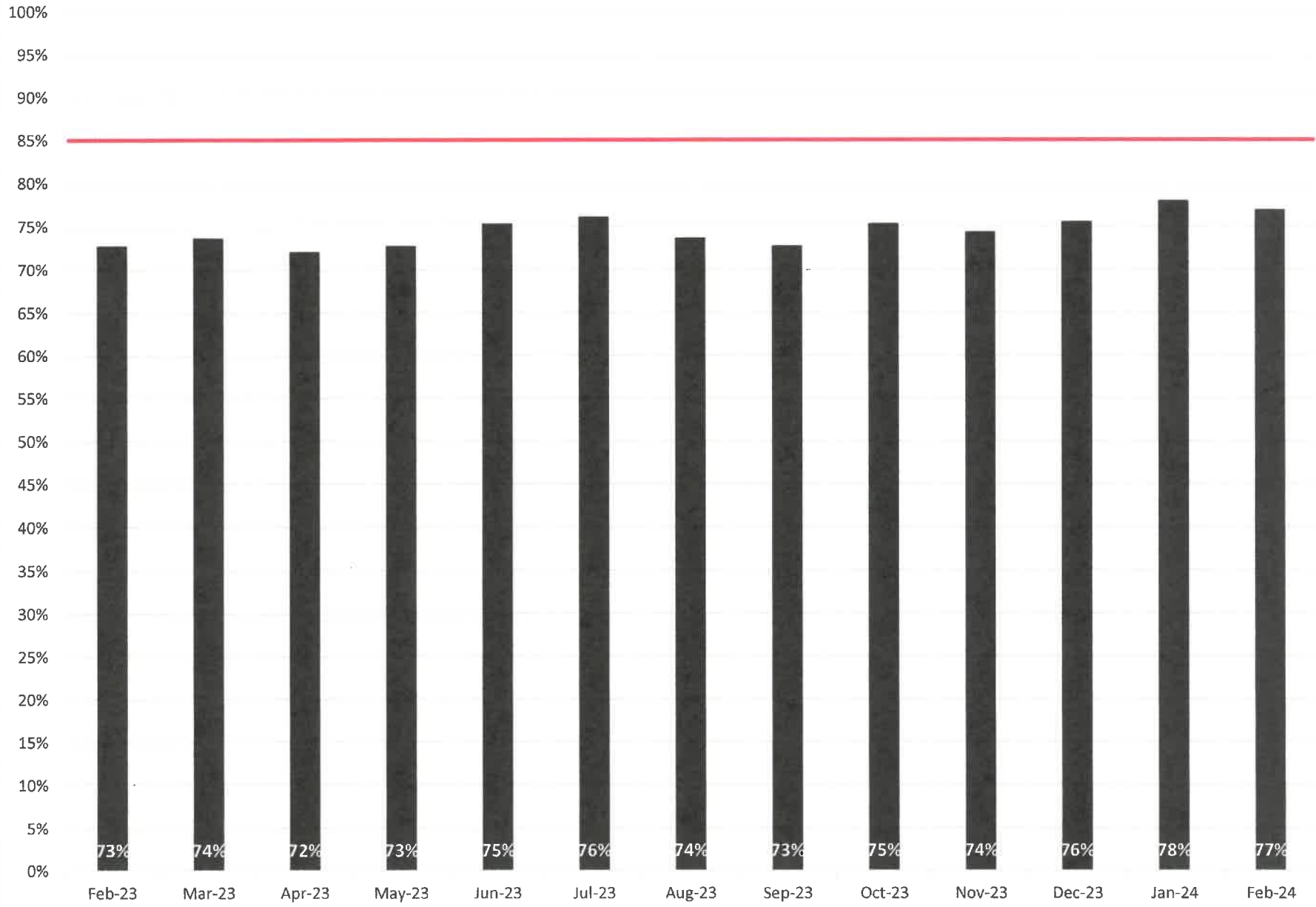
**FEBRUARY**  
**Major and Non-Major**  
**Miles Between Road Calls**

<b>Total Miles</b>	<b>FY 2023</b>	<b>FY 2024</b>
Demand Response	54,469	67,909
Commuter Bus	17,720	18,809
Motor Bus	259,422	274,834
<b>Total Miles</b>	<b>331,611</b>	<b>361,552</b>

<b>Total Road Calls</b>	<b>FY 2023</b>	<b>FY 2024</b>
Demand Response	6	3
Commuter Bus	2	0
Motor Bus	32	24
<b>Total Road Calls</b>	<b>40</b>	<b>27</b>

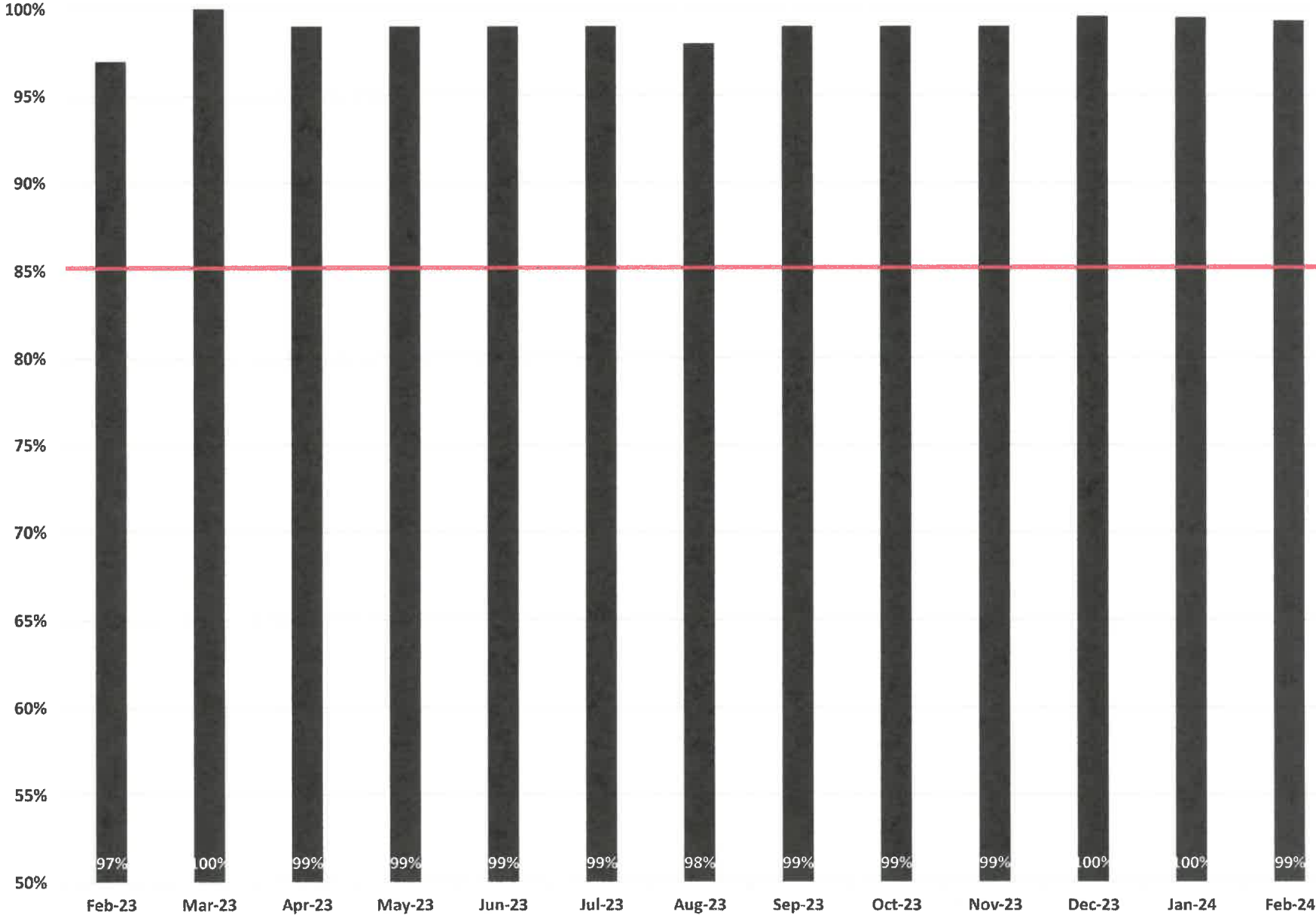
<b>Miles Between Road Calls</b>	<b>FY 2022</b>	<b>FY 2024</b>
Demand Response	9,078	22,636
Commuter Bus	17,752	18,809
Motor Bus	8,107	11,451
<b>Total System</b>	<b>34,937</b>	<b>52,897</b>

### OTP - Fixed Route





### OTP - Direct Access



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**AGENDA ITEM  
FOUR**

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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.

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
VVTA Sheriff Division Unit	N/A	April 15, 2024	4

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**DISCLOSURE  
POTENTIAL  
CONFLICTS OF  
INTEREST ISSUES**

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# VICTOR VALLEY TRANSIT AUTHORITY

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

## MEMORANDUM

**Date:** April 15, 2024

**To:** Victor Valley Transit Board of Directors

**From:** Victor Valley Transit Executive Director

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

Staff hereby provides the Victor Valley Transit Board of Directors with a listing of principals and subcontractors associated with action items on the agenda for the Board April 15, 2024 meeting.

Agenda Item No.	Contract No.	Principals and Agents	Subcontractors
5	RFP 2024-05 Compensation & Benefits study	Evergreen 2528 Barrington Circle #201 Tallahassee, FL 32308	
5	RFP 2024-05 Compensation & Benefits study	BTS Consulting 9926 NW 29 <sup>th</sup> Street Doral, FL 33172 786-395-6706 Rene Bueno, Leticia Castro	
5	RFP 2024-05 Compensation & Benefits study	Gallagher Formerly known as Koff & Associates Formerly known as Kaneko & Krammer 2835 Seventh Street Berkeley, CA 94710 510-658-5633 Georg S. Krammer Katie Kaneko	
5	RFP 2024-05 Compensation & Benefits study	Maven Workforce 185 Hudson Street, Suite 2500 Jersey City, NJ 07311 732-623-9824 Vikram Wadhawan Sreekanth S Justin George	

5	RFP 2024-05 Compensation & Benefits study	Ready Set Solutions 548 Market Street, PMB 98302 San Francisco, CA 94104 Y-Vonne Hutchinson Dr. Charnetta Brown-Griffin	
5	RFP 2024-05 Compensation & Benefits study	REDW, LLC 8801 Horizon Blvd. NE, Suite 401 Albuquerque, NM 87113 505-998-3200 Cristin Heyns-Bousliman, Esq. Rachel Overmier	
5	RFP 2024-05 Compensation & Benefits study	RS Squared - The Hive Consulting 2108 N. Street, Suite N Sacramento, CA 95816 619-505-9305 Rex Sanders Rafael Silva Terri Levels	
5	RFP 2024-05 Compensation & Benefits study	SBLB LLC 6517 Mesa Ridge Ct. Fort Worth, TX 76137 817-721-9554 Robert Babbitt Krik A. Scott Timothy Lett Kenneth Fischer	
5	RFP 2024-05 Compensation & Benefits study	The Segal Group (formerly known as Segal Waters) 500 North Brand Boulevard, Suite 1400 Glendale, CA 91203 202-833-6452 Patrick Bracken Bob Mitchell James Brittain Greg Saylor Colin Grant	

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



# VICTOR VALLEY TRANSIT AUTHORITY

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

## Conflict of Interest Form

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

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

### I. Board Member Information

Board Member Name	City/County Name	Meeting Date

### II. Campaign Contributions

- I have a disqualifying campaign of over \$250 From \_\_\_\_\_  
(Name of Company and/or individual)  
and therefore I am abstaining from participation on Agenda Item \_\_\_\_\_ Subject: \_\_\_\_\_
- I have a disqualifying campaign of over \$250 from \_\_\_\_\_  
(Name of Company and/or individual)  
and therefore I am abstaining from participation on Agenda  
item \_\_\_\_\_ Subject: \_\_\_\_\_
- I have a disqualifying campaign of over \$250 from \_\_\_\_\_  
(Name of Company and/or individual)  
and therefore I am abstaining from participation on Agenda item \_\_\_\_\_ Subject: \_\_\_\_\_

### III. Financial Interest

- I have a financial interest of \_\_\_\_\_,  
from/in \_\_\_\_\_  
(State income, real property interest, or business position) (Identify company or property location)  
and therefore I am abstaining from participation on Agenda Item \_\_\_\_\_ Subject: \_\_\_\_\_
- I have a financial interest of \_\_\_\_\_,  
from/in \_\_\_\_\_  
(State income, real property interest, or business position) (Identify company or property location)  
and therefore I am abstaining from participation on Agenda Item \_\_\_\_\_ Subject: \_\_\_\_\_

### IV. Signature

Board Member Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

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

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**AGENDA ITEM  
FIVE**

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VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Award of VVTA RFP 2024-05 Compensation and Benefits Study to Evergreen Solutions LLC, Tallahassee, FL.**

**SUMMARY STATEMENT**

On January 16, 2024, the VVTA Board of Directors approved the release of RFP 2024-05 Compensation and Benefits Study. VVTA released the RFP on January 19, 2024. There was one (1) Addendum and the due date for proposals was on Thursday, February 22, 2024. Eleven (11) proposals were received.

Of the eleven (11) received, two (2) were deemed non-responsive. The RFP stated that the award would be to the responsive and responsible proposer whose evaluation score was the highest. The evaluation committee met on Thursday, March 28, 2024, with the following results:

Business and Trade Services, Inc, Doral, FL	83.76
Evergreen Solutions, LLC., Tallahassee, FL	131.89
Koneko/Krammer (nka Gallagher), Berkley, CA	118.89
Maven Workforce, Jersey City, NJ	44.45
Ready Set Solutions, San Francisco, CA	66.15
REDW, LLC., Albuquerque, NM	114.64
RS Squared – The Hive, Sacramento, CA	93.34
SBLB, LLC., Ft. Worth, TX	64.88
Segal Waters, Glendale, CA	99.56

The recommendation is to award Evergreen Solutions, LLC, Tallahassee, FL the highest scoring proposal, in the amount of \$24,600.00.

This project is being funded with LTF funds.

**RECOMMENDED ACTION**

Award RFP 2024-05 Compensation and Benefits study to Evergreen Solutions LLC., Tallahassee, FL, for the amount of \$24,600.00.

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Christine Plasting Procurement Manager	\$24,600.00	April 15, 2024	5

2024-05 COMPENSATION AND BENEFITS STUDY  
EVALUATOR SCORE TABULATION

Technical Evaluation:

Evaluation Criteria	Weight Factor	Company	E1	E2	E3	Total
1	25					
		C-1	1	3	2	10.00
		C-2	4	4	3	18.33
		C-3	4	4	4	20.00
		C-4	1	2	2	8.33
		C-5	1	2	2	8.33
		C-6	1	4	2	11.67
		C-7	1	3	3	11.67
		C-8	1	3	3	11.67
		C-9	4.5	5	5	24.17

COMMENTS

2	30					
		C-1	1.5	3	2	13
		C-2	3.5	5	3	23
		C-3	4	4	4	24
		C-4	1.5	2	3	13
		C-5	2	3	2	14
		C-6	3	3	3	18
		C-7	2	4	3	18
		C-8	2.5	5	3	21
		C-9	4	5	5	28

COMMENTS

3	40					
		C-1	1	3	2	16.00
		C-2	4.5	4	4	33.33
		C-3	4	4	4	32.00
		C-4	2.5	2	3	20.00
		C-5	3	2	2	18.67
		C-6	3	5	5	34.67
		C-7	2	4	3	24.00
		C-8	2	3	2	18.67
		C-9	4	5	5	37.33

COMMENTS

TOTAL		C-1	C-2	C-3	C-4	C-5	C-6	C-7	C-8	C-9
		22.17	76.00	76.00	31.67	38.00	44.33	31.67	34.83	79.17
	Max 95	57.00	82.33	76.00	38.00	44.33	76.00	69.67	69.67	95.00
		38.00	63.33	76.00	50.67	38.00	63.33	57.00	50.67	95.00
		39.06	73.89	76.00	40.11	40.11	61.22	52.78	51.72	89.72

Cost Evaluation	Cost
Max 40 points	Score
BTS	24.70
Evergreen	40.00
Koneko/ Krammer	25.89
Maven	4.34
Ready Set Sol.	7.37
REDW	35.08
The Hive	20.56
SBLB	13.16
Segal Waters	9.84

Total Score (Max 160)	Technical	Cost Score	Reference Score (20)	DBE (5)	Total
BTS	39.06	24.70	20	0	83.76
Evergreen	73.89	40.00	18	0	131.89
Koneko/ Krammer	76.00	25.89	17.00	0	118.89
Maven	40.11	4.34	0	0	44.45
Ready Set Sol.	40.11	7.37	18.67	0	66.15
REDW	61.22	35.08	18.33	0	114.64
The Hive	52.78	20.56	20.00	0	93.34
SBLB	51.72	13.16	0	0	64.88
Segal Waters	89.72	9.84	0	0	99.56

*Christine Plating 3/28/2024*



**AGENDA ITEM  
SIX**

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VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Six month extension of Intercon Contract 2020-20 and Release of RFP 2024-08 Security Services.**

**SUMMARY STATEMENT**

On July 20, 2020, the VVTA Board of Directors approved the award for contract 2020-20 to Inter-Con Security for the security guard services provided at the Victorville Transportation Center, the 395/Joshua Park and ride lot in Hesperia, as well as the Hesperia Operations and Maintenance location. This contract expires at the end of June 2024.

However, the Infrastructure Investment and Jobs Act (IIJA) Nov. 15<sup>th</sup>, 2021, created a new program requirement for large urban recipients to spend at least 0.75% for safety and 1% for security related projects. Therefore, staff plans to revise the procurement RFP efforts to include language applicable to a federal procurement so that VVTA has the option to use this contract to satisfy this new federal requirement.

Staff are requesting the Board of Directors approve a 6-month contract extension with Inter-Con in order to allow time for the federal RFP process and to ensure continuity of the safety of VVTA passengers and staff. At the current rate, the contract extension is not to exceed \$298,632.26.

Staff requests that the Board:

1. Approve the 6-month extension to Inter-Con security not to exceed \$298,632.26.
2. Approve the release of VVTA RFP 2024-08 Security Guard Services.

Payment for the contract extension will be included in the FY 25 budget.

**RECOMMENDED ACTION**

Approve Inter-Con Security Contract 2020-20 Amendment No. 4 not to exceed \$298,632.26 and approve the release of RFP 2024-08 Security Services.

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Christine Plasting Procurement Manager	\$298,632.26	April 15, 2024	6

## VVTA RFP 2024-08 SECURITY SERVICES ATTACHMENT A – SCOPE OF WORK

The Victor Valley Transit Authority (VVTA) is seeking the services of a Contractor to provide unarmed security guard services at various Transit Center locations within VVTA's service area. Security guard service is currently being contracted for the Victor Valley Transportation Center located on D and 6th Street in Victorville (M-F 6:30AM to 9:30PM; Sat 7:30AM to 8:30PM; Sunday 8:30AM to 6:30PM); and at the Hesperia Park & Ride lots located at Joshua and Route 395 (M-F 6:00AM to 9:00PM.)

### **A. HESPERIA PARK AND RIDE LOT (HWY 395 AND JOSHUA AVE)**

1. One guard per shift is required for this location.
2. Contractor shall make random rounds on foot throughout all parking areas. A minimum of one trip per hour is required; documentation is required in reports, use of confirmation method is required.
3. Contractor staff shall provide high visibility as a crime deterrent.
4. Contractor shall prepare and submit, by the 8<sup>th</sup> day of the following month, a monthly report of activities, incidents, issues etc. in a format acceptable to VVTA.
5. Contractor shall report to VVTA immediately any incident requiring police / fire involvement.

### **B. VICTOR VALLEY TRANSPORTATION CENTER**

The Victor Valley Transportation Center is a 4.88-acre site located on D Street at 6th Street in the City of Victorville including a 5,720 square foot building, a bus boarding/alighting area, a park and ride lot, and a Greyhound ticket office. The parking area holds 170 vehicles. The bus boarding and alighting area accommodates approximately 17 Greyhound buses per day, one Amtrak bus, an occasional Sheriff Department drop off from local prisons, and VVTA bus routes which will stop around the island up to 16 times per day each between approximately 6:30 AM and 9:30 PM Monday through Friday and 7:30 am and 8:30 pm Saturdays and 8:30 am to 6:30 pm Sundays. There are also 10 outdoor bicycle lockers. These times are subject to change with a minimum of 5 days' notice to the Contractor.

1. One guard per shift is required for this location.
2. Contractor shall make random rounds on foot throughout all parking areas. A minimum of one trip per hour is required; documentation is required in reports, use of a confirmation method is required (Preferably a tap system set up throughout the location).
3. Contractor shall meet all VVTA buses arriving at the Victor Valley Transportation Center.
4. Contractor staff shall handout VVTA bus schedules when requested
5. Greyhound is the major tenant of the Transportation Center. The entrance facing west will be the primary entrance to the facility. The Guards are required to unlock these doors when they start the first shift to allow the public access to the facility. The restrooms are located through this entrance. There will be an assigned restroom at the location in the future that will be used by Guards, VVTA, and other contractor Staff only. The Guards shall enforce this rule.

## VVTA RFP 2024-08 SECURITY SERVICES ATTACHMENT A – SCOPE OF WORK

6. The guards will be required to check the restrooms as part of their sweep of the building to ensure homeless people do not take up residence of the facility nor use the facility in a manner not appropriate in a restroom (example: bath, shower, sleeping, etc....) The guards are required to sweep the entire facility, inside and out, to ensure there are no homeless people before their shift ends. At the end of the second shift, the guard is to make sure all doors are locked before they leave.
5. VVTA will provide an office within the Transportation Center.
  - a. The contractor is responsible for keeping the office clean & neat.
  - b. At termination of the contract, the Contractor shall return the office to VVTA in the same condition as received excepting normal wear and tear. VVTA will withhold the final payment pending office inspection.
  - c. Contractor shall bear the expense to return the office to VVTA in an acceptable condition.
6. VVTA shall provide telephone service to this office.
  - a. The Contractor shall monitor the surveillance system including the functionality of the cameras and computer.
  - b. Contractor shall notify VVTA of any malfunctions of the security camera system within 15 minutes of any occurrence.
    - a. Unauthorized use of the VVTA supplied computer by Contractor will result in a \$50.00 Liquidated Damages assessment against the Contractor per occurrence.
    - b. Unauthorized use includes, but is not limited to, playing games, personal use, or any other unauthorized use.
7. The City of Victorville provides keys to VVTA to provide to the security guards.
  - a. Should a guard be terminated from employment, the Contractor must require the guard to return the keys provided. If the guard who is no longer employed by the Contractor does not return the key provided, replacing the locks on the facility will be at the sole cost of the contractor.
7. Contractor shall prepare and submit by the 8<sup>th</sup> day of the following month a monthly report of activities, incidents, issues etc. The report must be in a format acceptable to VVTA.
8. Contractor shall report to VVTA immediately (but not later than 15 minutes) of any incident requiring police (example, drug dealing, etc.) fire, or EMS involvement.

### **C. HESPERIA MAINTENANCE AND OPERATIONS FACILITY**

The Hesperia Operations and Maintenance Facility is an approximate 10-acre site located on E Avenue and Smoke Tree Street in the City of Hesperia. The parking area holds 170 vehicles. The coverage of

## VVTA RFP 2024-08 SECURITY SERVICES ATTACHMENT A – SCOPE OF WORK

the Parking lots and are per day each between approximately 6:30 AM and 9:30 PM Monday through Friday and 7:30 am and 8:30 pm Saturdays and 8:30 am to 6:30 pm Sundays.

1. One guard per shift is required for this location.
2. Contractor shall make random rounds on foot throughout all parking areas. A minimum of one trip per hour is required; documentation is required in reports, use of a confirmation method is required (Preferably a tap system set up throughout the location).
3. Contractor shall prepare and submit by the 8<sup>th</sup> day of the following month a monthly report of activities, incidents, issues etc. The report must be in a format acceptable to VVTA.
4. Contractor shall report to VVTA immediately (but not later than 15 minutes) of any incident requiring police (example, drug dealing, etc.) fire, or EMS involvement.

### **D. HUMAN TRAFFICKING TRAINING**

The FTA requires all third-party contractors to be trained in the identification and awareness of Human Trafficking. VVTA will provide the training to the contractor.

### **E. Holidays**

VVTA does not provide bus service and does not require security services on New Year's Day, MLK Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

### **F. MANPOWER**

VVTA expects the Contractor to supply reliable, bonded, and well-trained personnel. VVTA will provide training on VVTA bus information. VVTA will not accept casual labor. VVTA requires minimal turnover in personnel assigned to each site. Contractor shall provide to VVTA a daily and monthly report of personnel who have worked on this project with hours and shifts manned. VVTA will provide the daily report forms upon award of the contract. In addition, a monthly report of any changes in on-site personnel shall also be supplied to VVTA. These reports must be provided to VVTA by the 8<sup>th</sup> day of each following month for the entire term of the contract.

All workers shall have sufficient skill and experience to perform the Work assigned to them. VVTA shall have the right, at its sole discretion to require the immediate removal of CONTRACTOR's personnel at any level assigned to the performance of the Work at no additional fee or cost to VVTA, if VVTA considers such removal in its best interests and requests such removal in writing and such request is not done for illegal reasons. Further, an employee who is removed from performing Work under the Agreement under this Article shall not be reassigned to perform Work in any other capacity under this Agreement without VVTA's prior written approval.

# VVTA RFP 2024-08 SECURITY SERVICES ATTACHMENT A – SCOPE OF WORK

## **G. UNIFORMS**

All guards must be dressed professionally in contractor's uniform dress code. Please provide a copy of the dress code for VVTA's prior approval.

## **H. PROJECTED SECURITY SERVICE HOURS**

VVTA projects approximately 18,000 yearly hours.

## **I. NEW LOCATION**

VVTA has purchased approx. 10 acres just east of its headquarters in Hesperia at Smoke Tree Street and G Avenue. The plan is to construct a Transfer Point at the location which will serve to replace the current Transit Point at the Hesperia Post Office. The new Transfer Point will require guard service to be determined in the future. This location is expected to be completed by the 1<sup>st</sup> quarter of 2026. A line item is included on the pricing sheet to include this location.

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**AGENDA ITEM  
SEVEN**

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VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Authorize the Filing of Grant Applications through the Low Carbon Transit Operations Program (LCTOP) for the 2023-24 Fiscal Year Allocations.**

**SUMMARY STATEMENT**

The Low Carbon Transit Operations Program (LCTOP) is one of several programs funded as part of 2014-15 State of California budget (by Senate Bills 852 and 862) which have a goal of reduced greenhouse gas emissions and achievement of other benefits. VVTA is eligible to apply for \$82,027 (operator PUC 99314) allocation and \$1,269,991 (population PUC 99313) funding from the FY 2022-23 apportionments. The key LCTOP objectives are to provide operating and capital assistance for transit agencies to 1) reduce greenhouse gas emissions, 2) improve mobility and 3) prioritize service to disadvantaged communities. Eligible transit project types have been categorized by CA DOT to assist with the Green House Gas reductions calculations.

VVTA will submit allocation requests for the funding of four (4) projects. The first project continues the approved project from previous cycles. The Fare Media Subsidy project is intended to provide subsidized transportation services to eligible non-profit, human and social service agencies to serve individuals with disabilities, seniors, and low-income individuals.

The second project will be the purchase of two (2) fuel cell electric buses (FCEB). VVTA will purchase two FCEBs to replace two CNG buses that will have exceeded their useful life. The purchase will allow for cleaner zero emission buses to be used in Disadvantaged Community (DAC) areas. FY23-24 LCTOP funds and funds from the FY20-21, FY21-22, and FY22-23 will be used for this bus purchase.

*Continued*

**RECOMMENDED ACTION**

Adopt Resolution 24-01 authorizing the filing of Low Carbon Transit Operations Program (LCTOP) allocation requests, authorized agent forms, and certification and assurances.

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Marie Downing, Grants Manager	\$1,352,018 in LCTOP Capital & Operating Revenue	April 15, 2024	7

VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Authorize the Filing of Grant Applications through the Low Carbon Transit Operations Program (LCTOP) for the 2023-24 Fiscal Year Allocations.**

**SUMMARY STATEMENT**

The third project will offer free transit to students K-12. This program authorizes students enrolled in school the opportunity to ride Victor Valley Transit Fixed and County Routes fare-free by simply presenting their current student ID to the bus operator upon boarding.

The fourth project will offer fare-free rides on special days such as Cinco de Mayo (5/5/2024), National Bike to Work Day (5/17/2024), Juneteenth (6/19/2024), and free rides for the months of October and December of 2024.

In addition to the allocation request submittals, VVTA needs to submit several supporting documents to be approved by the Board. These include Resolution # 24-01 an authorized agent form, as well as the standard certifications and assurances.

RESOLUTION #24-01

AUTHORIZATION FOR THE EXECUTION OF THE  
CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS  
FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)  
FOR THE FOLLOWING PROJECTS:

- Fare Media Subsidy
- Purchase Fuel Cell Electric Buses (FCEB)
- Free Fare for K-12 and
- Free Fare on Special Days

**WHEREAS**, the Victor Valley Transit Authority (VVTA) is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

**WHEREAS**, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

**WHEREAS**, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

**WHEREAS**, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

**WHEREAS**, the VVTA wishes to delegate authorization to execute these documents and any amendments thereto to Nancie Goff, Executive Director; and

**WHEREAS**, VVTA wishes to implement the following LCTOP project(s) listed above,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the VVTA that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that Nancie Goff, Executive Director, be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of VVTA that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY23-24 LCTOP funds:

*(Continued to next page)*

1. Project Name: Fare Subsidy Program  
Amount of LCTOP funds requested: \$40,000.  
Short description of project: With LCTOP funds, VVTA will collaborate with non-profit, human, and social service agencies to provide subsidized transportation services to seniors, individuals with disabilities, and the low-income population.  
Benefit to Priority Populations: This project will benefit a disadvantaged community as well as a low-income community.  
Amount to benefit Priority Populations: \$40,000  
Contributing Sponsors (if applicable): SBCTA
  
2. Project Name: Purchase Fuel Cell Electric Bus (Funds will be rolled over with an additional four years of LCTOP funds)  
Amount of LCTOP Funds Requested Total: \$1,152,018  
Short description of project: With this allocation of LCTOP funds and funds from the FY20-21, FY21-22, and FY22-23, VVTA will purchase two (2) fuel cell electric buses to replace two (2) CNG buses that will have exceeded its useful life.  
Benefit to Priority Populations: This project will benefit a disadvantaged community as well as a low-income community.
  
3. Project Name: Free Fare for K-12  
Amount of LCTOP Funds Requested: \$120,000  
Short description of project: With LCTOP funds, VVTA will offer free transit to students K-12. This program authorizes students enrolled in school the opportunity to ride Victor Valley Transit Fixed and County Routes fare-free by simply presenting their current student ID to the bus operator upon boarding.  
Benefit to Priority Populations: This project will benefit a disadvantaged community as well as a low-income community.  
Amount to benefit Priority Populations: \$120,000  
Contributing Sponsor: SBCTA
  
4. Project Name: Free Fare on Special Days  
Amount of LCTOP Funds Requested: \$40,000  
Short description of project: With LCTOP funds, VVTA will offer free fare days on special days such as Cinco de Mayo (5/5/2024), National Bike to Workday (5/17/2024), Juneteenth (6/19/2024), and free fare for the months of October and December.  
Benefit to Priority Populations: This project will benefit a disadvantaged community as well as a low-income community.  
Amount of LCTOP Funds Requested: \$40,000  
Contributing Sponsor: SBCTA

*(Continued to next page)*

PASSED, APPROVED AND ADOPTED THIS 15<sup>th</sup> DAY OF April 2024.

AGENCY BOARD DESIGNEE:

BY: \_\_\_\_\_  
James Noble, VVTA Board Chair

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

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**CLOSED SESSION**

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VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Closed Session.**

**SUMMARY STATEMENT**

**BOARD BUSINESS**

**Closed Session.**

Personnel Matters - Government Code Section 54957(b)(1) – Public Employee Evaluation. Title: Chief Executive Officer.

**RECOMMENDED ACTION**

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Adam Ebright, County Counsel	N/A	April 15, 2024	8