



**VICTOR VALLEY TRANSIT AUTHORITY  
REGULAR MEETING OF  
THE BOARD OF DIRECTORS  
Monday, May 20, 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 x102, (voice) or for Telephone Device for the Deaf (TDD) service, begin by calling 711 and provide the VVTa phone number and the office is located at 17150 Smoke Tree Street, Hesperia, CA. This agenda will be available and posted: Monday, May 13, 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 April 15, 2024.***

Recommendation: Move for approval.

Presented by: None.

Pg. 19      ***Item #2: Warrants, March 2024.***

Recommendation: Move for approval.

Presented by: None.

## REPORTS

Pg. 25      ***Item #3: Management Reports – Verbal Report from Chief Executive Officer.***

Recommendation: Information item only.

Presented by: Nancie Goff, CEO.

Pg. 37      ***Item #4: Transit Operations Division, Victor Valley Detail Report.***

Recommendation: Information item only.

Presented by: VVTA Transit Operations Division Victor Valley Detail.

## ACTION ITEMS

Pg. 41      ***Item #5: Advertising Activities to Generate Advertising Income.***

Recommendation: Approve Advertising activities that will generate Revenue in FY25 Budget that will be presented during June Board meeting.

Presented by: Maged Azer, CFO.

POSSIBLE CONFLICT OF INTEREST NOTICE

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

- Pg. 49      ***Item #6: VVTA RFP 2024-06 ADA/Microlink Dispatching Software to RideCo US Inc. (RideCo), Los Angeles, CA.***  
Recommendation: Award RFP 2024-06 ADA/Microlink Software to RideCo, Los Angeles, CA in the amount of \$313,683.35.  
Presented by: Sandye Martinez, Procurement Specialist.

POSSIBLE CONFLICT OF INTEREST NOTICE

Note agenda item 7 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. 57      ***Item #7: VVTA RFP 2024-04 Operations and Maintenance Services.***  
Recommendation: Award the contract, pending contract approval by Caltrans, is to Keolis Transit Services, LLC, Boston, MA for an amount not to exceed \$205,466,005.50, and delegate authority for final contract negotiations, executing, and overseeing the contract to the CEO.  
Presented by: Christine Plasting, Procurement Manager.
- Pg. 63      ***Item #8: VVTA Contract 2024-10 Enterprise Fleet Lease Program for Transportation Brokerage Vehicles.***  
Recommendation: Approve VVTA Contract 2024-10 Enterprise Fleet Lease Program (five years contract) for Transportation Brokerage Vehicles.  
Presented by: Christine Plasting, Procurement Manager.
- Pg. 69      ***Item #9: Approve Merit Increase for the VVTA CEO Effective April 1, 2024.***  
Recommendation: Adjust the CEO's contracted rate to reflect the Board approved amount of a merit increase of five (5) percent as of April 1, 2024.  
Presented by: Adam Ebright, County Counsel.

BOARD OF DIRECTORS COMMENTS

CORRESPONDENCE AND PRESS CLIPS

DATE OF NEXT MEETING

Monday, June 17, 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 (Hydrogen)
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 April 15, 2024.**

**SUMMARY STATEMENT**

Following are copies of the minutes from the Regular Meeting of the Board of Directors conducted on April 15, 2024.

**RECOMMENDED ACTION**

Move for approval.

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

**FISCAL IMPACT**  
  
N/A

**MEETING DATE**  
  
May 20, 2024

**ITEM NUMBER**  
  
1

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

**April 15, 2024**

**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 Noble.

**ROLL CALL**

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

Staff Members Present:	
Lt. Mike New, SBCOSD	Dep. David Page, SBCOSD
Julie Ryan, Town of Apple Valley	Sgt. Simon Demuri, SBCOSD
Jason Butts, Keolis	Juan Robinson, City of Victorville
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
Jeff Guidry, Keolis	Jonathan McDowell, Keolis
Richard Montgomery, Keolis	Luis Hernandez, Keolis
Ashley Palmer, VVTA	Nieve Reyes, Keolis
Andrea MacDonald, VVTA	Tammy Colosimo, Keolis
Jackie Diaz, Keolis	Kristal Sanchez, Keolis
Jesus Cisneros, Keolis	Jerry Perez, VVTA
Marc Elliott, VVTA	

**PLEDGE OF ALLEGIANCE**

Chair Noble led the audience in the pledge of allegiance.

**ANNOUNCEMENTS**

Ms. Goff announced that the Board has the pleasure of recognizing Keolis employees of the month: Hesperia Fixed Route operator Jesus Cisneros and Barstow mechanic Luis Hernandez.

Additionally, Ms. Goff wanted to recognize employees that went above and beyond. Two young ladies happened to get on the wrong bus and did not realize that Sunday's have reduced schedule times. They ended up stranded at the AM/PM on the corner of Main Street and C Avenue in Hesperia. A staff person happened to be at that location at the time and called Shelly Cable, VVTA's Contract Compliance, to locate available

after-hours staff. Dispatcher Jackie Diaz was able to send Supervisor Kristal Sanchez to the location and provide transportation to get them home.

Ms. Goff said their professionalism and commitment to providing assistance in challenging situations such as these reflect the highest standards of VVTA's service and demonstrates the goal of leaving no passenger behind.

Lastly, Ms. Goff shared that this Saturday, April 20, 2024, VVTA is hosting it's second annual Earth Day clean up at the Barstow City Hall from 9 am – 10 am and VVTA's Hesperia location from 9 am – 11 am.

### PUBLIC COMMENTS

None.

### CONSENT CALENDAR

1. **Minutes from the Regular Meeting of the Board of Directors Conducted on March 18, 2024.**  
Recommendation: Move for approval.  
Presented by: None.
2. **Warrants, February 2024.**  
Recommendation: Move for approval.  
Presented by: None.

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

### REPORTS

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

Ms. Goff shared the history of VVTA's lengthy search for a Transfer Center, finally landing on the Victor Valley Transportation Center. It took many years for this to come to fruition. VVTA began using the VVTC as a transfer center in October of 2021. In February of 2023, Ms. Goff said, VVTA release an RFP for tenant improvements that were needed for passengers and drivers. The proposals that were received were substantially higher than expected; approximately \$1.7 million. Ms. Goff also said that because the facility is leased.

Recently, VVTA and the City of Victorville have revisited the discussion to purchase the VVTC, making a large investment in renovations more feasible. These discussions were very informative and several visions for the property were mutually beneficial, such

as a hydrogen fueling station. The City of Victorville's City Manager, Keith Metzler requested a letter from VVTA so that he may bring this up to the City Council. Lastly, Ms. Goff reported, VVTA has provided the letter and received a response that the City would look into it.

Ms. Goff also stated that reported January ridership numbers were incorrect and has provided the Board with a graph showing actual numbers from 2018 to present.

Mr. Goldman briefly explained the history of the Brokerage program to the Board. Some of the problems that the program has run into are older vehicles that require increasing maintenance and there is often difficulty in finding parts for repairs. VVTA approves and reimburses the non-profits for vehicle maintenance. VVTA does not now have a surplus of vehicles available to donate for the program as we did in the past, creating limitations on participation.

VVTA was approached by Enterprise, Mr. Goldman explained, regarding their vehicle lease program. After reviewing the program features and assessing the costs and benefits staff believes this business model is a more effective and cost-efficient model to operate and expand the Brokerage program. One of the more attractive pieces of this model is that at the end of the lease period VVTA has the option to purchase or return the vehicles. The structure of the lease also provides equity in the vehicle that can be returned to VVTA or used towards the lease of another new vehicle. Budget for the lease program is currently available through existing grant funding through the Jobs Access and Reverse Commute (JARC) program that must be exhausted as the grant program has been discontinued.

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 reminded the Board that the COA is a five (5) year blueprint for VVTA's future. Mr. Geltman explained that Phase II was complete; this phase included reviewing new connections, frequency of service, streamlining route alignments, etc.

Phase III is starting and will include COA action items incorporated into FY25 budget, conduct public outreach, prepare an action plan and develop an overall capital program. Mr. Geltman said that COA is currently scheduled to be presented to the Board for adoption at the June Board meeting.

**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 650 contacts, including 5 uniformed officer rides on the buses. There were also twelve (12) arrests. Sgt Demuri also introduced two new members to the SBCOSD Transit Division team, Lt. Mike New and Deputy David Page.

## ACTION ITEMS

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.

Ms. Plasting said that the Board approved the release of RFP in January and VVTA received nine (9) responsive proposals. Evergreen scored the highest with the evaluation committee.

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

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.

Ms. Plasting said that the security contract was awarded to Inter-Con Security on July 20, 2020, 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 requirements for large urban recipients to spend at least 0.75% for safety and 1% for security related projects, Ms. Plasting explained. 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.

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

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.



Ms. Downing explained that the LCTOP funding requirements mandate both a reduction in greenhouse gas emissions and a focus on aiding disadvantaged communities. For the Fiscal Year 23/24, VVTA is allocated a total of \$1,352,018 in LCTOP funds. VVTA will submit four projects that align with the criteria of this funding source, as outlined in the Resolution.

Lastly, Ms. Downing stated that \$1,152,018 of LCTOP funds will be combined with funds from the four previous cycles for the procurement of two new 40' Fuel Cell electric buses (hydrogen). These buses will replace two CNG buses that have reached the end of their useful life.

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.

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

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.

Open Closed Session: 10:27 am

Close Closed Session: 10:57 am

There is no reportable action.

BOARD COMMENTS

The Board wished to thank all staff for their hard work.

Direct Emick said that the State of the Town will take place on Wednesday from 10:30 – 12:00 and 12:00 – 2:00.

DATE OF NEXT MEETING

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

ADJOURNMENT

The meeting was adjourned at 11:02 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 March 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</u> <u>Date</u>	<u>Amount</u>	<u>Register#</u>
03-08-24	\$106,536.38	PR0-22-03-24
03-22-204	\$104,938.46	PR-24-03-24
<b>Total Payroll</b>	<b>\$ 211,474.84</b>	

### Agency's Register of Warrants

<u>Register</u> <u>Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Register #</u>
03/06/2024	\$48,649.50	734-746	AP-03-2024
03/13/2024	\$176,023.75	747-769	AP-03-2024
03/21/2024	\$284,365.69	771-793	AP-03-2024
03/27/2024	\$217,564.90	794-817	AP-03-2024
	<b>\$726,603.84</b>		

## RECOMMENDED ACTION

Approve VVTA's expenditures for March 2024.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Maged Azer CFO	\$938,078.68	May 20, 2024	2

**Victor Valley Transit Authority  
MACRH 2024**

Check or ACH Number	Vendor	Date	Amount
734	APPLE	3/6/2024	\$5,511.70
735	BONNIE	3/6/2024	\$1,364.05
736	EDISON - BEB	3/6/2024	\$10,607.01
737	FEDEX Federal Express Corp.	3/6/2024	\$44.02
738	FRONTIER2 FRONTIER-OFFICE LINES	3/6/2024	\$63.65
739	FRONTIERBAT	3/6/2024	\$197.79
740	HIDESERTCOM HI-Desert Communications	3/6/2024	\$1,308.00
741	RING	3/6/2024	\$5,417.04
742	Sonic Systems, Inc.	3/6/2024	\$2,919.90
743	Edison - ADM Southern California Edison	3/6/2024	\$9,937.14
744	TIMBER	3/6/2024	\$1,600.00
745	LABORFNDRS	3/6/2024	\$1,055.20
746	US National Corp, dba Jimenez Painting	3/6/2024	\$8,624.00
00000077/1	ORACLE	3/12/2024	\$14,906.49
00000077/2	PERMA	3/12/2024	\$212.00
00000077/3	SYNC	3/12/2024	\$548.60
24075323	MONOPRICE	3/12/2024	-\$367.87
00000078/1	Model 1 Commercial Vehicles, Inc.	3/13/2024	\$9,803.01
747	ADA RIDE	3/13/2024	\$3,129.50
748	Allied Universal Security Services	3/13/2024	\$5,488.14
749	BEARVALLEY	3/13/2024	\$2,352.42
750	BECKOIL	3/13/2024	\$5,771.83
751	CITY OF BARSTOW - Utility Billing	3/13/2024	\$443.42
752	CRYO Cryostar Distribution North America	3/13/2024	\$21,808.41
753	Diamond Environmental Services	3/13/2024	\$810.51
754	High Desert Lock & Safe	3/13/2024	\$897.97
755	INTER	3/13/2024	\$41,439.78
756	KONICA Konica Minolta Business Solutions	3/13/2024	\$567.27
757	LOCALiQ-California Gannett	3/13/2024	\$232.32
758	SanBernLegal San Bernardino County - LEGAL	3/13/2024	\$1,230.00
759	SDRMA	3/13/2024	\$2,962.55
760	Sonic Systems, Inc.	3/13/2024	\$8,950.00
761	Edison - ADM Southern California Edison	3/13/2024	\$1,337.35
762	STATEFUND State Compensation Insurance Fund	3/13/2024	\$1,218.16
763	SWG-ADM	3/13/2024	\$1,626.37
764	SWG-MAINT	3/13/2024	\$8,438.14
765	SWG-WASH	3/13/2024	\$2,044.60
766	TRANSITCONSULTING	3/13/2024	\$6,755.96
767	TRANSTRACK Transtrack Systems, Inc.	3/13/2024	\$31,487.00
768	TRITON	3/13/2024	\$810.00

769	VERIZONCONNECT	3/13/2024	\$1,119.82
771	ABUNDANT	3/21/2024	\$5,865.00
772	Charter - ADMIN	3/21/2024	\$149.89
773	Charter - BU	3/21/2024	\$1,385.63
774	Charter - CNG	3/21/2024	\$166.16
775	Charter - DSTFIBER	3/21/2024	\$749.00
776	Charter - FIBER	3/21/2024	\$1,649.00
777	Charter - SEC	3/21/2024	\$319.98
778	Charter - TV	3/21/2024	\$213.02
779	Charter - WEB	3/21/2024	\$269.98
780	City Of Victorville - Utility Billing	3/21/2024	\$1,392.95
781	CLEAN	3/21/2024	\$17,661.59
782	Edison-CNG	3/21/2024	\$19,869.62
783	MESENK Kimberly Mesen	3/21/2024	\$200.00
784	LABORFNDRS	3/21/2024	\$1,055.20
785	BIRD Lawrence Bird	3/21/2024	\$200.00
786	LOOMIS	3/21/2024	\$1,118.82
787	MONOPRICE	3/21/2024	\$367.87
788	NOBLEJ	3/21/2024	\$200.00
789	PATTERSON	3/21/2024	\$538.75
790	PINN	3/21/2024	\$34,465.38
791	SDRMA	3/21/2024	\$3,081.96
792	TMD Transportation Management & Design	3/21/2024	\$24,752.93
793	SWG-CNG	3/21/2024	\$168,692.96
00000081/1	SYNC	3/25/2024	\$5,856.05
00000082/1	Elizabeth Becerra	3/25/2024	\$200.00
00000082/2	EMICK Curt Emick	3/25/2024	\$200.00
00000082/3	JEANNETTEJ	3/25/2024	\$200.00
00000080/1	Hearts Extended Loving People	3/26/2024	\$204.00
00000080/2	NEWFLYER	3/26/2024	\$10,085.40
00000080/3	ORACLE	3/26/2024	\$10,399.99
00000080/4	TYPESETGO	3/26/2024	\$1,191.72
794	AVR AVR Vanpool	3/27/2024	\$4,163.00
795	BONNIE	3/27/2024	\$1,322.24
796	CHARGE	3/27/2024	\$235.50
797	Charter - FIBERBAT	3/27/2024	\$820.00
798	CLEAN	3/27/2024	\$6,425.85
799	COMMUTE Commute With Enterprise	3/27/2024	\$121,850.06
800	EDISON-BAT	3/27/2024	\$3,504.32
801	EDISON-CNGBAT	3/27/2024	\$4,854.05
802	FRONTIER2 FRONTIER-OFFICE LINES	3/27/2024	\$63.65
803	FRONTIERBAT	3/27/2024	\$197.79
804	Golden State Water Company ADM	3/27/2024	\$274.96
805	Golden State Water Company CNG	3/27/2024	\$557.09
806	Golden State Water Company FP	3/27/2024	\$43.26
807	Golden State Water Company SPRNK1	3/27/2024	\$309.59

808	Golden State Water Company SPRNK2	3/27/2024	\$286.51
809	High Desert Lock & Safe	3/27/2024	\$2,283.69
810	LABORFNDRS	3/27/2024	\$1,899.36
811	LOCALiQ-California Gannett	3/27/2024	\$456.00
812	PLIC Principal Life Insurance Company	3/27/2024	\$2,721.15
813	Protected Protected Pest Control, Inc.	3/27/2024	\$125.00
814	SWGas-BAT	3/27/2024	\$3,898.25
815	SWGasBAT - CNG	3/27/2024	\$18,420.10
816	West Coast Fleet Services, Inc.	3/27/2024	\$2,996.32
817	ZeroMission, Inc.	3/27/2024	\$11,520.00
<b>Total</b>			<b>\$726,603.84</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 March 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**  
May 20, 2024

**ITEM NUMBER**  
3

**Keolis Transit Services**17150 Smoke Tree St.  
Hesperia Calif. 92345**INVOICE NO. 0060238-IN****BILL TO** Victor Valley Transit Authority  
17150 Smoke Tree St.  
Hesperia, CA 92345  
  
Attention: Mrs. Nancie Goff  
Chief Executive Officer**DATE** 4/5/2024**CONTRACT NAME:**  
Victor Valley Transit**MONTH** March 2024**BILLING PERIOD** 03/01/2024 - 03/31/2024

	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	2,486.70	3,125.39		\$241,931.04	\$304,069.19	\$62,138.15	\$2,079,710.20	\$2,547,191.73	\$467,481.53
Subscription	944.20	869.90		\$91,861.22	\$84,632.57	(\$7,228.65)	\$817,708.17	\$815,319.90	(\$2,388.27)
MicroLink	2,048.80	481.88		\$199,327.75	\$46,882.11	(\$152,445.65)	\$1,109,825.64	\$391,124.71	(\$718,700.93)
Regional Fixed Rt	10,866.10	10,846.84	(20.35)	\$980,448.20	\$978,710.37	(\$1,737.83)	\$8,615,663.53	\$8,536,821.77	(\$78,841.76)
Route 15	727.60	726.53	(1.10)	\$65,651.35	\$65,554.80	(\$96.55)	\$576,867.91	\$571,931.23	(\$4,936.68)
Port Irwin	482.20	482.16	-	\$52,256.01	\$52,251.68	(\$4.33)	\$464,736.14	\$459,764.99	(\$4,971.15)
<b>SUBTOTALS</b>	<b>17,555.60</b>	<b>16,532.70</b>	<b>(21.45)</b>	<b>\$1,631,475.58</b>	<b>\$1,532,100.72</b>	<b>-\$99,374.85</b>	<b>\$13,664,511.59</b>	<b>\$13,322,154.33</b>	<b>-\$342,357.26</b>

**TOTAL INVOICE****\$1,532,100.72****Please REMIT TO:**  
Keolis Transit Services, LLC  
53 State Street, 11th Floor  
Boston, MA 02109  
ARDeot@keolisna.com

Manager's Signature and Business Phone



INVOICE NO. 0060239-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 4/5/2024

CONTRACT NAME:  
Victor Valley Transit

Attention: Mrs. Nancie Goff  
Chief Executive Officer

MONTH March 2024

BILLING PERIOD 03/01/2024 - 03/31/2024

	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	1,931.70	1,926.35	(5.30)	\$174,297.29	\$173,814.56	(\$482.73)	\$1,522,563.39	\$1,511,859.93	(\$10,703.46)
Barstow-Fixed Route	1,879.80	1,877.56	(2.27)	\$169,614.35	\$169,412.24	(\$202.12)	\$1,486,746.75	\$1,480,138.30	(\$6,608.45)
Barstow-County	778.70	771.58	(1.00)	\$70,262.10	\$69,619.66	(\$642.44)	\$616,982.34	\$611,134.37	(\$5,847.97)
Barstow-DAR	348.30	406.72		\$33,886.11	\$39,569.79	\$5,683.68	\$291,291.56	\$336,761.88	\$45,470.32
SUBTOTALS	4,938.50	4,982.21	(8.57)	\$448,059.85	\$452,416.25	\$4,356.40	\$3,917,584.04	\$3,939,894.48	\$22,310.44

TOTAL INVOICE

\$452,416.25

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 March**

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)	86,560	16,136.9	\$1,964,032	\$88,070	5.4	\$22.69	\$121.71	\$1.02	\$5.46	4.48%
Commuter Bus	2,852	482.2	\$87,710	\$3,240	5.9	\$30.75	\$181.91	\$1.14	\$6.72	3.69%
Demand Response	12,566	5,109.2	\$628,542	\$25,867	2.5	\$50.02	\$123.02	\$2.06	\$5.06	4.12%
<b>System Total</b>	101,978	21,728.2	\$2,680,284	\$117,176	4.7	\$26.28	\$123.36	\$1.15	\$5.39	4.37%



Monthly Ridership Report

March, 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)	60,163	86,560	3.6	5.3	2.60%	4.48%
Commuter Bus	4,445	2,852	8.4	5.9	48.66%	3.69%
Demand Response	10,300	12,566	2.3	2.4	5.67%	4.12%
System Total	74,908	101,978	3.4	4.6	4.60%	4.37%

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

[illegible]



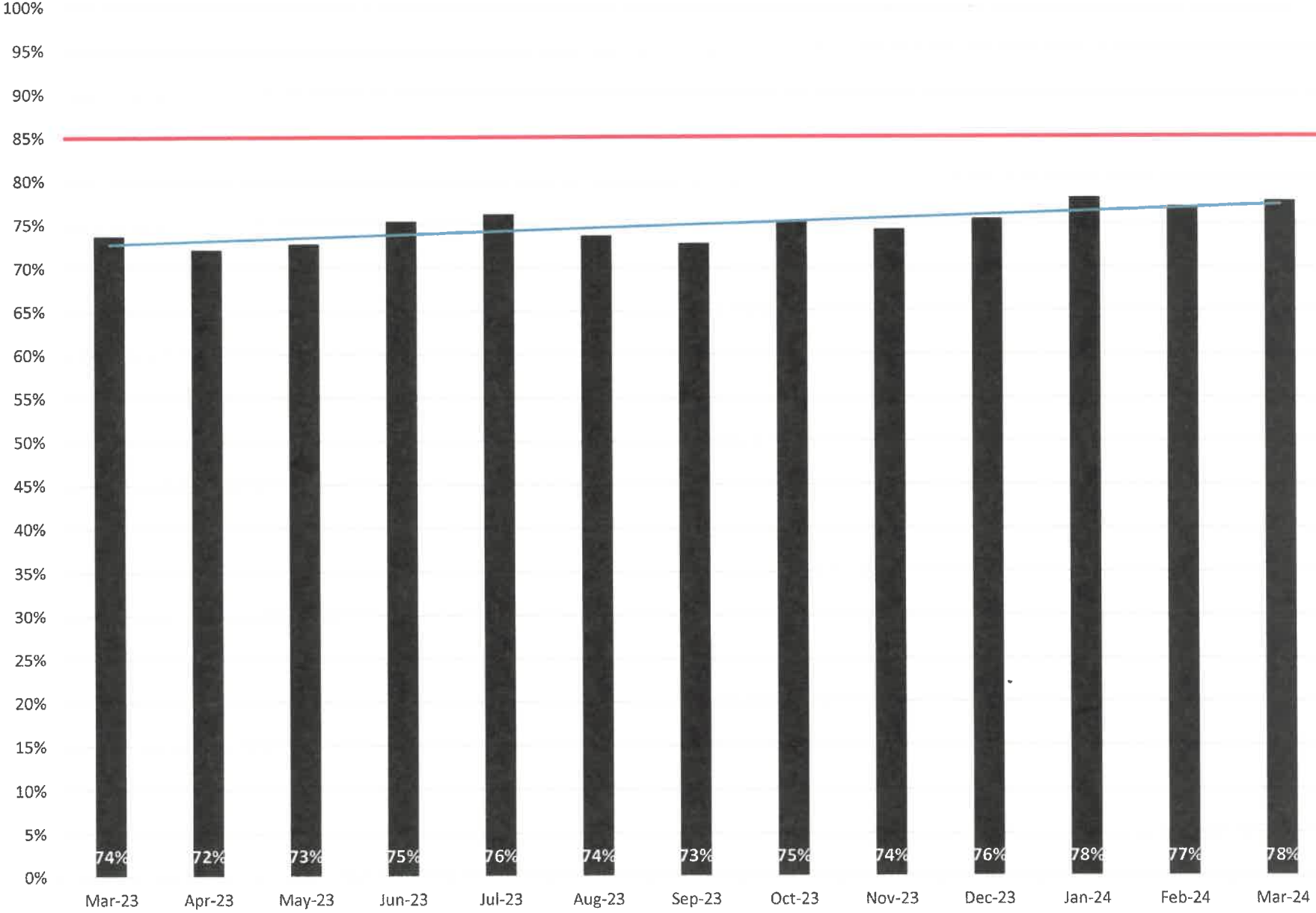
**MARCH**  
**Major and Non-Major**  
**Miles Between Road Calls**

<b>Total Miles</b>	<b>FY 2023</b>	<b>FY 2024</b>
Demand Response	61,972	71,353
Commuter Bus	20,464	18,809
Motor Bus	296,858	289,049
<b>Total Miles</b>	<b>379,294</b>	<b>379,211</b>

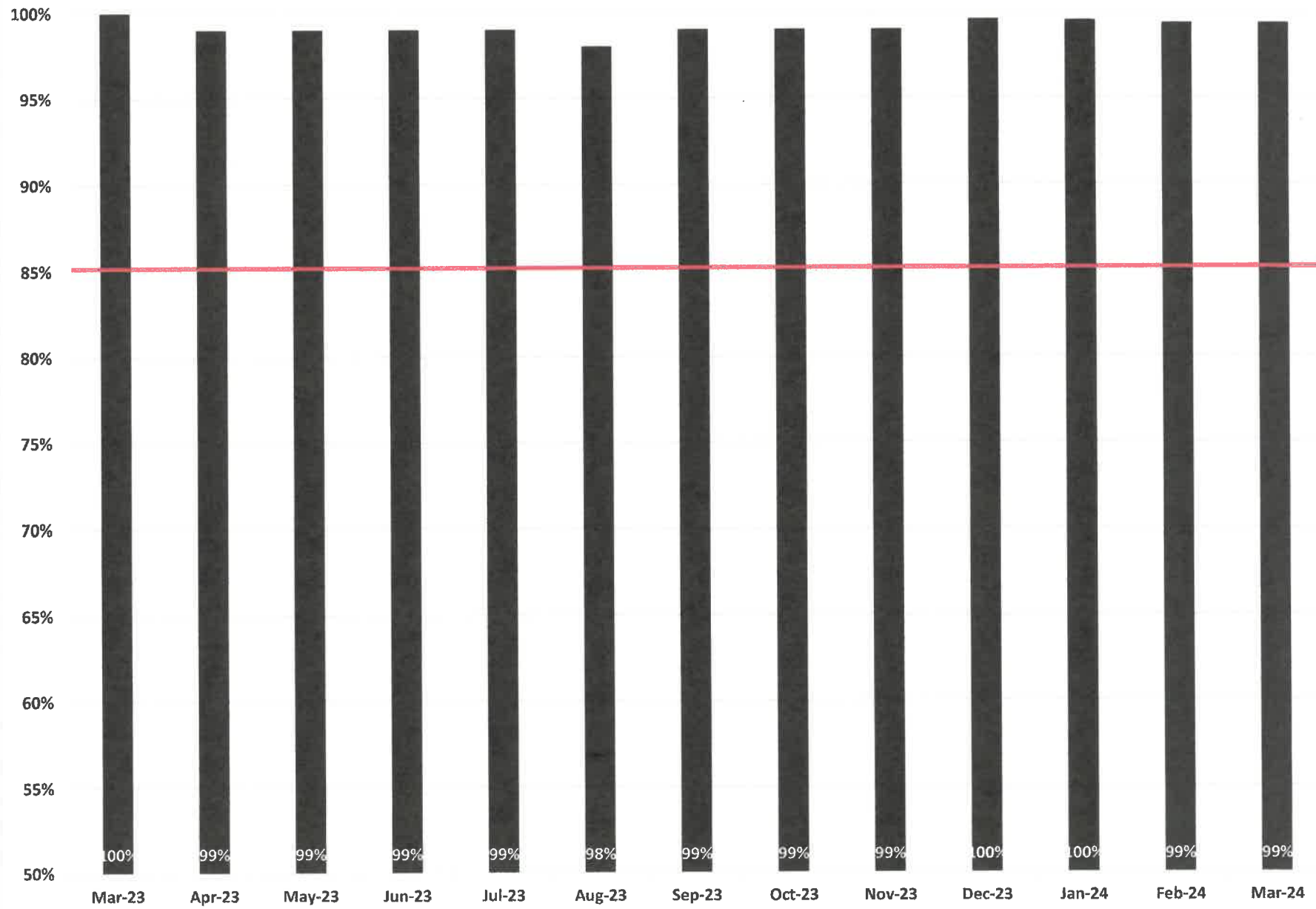
<b>Total Road Calls</b>	<b>FY 2023</b>	<b>FY 2024</b>
Demand Response	3	4
Commuter Bus	0	1
Motor Bus	31	28
<b>Total Road Calls</b>	<b>34</b>	<b>33</b>

<b>Miles Between Road Calls</b>	<b>FY 2023</b>	<b>FY 2024</b>
Demand Response	20,657	17,838
Commuter Bus	20,464	18,809
Motor Bus	9,576	10,323
<b>Total System</b>	<b>50,697</b>	<b>46,970</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**

**Transit Operations Division, Victor Valley Detail Report.**

**SUMMARY STATEMENT**

At this time, a representative of the VVTA Transit Operations Division, Victor Valley Detail will present highlights and statistics from the last month.

**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	May 20, 2024	4

THIS PAGE INTENTIONALLY LEFT BLANK



**AGENDA ITEM  
FIVE**

THIS PAGE INTENTIONALLY LEFT BLANK

## VICTOR VALLEY TRANSIT AUTHORITY

### AGENDA MATTER

#### Advertising Activities to Generate Advertising Income.

### SUMMARY STATEMENT

During the last audit, extensive discussions with auditors were conducted regarding admissible revenue eligible for inclusion in the Fare Box Ratio calculation. It was confirmed that Advertising revenue constitutes a part of the Directly Generated Funds that can be reported in the Fare Box Ratio calculations. The Fare Box Ratio, representing the percentage of Fare Revenue, plus other eligible Revenues, over the total Operating Expenses, is subject to compliance standards of 18% for Fixed Routes and 11% for ADA.

The ongoing escalation in operating expenses, driven by increased rates from the Operating and Maintenance contract, increases in fuel market prices, and general inflation impacting supply and service costs, poses a significant challenge. The COA study is currently analyzing a balanced approach to maintain the Fare Box Ratio requirements, recommendations for increased services to support ridership recovery, and Title VI implications for possible fare adjustments.

To bolster the Fare Box Ratio and leveraging VVTA's robust marketing department that can capably manage the Advertising programs, staff recommends initiating Advertising activities by implementing ads on infotainment systems within buses, external bus wraps, and possibly shelters. VVTA is actively formulating a compliant policy for transit advertising, which will undergo Board approval before any such advertising activities commence.

This agenda item, outlining the Fare Box Ratio compliance considerations, is seeking board approval to begin advertising activities that will generate revenue in the Fiscal Year 2024/2025 budget, thus aligning with the organization's financial objectives.

### RECOMMENDED ACTION

Approve Advertising activities that will generate Revenue in FY25 Budget that will be presented during June Board meeting.

**PRESENTED BY**  
Maged Azer,  
CFO

**FISCAL IMPACT**  
  
TBD

**MEETING DATE**  
  
May 20, 2024

**ITEM NUMBER**  
  
5

THIS PAGE INTENTIONALLY LEFT BLANK

**DISCLOSURE  
POTENTIAL  
CONFLICTS OF  
INTEREST ISSUES**

THIS PAGE INTENTIONALLY LEFT BLANK



## VICTOR VALLEY TRANSIT AUTHORITY

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

### MEMORANDUM

**Date:** May 20, 2024

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

**From:** Victor Valley Transit Chief Executive Officer

**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 May 20, 2024, meeting.

Agenda Item No.	Contract No.	Principals and Agents	Subcontractors
6	RFP 2024-06	Via Mobility Dillon Twombly 114 5 <sup>th</sup> Ave Floor 16-17 New York, NY 10011	N/A
6	RFP 2024-06	Ride Co Lara Johnson Oppenheimer Tower 10880 Wilshire Blvd #1101 Los Angeles, CA 90024	Arellano Associates
6	RFP 2024-06	The Routing Company Richard Alexander 177 Huntington Ave #1703 #32863 Boston, MA 02215	N/A
6	RFP 2024-06	Spare Lab Kristoff Vik Hansen 810-815 West Hasting Vancouver BC V6C184	N/A

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



# VICTOR VALLEY TRANSIT AUTHORITY

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

## Conflict of Interest Form

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

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

### I. Board Member Information

Board Member Name	City/County Name	Meeting Date

### II. Campaign Contributions

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

### III. Financial Interest

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

### IV. Signature

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

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



**AGENDA ITEM  
SIX**

THIS PAGE INTENTIONALLY LEFT BLANK

## VICTOR VALLEY TRANSIT AUTHORITY

### AGENDA MATTER

**VVTA RFP 2024-06 ADA/Microlink Dispatching Software to RideCo US Inc. (RideCo), Los Angeles, CA.**

### SUMMARY STATEMENT

On January 16, 2024, the VVTA Board of Directors approved the release of RFP 2024-06 ADA/Microlink Dispatching Software. VVTA released the RFP on February 5, 2024. There was one (1) Addendum and the due date for proposals was on Thursday, March 7, 2024. Four (4) Proposals were received.

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 Monday, March 6, 2024, with the following results:

RideCo., Los Angeles, CA	110.44
Spare Labs, Vancouver, BC, Canada	76.56
The Routing Company, Boston, MA	82.53
Via Transportation, New York, NY	93.52

The recommendation is to award a three-year contract to the higher score RideCo, Los Angeles, CA, for an amount not to exceed \$313,683.35. This figure includes \$154,264.71 designated for year 1 Development & Implementation, \$84,775.29 for year 2 maintenance, and \$74,653.35 for year 3 maintenance.

This project is being funded with LTF Operating Funds.

### RECOMMENDED ACTION

Award RFP 2024-06 ADA/Microlink Software to RideCo, Los Angeles, CA in the amount of \$313,683.35.

**PRESENTED BY**  
Sandye Martinez  
Procurement Specialist

**FISCAL IMPACT**  
\$313,683.35

**MEETING DATE**  
May 20, 2024

**ITEM NUMBER**  
6

RFP2024-06 ADA/MICROTRANSIT SOFTWARE: PRICE ANALYSIS

	Via Transportation	The Routing Company	Spare Lab	RideCo
Year 1: Development & Implementation	\$ 161,000.00	\$ 188,495.00	\$ 163,600.00	\$ 154,264.71
Year 2: Maintenance	\$ 126,000.00	\$ 167,578.56	\$ 163,600.00	\$ 84,775.29
Year 3: Maintenance	\$ 126,000.00	\$ 169,001.23	\$ 163,600.00	\$ 74,643.35
Total	\$ 413,000.00	\$ 525,074.79	\$ 490,800.00	\$ 313,683.35

Max Score 35				
Factor	0.76	0.60	0.64	1.00
Score	26.58	20.91	22.37	35.00

Base Term	\$ 413,000.00	\$ 525,074.79	\$ 490,800.00	\$ 313,683.35
-----------	---------------	---------------	---------------	---------------

**DISCLOSURE  
POTENTIAL  
CONFLICTS OF  
INTEREST ISSUES**

THIS PAGE INTENTIONALLY LEFT BLANK



# VICTOR VALLEY TRANSIT AUTHORITY

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

## MEMORANDUM

**Date:** May 20, 2024

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

**From:** Victor Valley Transit Chief Executive Officer

**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 May 20, 2024, meeting.

Agenda Item No.	Contract No.	Principals and Agents	Subcontractors
7	RFP 2024-04	W.C. Pihl, Senior Vice President of Business Development Transdev Services, Inc. 720 E. Butterfield Road, Suite 300 Lombard, IL 60148	N/A
7	RFP 2024-04	Stephan Oehler, CFO Sandie Hill, VP Business Development Keolis Transit Services, LLC 53 State Street, 11 <sup>th</sup> Floor Boston, MA 02109	N/A

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



# VICTOR VALLEY TRANSIT AUTHORITY

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

## Conflict of Interest Form

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

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

### I. Board Member Information

Board Member Name	City/County Name	Meeting Date

### II. Campaign Contributions

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

### III. Financial Interest

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

### IV. Signature

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

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



**AGENDA ITEM  
SEVEN**

THIS PAGE INTENTIONALLY LEFT BLANK

VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**VVTA RFP 2024-04 Operations and Maintenance Services.**

**SUMMARY STATEMENT**

At its November 20, 2023, meeting, the VVTA Board approved the release RFP 2024-04 Operations and Maintenance Services.

VVTA RFP 2024-04 was posted to the VVTA website procurement page and on the Public Purchase Website. Additionally, Notices Inviting Proposals were published in local newspapers of general circulation including the Daily Press and public transit publications such as Transit Talent. The RFP was also forwarded to providers who had shown interest in the past, as well.

A Pre-proposal conference and job walk was conducted on February 12, 2024. Addendum No. 1 and Addendum No. 2 were posted to the VVTA Procurement page, on Public Purchase, as well as forwarded to all known prospective proposers. Proposals were due on Thursday, March 7, 2024. Two (2) proposals were received, all through Public Purchase. VVTA reached out to the other prospective proposers and learned that two of them deemed that they did not have the capacity to manage the contract.

On Monday, April 22, 2024, the evaluation committee met to discuss the proposals, gather scores, and the Financial Evaluation. The Scores tabulated, with a maximum score of 295 Points:

Transdev Services, Inc., Lombard, IL	207.84 Points
Keolis Transit Services, LLC, Boston, MA	215.73 Points

*Continued*

**RECOMMENDED ACTION**

Award the contract, pending contract approval by Caltrans, to Keolis Transit Services, LLC, Boston, MA for an amount not to exceed \$205,466,005.50, and delegate authority for final contract negotiations, executing, and overseeing the contract to the CEO.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Christine Plasting Procurement Manager	\$205,466,005.50 Pending Final Negotiated Contract	May 20, 2024	7

## VICTOR VALLEY TRANSIT AUTHORITY

### AGENDA MATTER

#### VVTA RFP 2024-04 Operations and Maintenance Services.

### SUMMARY STATEMENT

On Friday, April 26, 2024, VVTA extended requests for a Best and Final offer from Transdev and Keolis. The BAFO requests including clarifying questions were due on Friday, May 3, 2024.

The evaluation committee members were provided the BAFO responses and were asked to provide their scores not later than Thursday, May 9, 2024. The BAFO maximum score was 70 points and added to their original scores. These scores tabulated a maximum possible score of 365 points:

Transdev Services Inc., Lombard, IL:	269.70
Keolis Transit Services, LLC, Boston, MA:	278.78

Pending CALTRANS approval, the recommendation is to award the contract to Keolis Transit Services, LLC, Boston, MA whose score was the highest. The resulting contract will be for five years with five one-year options to extend, for an amount not to exceed \$205,466,005.50, pending final BAFO negotiations.

The recommendation of award, pending contract approval by Caltrans, is to Keolis Transit Services, LLC, Boston, MA for an amount not to exceed \$205,466,005.50, and delegate authority to proceed with final contract negotiations, executing, and overseeing the contract to the CEO.

If VVTA is not able to negotiate a final contract with Keolis, VVTA reserves the right to proceed with negotiations with Transdev.

This project is funded by various operating funds.

VITA RFP 2024-04 OPERATIONS AND MAINTENANCE SERVICES  
FINAL SCORE TABULATION

Technical Evaluation:

Evaluation Criteria	Weight Factor	Company	E1	E2	E3	E4	E5	E6	E7	E8	TOTAL
1	10										
		C-1	4	5	4	3	5	4	5	5	8.75
		C-2	4	5	4	5	5	3.5	5	5	9.125
COMMENTS											
2	10										
		C-1	3	3	3	3	5	3	4	5	7.25
		C-2	4	5	5	5	5	4	5	5	9.5
COMMENTS											
3	15										
		C-1	3	4	3	3	3	3	4	4	10.125
		C-2	4	5	4	5	4	3	4	5	12.75
COMMENTS											
4A	5										
		C-1	3	4	4	4	3	4	3	4	3.625
		C-2	4	4	4	4	3	3.5	3	5	3.8125
COMMENTS											
4B	5										
		C-1	4	4	3	3	3	3	3	5	3.5
		C-2	3	5	4	5	4	3	3	4	3.875
COMMENTS											
4C	5										
		C-1	3	3	3	2	3	3	3	5	3.125
		C-2	3	4	4	4	3	3	4	5	3.75
COMMENTS											
5A	5										
		C-1	3	2	3	4	5	3	4	5	3.625
		C-2	3	5	4	5	5	3	4	5	4.25
COMMENTS											
5B	5										
		C-1	3	4	4	4	4	3	4.5	5	3.9375
		C-2	3	5	4	5	4	3	3	5	4
COMMENTS											
5C	5										
		C-1	3	3	3	4	3	4.5	5	5	3.8125
		C-2	3	4	4	4	3	4	3	5	3.75
COMMENTS											
6A	5										
		C-1	3	4	3	3	4	3	4.5	5	3.6875
		C-2	3	4	4	4	4	3	4	5	3.875
COMMENTS											
6B	5										
		C-1	3	3	4	2	3	3	3	4	3.125
		C-2	3	3	4	2	3	3	3	5	3.25
COMMENTS											
6C	5										
		C-1	3	3	3	4	3	3	4	5	3.5
		C-2	3	4	4	4	3	3	3	5	3.625
COMMENTS											
7	10										
		C-1	3	4	3	4	3	3	4	5	7.25
		C-2	3	5	4	5	4	4	4.5	5	8.625
COMMENTS											
8	10										
		C-1	3	4	3	4	5	3	4	5	7.75
		C-2	4	4	4	5	5	3	4	5	8.5
COMMENTS											
9	10										

VWTA RFP 2024-04 OPERATIONS AND MAINTENANCE SERVICES  
FINAL SCORE TABULATION

		C-1	3	3	3	4	3	4	4	5	7.25
		C-2	4	3	4	5	4	4	4	5	8.25
COMMENTS											
10	10										
		C-1	3	4	3	5	4	2.5	3.5	4	7.25
		C-2	4	5	4	5	4	3	4	5	8.5
COMMENTS											
11	10										
		C-1	3	4	3	5	4	3	4	5	7.75
		C-2	3	5	4	5	5	3	4	5	8.5
COMMENTS											
12	10										
		C-1	3	3	4	4	3	3	5	5	7.5
		C-2	3	3	4	4	3	3	5	5	7.5
COMMENTS											
13	10										
		C-1	3	3	4	5	3	3	5	5	7.75
		C-2	3	3	4	5	3	3	5	5	7.75
COMMENTS											
TOTAL		C-1	93.16	105.79	99.47	110.53	108.95	96.32	120.79	143.68	109.84
	Max 150	C-2	101.05	127.89	121.58	135.79	116.84	97.89	117.63	148.42	120.89

Cost Evaluation	Cost Score
Max 50 points	
Transdev	50.00
Keolis	49.51

Total Score (Max 245)	Technical	Cost Score	Reference Score (20)	DBE (5)	LC1772 (25)	Total	BAFO Technical (20)	BAFO Price (50)	Total Score	Total + BAFO (Max 320)
Transdev	109.84	50.00	18	5	25	207.84	11.87	50.00	269.70	
Keolis	120.89	49.51	15.33	5	25	215.73	14.67	48.38	278.78	

Completed by: \_\_\_\_\_  
Date: \_\_\_\_\_

**AGENDA ITEM  
EIGHT**

THIS PAGE INTENTIONALLY LEFT BLANK



## VICTOR VALLEY TRANSIT AUTHORITY

### AGENDA MATTER

#### **VVTA Contract 2024-10 Enterprise Fleet Lease Program for Transportation Brokerage Vehicles.**

### SUMMARY STATEMENT

At its May 16, 2016 Board meeting, the VVTA Board of Directors approved the creation of the VVTA Transportation Brokerage program. This program was created to transition individuals from Direct Access to the services provided by VVTA's regional nonprofit partners. The program was designed to stem the increases in ADA ridership and costs, and also promise to provide services which will allow a seamless transitional experience for the passenger.

To date, VVTA has developed partnerships with (four current and two in development) nonprofit regional human service agencies to provide transportation for VVTA ADA certified passengers, along with their own clientele. The vehicles donated to the non-profit partners were former VVTA paratransit vehicles which have passed their useful life as defined by the FTA.

VVTA has struggled to contract with local vendors to provide the maintenance service needed for these vehicles and in a timely manner. Instead of vehicles sitting in shops for months, trying to find parts that have been since discontinued by the manufacturer of the retired bus, the Enterprise program covers the service and maintenance with contracted facilities and shops that will have available parts as the leased vehicles are new.

Continued

### RECOMMENDED ACTION

Approve VVTA Contract 2024-10 Enterprise Fleet Lease Program for Transportation Brokerage Vehicles.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Christine Plasting Procurement Manager	Not to Exceed \$434,520.00	May 20, 2024	8

## VICTOR VALLEY TRANSIT AUTHORITY

### AGENDA MATTER

#### **VVTA Contract 2024-10 Enterprise Fleet Lease Program for Transportation Brokerage Vehicles.**

### SUMMARY STATEMENT

Vehicle insurance has also been a challenge for the non-profits as costs continue to increase. Since VVTA will be assuming the lease, VVTA will also be insuring the vehicles. Staff are working to determine if a separate policy for vehicle insurance can be set up through PERMA. Since the vehicles are not dedicated to only VVTA services, staff will determine a reasonable pass-through amount to share this cost with the non-profit partners.

VVTA will also need to amend the current contracts to incorporate these program changes.

Funding to support this 5-year contract is from prior Mobility Management funding including older federal funds (JARC) and local matching funds. There will also be additional costs to the program for vehicle insurance to be determined.

After a cost analysis, it has been determined that the Lease of the vehicles is at a fair and reasonable cost. If VVTA were to purchase 2023 Chrysler Vans with Wheelchair Access (WAV), the cost for 6 of these vehicles would be approximately \$431,856.00. The Lease option which includes the cost for maintenance for 60 months with a total of 6 vehicles comes to \$434,520.00.

# VICTOR VALLEY TRANSIT

## Price Analysis Form

### Project : Enterprise Fleet - Transportation Brokerage

Description	QTY	Model 1 - Purchase (PO1706) (12/15/2022)		Model 1 - Purchase (PO 182) (12/31/2023)		Enterprise - Model 1 (Lease program)	
2022 Chrysler Voyager WAV - side entrance	6	\$ 72,840.40	\$ 437,042.40				
2023 Chrysler Voyager WAV - side Entrance	6			\$ 70,809.25	\$ 424,855.50	\$ 71,976.00	\$ 431,856.00
		Includes camera system (5600.00)		Includes Calact Fee (997.85)			
Lease		Enterprise		D&M Commerical			
2023 Chrysler Voyager WAV - side Entrance	6	\$ 71,976.00	\$ 431,856.00	\$ 72,910.00	\$ 437,460.00		
Total monthly rental	6	\$ 1,104.31	\$ 6,625.86	\$ 1,398.34	\$ 8,390.04		
Full Maintenance Program	6	\$ 102.69	\$ 616.14	\$ 108.34	\$ 650.04		
Total monthly Lease		\$ 1,207.00	\$ 7,242.00	\$ 1,506.68	\$ 9,040.08		
60 months	60	\$ 1,207.00	\$ 72,420.00	\$ 1,506.68	\$ 90,400.80		

Justification: Enterprise Fleet appears to be fair and reasonable in the total cost of the vehicles. The Lease option will give VVTA flexibility in providing the service to the Transportation Brokerage clients - instead of donating vehicles that are passed their end of life and the repair costs. The lease by Enterprise includes the cost for maintenance and approved locations for maintenance. VVTA has struggled to contract with local mechanics to provide the service requested - in a timely manner. Instead of vehicles sitting in shops for months which trying to find parts that have been since discontinued by the manufacturer of the retired bus, Enterprise contracted facilities will have available parts as these vehicles are new.

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

THIS PAGE INTENTIONALLY LEFT BLANK

**AGENDA ITEM  
NINE**

THIS PAGE INTENTIONALLY LEFT BLANK

VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Approve Merit Increase for the VVTA CEO Effective April 1, 2024.**

**SUMMARY STATEMENT**

On April 15, 2024, in closed session, the Board approved a merit increase of five (5) percent for outstanding duties performed as expressed in the CEO's 2024 annual evaluation, effective April 1<sup>st</sup>, 2024, the start date of the second year of the 5 years contract.

The evaluation of the CEO was completed on April 15, 2024, pursuant to *Section 9* of the employment contract. This action provides for the adjustment as written in the CEO's contract.

No changes are recommended for the CEO's employment contract which runs through 2028.

**RECOMMENDED ACTION**

Adjust the CEO's contracted rate to reflect the Board approved amount of a merit increase of five (5) percent as of April 1, 2024.

**PRESENTED BY**  
Adam Ebright  
County Counsel

**FISCAL IMPACT**  
\$979/mo.

**MEETING DATE**  
May 20, 2024

**ITEM NUMBER**  
9