



**VICTOR VALLEY TRANSIT AUTHORITY
REGULAR MEETING AND PUBLIC HEARING OF
THE BOARD OF DIRECTORS
Monday, June 17, 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 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, June 10, 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 May 20, 2024.***
Recommendation: Move for approval.
Presented by: None.

Pg. 17 ***Item #2: Warrants, April 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.

Pg. 35 ***Item #4: Transit Operations Division, Victor Valley Detail Report.***
Recommendation: Information item only.
Presented by: VVTA Transit Operations Division Victor Valley Detail.

ACTION ITEMS

PUBLIC HEARING

Pg. 39 ***Item #5: Presentation of the VVTA Comprehensive Operations Analysis (COA) Final Report Dated June 2024.***
Recommendation: 1) Receive and consider public testimony 2) Receive and Approve the VVTA Comprehensive Operations Analysis (COA) Final Report Dated June 2024.
Presented by: Rod Goldman, Director of Operations.

Open Public Hearing: Presentation of the VVTA Comprehensive Operations Analysis.

- Hear Public Testimony

Close Public Hearing: Presentation of the VVTA Comprehensive Operations Analysis.

PUBLIC HEARING

Pg. 53 ***Item #6: Presentation of the Fiscal Year 2024-25 Annual Operating and Capital Budget.***
Recommendation: 1) Ratify the Publishing of the Program of Projects; 2) Receive and consider public testimony regarding the Federally Funded Program of Projects and the FY 2024-25 Annual Operating and Capital Budget and either approve as published, or direct staff to provide more information to be brought back for further consideration; 3) Adopt Resolution 24-02.
Presented by: Maged Azer, CFO.

Open Public Hearing: Fiscal Year 2024-25 Annual Operating and Capital Budget

- Hear Public Testimony:

Close Public Hearing: Fiscal Year 2024-25 Annual Operating and Capital Budget

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. 81 ***Item #7: Award Contract 2021-17 to Macro-Z Technology, Santa Ana, CA, for the Design Build of the Hesperia Transfer Hub.***
Recommendation: Approve the recommendation for Award of RFP 2021-17 Design/Build Hesperia Transfer Hub, to Macro-Z Technology, Fullerton, CA, not to exceed \$8,897,000.00 delegating authority to the CEO to negotiate and execute a final contract.
Presented by: Christine Plasting, Procurement Manager

POSSIBLE CONFLICT OF INTEREST NOTICE

Note agenda item 8 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. 91 ***Item #8: Recommendation to Award VVTA RFP 2023-05 Construction Manager – Hesperia Transfer Hub to PSOMAS, Riverside, CA.***

Recommendation: Approve the recommendation for Award of RFP 2023-05 Construction Manager – Hesperia Transfer Hub, to PSOMAS, Riverside, CA, not to exceed \$598,982.00, pending BAFO negotiation.
Presented by: Christine Plasting, Procurement Manager.

Pg. 95 ***Item #9: Present VVTA's Workplace Violence Prevention Plan.***

Recommendation: Approve VVTA's Workplace Violence Prevention Plan.
Presented by: Rod Goldman, Director of Operations.

Pg. 113 ***Item #10: Present VVTA's FY 2025-2027 Title VI Program.***

Recommendation: Approve VVTA's FY 2025-2027 Title VI Program.
Presented by: Rod Goldman, Director of Operations.

BOARD OF DIRECTORS COMMENTS

CORRESPONDENCE AND PRESS CLIPS

None.

DATE OF NEXT MEETING

Monday, July 15, 2024, at 9:30 AM
At Victor Valley Transit Authority
17150 Smoke Tree Street
Hesperia, CA 92345

ADJOURNMENT

Victor Valley Transit Acronym List

Page 1 of 2

ADA	Americans with Disabilities Act
APTA	American Public Transit Association
AQMP	Air Quality Management Plan
BABA	Build America, Buy America
BAFO	Best and Final Offer
BEB	Battery Electric Bus
BOE	Board of Equalization
CALTRANS	California Department of Transportation
CARB	California Air Resources Board
CEQA	California Environmental Quality Act
CFP	Call for Projects
CIP	Capital Improvement Program
CMAQ	Congestion Mitigation and Air Quality
CMP	Congestion Management Program
CNG	Compressed Natural Gas
COG	Council of Governments
CSAC	California State Association of Counties
CTC	California Transportation Commission
CTC	County Transportation Commission
CTP	Comprehensive Transportation Plan
CTSA	Consolidated Transportation Services Agency
DAC	Disadvantaged Communities
DBE	Disadvantaged Business Enterprise
DBELO	Disadvantaged Business Enterprise Liaison Officer
DOD	Department of Defense
DOT	Department of Transportation
E&H	Elderly and Handicapped
EEM	Environmental Enhancement and Mitigation
EIR	Environmental Impact Report
EIS	Environmental Impact Statement
EPA	United States Environmental Protection Agency
ETC	Employee Transportation Coordinator
FAST	Fixing America's Surface Transportation ACT
FCEB	Fuel Cell Electric Bus (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 May 20, 2024.

SUMMARY STATEMENT

Following are copies of the minutes from the Regular Meeting of the Board of Directors conducted on May 20, 2024.

RECOMMENDED ACTION

Move for approval.

PRESENTED BY
Debi Albin,
Clerk of the Board

FISCAL IMPACT

N/A

MEETING DATE

June 17, 2024

ITEM NUMBER

1

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

May 20, 2024

CALL TO ORDER

The Regular Meeting of the Board of Directors of the Victor Valley Transit Authority was called to order at 9:30 a.m. by Chair 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 Joy Jeannette

Staff Members Present:

Julie Ryan, Town of Apple Valley	Dep. Trevor James, 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
Andrea MacDonald, VVTA	Tammy Colosimo, Keolis
Sandye Martinez, VVTA	Linda Eikelberger, VVTA
Nick Redwine, VVTA	Dustin Strandberg, VVTA
Chris Ackerman, VVTA	Angelina Calderone, Keolis
Mariam Farzan, Keolis	Lisa Arellano, Keolis
Anthony Sosa, VVTA	Nancie Strickert, SBCTA
Nicole Soto, SBCTA	Marc Perla, Keolis
Morgan Anderson, Keolis	Daniel Fernandez, Keolis
Harry Kunath, Keolis	

PLEDGE OF ALLEGIANCE

Vice-Chair Becerra 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: Barstow Dispatcher Daniel Fernandez. He always goes above and beyond to assist the operators and customers. Also, Hesperia's Harry Kunath who is a Routing and Scheduling Clerk. Harry provides top notch customer service and invests himself in helping every passenger he speaks with. Harry also has perfect attendance.

PUBLIC COMMENTS

Speaker: Robert Tanner, Newberry Springs.

Mr. Tanner stated that there are many issues with the bus system getting from Newberry Springs to San Bernardino. Mr. Tanner would like to see a route that goes from Newberry Springs to Yermo to Dagget and then straight down to San Bernardino. Mr. Goldman spoke with Mr. Tanner after the meeting.

Speaker: Edy Seehafer, Barstow

Ms. Seehafer commented that the VVTA app is supposed to provide minute-by-minute updates of any route changes and it has not been happening for the Barstow area.

CONSENT CALENDAR

1. **Minutes from the Regular Meeting of the Board of Directors Conducted on April 15, 2024.**
Recommendation: Move for approval.
Presented by: None.
2. **Warrants, March 2024.**
Recommendation: Move for approval.
Presented by: None.

A MOTION WAS MADE BY Vice-Chair Becerra to approve the Consent Calendar. Seconded by Alternate-Director Mesen. 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 informed the Board that VVTA was recently notified that SB125 funding was frozen, causing delays in the budgeting process; however, SBCTA advised VVTA to move forward in budgeting the SB125 funds while planning for potential delays in capital projects and that VVTA should exercise flexibility in the operating projects.

VVTA had a successful Earth Day clean-up, Ms. Goff shared, with 25 people showing up to assist in the clean-up around the Hesperia and Barstow facilities.

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

Recommendation: Information item only.

Presented by: VVTA, Sheriff Division Unit.

Deputy James stated that the Transit Operations Division VVTA detail made 900 contacts, 135 calls, 24 reports and 14 arrests. There was an incident on May 7, 2024, at the VVTC where an individual overdosed on fentanyl and Narcan was used several times before the victim regained consciousness and was transported to a local hospital.

ACTION ITEMS

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.

Mr. Azer explained that with our last TDA audit, it was confirmed that advertising revenue, such as income from advertising on buses and/or shelters, can be reported as fare revenue, aiding in improving VVTA's farebox ratio. Additionally, Mr. Azer said that VVTA will develop a comprehensive policy for transit advertising and it will be presented to the Board prior to beginning any bus or shelter advertising.

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

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.

Ms. Martinez explained that this software is replacing Ecolane and will be much more effective for Demand Responsive scheduling.

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

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.

Ms. Plasting stated that only two proposals were received after the RFP was released.

Ms. Plasting reached out to others who had shown interest, however, they declined to bid for various reasons. The evaluation committee met and Keolis scored the highest. Ms. Plasting also reminded the Board that Caltrans is in the process of reviewing the contract for approval.

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

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.

Back in 2016, Ms. Plasting explained, the Board approved the Brokerage program to donate vehicles past their useful life to non-profits. Maintenance and insurance became problematic due to their high cost. The Enterprise fleet lease program is a better value, and the lease includes the maintenance, and VVTA will carry the insurance at a reduced rate compared to the non-profits insuring themselves.

Speaker: Edy Seehafer, Barstow

Ms. Seehafer said that Hearts Expending Help is a part of the Brokerage program and would like to see this lease program implemented promptly.

Vice-Chair Becerra asked for a report every 6 months on the cost of insurance.

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

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.

Mr. Ebright stated that this item is the result of a closed session at the April Board meeting.

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

BOARD COMMENTS

Director Jeannette wished to thank VVTA and the Board for the flowers sent after the passing of her son.

Alternate-Director Mesen said that she attended the CalAct conference and found it enjoyable and informative.

The Board wishes to thank all staff for their hard work and great leadership.

DATE OF NEXT MEETING

The next Board meeting will be on Monday, June 17, 2024, at 9:30 am at Victor Valley Transit Authority, 17150 Smoke Tree Street, Hesperia, CA 92345.

ADJOURNMENT

The meeting was adjourned at 10:12 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 April 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>
04/05/2024	\$104,933.27	PR0-25-04-24
04/19/2024	\$105,423.04	PR-28-04-24
Total Payroll	\$ 210,356.31	

Agency's Register of Warrants

<u>Register Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Register #</u>
04/04/2024	\$56,041.20	818-836	AP-04-2024
04/11/2024	\$57,099.45	838-854	AP-04-2024
04/22/2024	\$353,137.68	855-888	AP-04-2024
04/30/2024	\$190,956.07	889-909	AP-04-2024
	\$657,234.40		

RECOMMENDED ACTION

Approve VVTA's expenditures for April 2024.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Maged Azer CFO	\$867,590.71	June 17, 2024	2

**Victor Valley Transit Authority
APRIL 2024**

Check Number	Vendor	Date	Amount
818	Amazon Business	4/4/2024	\$2,414.77
819	CDW CDW Government Inc	4/4/2024	\$7,974.30
820	CLEAN	4/4/2024	\$7,360.52
821	Diamond Environmental Services	4/4/2024	\$513.06
822	DIGI	4/4/2024	\$531.00
824	HIDESERTCOM HI-Desert Communications	4/4/2024	\$1,308.00
823	LABORFNDRS	4/4/2024	\$1,055.20
825	RING	4/4/2024	\$2,834.02
826	RING	4/4/2024	\$2,562.15
827	Sonic Systems, Inc.	4/4/2024	\$8,950.00
828	SWG-DST	4/4/2024	\$36.13
829	TIMBER	4/4/2024	\$1,600.00
830	TRANSITCONSULTING	4/4/2024	\$3,187.50
831	TRANSTRACK Transtrack Systems, Inc.	4/4/2024	\$3,040.00
833	UNIFIED DLLC Unified Dispatch LLC	4/4/2024	\$2,800.00
832	Verizon Lines	4/4/2024	\$8,259.73
834	VERIZONCONNECT	4/4/2024	\$1,119.82
835	AVCOM	4/4/2024	\$300.00
836	AVCOM	4/4/2024	\$195.00
838	ADA RIDE	4/11/2024	\$3,187.00
839	Allied Universal Security Services	4/11/2024	\$4,823.84
840	American Landscape & Maintenance	4/11/2024	\$3,060.00
841	Diamond Environmental Services	4/11/2024	\$214.18
842	EDISON - BEB	4/11/2024	\$9,584.53
843	LABORFNDRS	4/11/2024	\$844.16
844	Letter Publications	4/11/2024	\$349.00
845	SDRMA	4/11/2024	\$3,081.96
846	Edison - ADM Southern California Edison	4/11/2024	\$8,440.60
847	STATEFUND State Compensation Insurance Fund	4/11/2024	\$1,218.16
848	SWG-ADM	4/11/2024	\$1,191.53
849	SWG-MAINT	4/11/2024	\$5,803.24
850	SWG-WASH	4/11/2024	\$1,491.66
851	SWIFTLY	4/11/2024	\$6,750.00
852	TRANSTRACK Transtrack Systems, Inc.	4/11/2024	\$3,163.00
853	TRONA Trona Community Senior Center	4/11/2024	\$2,921.59
854	Deborah Albin	4/11/2024	\$975.00
855	AECOM	4/22/2024	\$17,681.27
856	Amazon Business	4/22/2024	\$2,200.75
857	BECKOIL	4/22/2024	\$6,445.19

858	CAPPO	4/22/2024	\$1,190.00
859	Charter - ADMIN	4/22/2024	\$149.19
860	Charter - BU	4/22/2024	\$1,099.00
861	Charter - CNG	4/22/2024	\$166.16
862	Charter - DSTFIBER	4/22/2024	\$749.00
863	Charter - FIBER	4/22/2024	\$1,649.00
864	Charter - FIBERBAT	4/22/2024	\$820.00
865	Charter - SEC	4/22/2024	\$329.98
866	Charter - TV	4/22/2024	\$231.18
867	Charter - WEB	4/22/2024	\$269.98
868	CITY OF BARSTOW - Utility Billing	4/22/2024	\$443.42
869	City Of Victorville - Utility Billing	4/22/2024	\$1,392.95
870	CLEAN	4/22/2024	\$13,692.53
871	COUGAR	4/22/2024	\$540.00
872	Edison-CNG	4/22/2024	\$19,996.36
873	INTER	4/22/2024	\$44,612.42
874	CASTROJ Jazmin Castro	4/22/2024	\$700.27
875	LABORFNDRS	4/22/2024	\$1,055.20
876	LOOMIS	4/22/2024	\$946.52
877	PATTERSON	4/22/2024	\$466.56
878	SanBernLegal San Bernardino County - LEGAL	4/22/2024	\$1,178.75
879	SKILL Skillpath	4/22/2024	\$558.00
880	Sonic Systems, Inc.	4/22/2024	\$598.13
881	SOURCE	4/22/2024	\$1,995.80
882	SWG-CNG	4/22/2024	\$146,595.85
883	TRANSTRACK Transtrack Systems, Inc.	4/22/2024	\$2,000.00
884	VVC District Foundation	4/22/2024	\$1,500.00
885	ALLSTEEL	4/22/2024	\$22,306.76
886	Belson Outdoors	4/22/2024	\$8,456.55
887	CBI	4/22/2024	\$15,377.16
888	RMSCONSTRUCTION	4/22/2024	\$35,743.75
889	AVR AVR Vanpool	4/30/2024	\$4,163.00
890	BROADLUX	4/30/2024	\$4,704.06
891	CLEAN	4/30/2024	\$13,101.55
893	COMMUTE Commute With Enterprise	4/30/2024	\$121,588.00
892	EDISON-BAT	4/30/2024	\$3,408.42
894	EDISON-CNGBAT	4/30/2024	\$4,754.06
895	Golden State Water Company ADM	4/30/2024	\$274.96
896	Golden State Water Company CNG	4/30/2024	\$533.99
897	Golden State Water Company FP	4/30/2024	\$43.26
898	Golden State Water Company SPRNK2	4/30/2024	\$286.51
899	MESENK	4/30/2024	\$1,093.80
900	KONICA Konica Minolta Business Solutions	4/30/2024	\$5,345.77
901	LABORFNDRS	4/30/2024	\$1,055.20
902	BIRD Lawrence Bird	4/30/2024	\$200.00
903	NOBLEJ	4/30/2024	\$200.00
904	PLIC Principal Life Insurance Company	4/30/2024	\$2,515.10

905	PrintMart	4/30/2024	\$406.16
906	SWG-DST	4/30/2024	\$11.00
907	SWGAs-BAT	4/30/2024	\$2,510.56
908	SWGAsBAT - CNG	4/30/2024	\$14,866.87
909	UNIFIED DLLC Unified Dispatch LLC	4/30/2024	\$9,893.80
Total			\$657,234.40

**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 April 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

June 17, 2024

ITEM NUMBER

3

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

INVOICE NO. 0060240-IN

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

DATE 5/7/2024

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

MONTH April 2024

BILLING PERIOD 04/01/2024 - 04/30/2024

	Budgeted Revenue hours	Actual Revenue hours	Variance in Missed Service	Budgeted Expense	Actual Expense	Variance (+ or -)	Budgeted Expense Year-to-date	Actual Expense Year-to-date	Variance (+ or -) Year-to-date
ADA ParaTransit	2,406.50	3,055.45		\$234,128.39	\$297,264.73	\$63,136.35	\$2,313,838.59	\$2,844,456.46	\$530,617.87
Subscription	989.10	1,049.55		\$96,229.54	\$102,110.72	\$5,881.18	\$913,937.71	\$917,430.62	\$3,492.91
MicroLink	2,146.40	571.53		\$208,823.26	\$55,604.15	(\$153,219.10)	\$1,318,648.90	\$446,728.86	(\$871,920.04)
Regional Fixed Rt	10,808.40	10,797.41	(11.65)	\$975,241.93	\$974,250.30	(\$991.63)	\$9,590,905.46	\$9,511,072.07	(\$79,833.39)
Route 15	723.70	722.58	(1.12)	\$65,299.45	\$65,198.39	(\$101.06)	\$642,167.36	\$637,129.62	(\$5,037.74)
Fort Irwin	505.10	504.09	(1.03)	\$54,737.69	\$54,628.23	(\$109.45)	\$519,473.83	\$514,393.22	(\$5,080.61)
SUBTOTALS	17,579.20	16,700.61	(13.80)	\$1,634,460.25	\$1,549,056.53	-\$85,403.72	\$15,298,971.85	\$14,871,210.85	-\$427,761.00

TOTAL INVOICE

\$1,549,056.53

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

Manager's Signature and Business Phone



INVOICE NO. 0060241-IN

Keolis Transit Services17150 Smoke Tree St.
Hesperia Calif. 92345

BILL TO

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

DATE 5/7/2024

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

MONTH April 2024

BILLING PERIOD 04/01/2024 - 04/30/2024

	Budgeted Revenue hours	Actual Revenue hours	Variance in Missed Service	Budgeted Expense	Actual Expense	Variance (+ or -)	Budgeted Expense Year-to-date	Actual Expense Year-to-date	Variance (+ or -) Year-to-date
County	1,897.90	1,893.56	(4.32)	\$171,247.52	\$170,855.92	(\$391.60)	\$1,693,810.91	\$1,682,715.85	(\$11,095.06)
Barstow-Fixed Route	1,860.20	1,860.22	-	\$167,845.85	\$167,847.65	\$1.80	\$1,654,592.60	\$1,647,985.95	(\$6,606.65)
Barstow-County	773.50	767.46	-	\$69,792.91	\$69,247.92	(\$544.99)	\$686,775.25	\$680,382.29	(\$6,392.96)
Barstow-DAR	337.10	419.10		\$32,796.46	\$40,774.24	\$7,977.78	\$324,088.02	\$377,536.12	\$53,448.10
SUBTOTALS	4,868.70	4,940.34	(4.32)	\$441,682.73	\$448,725.72	\$7,043.00	\$4,359,266.78	\$4,388,620.21	\$29,353.43

TOTAL INVOICE

\$448,725.72

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

Manager's Signature and Business Phone

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

Performance Statistics for April

Mode	Passengers	Revenue Hours	Operating Costs	Passenger Revenue	Passengers Per Rev. Hour	Operating Cost Per Passenger	Operating Cost Per Rev. Hour	Passenger Revenue Per Passenger	Passenger Revenue Per Rev. Hour	Farebox Recovery Ratio
Bus (Motorbus)	90,015	16,019.4	\$1,919,097	\$126,336	5.6	\$21.32	\$119.80	\$1.40	\$7.89	6.58%
Commuter Bus	2,869	502.7	\$93,047	\$27,349	5.7	\$32.43	\$185.10	\$9.53	\$54.41	29.39%
Demand Response	13,190	5,332.0	\$639,828	\$24,269	2.5	\$48.51	\$120.00	\$1.84	\$4.55	3.79%
System Total	106,074	21,854.1	\$2,651,972	\$177,954	4.9	\$25.00	\$121.35	\$1.68	\$8.14	6.71%



Monthly Ridership Report

April, 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)	59,671	90,015	3.8	5.6	5.36%	6.58%
Commuter Bus	3,727	2,869	8.2	5.7	54.06%	29.39%
Demand Response	10,199	13,190	2.4	2.4	5.75%	3.79%
System Total	73,597	106,074	3.6	4.8	6.77%	6.71%

ADA Dispatch Denial Report For the Month of April 2024

[illegible]

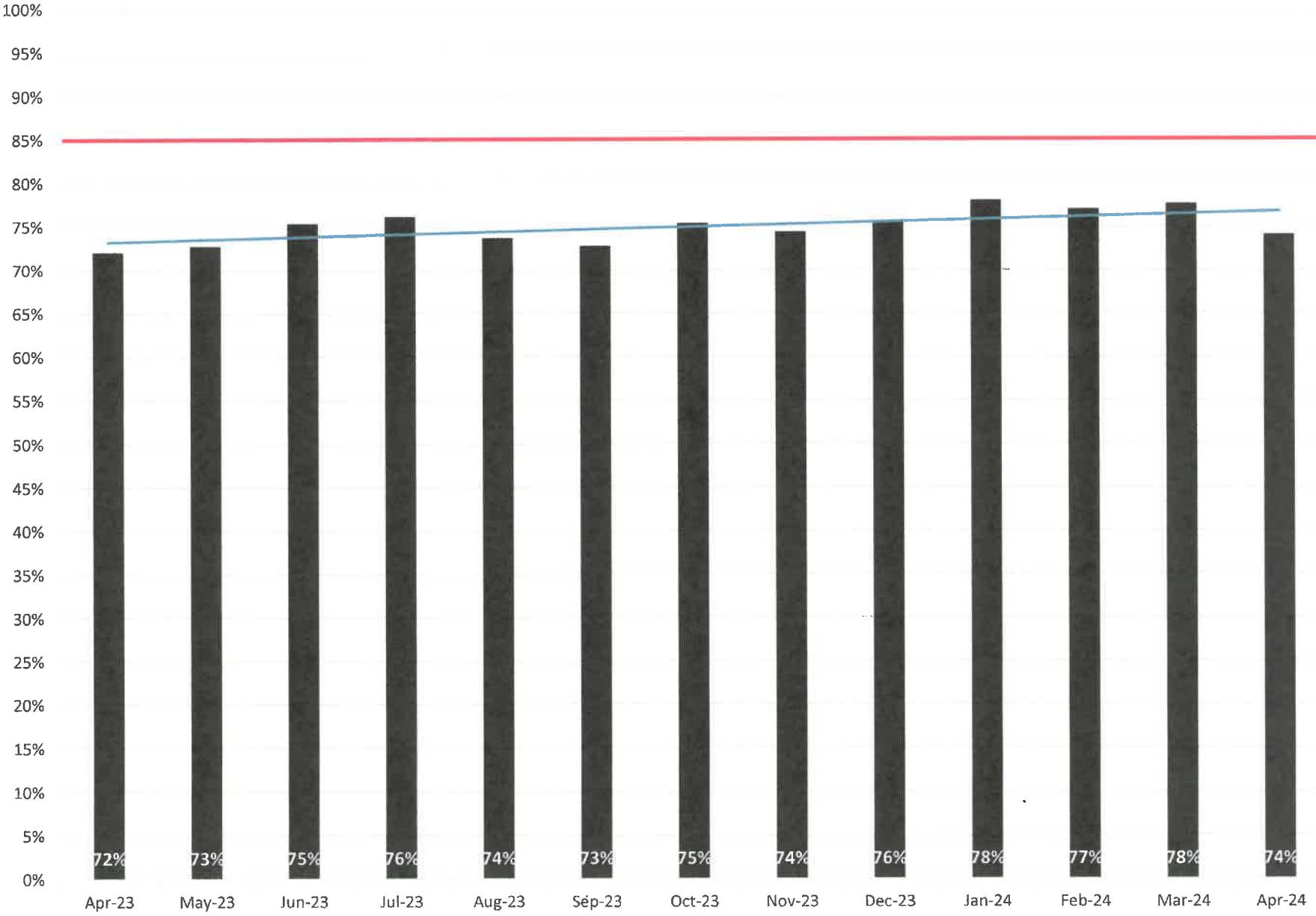
April
Major and Non-Major
Miles Between Road Calls

Total Miles	FY 2023	FY 2024
Demand Response	60,732	74,909
Commuter Bus	17,651	19,646
Motor Bus	276,838	286,129
Total Miles	355,221	380,684

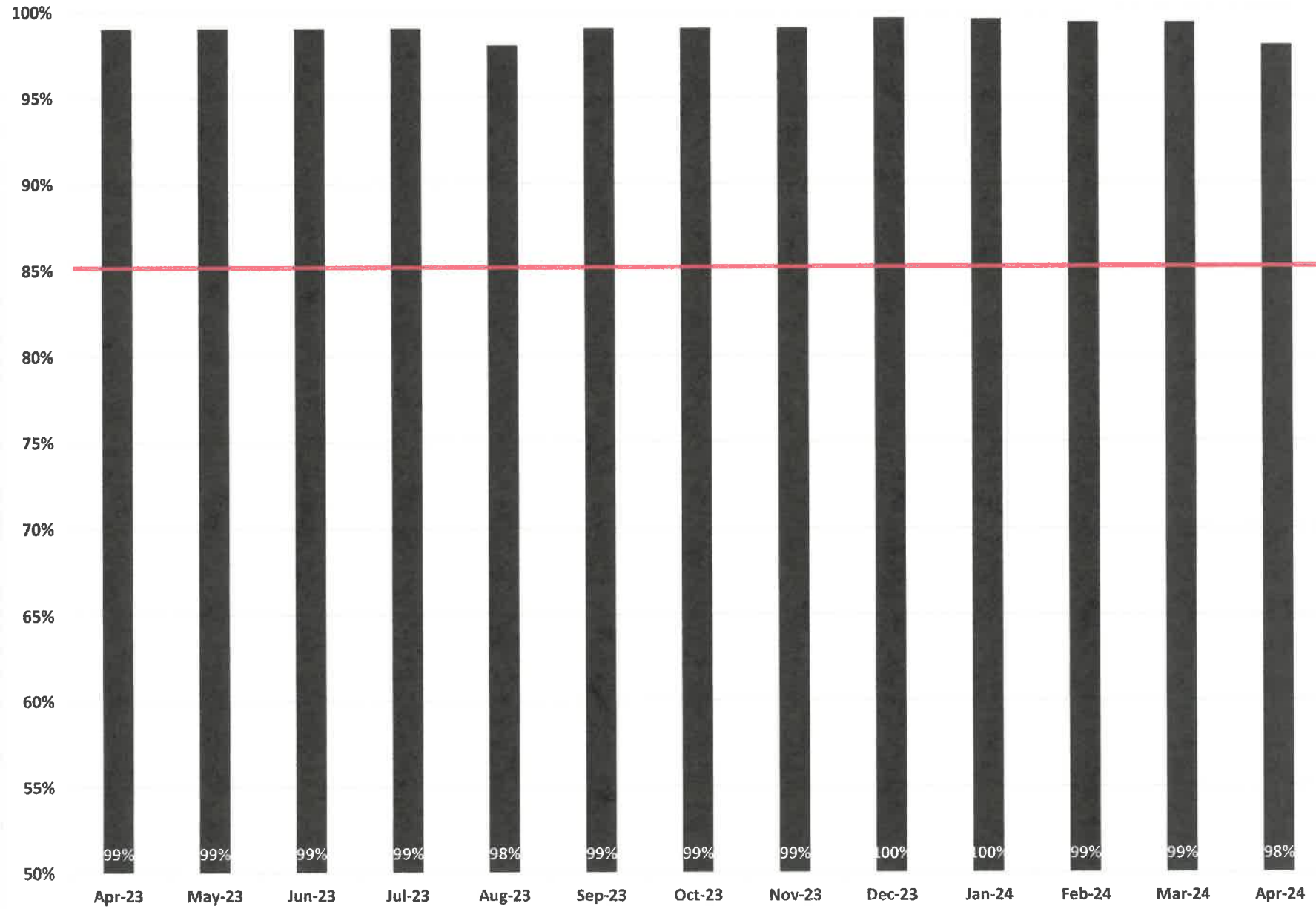
Total Road Calls	FY 2023	FY 2024
Demand Response	2	3
Commuter Bus	2	2
Motor Bus	27	23
Total Road Calls	31	28

Miles Between Road Calls	FY 2023	FY 2024
Demand Response	30,366	24,970
Commuter Bus	22,578	9,823
Motor Bus	10,253	12,440
Total System	63,197	47,233

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.

PRESENTED BY
VVTA
Sheriff Division Unit

FISCAL IMPACT

N/A

MEETING DATE

June 17, 2024

ITEM NUMBER

4

THIS PAGE INTENTIONALLY LEFT BLANK

**AGENDA ITEM
FIVE**

THIS PAGE INTENTIONALLY LEFT BLANK

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Presentation of the VVTA Comprehensive Operations Analysis (COA) Final Report Dated June 2024.

SUMMARY STATEMENT

The Comprehensive Operations Analysis (COA) is a five-year blueprint for all VVTA's services and the organization. The objective of the COA is to create the most efficient and effective transit network possible for a transit agency's customers within budgetary constraints. The analysis helps maximize the impact of taxpayer funding for transit by gaining better knowledge of riders, improving efficiency, and directing transit investment where it is most needed and will be most productive.

At its June 20, 2023, meeting the VVTA Board awarded the contract for the COA to Transportation Management & Design, Inc. (TMD). Stuart Geltman, the TMD project manager for the COA, has extensive experience working on bus service studies and evaluations throughout the country, and has served as project manager on several previous COA's and SRTP's for VVTA. The TMD team's history, experience, and familiarity with the local area in this regard was advantageous in conducting the study and developing recommendations.

The COA scope of work outlined a three phased approach to the study. **Phase I** was designed to present existing conditions, the transit services operated by VVTA, and to solicit public input on transportation needs. In **Phase II** draft alternatives for future transit service were prepared and presented to the public. **Phase III** is the preparation and presentation of a five-year action plan for VVTA.

The outcome of the COA is a five-year plan guiding VVTA's growth. Short-term recommendations provide significant service changes for VVTA including modifications to improve service productivity, span of service and schedule frequency enhancements, and new Microtransit service to enhance connectivity to the transit network. Longer term service changes include new bus services to access future development and Brightline rail service, modernization of the fare structure, staffing, resource levels, and facility requirements needed to support implementation of the service plan. Specific details of the five-year plan are provided in the Executive Summary.

RECOMMENDED ACTION

1) Receive and consider public testimony; and 2) Receive and Approve the VVTA Comprehensive Operations Analysis (COA) Final Report Dated June 2024.

PRESENTED BY
Rod Goldman,
Director of Operations

FISCAL IMPACT
Included in FY25
VVTA Budget

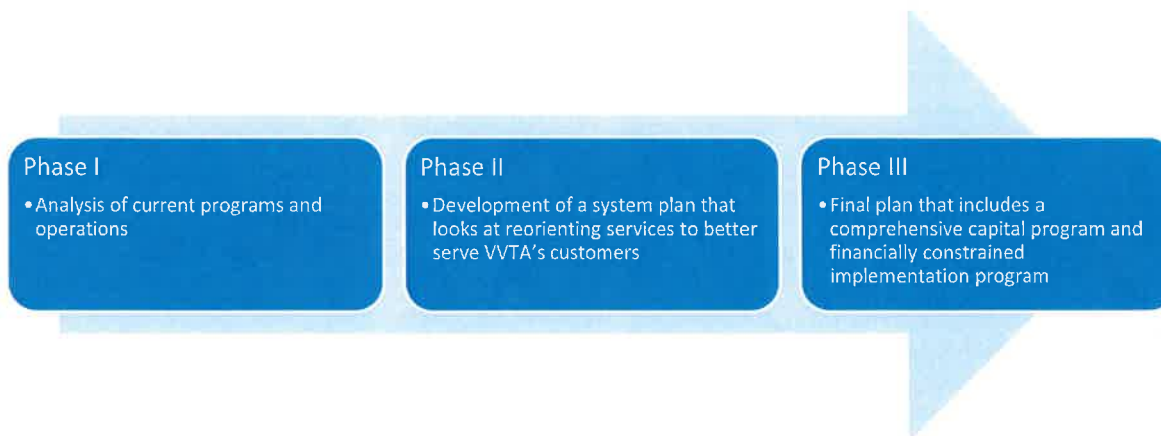
MEETING DATE
June 17, 2024

ITEM NUMBER
5

Executive Summary

The Comprehensive Operations Analysis (COA) is a five-year and beyond blueprint that will guide the Victor Valley Transit Authority (VVTa) in providing transit service to the Victor Valley, Barstow, and North Desert region. The COA provides a comprehensive analysis of all VVTa's services to provide guidance in improving the delivery of services based on the goals and objectives of the organization. The COA is presented in three phases.

Figure 1 - COA Project Phases



About VVTa

VVTa provides fixed route and deviated fixed route services in the incorporated cities and towns as well as the unincorporated and rural areas surrounding the Barstow and Victor Valley communities. In compliance the Americans with Disabilities Act (ADA) VVTa provides Direct Access service to members of the community who, due to age or disability, are unable to access regular route services. VVTa recently implemented Micro-Link microtransit to provide service coverage in areas that are more difficult to serve with regular fixed route buses. Route 15 is an intercity service connecting Barstow, Victorville, and San Bernardino area communities. VVTa also provides commuter bus service connecting Victor Valley and Barstow to the National Training Center at Fort Irwin. To serve commuters, VVTa does have a subsidized vanpool program.

Needs and Opportunities

The needs and opportunities are a summary of findings that are germane to and will inform the system planning process. The findings of the needs and opportunities are presented based on each of the analyses conducted and are presented below.

Service Evaluation

- Ridership is still recovering from the impacts of the COVID-19 pandemic. Riders are returning to the system, but overall ridership remains at less than half of pre-pandemic levels.
- Crowding is not an issue on any route.
- VVTA bus routes that offer route deviations do not deviate often.
- Route 1 is the best performing route. It serves areas with high transit demand in Barstow along Main Street, providing quick service, and has a strong generator as the end of the route at Walmart. While productivity is high, crowding is not an issue.
- The performance of county routes, routes serving rural areas, is low. These routes do not carry very many passengers. These routes are less frequent but serve areas with mobility needs.
- On-time performance is an issue for services, with 23% of trips arriving late. Besides route and running time changes to improve on-time performance, strategic through-routing should also help improve on-time performance.
- Victor Valley College is still one of the destinations with the greatest demand. People traveling to and from Victor Valley College do like the speed of the 50X.
- The vanpool program is competing directly with the commuter program with 35 percent of all vanpools serving Fort Irwin. The commuter program should be discussed with Fort Irwin leadership. The vanpool program also highlights that another potential commuter market is the Marine Corps Logistics Base.
- Route 15 continues to be a popular service and continued growth should be considered.
- The expansion of Micro-Link could serve areas that are not well served by VVTA bus routes today or replace lower performing routes that are not seeing ridership growth.
- Military Veterans are not adequately connected to medical services as they access care at the VA Medical Center in Loma Linda and the Hospital at Fort Irwin.

Market Assessment

- There are areas that have a higher concentration of senior citizens that do not have access to bus routes including portions of West Victorville, Jess Ranch in Apple Valley, Spring Valley Lake, South Hesperia.
- There are areas that have a higher concentration of minority residents that are not near bus routes in South Adelanto and South Hesperia.
- Hesperia south of Main St between the aqueduct and 3rd Ave based on youth population and minority population, zero-car households, and along the Mojave Drive corridor in Victorville.
- The Mojave Drive corridor has concentrations of minority population, Low-income population, youth population, college population, and senior population, zero-car households.

Public Outreach

- Missed connections between buses at the transit centers is the biggest issue for VVTA passengers as it leads to trips being longer, thereby making transit less attractive.

- Span needs to be expanded to serve the needs of riders. Later service is needed to access jobs, college courses, and shopping.
- Passengers feel that travel times are too long. They like services that are direct and quick such as 50X. Part of the travel time concern is related to missed connections when buses are late.
- Service coverage is good, there are a few locations that have a high transit propensity that are not served. Customers did not mention any locations that they wish to travel to that they are unable to reach. Route changes, or new routes, may be needed to serve new developments as the region continues to grow.

Service Alternatives and Future Needs Analysis

The service changes included in this plan are meant to redesign the VVTA network in order to improve performance of the service and to address the evolving needs of the changing Victor Valley region. A two-tiered approach was used to develop a redesign of the VVTA network. The Short-Term Network includes service changes that can be made in the next one to two years and reflect constrained resources and adaptations to near-term developments within VVTA's service area. The Vision Plan contains service changes that are to occur over the longer term, over the next five years and beyond, reacting to upcoming developments like the opening of Brightline. The Vision Plan also includes more resource-intensive service improvements that will require additional resources beyond those needed for the short-term plan. The plans were developed with the following guiding principles in mind.

Addressing new land use and development patterns

As communities in Victor Valley continue to grow, VVTA will adjust its services to meet new demands. Where densities and land use patterns warrant, VVTA service changes have been developed to meet new demand for transit service. New developments will be served either by adjusting the alignment of existing routes, the introduction of new fixed routes, or the introduction of a new Micro-Link service.

Improving service frequency where possible and warranted

This service plan improves service frequency when possible and when demand warrants it. Improving service frequencies is key to improving ridership; this is especially important as the majority of VVTA services currently operate at frequencies of 60 minutes or greater. Improving service frequencies is key to generating ridership growth.

Ensure that span of service is adequate throughout the week

The service plan seeks to improve VVTA's service so that customers can rely on it for more trips. Key to improving VVTA's service is ensuring that it operates when passengers need, especially earlier in the morning and later in the evenings. Currently, resources limit possible service span.

Streamlined Alignments

The service plans present route modifications to improve performance of routes by eliminating unproductive deviations, offering more streamlined service between high ridership destinations.

Expanding Micro-Link service in areas that fit its role

This service plan seeks to expand the role of Micro-Link as a key service that VVTA offers. Micro-Link is being used to expand service to areas of dispersed demand, but in a manner that utilizes fewer vehicles than regular fixed route service.

The Proposed Networks

The Short-Term Network is a suite of improvements that can be made within a short timeframe with all short-term recommendations proposed for implementation in the first year.

Figure 2: Proposed Short-Term Network (Victor Valley area)

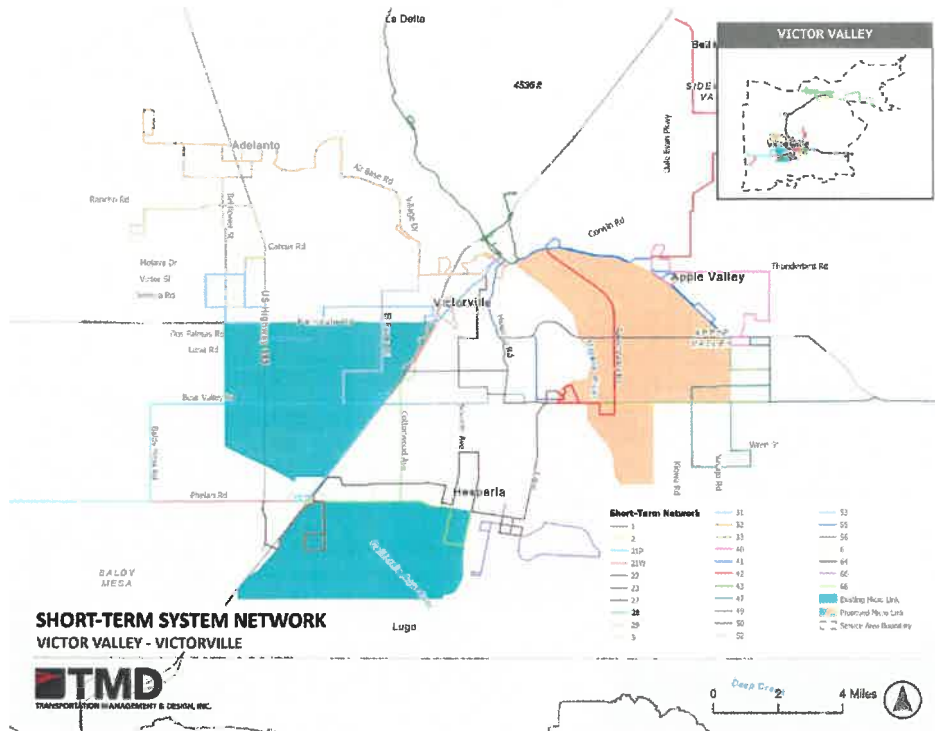
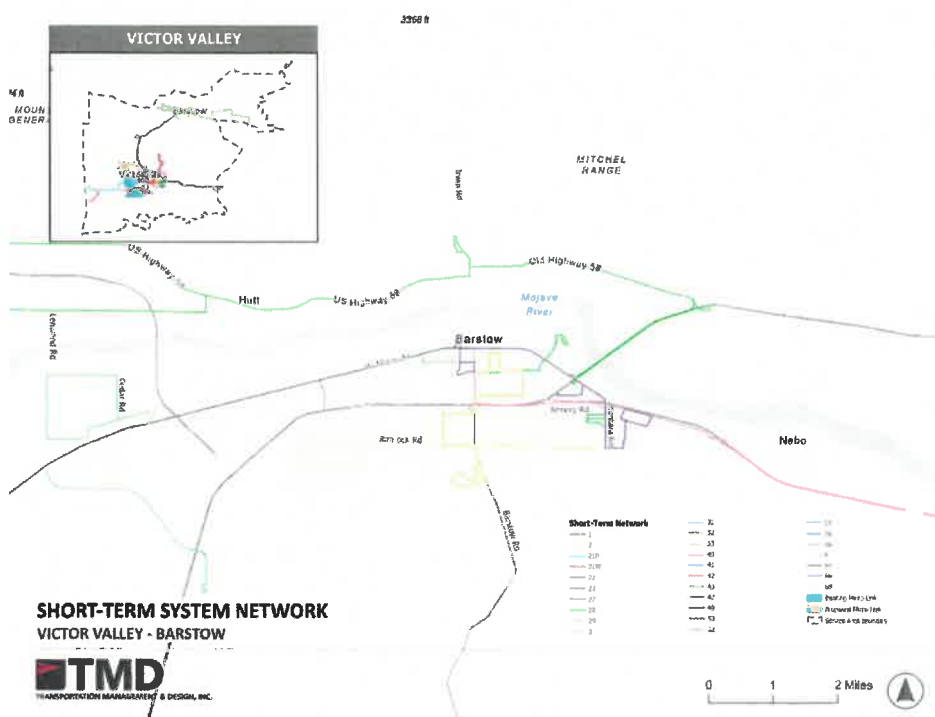


Figure 3: Proposed Short-Term Network (Barstow area)



The Vision Plan is an aspirational plan for VVTA and allocates extensive resources to further improving service and span and service to future developments. The implementation program will seek to incrementally build to the vision plan based on available funding.

Figure 4: Proposed Vision Plan (Victor Valley area)

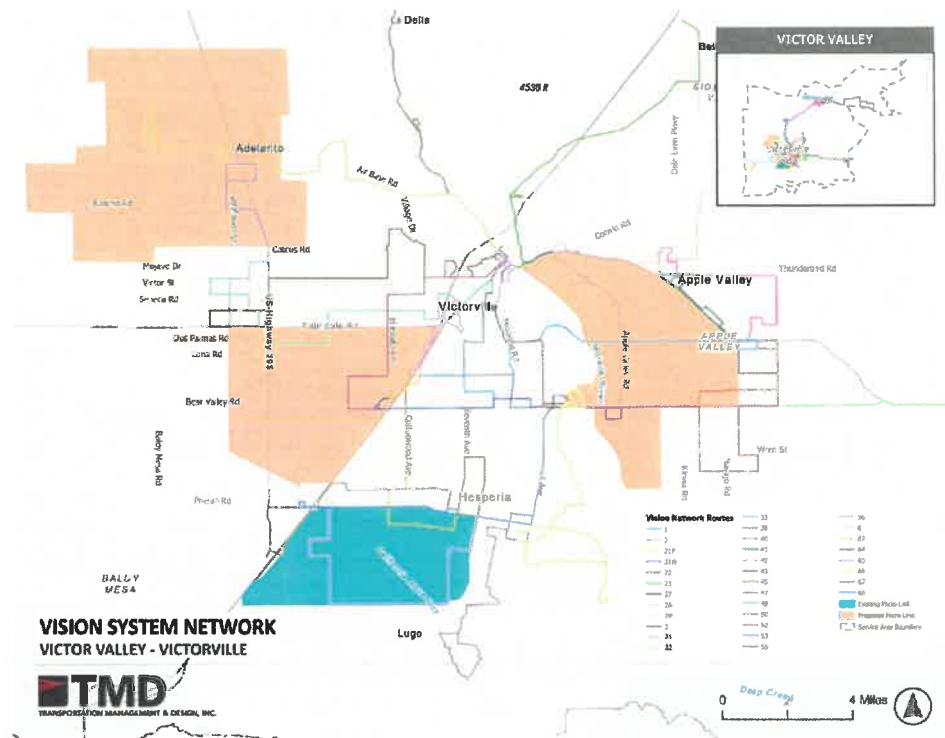
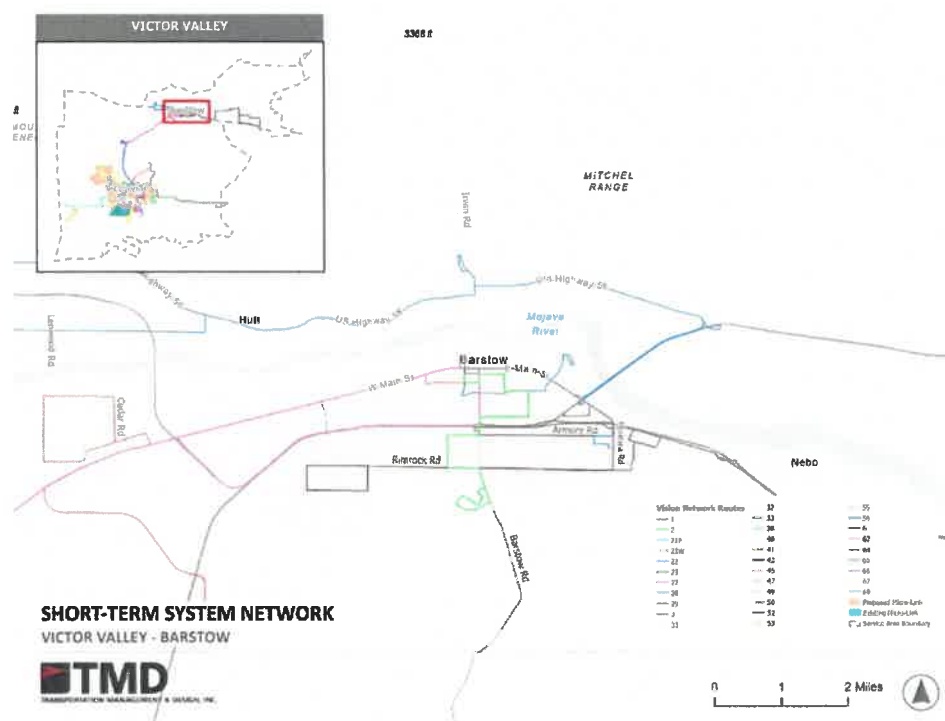


Figure 5: Proposed Vision Plan (Barstow area)



Service Plan

The service plans for VVTA are based on the route concepts developed in Phase 2 and support rebuilding VVTA's ridership and supporting growth in the region. They account for changes in commuting patterns post-COVID and are responsive to comments from the public regarding what riders need from the system. The descriptions below present the changes to the service plans for fixed route services from what was presented in Phase 2.

Fixed Route and County Services

The service plan that was developed in Phase 2 of the study was presented to the public in April 2024. The response to the new routes and services was incredibly positive with riders enthusiastic about span enhancements and more frequent services. The implementation program implements the new routes based on available funding and prioritizes serving major new developments, improving current services for passengers, and financial constraints.

Direct Access

Any changes to fixed route services will affect Direct Access services. As fixed route coverage expands throughout the service area, the Direct Access Zone 1 coverage area will increase. Also, changes in fixed route span will need result in changes to Direct Access span as a result as, per Americans with Disabilities Act (ADA) rules, VVTA obligated to have Direct Access service available during the same hours that fixed route service operates.

Route 15

Changes to Route 15 include adding service and adding stops. Additional weekday service between Barstow and Victorville will support needs for accessing courthouse services in each community. Additional service between Victorville and San Bernardino will support access to healthcare, connections to CSUSB, and access to jobs. Additional stops will be added to Route 15 at park and ride lots and locations near Interstate 15 where transfers to other services can occur, including Brightline stations.

NTC Commuter

The COA recommends that NTC leadership and VVTA need to develop a specific plan about the future of transportation between the VVTA service area and NTC. It is recommended that any changes to the NTC would happen in the second year of the plan (Fiscal Year 2025/2026) with a year-long process of working with NTC leadership to develop a new service plan and working with commuter bus riders to transition to a new service.

Vanpool

The travel patterns for the Post-COVID period make vanpools more difficult to form and maintain due to more flexible work schedules that include hybrid home/office work. It is recommended that VVTA vanpool program adopt a model that sells seats on vanpools for each day of the week versus having all participants of the vanpool required to travel five days per week. This model will also allow part-time workers access to vanpools. The second recommendation is to market the vanpool program to employers in the VVTA service area or who have a lot of employees commuting from the VVTA service area.

Consolidated Transportation Services Agency (CTSA)

VVTA's CTSA program has been a crucial tool in supporting mobility for those who are unable to use VVTA's fixed route transit network. To support mobility two programs are proposed to be restarted which include the Transit Ambassador Program and the Travel Training programs which will support part of the CTSA mission of helping people to learn to use VVTA's services. A new program that will be implemented is a Veteran's transportation program to support the needs of Veterans who may not be able to access VVTA fixed routes, may not qualify for Direct Access, and cannot easily access key destinations for Veterans such as the VA Medical Center in Loma Linda. A longer-term program, which can be considered as part of the expansion of the Hesperia Yard, is the development of a mobility center. The mobility center can be used to train people to use fixed route bus services and evaluate passengers for Direct Access services.

Implementation Plan

The implementation plan presents a timeline for adding service that builds toward the Vision plan yet is financially constrained. The implementation plan incrementally adds service in all five years covered by the COA. The timeline for service changes is presented for each year below.

Year 1/FY2025

In Year 1 all short-term service changes will be implemented. This includes new Routes 27 and 49 along with improvements to frequency for Barstow County routes, Route 32, and Route 55. Routes 25 and 54 will be discontinued with modifications to other routes and existing Micro-Link services providing service in the same areas as Route 25 and Route 54. Route 50X service is discontinued and replaced with improved frequency and direct routing on Route 55. The service span of Barstow area routes will be improved to match the services in the Victor Valley area. A new Apple Valley Micro-Link zone will be implemented in Year 1. Additional stops will be added to Route 15 at the L Street park and ride, Bear Valley park and ride, Main Street and Catalpa Road, and the Hesperia park and ride. One additional existing northbound Route 15 trip will be modified to provide service to CSUSB.

Year 2/FY2026

Changes in year 2 include span improvements on weekdays to Routes 1 through 6 and Routes 31 through 68. The span improvements will result in service ending one hour later in the evening. One additional roundtrip will be added to Route 15 between Barstow and Victorville. Implementation of the future NTC service that will be developed in year 1 will occur in year 2.

Year 3/FY2027

Year 3 will see the introduction of new Route 67 serving the Silverwood development in Hesperia. This new route will allow for modifications to Route 66 serving Hesperia. A new Micro-Link zone will be implemented in Adelanto and alignment of Route 33 will change to accommodate this service. Route 15 Sunday service will be improved with a schedule that is the same as Saturday service.

Year 4/FY2028

Two new routes will be implemented in Year 4. Route 38 along Mojave Drive in Victorville and Adelanto will be implemented and allow for improved coverage in Adelanto by changing the Route 31 loop and a more direct routing for Route 32. New Route 62 will operate between the Hesperia Transfer point and

the Mall allowing Route 68 to serve the Main Street corridor between Super Target and the Hesperia Transfer Point.

Year 5/FY 2029

Brightline West route changes will be implemented in Year 5. These changes include a New Route 45 between Victorville and the Apple Valley Brightline station along with an extension to Route 42 to serve the station. Route 22 will be modified based on the new Route 45 serving the Stoddard Wells area stops currently served by Route 22. Route 15 will have stops at the two Brightline stations. Two roundtrips will be added to Route 15 service between Victorville and San Bernardino on weekdays. Service spans on Routes 1 through 6 and Routes 31 through 68 will improve on weekdays with service starting one hour earlier and ending one hour later.

Beyond 5 Years

The five-year implementation plan does provide considerable progress towards the vision network, it is financially constrained and does not implement all services. The bullets below present the prioritization for service improvements to consider if additional funding becomes available. It is important to note that new routes and frequency enhancements will require the purchase of expansion buses.

- | | |
|---|---|
| 1. Weekend span improvements | 5. 20-minute service on Routes 31, 41, 43, 52, 53, 55 |
| 2. County service span improvements | 6. 60-minute service on Routes 21P, 21W, 22, 23, 27, 28, 29 |
| 3. Implementation of Route 65 | 7. Weekend 30-minute service on frequent routes |
| 4. 30-minute service on Routes 1, 2, 3, 6, 33, 38, 40, 42, 45, 47, 49, 50, 56, 62, 64, 66, 67, 68 | |

Fare Modernization

The modernization program will include a fare capping program and an open loop payment system. Fare capping rewards passengers with free rides after they meet the fare equivalent of a daily, weekly, or monthly pass. An open loop fare payment system allows for a regular credit card to be used as a farecard and does not require pre-payment. As part of the fare policy change, a 25-cent increase in the base fare is proposed that would be concurrent with the implementation of the modernized fare system along with Direct Access fares and ADA subscription fares. Along with this fare change the county and Micro-Link services will be incorporated into the regular route fare policy creating a single more simplified fare structure for local services.

Administration Plan

In implementing the recommendations of the COA, VVTA will increase its fleet size to over 50 buses. A fleet of 50 buses is a threshold for several rules and regulations at the federal level that VVTA will have to account for. There are different thresholds for greater fleet sizes that VVTA should also keep in mind as they expand their fleet. To accommodate the reporting requirements for increasing service, a Planning Manager position will be created to oversee planning and reporting functions. This position will be added in Year 2 before the fixed route bus fleet reaches 50 buses.

Capital Plan for the VVTA Service Area

The capital plan supports the proposed five-year operating plan, which will maintain current operations in a state of good repair and also will support its growth during the period. Of major import is the transition of the vehicle fleet to zero-emission buses (ZEB) leveraging hydrogen powered fuel cell technology which requires the development of hydrogen fueling facilities in Barstow and Hesperia. The capital plan includes replacement and expansion vehicles, development of bus transfer hubs, facility upgrades and development, and a range of ancillary items including security, amenities, and shop equipment, all of which support the ZEB transition.

Table 1: 5-Year Capital plan by Line Item

Line-Item Name	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
40-Foot FCEB	\$10,675,000	\$5,924,825	\$10,679,497	\$1,571,412	\$3,237,108
Paratransit Vehicles	\$850,000	\$525,300	\$1,082,118	\$1,114,582	\$956,682
Microtransit Vehicles	\$190,000	\$-	\$604,713	\$-	\$641,540
Non-Revenue Vehicles	\$310,000	\$319,300	\$328,879	\$474,244	\$558,252
Cost overrun for 3 buses	\$1,596,462	\$-	\$-	\$-	\$-
On-Board Vehicle Modems (security)	\$110,000	\$-	\$-	\$-	\$-
Hesperia Hydrogen	\$-	\$-	\$-	\$-	\$-
Hesperia Shop Upgrades for Hydrogen	\$1,430,000	\$-	\$-	\$-	\$-
Barstow Hydrogen and chargers	\$15,000,000	\$-	\$-	\$-	\$-
Garage and Shop Equipment	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
GFI Vault Upgrade	\$75,000	\$-	\$-	\$-	\$-
Barstow Transit Center	\$730,000	\$141,684	\$-	\$-	\$-
Victorville Transportation Center Expansion	\$	\$-	\$2,385,227	\$-	\$-
Automatic Passenger Counters	\$150,000	\$-	\$-	\$-	\$-
Hesperia Yard and Transit Center	\$1,800,000	\$-	\$-	\$-	\$-
Hesperia Facility Capital Lease	\$1,539,550	\$1,540,300	\$1,539,050	\$1,540,800	\$1,535,300
Barstow Facility Capital Lease	\$641,900	\$641,900	\$640,150	\$642,900	\$641,400
Transit Amenities/Street furniture	\$-	\$75,000	\$100,000	\$100,000	\$100,000
Grant Management Software	\$50,000	\$-	\$-	\$-	\$-
IT and Office Equipment Replace	\$55,000	\$50,000	\$50,000	\$50,000	\$50,000
Security	\$-	\$110,000	\$110,000	\$110,000	\$110,000
Capital Total	\$35,302,912	\$9,428,309	\$17,619,634	\$5,703,938	\$7,930,282

Financial Plan

The financial presents the projected funding and costs for Victor Valley Transit Authority (VVTA) through Fiscal Year (FY) 2029 based on the COA operating plan. San Bernardino County Transportation Authority (SBCTA) projected operating funding levels. Operating cost items and levels are based on the COA operating and capital plan and historical data on cost increases. The funding sources and the overall financial plan are presented in the following tables.

Table 2: Funding Level Projections

Source	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
LTF	\$35,077,895	\$35,428,674	\$35,782,960	\$36,140,790	\$36,502,198
STA	\$370,319	\$370,319	\$370,319	\$370,319	\$370,319
LCTOP	\$1,452,160	\$1,452,160	\$1,452,160	\$1,452,160	\$1,452,160
SB1/SGR	\$882,666	\$900,319	\$918,326	\$936,692	\$955,426
LCFS	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
SB125 – TIRCP	\$24,099,833	\$24,099,833	\$-	\$-	\$-
SB125 – ZETCP	\$1,633,819	\$845,448	\$845,448	\$-	\$-
Measure I	\$1,760,600	\$1,807,960	\$1,860,753	\$1,912,854	\$1,979,804
AB2766	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
Section 5307	\$11,811,833	\$11,811,833	\$11,811,833	\$11,811,833	\$11,811,833
Section 5311	\$977,663	\$977,663	\$977,663	\$977,663	\$977,663
Section 5339	\$1,083,060	\$1,083,060	\$1,083,060	\$1,083,060	\$1,083,060
CMAQ	\$3,044,000	\$4,400,000	\$2,500,000	\$4,115,983	\$6,311,981
RINS Credits	\$540,000	\$540,000	\$540,000	\$540,000	\$540,000
CNG Station Sales	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
CNG Credits	\$682,000	\$-	\$-	\$-	\$-
HVIP Incentive Program	\$3,300,000	\$-	\$-	\$-	\$-
Competitive Grants	\$12,000,000	\$-	\$-	\$-	\$-
Passenger Fares	\$2,439,834	\$2,067,021	\$2,142,274	\$2,236,059	\$2,377,026
Advertising	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Interest Income	\$950,000	\$950,000	\$950,000	\$950,000	\$950,000
Other	\$700,000	\$700,000	\$700,000	\$700,000	\$700,000
TOTAL:	\$103,825,681	\$88,454,290	\$62,954,796	\$64,247,412	\$67,031,469

Table 3: Financial Plan

	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Costs					
Transit Operations Costs	\$46,175,510	\$48,734,285	\$53,490,852	\$58,738,557	\$65,245,138
CTSA Costs	\$861,225	\$930,436	\$999,954	\$1,075,221	\$1,156,751
Vanpool Costs	\$1,762,358	\$1,935,113	\$2,124,970	\$2,333,629	\$2,562,963
Facility Costs	\$1,036,700	\$1,308,535	\$1,352,462	\$1,398,585	\$1,447,014
Administration Costs	\$4,603,741	\$5,050,469	\$5,394,056	\$5,762,108	\$6,156,431
Total Operating Costs	\$54,439,534	\$57,958,838	\$63,362,294	\$69,308,101	\$76,568,297
Capital Costs	\$35,302,912	\$9,428,310	\$17,619,634	\$5,703,937	\$7,930,283
Revenues					
Fare Revenue	\$2,439,834	\$2,067,021	\$2,142,274	\$2,236,059	\$2,377,026
Funding	\$101,385,848	\$86,387,269	\$60,812,522	\$62,011,354	\$64,654,443
Total Revenue	\$103,825,681	\$88,454,290	\$62,954,796	\$64,247,412	\$67,031,469
Balance	\$14,083,236	\$21,067,142	(\$18,027,133)	(\$10,764,625)	(\$17,467,111)
Carryover Revenue	\$24,540,269	\$38,623,505	\$59,690,647	\$41,663,514	\$30,898,889
Net Revenue	\$38,623,505	\$59,690,647	\$41,663,514	\$30,898,889	\$13,431,778

THIS PAGE INTENTIONALLY LEFT BLANK

**AGENDA ITEM
SIX**

THIS PAGE INTENTIONALLY LEFT BLANK

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Presentation of the Fiscal Year 2024-25 Annual Operating and Capital Budget.

SUMMARY STATEMENT

The Fiscal Year 2024-25 Annual Operating and Capital Budget proposes a spending level of \$53,397,289 for operations which represents a 29% increase as compared to FY 2023-24. It should be noted that the increases are due to several factors. The increase of the maintenance and operations contractor rates (new contract), implementation of short-term service improvements recommended by the COA 5-year study, including the growth of the successful Micro transit program. Also, increase of the fuel market prices and the high inflation which is impacting all goods and contract services, continued significant increases in insurance rates, and the expansion of the Sheriff Dept. contract by adding two more officers for more safety and security to the riders.

Additionally, \$52,132,912 is programmed for capital projects which reflects an increase of \$9,737,762 when compared with FY 2023-24 Budget. The capital budget includes the Federal \$12M awarded from the competitive CFI grant (Charging & Fueling Infrastructure) along with the required local match to fund the Barstow Charging & Fueling Infrastructure Facility. Also, \$8.5M from the Federal section 5307 Funds as Operating Assistance to support the Operating Expenses plus \$9M from the new SB125 state funds. With that, VVTA continues to provide a robust transit system that effectively meets the community needs of the entire 1,000-mile service area while conservatively and efficiently utilizing resources to do so.

Continued

RECOMMENDED ACTION

1) Ratify the Publishing of the Program of Projects; 2) Receive and consider public testimony regarding the Federally Funded Program of Projects and the FY 2024-25 Annual Operating and Capital Budget and either approve as published, or direct staff to provide more information to be brought back for further consideration. 3) Adopt Resolution 24-02.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Maged Azer, CFO	Operating \$53,397,289 Capital \$52,132,912	June 17, 2024	6

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Presentation of the Fiscal Year 2024-2025 Annual Operating and Capital Budget.

There are other significant capital projects supporting the Innovative Clean Transit mandate required to be completed by the year 2040. Of note is 6 Hydrogen replacement buses as well as, 4 more Hydrogen expansion Buses to support the implementation of the short-term service improvements. Additionally, the maintenance shop will need a retrofit to support Hydrogen (FCEB) safety measures and equipment. SB125 funds of \$9M are being allocated to support these ZEB Transition projects. FY25 capital budget also includes \$1.8M in stacked funds for the Hesperia Transfer Hub, and 5 unleaded Paratransit replacement vehicles, plus 4 electric service vehicles and one replacement truck.

Zero Emission Bus (ZEB) Transition: In order to combat what CARB calls the growing climate crisis and, in an effort, to reduce greenhouse gas emissions (GHGs), in 2018 the California Air Resources Board (CARB) implemented the Innovative Clean Transit (ICT) regulation. As mentioned previously, the ICT mandates all California transit agencies to convert their fleets to 100% zero emission buses by 2040.

VVTA has already started procuring hydrogen fuel cell electric buses (FCEBs). FCEBs have a significantly greater range than Battery Electric Buses (BEB) while FCEBs have a range of around 300 miles and can accommodate the majority of VVTA's longer routes with the ability to fuel in a matter of minutes, in stark contrast to BEBs which have a limited range averaging 140-150 miles and take upwards of 8 hours to fully charge.

FY2024-25 Capital Budget for the ZEB Transition includes \$4.6M for 3 Regional Hydrogen ZEB class H buses, plus \$1.6M Roll over funding for 3 class H FCEB '40 buses, \$6M for four (4) expansion buses for new routes, and increased frequencies as recommended by the COA 5-year study. The FY25 Budget for the ZEB transition also includes \$1.4M for the maintenance shop retrofit to support Hydrogen (FCEB) safety measures and equipment.

Rounding out the FY 25 budget is ongoing support of several programs which continue to be well received and widely used by the communities we serve. These programs include Microtransit, Vanpool; and several programs supported by the CTSA department.

Continued

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Presentation of the Draft Fiscal Year 2024-2025 Annual Operating and Capital Budget.

SUMMARY STATEMENT

FY 2024-25 OPERATIONAL EXPENSES - \$53.4M

The FY 2024-25 budget supporting operations is as follows:

<u>FY24-25</u>	<u>Prior Year</u>	<u>Incr</u>	<u>%</u>
\$53.40M	\$41.28M	12.12M	29

Operational cost increase is due to:

1. The new 3rd party contract has led to an increase in maintenance and operations contractor rates.
2. Implementation of short-term service improvements prioritized to support ridership recovery.
3. A surge in fuel market prices.
4. High inflation impacting the cost of all goods and services.
5. A substantial increase in insurance rates.
6. Expansion of the Sheriff's Department contract by adding two more officers to enhance rider safety and security.

The FY 2024-25 Administrative expenses for VVTA:

<u>FY 2024-25</u>	<u>Prior Year</u>	<u>Incr/(Decr)</u>
\$ 4.60M	\$ 4.26M	\$0.34M

Administrative costs are a measurement of efficient management of a transit system. The FY 2024-25 budget maintains a low 5.2% of its total Capital and Operating Budget on Administration. The FY 25 Administrative Budget includes the Annual CPI adjustment and three new positions; one HR Specialist and two for the Facility and Maintenance Department as well as moving two part time positions to full time to support the growth and development of VVTA.

Continued

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Presentation of the Draft Fiscal Year 2024-2025 Annual Operating and Capital Budget.

SUMMARY STATEMENT

The three new positions will be in lieu of the vacated COO position. The Administrative Capital Budget includes \$55K for the upgrade and replacement of IT computers and servers along with other IT equipment requirements, and \$50K for Grant software to support the grant department. Even so, the increase in Admin expenses represents a low of 5.2% as compared to 5.6% in the prior year.

FY 2024-25 CAPITAL PLAN - \$52.3M

The FY 25 Capital Budget provides for development and advancements throughout the system. This forward planning ensures VVTA will provide high quality, responsive, responsible, and secure service to its riders. At the same time, VVTA will maintain operational efficiency and regulatory compliance by leading edge technologies and assuring its fleet vehicles and support facilities are always in a state of good repair. In FY 25 the capital expenditure plan provides \$52.13M to fund the following projects:

- \$15M to fund the Barstow Charging & Fueling Infrastructure Facility.
- 6 Hydrogen replacement buses as well as;
- 4 Hydrogen expansion Buses to support the implementation of the short-term service improvements.
- Maintenance shop retrofit to support Hydrogen (FCEB) safety measures and equipment.
- \$1.8M in stacked funds for the Hesperia Transfer Hub.
- 5 unleaded Paratransit replacement vehicles.
- 4 electric service vehicles.
- One replacement truck.

Continued

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Presentation of the Draft Fiscal Year 2024-2025 Annual Operating and Capital Budget.

SUMMARY STATEMENT

FY 2024-25 REVENUES

The FY 25 budget is fully funded with a combination of passenger fares, Federal FTA funding, State funding, and miscellaneous income sources plus the \$12M awarded from the competitive CFI grant (Charging & Fueling Infrastructure) to fund the Barstow Charging & Fueling Infrastructure Facility, also the new SB125 funds play a major role in the ZEB Transition. VVTA will continue to use the "State of Good Repair" (SGR) funding from the SB1 gasoline tax plus CNG Credits and LTF subsidies will play a big part in capital funding.

ADDITIONAL HIGHLIGHTS:

General:

Operating Expenses FY 25: VVTA will continue to use the Federal FTA section 5307 funds plus the new SB125 for Operating Assistance. This offsets the use of LTF funds which can now be used for capital projects.

FIXED ROUTES:

VVTA used \$8.5M from the Federal Funding section 5307 for operational assistance for the Fixed Route division and \$5.5M from the new SB125 Operating funds. Fixed Routes Operating Expenses Budget increased by \$5.4M compared to FY24 Budget due to the new rates of the Maintenance & Operating contract, the expansion of the Sheriff contract and short-term service improvements. Capital Budget for Fixed Routes includes 4 electric service vehicles and one replacement Truck for maintenance plus GFI vault upgrades, Automated Passenger Counters (APCs) and phase 2 of upgrading the onboard modems.

COUNTY ROUTES:

VVTA Used \$549K from the new SB125 plus \$250K from the Federal Funding Section 5311 to support the County routes. Operating Expenses increased 15% compared to the FY24 Budget, for the same reasons as mentioned above.

INTERCITY ROUTES Route15:

VVTA used \$202K from the new SB125 Funds to support Intercity Route 15 Operating expenses. Intercity Budget increased 26% for the same reasons as mentioned above.

Continued

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Presentation of the Draft Fiscal Year 2024-2025 Annual Operating and Capital Budget.

SUMMARY STATEMENT

COMMUTER ROUTES (NTC-Ft Irwin):

NTC serves active military and DOD personnel in our communities. This service is 30% funded by passenger fares (average). In FY 25, The FT. Irwin Commuter Bus Service Hours will be maintained the same as FY24 Budget, Operating Expenses increased 8% compared to FY24 Budget, for the same reasons as mentioned above.

ADA:

VVTA used \$1.5M of Measure I funds to support the operational assistance for the Direct Access division. ADA service in FY 2024-25 Budget increased 47% compared to other departments due to unanticipated ridership recovery during the current year. The FY25 budget estimate continues the estimated recovery trends in demand for ADA services. Also, incorporated are the 6 new leased vans from the Enterprise contract to support the VVTA Brokerage program that partners with local non-profits to provide alternative demand response services. Additionally, ADA must support the short-term service appprovements by adjusting to the zone 1 coverage based on modifications to the fixed route network. The Capital Budget includes \$850K for 5 replacement paratransit vehicles.

Barstow Division:

VVTA used the Federal Funding 5311 \$466,877 plus local Measure I funds of \$259,900 and \$803K from the new SB125 operating Funds to support Barstow operating expenses. Barstow operating Budget increased \$2.5M due to same reasons mentioned above; however, Barstow budget also must account for the increasing demand in ADA services, along with the increase in service span and zone 1 coverage. Additionally, a new route will be added to the Barstow fixed route system as recommended by the COA 5-year study. Barstow Capital Budget includes \$15M funded from the CFI Federal Highway Administration Grants for the Charging and Fueling Infrastructure Facilities and local match as well as \$730K for the Barstow Transfer Point.

Micro Transit Division:

In contrast to our Fixed Route/County Services, VVTA's started in FY22-23 the micro-transit program, this program means real-time dynamic routing that can change at a moment's notice, allowing riders to go anywhere in the geo-coded service zone. Passengers usually walk a block or two and catch the bus at a bus stop - boarding at a common corner avoids unnecessary detours and makes the service much more efficient.

Continued

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Presentation of the Draft Fiscal Year 2024-2025 Annual Operating and Capital Budget.

SUMMARY STATEMENT

Along the passenger's route, sophisticated dynamic routing algorithms use real-time, on-the-ground information to add other people traveling in the same direction into the same vehicle. Riders are picked up and dropped off in an endless stream. This translates into a highly efficient, environmentally friendly, and financially smart ride. The program started fairly slow and gradually with the support of Marketing and Free ride promotions started to grow, and the reports show a significant growth in the program and number of riders.

Budget FY25 estimated Microtransit Operating Expenses increased by 24%, due to short-term service improvements expanding the service areas as well as the number of vans operating in the service areas. Capital Budget includes \$190K to add one Micro Transit Vehicle funded by SB125 Capital Funds.

CTSA:

VVTA's mobility management programs provide alternative ride services to clients who are normally dependent on higher cost ADA ride services or do not have access to traditional type services. In the FY 24 Budget VVTA will continue to support the TRIP program which provides mileage reimbursements to clients to use private vehicles instead of complementary paratransit or who live outside the VVTA core transit zones. In addition, by using these alternative ride programs and other CTSA programs, VVTA has been able to provide much-needed transportation services in remote areas such as Trona and Big River. CTSA Budget expenses increased almost 17% which is mainly due to growth in TRIP program service. VVTA will maintain and grow all other CTSA programs in FY25.

VANPOOLS:

VVTA's vanpool program is the 10th largest vanpool program in the entire US. This, according to the 2023 American Public Transportation Association (APTA). Vanpools play a significant role in reducing congestion and improving air quality. FY 2024-25 Vanpool Budget is estimated to be lower by 5%, Vanpool Budget estimated based on the current actuals in FY24. Vanpool Marketing Budget will continue to support the program. VVTA estimates to maintain an average of 205 vanpools in FY 2024-25.

THE PRESS-ENTERPRISE

KEEP YOUR EYES ON THE 'PRISE

pe.com

The Press-Enterprise
3512 14 Street
Riverside, California 92501
(951) 368-9229

Debi Albin
17150 Smoketree St.
Hesperia, CA 92345

Publication: The Press-Enterprise

PROOF OF PUBLICATION OF

Ad Desc: 0011668751

FILE NO. 0011668751

PROOF OF PUBLICATION

I am a citizen of the United States. I am over the age of eighteen years and not party to or interested in the above-entitled matter. I am an authorized representative of THE PRESS-ENTERPRISE, a newspaper of general circulation, printed and published daily in the County of Riverside, and which newspaper has been adjudicated a newspaper of general circulation by the Superior Court of the County of Riverside, State of California, under date of April 25, 1952, Case Number 54446, under date of March 29, 1957, Case Number 65673, under date of August 25, 1995, Case Number 267864, and under date of September 16, 2013, Case Number RIC 1309013; that the notice, of which the annexed is a printed copy, has been published in said newspaper in accordance with the instructions of the person(s) requesting publication, and not in any supplement thereof on the following dates, to wit:

05/16/2024

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Date: May 16, 2024.
At: Riverside, California



Signature

Notice of Public Hearing for Federaly Funded Program of Projects for Fiscal Year 2024/25

A Public Hearing and Regular Meeting of the Board of Directors will be held to solicit input and comments on the proposed use of Federal Funds. FTA Sections 5307, 5310, 5311, 5339, 5339(b), 5339(c), CMAQ, and other federal, state and local funds will be considered by the Board of Directors as part of the FY 25 Draft Annual Operating and Captital Budget.

Date: Monday, June 17th, 2024 Place: VVTA Board Room, 17150 Smoke Tree St., Hesperia

Time: 9:30 a.m.

The Victor Valley Transit Authority is, or may be applying for, operational and capital grants under Sections 5307, 5309, 5310, 5311, 5311(f), 5339, 5339(b) Bus and Bus Facilities, and 5339(c) Low or No Emission Vehicle Deployment Program (LowNo) of the Federal Transit Act, and Congestion Mitigation and Air Quality Improvement (CMAQ) grants following FTA guidelines.

PROJECT DESCRIPTIONS	SECTION 5307	SECTION 5311	SECTION 5339	CMAQ	TOTAL PROJECT COST
FY 2024-25 Estimated Apportionments	\$ 11,811,833	\$ 985,529	\$ 976,135	\$ 3,044,000	
FTA Operating Assistance	\$ 8,465,000				\$ 44,366,824
Rural Operating Assistance Unincorporated Areas of SB Cnty		\$ 985,529			\$ 7,304,574
Paratransit Vehicle rplc (5) - Unleaded			\$ 680,000		\$ 850,000
Open Loop Payment System	\$ -				\$ -
Upgrade onboard modems (1% security project) - Phase 2	\$ 88,000				\$ 110,000
Bus facility capital lease (Hsp)	\$ 1,231,640				\$ 1,539,550
Garage and Shop Equipment			\$ 80,000		\$ 100,000
Hesperia Transfer Hub (Stacked funding)	\$ 1,440,000				\$ 1,800,000
Regional buses rplc Class H ZEB (3)				\$ 3,044,000	\$ 4,575,000
Regional buses rplc Class H FCEB (3) '40 Roll over funding (Final)	\$ 444,444				\$ 1,596,462
Total Operating & Capital Federal Assistance Funding	\$ 11,669,084	\$ 985,529	\$ 760,000	\$ 3,044,000	\$ 62,242,410

Those interested in commenting on the program of projects are invited to provide input or seek further information and are encouraged to either attend this public hearing or submit comments to VVTA. Questions or comments prior to the hearing may be directed in writing or by phone to the Clerk of the Board at 760.995.3588, at 17150 Smoke Tree St., Hesperia, CA 92345 or by publiccomments@vvta.org. The program of projects will become final with no further posting, unless amended.



ANNUAL OPERATING AND CAPITAL BUDGET
FISCAL YEAR 2024-2025
(SUMMARY)

BUDGET NOTES & ASSUMPTIONS :

Listed below are some notes and assumptions that were used to build the FY24-25 Budget. They are designed to supplement the numerical presentation in the "Summary" and "Detailed" Budget pages.

Line no.	Department	Note/Assumption
1	General	<p>Operating Expenses increased 29% compared to FY 2023-24. These increases are due to several factors. The increase of the maintenance and operations contractor rates (new contract), implementation of short-term service improvements recommended by the COA 5-year study, including the growth of the successful Microtransit program, increase of the fuel market prices and the high inflation which is impacting all goods and contract services, continued significant increases in insurance rates, and the expansion of the Sheriff Dept contract by adding two more officers for more safety and security to the riders, operators, and staff.</p> <p>Capital Expenses increased \$9.7M. This includes the \$12M awarded for the competitive CFI grant (Charging & Fueling Infrastructure) to fund the Barstow Charging & Fueling Infrastructure Facility. There are other significant projects supporting the Innovative Clean Transit mandate required to be completed by year 2040. Of note is 6 Hydrogen replacement buses as well as, 4 more Hydrogen expansion Buses to support the implementation of the short-term service improvements. Additionally, the maintenance shop will need a retrofit to support Hydrogen (FCEB) safety measures and equipment. SB125 funds of \$9M is being allocated to support these ZEB Transition projects. FY25 capital budget also includes \$1.8M in stacked funds for the Hesperia Transfer Hub, and 5 unleaded Paratransit replacement vehicles, 4 electric service vehicles and one replacement truck.</p>
2	Fixed Rte	VVTA used \$8.5M from the Federal Funding section 5307 for operational assistance for the Fixed Route division and \$4.8M from the new SB125 Operating funds. Fixed Routes Operating Expenses Budget increased by \$5.4M compared to FY-24 Budget due to the new rates of the Maintenance & Operating contract, plus the expansion of the Sheriff contract and short-term service improvements. Capital Budget for Fixed Routes includes 4 electric service vehicles and one replacement Truck for maintenance plus GFI vault upgrades, Automated Passenger Counters (APCs) and phase 2 of upgrading the onboard modems.
3	Direct Access ADA	VVTA used \$1.5M of Measure I funds to support the operational assistance for the Direct Access division; ADA service in FY 2024-25 Budget increased 47% compared to other departments due unanticipated ridership recovery during the current year. The FY25 budget estimate continues the estimated recovery trends in demand for ADA services. Also, incorporated is the new Enterprise contract to support the VVTA Brokerage program that partners with local non-profits to provide alternative demand response services. Additionally, ADA must support the short-term service improvements by adjusting to the zone 1 coverage based on modifications to the fixed route network. The Capital Budget includes \$850K for 5 replacement vehicles.
4	County Routes	VVTA Used \$548K from the new SB125 plus \$250K from the Federal Funding Section 5311 to support the County routes. Operating Expenses increased 15% compared to FY24 Budget, for the same reasons as mentioned above.

5	Barstow Division	VVTA used the Federal Funding 5311 \$466,877 plus the local funds Measure I \$259,900 and \$803K from the new SB125 operating Funds to support Barstow operating expenses. Barstow operating Budget increased \$2.5M due to same reasons mentioned above and the implementation of short-term service improvements recommended by the COA 5-year study. Barstow Capital Budget includes \$15M funded from the CFI Federal Highway Administration Grants for the Charging and Fueling Infrastructure Facilities and \$730K for the Barstow Transfer Hub.
6	Commuter (NTC)	VVTA maintaining FT. Irwin Commuter Bus Service Hours same as FY24 Budget, Operating Expenses increased 8% compared to FY24 Budget, for the same reasons as mentioned above.
7	Intercity (BV link) Route 15	VVTA used \$202K from the new SB125 Funds to support Intercity Route 15 Operating expenses. Intercity Budget increased 26% for the same reasons as mentioned above.
8	CTSA	CTSA Budget expenses increased almost 17% which is mainly due to growth in TRIP program service. VVTA will maintain and grow all other CTSA programs in FY25.
9	Micro Transit	Due to the growth of the Micro Transit program that started in FY23, Budget FY25 estimated Operating Expenses increased by 24%, due to expanding the Micro Transit service areas and the number of vans. Capital Budget includes \$190K to add one Micro Transit Vehicles funded by SB125 Capital Funds.
10	Facilities	Facilities Budget increased 17% due to the significant increase in the Insurance Market rates plus the increase in utilities electricity expense. Capital Budget FY25 includes \$1.8M in stacked funds for Hesperia Transfer HUB.
11	ZEB Transition ICT (mandates)	Capital Budget for the Zero Emission Bus ZEB Transition includes \$4.6M for 3 Regional Hydrogen ZEB class H buses replacement, plus \$1.6M Roll over funding for 3 class H FCEB '40 buses, \$6M for four (4) expansion buses for new routes and increased frequency as recommended by the COA 5-year study. The FY25 Budget for the ZEB transition also includes \$1.4M for the maintenance shop retrofit to support Hydrogen (FCEB) safety measures and equipment.
12	Administration	Administration Expenses for FY 25 increased 8% due to the high inflation which impacted the IT supplies and contract services prices plus adding 3 new positions two for the Facility and Maintenance Department and one HR Specialist as well as moving two part time positions to full time to support the growth and development of VVTA. These three positions will be in lieu of the vacated COO position. Capital Admin Budget included \$55K for the upgrade and replacement of IT computers and servers along with other IT equipment requirements, also included is the Annual CPI adjustment; and \$50K for Grant software to support grant department. Even so, the increase in Admin expenses represents only 5.2% of the total FY25 Capital and Operating Budget.
13	Vanpools	FY 2024-25 the Vanpool Budget is estimated to be lower by 5%, Vanpool Budget estimated based on the current actuals in FY24. Vanpool Marketing will continue to support the program. VVTA estimates to maintain the average of 205 vanpools in FY 2024-25.

Victor Valley Transit Authority
ANNUAL OPERATING AND CAPITAL BUDGET
FISCAL YEAR 2024-2025
SUMMARY

<u>Expense Plan</u>	<u>FY24-25</u>	<u>FY23-24</u>	<u>\$ Change</u>	<u>% Inc/Dec</u>
Operating	\$ 53,397,289	\$ 41,276,112	\$ 12,121,176	29.4%
FTA/LTF/SB125 Capital Assistance for Operating	\$ (16,930,000)	\$ (15,000,000)		
Capital	\$ 52,132,912	\$ 42,395,150	\$ 9,737,762	23.0%
Total Expense	\$ 88,600,201	\$ 68,671,262	\$ 19,928,938	29.0%

Expense Summary

OPERATING EXPENSE SUMMARY

<u>Program</u>	<u>FY 2024/25</u>	<u>FY 2023/24</u>	<u>\$ Change</u>	<u>% Inc/Dec</u>
Fixed Route	\$ 22,957,288	\$ 17,538,742	\$ 5,418,546	
Complementary Paratransit	\$ 7,484,088	\$ 5,066,855	\$ 2,417,233	
County Routes	\$ 3,319,909	\$ 2,880,379	\$ 439,530	
Intercity Routes	\$ 1,510,086	\$ 1,199,184	\$ 310,901	
Barstow Division	\$ 6,799,455	\$ 4,259,285	\$ 2,540,170	
Commuter Routes	\$ 1,050,637	\$ 970,697	\$ 79,940	
Van Pools	\$ 1,762,358	\$ 1,860,607	\$ (98,248)	
CTSA	\$ 861,225	\$ 737,947	\$ 123,278	
Micro Transit	\$ 2,201,802	\$ 1,770,069	\$ 431,732	
VVTA Yard/Facilities	\$ 846,700	\$ 732,500	\$ 114,200	
Administration	\$ 4,603,741	\$ 4,259,847	\$ 343,895	
TOTAL EXPENSES:	\$ 53,397,289	\$ 41,276,111	\$ 12,121,178	29%
FTA Operating Assistance/CARES ACT	\$ (16,930,000)	\$ (15,000,000)	\$ 2,697,424	
NET Expenses	\$ 36,467,289	\$ 26,276,111	\$ 10,191,178	

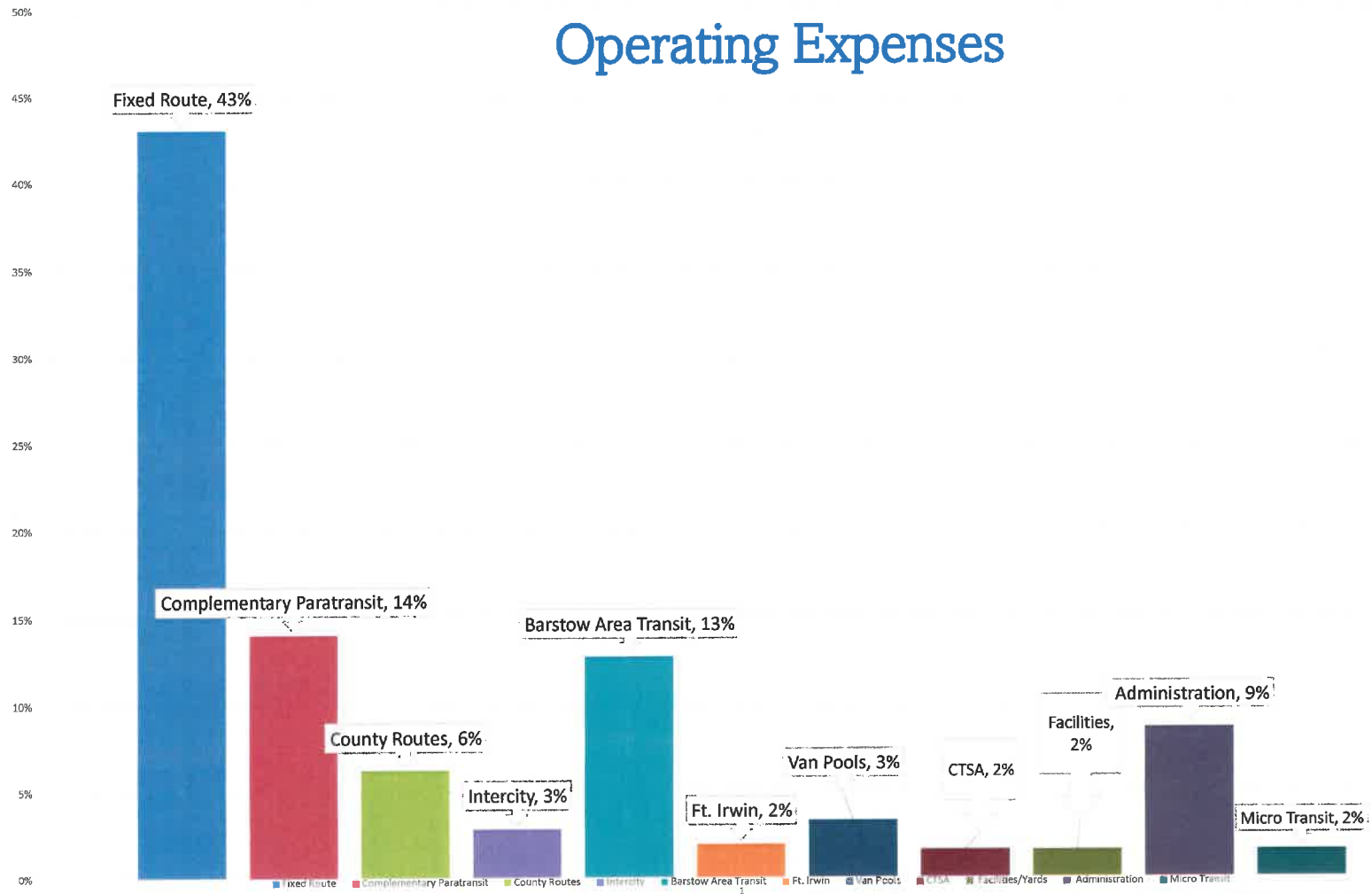
CAPITAL EXPENSE SUMMARY

<u>Program</u>	<u>FY 2024/25</u>	<u>FY 2023/24</u>	<u>\$ Change</u>	<u>% Inc/Dec</u>
Fixed Route	\$ 17,575,000	\$ 13,350,000	\$ 4,225,000	
Complementary Paratransit	\$ 850,000	\$ 1,800,000	\$ (950,000)	
County Routes	\$ -	\$ -	\$ -	
Intercity Routes	\$ -	\$ 1,000,000	\$ (1,000,000)	
Barstow Division	\$ 16,371,900	\$ 841,400	\$ 15,530,500	
Commuter Routes	\$ -	\$ -	\$ -	
Micro Transit	\$ 190,000	\$ 1,140,000	\$ -	
Facilities	\$ 3,439,550	\$ 3,299,698	\$ 139,852	
VVTA Administration	\$ 105,000	\$ 41,432	\$ 63,568	
ZEB Transition	\$ 13,601,462	\$ 20,922,620	\$ (7,321,158)	
TOTAL Capital Expense:	\$ 52,132,912	\$ 42,395,150	\$ 9,737,762	23%

COMBINED EXPENSE SUMMARY

			<u>\$ Change</u>	<u>% Inc/Dec</u>
Operating Expense	\$ 53,397,289	\$ 41,276,111	\$ 12,121,178	
Capital Expense	\$ 35,202,912	\$ 27,395,150	\$ 7,807,762	
TOTAL:	\$ 88,600,201	\$ 68,671,261	\$ 19,928,940	29%

Operating Expenses



VICTOR VALLEY TRANSIT AUTHORITY

Fiscal Year Budget 2024-2025

CAPITAL PROJECT DETAILS CHART

Program	Project Description	Section 5307	Section 5339	CMAQ	LTF	STA	SB1/SGR	LCTOP	CFI (competitive funds)	SB125	CNG credits	Project Cost
Demand Response	Paratransit Vehicle rplc (5) - Unleaded		\$680,000				\$170,000					\$850,000
Fixed Routes	FTA operating assistance (Urban) & match	\$7,750,000			\$7,750,000							\$15,500,000
	FTA Operating Assistance (Sheriff) & match	\$715,000								\$715,000		\$1,430,000
	Service Vehicles (4) - Electric						\$240,000					\$240,000
	Service Vehicle (1) - Rplc Truck for Maintenance						\$70,000					\$70,000
	GFI Vault Upgrades										\$75,000	\$75,000
	Automatic Passenger Counters					\$150,000						\$150,000
	Upgrade onboard modems (1% security project) - Phase 2	\$88,000				\$22,000						\$110,000
MicroTransit	MicroTransit Vehicles (1) - Expansion									\$190,000		\$190,000
Barstow Facilities/ Yard	Bus facility capital lease (Barstow)				\$641,900							\$641,900
	Barstow Transfer Point									\$730,000		\$730,000
	Charging and Fueling Infrastructure Facility				\$3,000,000				\$12,000,000			\$15,000,000
Hesperia Facilities/ Yard	Bus facility capital lease (Hsp)	\$1,231,640			\$307,910							\$1,539,550
	Garage and Shop Equipment		\$80,000			\$20,000						\$100,000
	Hesperia Transfer Hub (Stacked funding)	\$1,440,000			\$360,000							\$1,800,000
ZEB Transition (ICT mandates)	Regional buses rplc Class H ZEB (3)			\$3,044,000		\$298,319	\$402,666				\$830,015	\$4,575,000
	Regional buses rplc Class H FCEB (3) '40 Roll over funding (Final)	\$444,444						\$1,152,018				\$1,596,462
	Shop Hyrdrogen Retrofit for FCEB safety									\$1,430,000		\$1,430,000
	FCEB (4) Expansion buses									\$6,000,000		\$6,000,000
Administration	IT upgrades & rplc - computers & servers										\$55,000	\$55,000
	Grants Software				\$50,000							\$50,000
Total		\$11,669,084	\$760,000	\$3,044,000	\$12,109,810	\$490,319	\$882,666	\$1,152,018	\$12,000,000	\$9,065,000	\$960,015	\$52,132,912

VICTOR VALLEY TRANSIT AUTHORITY
CAPITAL FUNDING SOURCE SUMMARY CHART

Program	Section 5307	Section 5339	CMAQ	LTF	STA	SB1/SGR	LCTOP	CFI (competitive funds)	SB125	CNG credits	Project Cost
Direct Access		\$680,000				\$170,000					\$850,000
Fixed Route	\$8,553,000			\$7,750,000	\$172,000	\$310,000			\$715,000	\$75,000	\$17,575,000
BAT Facility & Yard				\$3,641,900				\$12,000,000	\$730,000		\$16,371,900
Microtransit									\$190,000		\$190,000
Hesperia Facilities & Yard	\$2,671,640	\$80,000		\$667,910	\$20,000						\$3,439,550
ZEB Transition	\$444,444		\$3,044,000		\$298,319	\$402,666	\$1,152,018		\$7,430,000	\$830,015	\$13,601,462
Administration				\$50,000						\$55,000	\$105,000
Total	\$11,669,084	\$760,000	\$3,044,000	\$12,109,810	\$490,319	\$882,666	\$1,152,018	\$12,000,000	\$9,065,000	\$960,015	\$52,132,912

Revenue Summary

OPERATING REVENUE SUMMARY

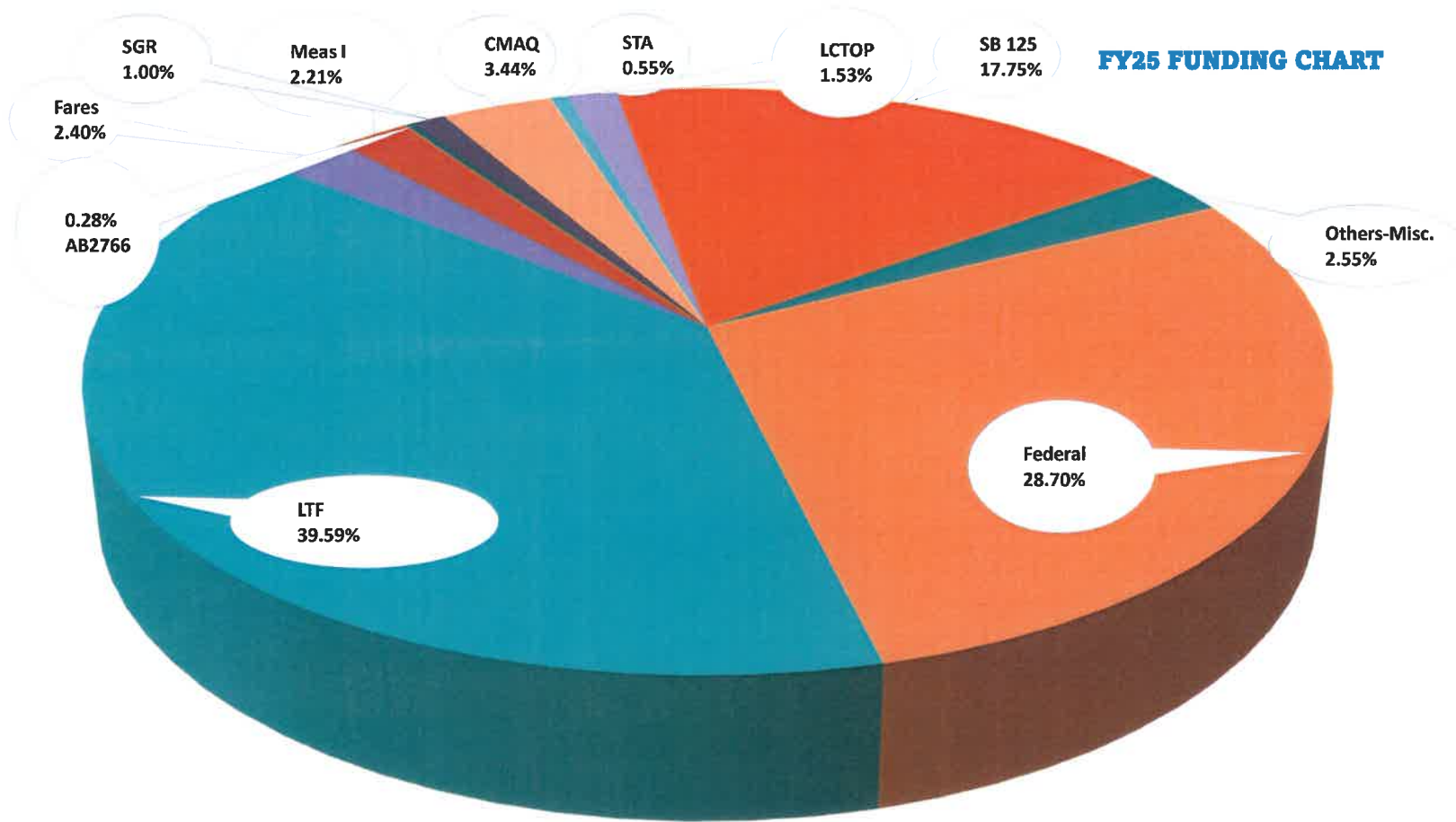
Source	FY 2024/25	FY 2023/24	\$ Change	% Inc/Dec	Notes
Section 5311	\$ 1,003,565	\$ 977,663	\$ 25,902		
LTF	\$ 22,968,085	\$ 20,496,548	\$ 2,471,537		
Measure I	\$ 1,960,600	\$ 1,856,400	\$ 104,200		
AB 2766	\$ 250,000	\$ 250,000	\$ -		
LCTOP	\$ 200,000	\$ 20,000	\$ 180,000		
STA (POP) Free Fares	\$ -	\$ 750,000	\$ (750,000)		
Passenger Fares	\$ 2,126,970	\$ 1,345,500	\$ 781,470		
SB 125 Operatting	\$ 6,663,069	\$ -	\$ 6,663,069		
Other (Interest/Misc.)	\$ 1,295,000	\$ 580,000	\$ 715,000		
TOTAL:	\$ 36,467,289	\$ 26,276,111	\$ 10,191,178	39%	

CAPITAL REVENUE SUMMARY

Source	FY 2024/25	FY 2023/24	\$ Change	% Inc/Dec	
Section 5307	\$ 11,669,084	\$ 9,301,640	\$ 2,367,444		
Section 5339	\$ 760,000	\$ 14,004,021	\$ (13,244,021)		
CMAQ demonstration	\$ 3,044,000	\$ 120,000	\$ 2,924,000		
LTF	\$ 12,109,810	\$ 16,554,334	\$ (4,444,524)		
STAF	\$ 490,319	\$ 371,842	\$ 118,477		
SB 125 Capital	\$ 9,065,000	\$ -	\$ 9,065,000		
CFI (competitive funds)	\$ 12,000,000	\$ -	\$ 12,000,000		
SGR	\$ 882,666	\$ 819,425	\$ 63,241		
LCTOP	\$ 1,152,018	\$ 1,223,888	\$ (71,870)		
CNG Credits	\$ 960,015	\$ -	\$ 960,015		Capital varies from year to year based on the Capital Assets required
TOTAL:	\$ 52,132,912	\$ 42,395,150	\$ 9,737,762	23%	

COMBINED REVENUE SUMMARY

	FY 2024/25	FY 2023/24	\$ Change	% Inc/Dec
Operating Revenue	\$ 36,467,289	\$ 26,276,111	\$ 10,191,178	
Capital Revenue	\$ 52,132,912	\$ 42,395,150	\$ 9,737,762	
TOTAL:	\$ 88,600,201	\$ 68,671,261	\$ 19,907,940	29.0%



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

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.



VICTOR VALLEY TRANSIT AUTHORITY
*representing the communities of Apple Valley, Adelanto,
Hesperia,
Victorville and San Bernardino County*

MEMORANDUM

Date: June 17, 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 June 17, 2024, meeting.

Agenda Item No.	Contract No.	Principals and Agents	Subcontractors
7	RFQ2021-17	Toneman Concrete Corporation Chris McCauley 620 West Avenue L, Lancaster, CA 93534 661-940-0419	California Compaction Tikal Acoustics Western Pacific Roofing Crown Door Incorporated So Cal Windows & Glazing Professional Drywall Winv Painting & Coating Seamless Flooring Stumbaugh & Associates, Inc Rawlings Mechanical Corporation H&S Electric, Inc Builders Unlimited Constructors Genisa Iron Inc Omega Lathing & Plastering
7	RFQ2021-17	AMG & Associates Albert M. Giacomazzi 26353 Summit Circle Santa Clarita, CA 91350 661-435-5161	Barcelo Construction Inc Nibbleink Masonry Construction Corporation ACH Mechanical Contractors Inc Comfort & Hays Electric Inc B A S Engineering Inc J P I Dev Group Inc

7	RFQ2021-17	Metro Builders & Engineering Group, Ltd Fouad Houalla 2610 Avon Street Newport Beach, CA 92663 949-545-4350	
7	RFQ2021-17	MZT Macro-Z-Technology Bryan Zatica 841 E. Washington Ave. Santa Ana, CA 92701 714-564-1130	Madison Industries HPS Mechanical, Inc Western Paving Contractors, Inc California Fencing Cal Land Engineering & Associates California Air System MWC Group AK Constructors Inc dba AK Electrical Services Schmitt Contracting, Inc NCI Systems Inc

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.

THIS PAGE INTENTIONALLY LEFT BLANK

**AGENDA ITEM
SEVEN**

THIS PAGE INTENTIONALLY LEFT BLANK

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Award Contract 2021-17 to Macro-Z Technology, Santa Ana, CA, for the Design Build of the Hesperia Transfer Hub.

SUMMARY STATEMENT

In July 2021, the Board of Directors was requested to approve the release of RFQ 2021-17 Design Build Hesperia Transfer Hub. The project is being procured in accordance with a two-part, best-value Design-Build procurement process authorized under P.C.C Division 2, Part 3, Chapter 4 [22160-22169] and 49 US Code §5325(d)(2).

The project had been on hold for some time to secure funding for the project and for the purchase of the parcel where the Transfer Hub would be located.

The first step of the two-step process was to release RFQ 2021-17. The Notice Inviting Letters of Interest was released on August 17, 2021. Letters of Interest were due by 09/16/2021. VVTA received five letters of Interest. The RFQ requesting statements of Qualifications was forwarded to the 5 interested parties with a due date of 11/21/2021. Three Statements of Qualifications were received. Due to the desire for more competition, the deadline was extended to January 27, 2022. The letters were due on 01/27/2022. The Evaluation Committee included VVTA Staff and representatives from the City of Victorville, City of Hesperia, and the Town of Apple Valley, reviewed the received SOQ's and determined the following companies were adequate to proceed:

- Macro-Z Technology (MZT), Fullerton, CA 61.07
- Metro Builders, Newport Beach, CA 47.92
- AMG & Associates (AMG), Santa Clarita, CA 52.87

RECOMMENDED ACTION

Approve the recommendation for Award of RFP 2021-17 Design/Build Hesperia Transfer Hub, to Macro-Z Technology, Fullerton, CA, not to exceed \$8,897,000.00 delegating authority to the CEO to negotiate and execute a final contract.

PRESENTED BY
Christine Plasting,
Procurement Manager

FISCAL IMPACT
Not to Exceed:
\$8,897,000

MEETING DATE
June 17, 2024

ITEM NUMBER
7

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Award Contract 2021-17 to Macro-Z Technology, Santa Ana, CA, for the Design Build of the Hesperia Transfer Hub.

SUMMARY STATEMENT

In June 2022, VVTA was offered the opportunity to purchase the 10-acre parcel adjacent to the Smoke Tree property in Hesperia. Senior Staff determined that it was more suitable to separate the Hydrogen Fueling Station and Transfer Hub. VVTA completed the NEPA/CEQA process and moved ahead with the purchase of the property. Due to the change in the concept of the property, staff deemed it necessary to re-release the RFQ. On May 18, 2023, two additional SOQs were received. It was determined that the SOQ's received were adequate to move to the next step:

- Consolidated Contracting, SVA Consultants, San Clemente, CA 57.43
- Toneman Development, Lancaster, CA 53.33

RFP 2021-17 was released to the qualified companies, with the final addendum on February 8, 2024. Proposals were due on February 22, 2024. The Evaluation Committee met on April 11, 2024, to evaluate and score the RFP's, the maximum score being 225 Points:

- Toneman Development, Lancaster, CA 155.00
- AMG & Associates, Santa Clarita, CA 162.42
- Metro Builders, Newport Beach, CA 124.88
- Macro-Z Technology, Fullerton, CA 190.38

AMG and MZT advanced to the Best and Final Offer (BAFO) stage, with BAFO requests due by May 31, 2024. Final scores, including BAFO evaluations (maximum score: 325 points), were:

Total Score

- AMG & Associates, Santa Clarita, CA 250.82
- Macro-Z Technology, Fullerton, CA 278.53

As per the RFP 2021-17 Terms, VVTA reserves the right to award the contract to the most advantages proposal to VVTA. This project is included in previously approved Budgets with an additional \$1.8M in the FY25 Budget funded by both Federal and State Local Funds.

VITA RFP 2021-17 Design Build Hesperia Transfer Hub
Evaluation Score Tabulation

Technical Evaluation:

Evaluation Criteria	Weight Factor	Company	E1	E2	E3	E4	E5	E6	E9	E10	Total
1	25										
		C-1	3	5	3	3	4	4	3	3	17.50
		C-2	3	5	3	3	3	4	3	3	16.88
		C-3	3	5	3	3	3	4	3	3	16.88
		C-4	3	5	3	3	4	4	4	4	18.75
Comments											
2	25										
		C-1	3	4	3	2	3	3	4	3	15.63
		C-2	4	4	3	4	3	4	3	3	17.50
		C-3	3	4	3	3	3	4	4	3	16.88
		C-4	4	5	4	4	3	4	4	4	20.00
Comments											
3	25										
		C-1	2	4	2	2	4	3	3	2	13.75
		C-2	4	4	3	4	3	4	4	3	18.13
		C-3	2	3	3	3	2	3	4	3	14.38
		C-4	5	4	4	5	2	5	4	4	20.63
Comments											
4	25										
		C-1	2	3	3	3	4	3	2	3	14.38
		C-2	4	4	3	3	2	3	4	3	16.25
		C-3	2	3	2	3	2	2	3	2	11.88
		C-4	5	4	4	4	4	4	4	4	20.63
Comments											
5	25										
		C-1	3	4	2	3	4	2	3	2	14.38
		C-2	4	4	3	4	4	4	4	3	18.75
		C-3	2	3	2	3	3	2	3	2	12.50
		C-4	5	4	4	5	4	4	4	4	21.25
Comments											
6	25										
		C-1	3	3	3	2	3	2	4	3	14.38
		C-2	3	4	2	3	3	3	3	2	14.38
		C-3	2	3	2	3	3	2	3	2	12.50
		C-4	4	4	4	4	3	4	3	4	18.75
Comments											
7	25										
		C-1	2	3	3	2	4	4	3	3	15.00
		C-2	3	4	3	3	2	3	5	3	16.25
		C-3	1	1	1	1	1	1	1	1	5.00
		C-4	5	5	5	4	4	5	5	5	23.75
Comments											
TOTAL	Max = 175	C-1	90	130	95	85	130	105	110	95	105.00
		C-2	125	145	100	120	100	125	130	100	118.13
		C-3	75	110	80	95	85	90	105	80	90.00
		C-4	155	155	140	145	120	150	140	145	143.75

Cost Evaluation	Max 50
Toneman	50.00
AMG	44.30
Metro	34.88
MZT	46.63

	Technical Score	Cost Score	Total	BAFO Technical Score	BAFO Design Score	BAFO Cost Score	Total (Max 325)
Toneman	105.00	50.00	155.00				
AMG	118.13	44.30	162.42	18.00	20.40	50.00	250.82
Metro	90.00	34.88	124.88				
MZT	143.75	46.63	190.38	17.07	21.60	49.48	278.53

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

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.



VICTOR VALLEY TRANSIT AUTHORITY
*representing the communities of Apple Valley, Adelanto,
Hesperia,
Victorville and San Bernardino County*

MEMORANDUM

Date: June 17, 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 June 17, 2024, meeting.

Agenda Item No.	Contract No.	Principals and Agents	Subcontractors
8	RFP2023-05	POSMAS Brett Barnett, Principal-In-Charge 1650 Spruce Street, Suite 400 Riverside, CA 92507 951-787-8421	N/A
8	RFP2023-05	Kane Construction Services, Inc. Dinukshi Kane, President/CEO 11120 Chandler Blvd #3110W North Hollywood, CA 91601 818-793-3721	N/A
8	RFP2023-05	MARRS services, inc. Riaz Chaudhary, Principal 328 E. Commonwealth Avenue Fullerton, CA 92832 714-213-8650	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.

**AGENDA ITEM
EIGHT**

THIS PAGE INTENTIONALLY LEFT BLANK

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Recommendation to Award VVTA RFP 2023-05 Construction Manager – Hesperia Transfer Hub to PSOMAS, Riverside, CA.

SUMMARY STATEMENT

On March 20, 2023, the VVTA Board of Directors approved the release of RFP 2023-04 for a Construction Manager for the Hesperia Transfer Hub project. The RFP was officially released on December 20, 2023. A Pre-proposal Conference and Job Walk were scheduled on January 8, 2024, for the Pre-qualified Design Build Teams. The due date for the RFP was set for February 1, 2024, and only two proposals were received by that deadline. Addendum No. 2 was released extending the due date to March 21, 2024.

An additional proposal was received on March 21, 2024. According to the RFP, the contract would be awarded to the responsive and responsible proposer with the highest evaluation score. The Evaluation team convened on Wednesday, May 15, 2024, and the results were as follows, out of a maximum possible score of 145 points:

- Kane Construction Services, North Hollywood, CA 95.54
- MARRS Services, Inc., Fullerton, CA 91.52
- PSOMAS, Riverside, CA 124.88

This project is included in the previously approved Budget for the Hesperia Transfer Hub funded by both Federal and State Local Funds.

RECOMMENDED ACTION

Approve the recommendation for Award of RFP 2023-05 Construction Manager – Hesperia Transfer Hub, to PSOMAS, Riverside, CA, not to exceed \$598,982.00, pending BAFO negotiation.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Christine Plasting Procurement Manager	Not to Exceed \$598,982.00 pending BAFO	June 17, 2024	8

Technical Evaluation:

Evaluation Criteria	Weight	Factor	Company	E1	E2	E3	E4	E5	E6	E7	Total
1	30										
			C-1	2	2	3	3	4	4	2	17.14
			C-2	3	4	4	4	5	3	5	24.00
			C-3	5	4	4	4	5	4	5	26.57
COMMENTS											
2	30										
			C-1	2	3	4	3	3	5	2	18.86
			C-2	3	3	3	3	3	4	4	19.71
			C-3	5	4	4	4	4	5	4	25.71
COMMENTS											
3	35										
			C-1	3	3	2	4	4	4	2	22.00
			C-2	2	2	2	2	2	3	4	17.00
			C-3	5	4	4	4	4	5	5	31.00
COMMENTS											
TOTAL (Max Score = 95)			C-1	44.33	50.67	57.00	63.33	69.67	82.33	38.00	57.90
			C-2	50.67	57.00	57.00	57.00	63.33	63.33	82.33	61.52
			C-3	95.00	76.00	76.00	76.00	82.33	88.67	88.67	83.24

Cost Evaluation	Cost
Max 25 points	Score
Kane Const. Svc.	12.63
MARRS	25.00
PSOMAS	17.98

Total Score (Max 145)	Technical	Cost Score	Reference Score (20)	DBE (5)	Total
Kane Cons. Svc.	57.90	12.63	20.00	5.00	95.54
MARRS	61.52	25.00	0.00	5.00	91.52
PSOMAS	83.24	17.98	18.67	5.00	124.88

**AGENDA ITEM
NINE**

THIS PAGE INTENTIONALLY LEFT BLANK

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Present VVTA's Workplace Violence Prevention Plan.

SUMMARY STATEMENT

On September 30, 2023, Governor Newsom signed SB 533 into law. The new law requires that employers must establish, implement, and maintain an effective workplace violence prevention plan. Employers must have workplace violence prevention plans in place by July 1, 2024.

VVTA has developed a Workplace Violence Prevention Plan which outlines policies and prohibited acts, hazard assessment and investigation procedures, communication and training activities, and recordkeeping requirements.

The VVTA Workplace Violence Prevention Plan requires employers to take the following actions:

- a) Record information in a violent incident log for every workplace violence incident;
- b) Provide effective training to employees on the workplace violence prevention plan;
- c) Provide additional training when a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan;
- d) Create and maintain records of workplace violence hazard identification, evaluation, correction, and employee training records;
- e) Maintain violent incident logs and workplace incident investigation records;
- f) Make certain records available to the state Division of Occupational Health and Safety, employees, and employee representatives.

The Workplace Violence Prevention Plan is included in the Board Agenda Packet.

RECOMMENDED ACTION

Approve VVTA's Workplace Violence Prevention Plan.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Rod Goldman, Director of Operations	None	June 17, 2024	9

**Victor Valley Transit Authority
Workplace Violence Prevention Plan**

June 17, 2024

TABLE OF CONTENTS

Policy	1
Prohibited Acts.....	1
Responsibility and Authority.....	2
Compliance.....	3
Communication and Training	3
Procedures	5
Hazard Assessment.....	6
Hazard Correction.....	6
Post Incident Response and Investigation.....	6
Recordkeeping.....	7
Annual Review.....	7
Appendices	
A. Workplace Violent Incident Log	
B. Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist	

Policy

Victor Valley Transit Authority is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, and/or visitor. Our policy is to establish, implement, and maintain an effective plan as required by SB 553. The regulation requires us to establish, implement, and maintain, at all times in all our facilities, a workplace violence prevention plan for the purpose of protecting employees and other personnel from aggressive and violent behavior at the workplace.

Our Workplace Violence Prevention (WVP) plan is available upon request for examination and copying to our employees, their representatives, and the Chief of Cal/OSHA or his or her designee.

Prohibited Acts

Victor Valley Transit Authority will not ignore, condone, or tolerate *threats of violence* or *workplace violence* by any employee, appointed or elected official, volunteer, contractor, client, or visitor.

- *Threats of violence* include both verbal and non-verbal conduct that causes a person to fear for his or her safety because there is a reasonable possibility he or she might be physically injured and that serves no legitimate work-related purpose.
- *Workplace violence* means any act of violence or threat of violence that occurs at the work site. The term workplace violence shall not include lawful acts of self-defense or defense of others. Workplace violence includes the following:
 - The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury
 - An incident involving the threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether or not the employee sustains an injury.

Workplace violence can be categorized into four types:

Type 1: Workplace violence committed by a person who has no legitimate business at the work site - includes violent acts by anyone who enters the workplace with the intent to commit a crime.

Type 2: Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

Type 3: Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4: Workplace violence committed in the workplace by someone who does not work there but has or is known to have had a personal relationship with an employee.

In addition, Victor Valley Transit Authority prohibits all *dangerous weapons* not used for fire suppression, accident and incident response, emergency medical services, the service of law enforcement, or security duties on all Victor Valley Transit Authority property. Any employee or appointed or elected official in possession of prohibited dangerous weapons on Victor Valley Transit Authority property is in violation of this policy and may be subject to disciplinary action up to and including dismissal. Any volunteer, contractor, client, or visitor in possession of prohibited dangerous weapons will be banned from the premises. *Dangerous weapons* include any instrument capable of inflicting death or serious bodily injury.

Responsibility and Authority

Workplace Violence Prevention Plan Administrator

The VVTA Director of Operations, or an assigned designee, is the designated WVP Plan Administrator (Administrator) and has the authority and responsibility for developing, implementing, and maintaining this plan and conducting or overseeing any investigations of workplace violence reports. The VVTA Director of Operations will also be able to answer employee questions concerning this plan.

The VVTA Director of Operations, or an assigned designee, shall solicit feedback and input from employees and their authorized representatives in developing and implementing the WVP plan. Active involvement of employees could include, but is not limited to, their participation in identifying, evaluating, and correcting workplace violence hazards; in designing and implementing training; and in reporting and investigating workplace violence incidents.

The VVTA Director of Operations, or an assigned designee, shall coordinate implementation of the workplace violence prevention plan with other employers (ex. contracted security staff and other employers on site), when applicable, to ensure those employers and their employees understand their respective roles as provided in the plan. These other employers and their staff shall be provided with training on Victor Valley Transit Authority's WPV plan.

Managers and Supervisors

Responsibilities include:

- Implementing the plan in their work areas;
- Providing input to the Administrator regarding the plan;
- Participating in investigations of workplace violence reports; and
- Answering employee questions concerning this plan.

Employees

Responsibilities include:

- Complying with the plan;
- Maintaining a violence-free work environment;

- Attending all training;
- Following all directives, policies, and procedures; and
- Reporting suspicious persons in the area and alerting the proper authorities when necessary.

Compliance

The Administrator is responsible for ensuring the plan is clearly communicated and understood by all employees. The following techniques are used to ensure all employees understand and comply with the plan:

- Informing all employees of the plan during new employee safety orientation training and ongoing workplace violence prevention training;
- Ensuring *all* employees, including managers, and supervisors receive training on this plan;
- Providing comprehensive workplace violence prevention training to managers and supervisors concerning their roles and responsibilities for plan implementation;
- Evaluating employees to ensure their compliance with the plan;
- Disciplining employees, appointed or elected officials, and volunteers who engage in threats of violence behaviors up to and including dismissal; and
- Ensuring training of this plan is conducted on an annual basis.

Communication and Training

Managers and supervisors are responsible for communicating with employees about workplace violence in a form readily understandable by all employees.

Employees are encouraged to inform their supervisors about any threats of violence or workplace violence. Employees may use the Workplace Violent Incident Log (Appendix A) to assist in their reporting of incidents. No employee will be disciplined for reporting any threats of violence or workplace violence.

After the employee has reported their concerns about any threats of violence or workplace violence to their supervisor, the supervisor will report this information to the Administrator who will investigate the incident. The Administrator will then inform the employee of the results of their investigation and any corrective actions to be taken as part of the VVTA'S responsibility in complying with hazard correction measures outlined in the WVP plan.

Any employee who believes he or she has the potential of violent behavior is encouraged to use VVTA's confidential Employee Assistance Program:

PRISM

Main Phone Number: 1-877-533-2363

Website: guidanceresources.com; App – GuidanceNow; WebID: MY5848i

Employee training on workplace violence will include:

- This plan;
- Workplace violence risks that employees may encounter in their jobs;
- How to recognize the potential for violence and escalating behavior;
- Strategies to de-escalate behaviors and to avoid physical harm;
- VVTA alerts, alarms, or systems that are in place to warn of emergencies;
- How to report incidents to law enforcement; and
- PRISM

Employees assigned to respond to alerts, alarms, or systems that are in place to warn others will receive additional training that includes:

- General and personal safety measures;
- Aggression and violence predicting factors;
- The assault cycle;
- Characteristics of aggressive and violent persons;
- Verbal intervention and de-escalation techniques and physical maneuvers to defuse and prevent violent behavior;
- Strategies to prevent physical harm;
- Appropriate and inappropriate use of restraining techniques and medications as chemical restraints in accordance with Title 22; and
- An opportunity to practice the taught maneuvers and techniques, including a debriefing session.

Training will occur:

- When the plan is first established;
- At time of hire or transfer;
- Annually for employees performing patient contact activities and their supervisors;
- Annually for employees assigned to respond to internal alerts, alarms, or systems;
- When new equipment or work practices are introduced; and
- When a new or previously unrecognized workplace violence hazard has been identified

Employees who receive training in a form other than live will have the opportunity to meet with a person knowledgeable on the plan within one business day of the training for interactive questions to be answered.

Procedures

Responding to Actual or Potential Workplace Violence Emergencies

In the event of an actual or potential workplace violence emergency, the VVTA Operations Manager, in coordination with the VVTA contractor's Operations and Maintenance Managers at the affected facility, will alert employees of the presence, location, and nature of the workplace violence through the following methods:

- Activation of audible emergency alarms
- Notifications to in-field staff (bus operators, road supervisors, etc.) by Operations Dispatch

When any employee becomes aware of an actual or potential workplace violence emergency, they shall notify the VVTA Operations Manager or the VVTA contractor's Operations Manager and/or Maintenance Manager at the affected facility.

Employees shall implement the run, hide, fight protocols where appropriate. Evacuation routes and sheltering locations will be communicated to affected staff. If employees are not able to evacuate or shelter in place, they are authorized to take all reasonable actions necessary to fight or subdue an active shooter or assailant.

Employees can obtain help to respond to workplace violence emergencies by calling 911 to report the incident and request assistance from law enforcement.

Emergencies and Reporting a Crime

For immediate assistance in an emergency that is not associated with a service call, contact emergency services or law enforcement by calling 911. For immediate assistance in an emergency associated with a service call in progress, follow internal procedures for requesting immediate back-up assistance by notifying local law enforcement. Employees should also notify their supervisor, manager, and the Administrator as soon as possible.

Reporting Workplace Violence Concerns

Employees who witness or experience *threats of violence* or *workplace violence* can report the incident through their chain of command or directly to Human Resources. Employees may report anonymously and without fear of reprisal by submitting the incident in writing through interoffice mail.

Restraining Orders

Employees or other personnel affiliated with the Victor Valley Transit Authority who have an active restraining order issued against another person that includes the workplace are encouraged to provide a copy of the restraining order to their supervisor and the Administrator. Supervisors who receive notification of a restraining order that includes the workplace will meet with the Administrator to decide what actions, if any, need to be initiated.

Hazard Assessment

Workplace hazard assessments will include:

- An annual review of the past year's workplace violence incidents; and
- Periodic physical security assessments.

The Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist (Appendix B) can be used to assist with the security assessment. Inspections are performed according to the following schedule:

- Once a year;
- When the plan is implemented;
- When new, previously unidentified workplace violence/security hazards are recognized; and
- When workplace violence injuries or threats of injury occur.

Hazard Correction

Work practice controls will be used to correct unsafe work conditions, practices, or procedures that threaten the security of employees.

Work practice controls are defined as procedures, rules, and staffing that are used to effectively reduce workplace violence hazards. Work practice controls may include, but are not limited to:

- Appropriate staffing levels;
- Provision of dedicated safety personnel (i.e. security guards);
- Employee training on workplace violence prevention methods; and
- Employee training on procedures to follow in the event of a workplace violence incident.

Corrective actions will be implemented in a timely manner based on the severity of the hazard, documented and dated.

Post Incident Response and Investigation

Managers and supervisors will use the Workplace Violent Incident Log (Attachment A) to assist in documenting incidents and investigations.

These procedures will occur following an incident:

- Provide immediate medical care or first aid;
- Identify all employees involved in the incident;
- Offer staff individual trauma counseling resources;

- Conduct a debriefing with all affected staff;
- Determine if corrective measures developed under this plan were effectively implemented; solicit feedback from all personnel involved in the incident as to the cause of this incident and if injuries occurred, how injury could have been prevented; and
- Record the incident in the Workplace Violent Incident Log.

Recordkeeping

- Records of workplace violence hazard identification, evaluation, and correction will be maintained for five years in accordance with the recordkeeping requirements of SB 553.
- Training for each employee, including the employee's name, training dates, type of training, and training provider will be maintained for a minimum one year.
- Records of violent incidents (Workplace Violent Incident Log) will be maintained a minimum of five years at VVTA's Hesperia Facility.

Annual Review

Victor Valley Transit Authority's Workplace Violence Prevention Plan will be reviewed annually and updated as needed considering the following criteria:

- Staffing;
- Sufficiency of security systems;
- Job, equipment, and facility design and risks;
- Modifications or additions to tasks and procedures that affect plan implementation;
- Newly identified hazards;
- Prior year incidents;
- Identified deficiencies; and
- Feedback provided by employees and their authorized representatives.

Appendix A

WORKPLACE VIOLENT INCIDENT LOG

This form must be completed for every record of violence in the workplace

Incident ID #*:	Date and Time of Incident:	Department:
-----------------	----------------------------	-------------

Specific Location of Incident:

** Do not identify employee by name, employee #, or SSI. The Incident ID must not reflect the employee's identity)*

Describe Incident (Include additional pages if needed):

Assailant information:

<input type="checkbox"/> Patient	<input type="checkbox"/> Client	<input type="checkbox"/> Customer
<input type="checkbox"/> Family or Friend of Patient	<input type="checkbox"/> Family or Friend of Client	<input type="checkbox"/> Family or Friend of Customer
<input type="checkbox"/> Partner/Spouse of Victim	<input type="checkbox"/> Parent/Relative of Victim	<input type="checkbox"/> Co-Worker/Supervisor/Manager
<input type="checkbox"/> Former Partner/Spouse of Victim	<input type="checkbox"/> Animal	<input type="checkbox"/> Person In Custody
<input type="checkbox"/> Robber/Burglar	<input type="checkbox"/> Passenger	<input type="checkbox"/> Stranger
<input type="checkbox"/> Student	<input type="checkbox"/> Other:	

Circumstances at time of incident:

<input type="checkbox"/> Employee Performing Normal Duties	<input type="checkbox"/> Poor Lighting	<input type="checkbox"/> Employee Rushed
<input type="checkbox"/> Employee Isolated or Alone	<input type="checkbox"/> High Crime Area	<input type="checkbox"/> Low Staffing Level
<input type="checkbox"/> Unable to Get Help or Assistance	<input type="checkbox"/> Working in a Community Setting	<input type="checkbox"/> Unfamiliar or New Location
<input type="checkbox"/> Other:		

Location of Incident:

<input type="checkbox"/> Patient or Client Room	<input type="checkbox"/> Emergency or Urgent Care	<input type="checkbox"/> Hallway
<input type="checkbox"/> Waiting Room	<input type="checkbox"/> Restroom or Bathroom	<input type="checkbox"/> Parking Lot or Outside Building
<input type="checkbox"/> Personal Residence	<input type="checkbox"/> Breakroom	<input type="checkbox"/> Cafeteria
<input type="checkbox"/> Other:		

Type of Incident (check as many apply):

<input type="checkbox"/> Robbery	<input type="checkbox"/> Grabbed	<input type="checkbox"/> Pushed
<input type="checkbox"/> Verbal Threat or Harassment	<input type="checkbox"/> Kicked	<input type="checkbox"/> Scratched
<input type="checkbox"/> Sexual Threat, Harassment, or Assault	<input type="checkbox"/> Hit with an Object	<input type="checkbox"/> Bitten
<input type="checkbox"/> Animal Attack	<input type="checkbox"/> Shot (or Attempted)	<input type="checkbox"/> Slapped
<input type="checkbox"/> Threat of Physical Force	<input type="checkbox"/> Bomb Threat	<input type="checkbox"/> Hit with Fist
<input type="checkbox"/> Threat of Use of Weapon or Object	<input type="checkbox"/> Vandalism (of Victim's Property)	<input type="checkbox"/> Knifed (or Attempted)
<input type="checkbox"/> Assault With A Weapon or Object	<input type="checkbox"/> Vandalism (of Employer's Property)	<input type="checkbox"/> Arson
<input type="checkbox"/> Robbery	<input type="checkbox"/> Other:	

Consequences of incident:

Medical care provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Law enforcement called? <input type="checkbox"/> Yes <input type="checkbox"/> No	Security contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No
Did anyone provide assistance to conclude the event? <input type="checkbox"/> Yes <input type="checkbox"/> No	Days lost from work (if any) _____	
Actions taken by employer to protect employees from a continuing threat? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Completed by:

Name:	Title:	Date:
Telephone:	Email:	
Signature:	Telephone:	

Appendix B

WORKPLACE VIOLENCE PREVENTION ENVIRONMENTAL HAZARD ASSESSMENT & CONTROL CHECKLIST

Assessed by:	Title:
Location(s) Assessed:	

This checklist is designed to evaluate the workplace and job tasks to help identify situations that may place employees at risk of workplace violence.

Step 1: Identify risk factors that may increase Victor Valley Transit Authority's vulnerability to workplace violence events

Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities

Step 3: Develop a corrective action plan with measurable goals and target dates

STEP 1: IDENTIFY RISK FACTORS

Yes	No	Risk Factors	Comments:
		Does staff have contact with the public?	
		Does staff exchange money with the public?	
		Does staff work alone?	
		Is the workplace often understaffed?	
		Is the workplace located in an area with a high crime rate?	
		Does staff enter areas with high crime rates?	
		Does staff have mobile workplaces?	
		Does staff perform public safety functions that might put them in conflict with others?	
		Does staff perform duties that may upset people?	
		Does staff work with people known or suspected to have a history of violence?	
		Do any employees have a history of threats of violence?	

STEP 2: CONDUCT ASSESSMENT

Building Interior

Yes	No	Building Interior	Comments:
		Are employee ID badges required?	
		Are employees notified of past workplace violence events?	
		Are trained security personnel or staff accessible to employees?	
		Are bullet resistant windows or similar barriers used when money is exchanged with the public?	
		Are areas where money is exchanged visible to others?	
		Is a limited amount of cash kept on hand with appropriate signage?	
		Could someone hear an employee who called for help?	
		Do employees have a clear line of sight of visitors in waiting areas?	
		Do areas used for client or visitor interviews allow co-employees to observe problems?	
		Are waiting and work areas free of objects that could be used as weapons?	
		Is furniture in waiting and work areas arranged to prevent employee entrapment?	
		Are clients and visitors clearly informed how to use the department services so they will not become frustrated?	
		Are private, locked restrooms available for employees?	
		Do employees have a secure place to store personal belonging?	

Building Exterior

Yes	No	Building Exterior	Comments:
		Do employees feel safe walking to and from the workplace?	
		Are the entrances to the building clearly visible from the street?	
		Is the area surrounding the building free of bushes or other hiding places?	
		Are security personnel provided outside the building?	
		Is video surveillance provided outside the building?	
		Is there enough lighting to see clearly?	
		Are all exterior walkways visible to security personnel?	

Parking Area

Yes	No	Parking Area	Comments:
		Is there a nearby parking lot reserved for staff?	
		Is the parking lot attended and secure?	
		Is the parking lot free of blind spots and landscape trimmed to prevent hiding places?	
		Is there enough lighting to see clearly?	
		Are security escorts available?	

Security Measures

Yes	No	Security Measures	Comments:
		Is there a response plan for workplace violence emergencies?	
		Are there physical barriers? (between staff and clients)	
		Are there security cameras?	
		Are there panic buttons?	
		Are there alarm systems?	
		Are there metal detectors?	
		Are there X-ray machines?	
		Do doors lock?	
		Does internal telephone system activate emergency assistance?	
		Are telephones with an outside line programed for 911?	
		Are there two-way radios, pagers, or cell phones?	
		Are there security mirrors?	
		Is there a secured entry?	
		Are there personal alarm devices?	
		Are there "drop safes" to limit available cash?	
		Are pharmaceuticals secured?	
		Is there a system to alert staff of the presence, location, and nature of a security threat?	
		Is there a system in place for testing security measures?	

STEP 3: DEVELOP CORRECTIVE ACTION PLAN

(Action Plan Types: *BI* – Building Interior, *BE* – Building Exterior, *PA* – Parking Area, *SM* – Security Measure)

Type	Action Item	Person(s) Responsible	Target Date	Status	Comments

**AGENDA ITEM
TEN**

THIS PAGE INTENTIONALLY LEFT BLANK

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Present VVTA's FY 2025-2027 Title VI Program.

SUMMARY STATEMENT

As part of VVTA's compliance with FTA regulations and requirements, every three years the Authority must submit an updated Title VI Civil Rights Program to remain compliant along with VVTA's Americans with Disabilities Act Statement. Staff will include a minute action with its submission to FTA Region IX Office in San Francisco. The following is a brief description of the program.

The Title VI Program is intended to:

- a) Ensure that the level and quality of transportation service is provided without regard to race, color, or national origin;
- b) Identify and address, as appropriate, disproportionately high and adverse human health and environmental effects, including social and economic effects of programs and activities on minority populations and low-income populations;
- c) Promote the full and fair participation of all affected populations in transportation decision making;
- d) Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations;
- e) Ensure meaningful access to programs and activities by persons with limited English proficiency.

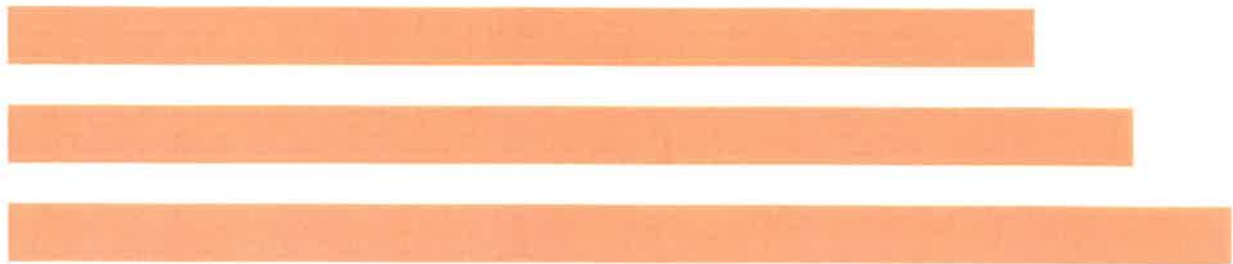
The final version of the Title VI Program is included in the Board Agenda Packet.

RECOMMENDED ACTION

Approve VVTA's FY 2025-2027 Title VI Program.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Rod Goldman, Director of Operations	None	June 17, 2024	10

VICTOR VALLEY TRANSIT



TITLE VI PROGRAM FY 2025 - 2027

Title VI Coordinator: Rod Goldman
Phone: (760) 995-3586
Recipient #: 5538

TABLE OF CONTENTS

Title VI Program	PAGE 3
Introduction	PAGE 3
Notice to the Public (English)	PAGE 4
Notice to the Public (Spanish)	PAGE 5
Notice Posted Locations	PAGE 6
Complaint Procedures (English)	PAGE 7
Complaint Procedures (Spanish)	PAGE 8
Complaint Form (English)	PAGE 9
Complaint Form (Spanish)	PAGE 11
Reporting & Practices	PAGE 13
Transit-Related Investigations, Complaints, & Lawsuits	PAGE 15
Reporting & Practices for Large Urban Area	PAGE 15
Program Specific Requirements	PAGE 19
Equity Analysis	PAGE 23
Membership of Non-Elected Committees and Councils	PAGE 23
Board of Directors Approval	PAGE 24
Sub-Recipient Monitoring	PAGE 25
Limited English Proficiency Plan	PAGE 26
Background Summary	PAGE 26
Four Factor Framework	PAGE 26
Factor 1	PAGE 26
Factor 2	PAGE 33
Factor 3	PAGE 34
Factor 4	PAGE 34
Monitoring and Updating the LEP Plan	PAGE 37
Public Participation Plan	PAGE 38
Outreach Plan	PAGE 40
Outreach Efforts	PAGE 43
Appendices	PAGE 46
Appendix A	Appropriate Resources for VVTA & Keolis to Access
Appendix B	Description of All Pending Applications
Appendix C	FTA Civil Rights Assurance
Appendix D	Most Recent Ridership Survey Study Data
Appendix E	Civil Rights Information
Appendix F	Samples of Translated Materials
Appendix G	"I Speak" Card
Appendix H	Complaints
Appendix I	Barstow Facility Title VI Report

TITLE VI PROGRAM

INTRODUCTION

This document was prepared by VVTA Civil Rights Department and approved by the VVTA Board of Directors to comply with Title VI of the Civil Rights Act of 1964 and those provisions detailed in U.S. Department of Transportation's (DOT) Federal Transit Administration (FTA) Circular 4702.1B, "Title VI Requirement and Guidelines for the Federal Transit Administration Recipients."

ABOUT

In addition to being a public transit agency, VVTA also operates a nonprofit division designated as a Consolidated Transportation Services Agency (CTSA). VVTA provides many services to California's High Desert including regular fixed route bus, ADA paratransit, vanpool service, a travel reimbursement program (TRIP) and several partnerships with area nonprofits. VVTA's service area spans nearly 1,000 square miles, featuring service to Adelanto, Apple Valley, Barstow, Hesperia, Victorville, and unincorporated San Bernardino County, including Daggett, Helendale, Hinkley, Lucerne Valley, Newberry Springs, Oak Hills, Oro Grande, Phelan, Piñon Hills, and Wrightwood. Commuter service to Fort Irwin National Training Center (NTC) and connecting service from the High Desert to the Inland Empire is also provided. Additional information and service alerts are available at VVTA.org and [Twitter.com/VVTransit](https://twitter.com/VVTransit).

CONNECT

VICTOR VALLEY TRANSIT AUTHORITY

ADDRESS: 17150 Smoke Tree Street, Hesperia, CA 92345

PHONE: 760-995-3592

WEB: VVTA.org

FACEBOOK: [OfficialVVTA](https://www.facebook.com/OfficialVVTA)

TWITTER: [@VVTransit](https://twitter.com/VVTransit)

INSTAGRAM: [VVTransit](https://www.instagram.com/VVTransit)

LINKEDIN: [in/VVTA](https://www.linkedin.com/company/VVTA).



PUBLIC NOTICE

Rights Under Title VI

Victor Valley Transit Authority operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act of 1964. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with VVTA.

For more information on VVTA's civil rights program and the procedures to file a complaint, contact VVTA Title VI Officer at (760) 995-3586, or at 17150 Smoke Tree Street, Hesperia, CA 92345.

For more information, visit VVTA.org. A complainant may file a complaint directly with the Federal Transit Administration by filing through the Civil Rights Division Attention: Complaint Team, East Building, 5th Floor-TCR, 1200 New Jersey Avenue, SE, Washington, DC 20590. If information is needed in another language, contact (760) 995-3592.



NOTIFICAR AL PUBLICO

Los Derechos Bajo El Titulo VI

Víctor Valley Transit Authority opera sus programas y servicios sin tener en cuenta raza, color y nacionalidad con arreglo al título VI de la Civil Ley de derechos. Cualquier persona que cree que él o ella ha sido agraviado por cualquier práctica discriminatoria ilegal bajo el título VI puede presentar una queja con VVTA.

Para obtener más información sobre el programa derechos civiles capaz de industrias y los procedimientos para presentar una queja, llame VVTA Titule VI Coordinador al (760) 995-3586, o en 17150 Smoke Tree Street, Hesperia, CA 92345.

Para más información, visite VVTA.org. Un demandante puede presentar una queja directamente con la Administración Federal De Transito (Federal Transit Administration) por medio de la División de Derechos Civiles (Civil Rights Division), Atención: Complaint Team, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590. Si necesita información en otro idioma, contacte al (760) 995-3592.

TITLE VI PUBLIC NOTICE POSTED LOCATIONS

The VVTA Title VI Program Public Notice is available at VVTA.org and posted at the locations listed below:

LOCATION	ADDRESS	CITY
VVTA Barstow Reception Lobby	2641 W. Main Street	Barstow, CA
VVTA Hesperia Reception Lobby	17150 Smoke Tree Street	Hesperia, CA
VVTA Customer Service Lobby	17150 Smoke Tree Street	Hesperia, CA
VVTA Executive Meeting Room	17150 Smoke Tree Street	Hesperia, CA
VVTA Board of Directors Room	17150 Smoke Tree Street	Hesperia, CA
VVTA Public Transit Vehicles	17150 Smoke Tree Street	Hesperia, CA

TITLE VI COMPLAINT PROCEDURES ENGLISH

As a recipient of federal funding, VVTA is required to comply with Title VI of the Civil Rights Act of 1964 and ensure services and benefits are provided without discrimination to race, color, and national origin. The VVTA Title VI Complaint Procedure outlines a process for Title VI complaints and is consistent with guidelines found in the Federal Transit Administration Circular 4702.1B, dated October 1, 2012. These VVTA Title VI Complaint Procedures apply to all complaints filed under Title VI of the Civil Rights Act of 1964, relating to any program or activity administered by VVTA or its sub-recipients, consultants, and/or contractors. Intimidation or retaliation of any kind is strictly prohibited by law.

These procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies, or to seek private counsel for complaints alleging discrimination. These procedures are part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the complainant. Every effort will be made to obtain early resolution of complaints at the lowest level possible. The option of informal mediation meeting(s) between the affected parties and a transit analyst may be utilized for resolution, at any stage of the process. The transit analyst will make every effort to pursue a resolution to the complaint. Initial interviews with the complainant and the respondent will request information regarding specifically requested relief and settlement opportunities.

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by VVTA may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form. The VVTA Title VI Coordinator investigates complaints received no more than 180 days after the alleged incident. VVTA will only process complaints that are complete.

Within 30 business days of receiving the complaint, VVTA will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office. VVTA has 90 days to investigate the complaint. The complainant will be notified in writing of the cause of any planned extension to the 90-day rule.

If more information is needed to resolve the case, VVTA may contact the complainant. The complainant has 10 business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 10 business days, VVTA can administratively close the case.

A case can be administratively closed also if the complainant no longer wishes to pursue their case. After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a Letter of Finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur. If the complainant wishes to appeal the decision, she/he has 10 business days after the date of the letter or the LOF to do so.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Civil Rights Division, 1200 New Jersey Avenue SE, Washington, DC 20590.

PROCEDIMIENTOS DE QUEJAS TÍTULO VI

Como beneficiario de fondos federales, Victor Valley Transit Authority (VVTA) está obligado a cumplir con el Título VI del Acta de Derechos Civiles de 1964 y garantizar que los servicios y los beneficios se proporcionan sin discriminación de raza, color y origen nacional. El Procedimiento de Queja VVTA Título VI resumen un proceso de quejas del Título VI y es coherente con las directrices que se encuentran en la Administración Federal de Tránsito Circular 4702.1B, de fecha 1 de octubre de 2012. Estos Procedimientos de Quejas VVTA Título VI aplicará a todas las quejas presentadas en virtud del Título VI del Ley de Derechos Civiles de 1964, relativa a cualquier programa o actividad administrada por VVTA o sus subreceptores, consultores, y / o contratistas. La intimidación o represarías de cualquier tipo está estrictamente prohibido por la ley.

Estos procedimientos no niegan el derecho de las demandantes a presentar quejas formales con otras agencias estatales o federales, o de buscar un abogado privado para las quejas que alegan discriminación. Estos procedimientos son parte de un proceso administrativo que no provee para los remedios que los daños punitivos o remuneración compensatoria por los demandantes. Se hará todo lo posible para obtener pronta resolución de las quejas en el nivel más bajo posible. La opción de la reunión de mediación informal (s) entre las partes afectadas y un analista de tránsito podrá ser utilizado para la resolución, en cualquier etapa del proceso. El analista de tránsito hará todo lo posible para seguir una resolución a la queja. Entrevistas iniciales con el demandante y el demandado va a solicitar información sobre las oportunidades de ayuda y de liquidación solicitado específicamente.

Cualquier persona que cree que él o ella ha sido víctima de discriminación en base a raza, color, u origen nacional por VVTA puede presentar una queja del Título VI puede completar y enviar el Formulario de Quejas del Título VI de la agencia. VVTA investiga las quejas recibidas no más de 180 días después del supuesto incidente. VVTA sólo procesará las quejas que se han completado.

Dentro de los 10 días hábiles de haber recibido la queja, VVTA la revisará para determinar si nuestra oficina tiene jurisdicción. El demandante recibirá una carta de reconocimiento a él / ella informar si la denuncia será investigada por nuestra oficina. VVTA tiene 30 días para investigar la denuncia. El denunciante será notificado por escrito de la causa a cualquier extensión prevista a la norma de los 30 días.

Si se necesita más información para resolver el caso, puede ponerse en contacto con VVTA el denunciante. El demandante tiene 10 días hábiles a partir de la fecha de la carta a enviar la información solicitada para el investigador asignado al caso. Si el investigador no está en contacto con el reclamante o no recibe la información adicional dentro de los 10 días hábiles VVTA puede cerrar administrativamente el caso.

Un caso puede ser administrativamente cerrado también si el demandante ya no desea seguir su caso. Después de que el investigador revisa la queja, él / ella va a emitir una de las dos cartas al denunciante: una carta de cierre o una Carta de Descubrimiento. Una carta cierre resume las acusaciones y afirma que no había una violación del Título VI y que el caso se cerrará. Un Carta de Descubrimiento resume las acusaciones y las entrevistas sobre el supuesto incidente, y explica si alguna acción disciplinaria, la formación adicional del miembro del personal, u otra acción ocurrirá. Si el demandante desea apelar la decisión, él / ella tiene 10 días hábiles después de la fecha de la carta o la Carta de Descubrimiento para hacerlo.

Una persona también puede presentar una queja directamente con la Administración Federal de Tránsito, División de Derechos Civiles, 1200 New Jersey Avenue SE, Washington, DC 20590.

CIVIL RIGHTS COMPLAINT FORM

Section A:				
Name:				
Address:				
Phone (Home):			Phone (Mobile/Work):	
E-Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section B:				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are filing the complaint:				
Please explain why you have filed for a third party:				
Please confirm you have obtained permission from the aggrieved party if you are filing on behalf of a third party.			Yes	No
Section C:				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin				
Date of Alleged Discrimination (Month, Day, Year): _____				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.				
_____ _____				
Section D				
Have you previously filed a Title VI complaint with this agency?			Yes	No
Section C				
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?				
<input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, check all that apply:				
<input type="checkbox"/> Federal Agency: _____				

<input type="checkbox"/> Federal Court _____	<input type="checkbox"/> State Agency _____
<input type="checkbox"/> State Court _____	<input type="checkbox"/> Local Agency _____
Please provide information about a contact person at the agency/court where the complaint was filed.	
Name: _____	
Title: _____	
Agency: _____	
Address: _____	
Telephone: _____	
Section E	
Name of agency complaint is against: _____	
Contact person: _____	
Title: _____	
Telephone number: _____	

You may attach any written materials or other information you consider relevant to your complaint. Your signature and date required below.

SIGNATURE: _____ DATE: _____

Please submit this form and any supporting documents via mail or in person to the facility or the FTA. Both addresses below:

Victor Valley Transit Authority

Attention: Title VI Coordinator
17150 Smoke Tree Street
Hesperia, CA 92345

**Federal Transit Administration
Civil Rights Division**

Attention: Complaint Team
East Building, 5th Floor – TCR
1200 New Jersey Avenue, SE
Washington, DC 20590

DERECHOS CIVILES FORMA QUEJA

SECCIÓN A:				
Nombre:				
Dirección/Ciudad/ Código Postal:				
Teléfono (Casa):			Teléfono (Móvil/Trabajo):	
E-Mail Address:				
¿Requisitos de formato Accesibles?	Letra Grande		Cinta de Audio	
	TDD		Otro	
SECCIÓN B:				
¿Está usted presentando esta queja en su propio nombre?			Sí*	No
*Si usted contestó "sí" a esta pregunta, pase a la Sección D				
Si no es así, por favor proporcione el nombre y la relación de la persona para la cual usted está presentando la queja:				
Por favor, explique por qué usted ha presentado para un tercero:				
Confirma que has obtenido el permiso de la parte perjudicada, si usted está presentando en nombre de un tercero.			Sí	No
SECCIÓN C:				
Creo que la discriminación que experimenté fue basada en (marque todo lo que corresponda):				
<input type="checkbox"/> Raza <input type="checkbox"/> Color <input type="checkbox"/> Origen Nacional				
Fecha de la discriminación alegada (Mes, Día, Año): _____				
Explique lo más claramente posible lo que pasó y por qué cree que fue discriminado. Describir todas las personas que estuvieron involucradas. Incluya el nombre y la información de contacto de la persona (s) que lo discriminó (si se conoce), así como los nombres y la información de los testigos en contacto. Si se necesita más espacio, por favor use el reverso de este formulario.				
_____ _____				
SECCIÓN D				
¿Ha presentado anteriormente una queja del Título VI con esta agencia?			Sí	No
SECCIÓN E				
¿Ha presentado anteriormente una queja del Título VI con esta agencia?				
<input type="checkbox"/> Sí <input type="checkbox"/> No				
En caso afirmativo, marque todas las que correspondan:				

[] Agencia Federal:	
[] Tribunal Federal:	[] Agencia Estatal:
[] Tribunal Estatal:	[] Agencia Local:
Sírvanse proporcionar información acerca de una persona de contacto en la agencia / tribunal donde se presentó la denuncia.	
Nombre:	
Título:	
Agencia:	
Dirección/Ciudad/ Código Postal:	
Teléfono:	
SECCIÓN F	
Nombre de la agencia de queja es contra:	
Persona de Contacto:	
Título:	
Número Telefónico:	

FIRMA: _____ FECHA: _____

Por favor, envíe este formulario y los documentos de apoyo a través del correo o en persona a la instalación o al FTA, dirección abajo:

Victor Valley Transit Authority
 Attention: Title VI Coordinator
 17150 Smoke Tree Street
 Hesperia, CA 92345

Federal Transit Administration
Civil Rights Division
 Attention: Complaint Team
 East Building, 5th Floor – TCR
 1200 New Jersey Avenue, SE
 Washington, DC 20590

TITLE VI REPORTING & PRACTICES

ANNUAL TITLE VI CERTIFICATION AND ASSURANCE: VVTA submits an annual Title VI Certification and Assurance as part of its annual FTA Certification and Assurance submission.

TITLE VI COMPLAINT PROCEDURES: To comply with 49 CFR Section 21.9(b), VVTA has developed and maintains procedures for investigating and tracking Title VI complaints. Procedures for filing a complaint are available to members of the public upon request.

RECORD TITLE VI INVESTIGATIONS, COMPLAINTS, AND LAWSUITS: To comply with 49 CFR Section 21.9(b), VVTA maintains a list of active investigations conducted by entities other than FTA. These include any lawsuits, or complaints naming VVTA, which allege discrimination based on race, color, gender, or national origin. This list includes the date the investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the VVTA in response to the investigation, lawsuit, or complaint.

PROVIDE MEANINGFUL ACCESS TO LEP PERSONS: VVTA has taken responsible steps to ensure meaningful access to the benefits, services, information, and other important portions of its programs and activities for individuals who are Limited English Proficient (LEP). The public is informed that VVTA will provide materials and assistance in a requested language, at no cost.

NOTIFY BENEFICIARIES OF PROTECTION UNDER TITLE VI: To comply with 49 CFR Section 21.9(d), VVTA provides information to the public regarding its Title VI obligations. VVTA informs the public of the protections against discrimination afforded to the public by Title VI. VVTA disseminates this information to the public through its website, transit vehicles, and public places.

REQUIREMENT TO PROVIDE ADDITIONAL INFORMATION UPON REQUEST: VVTA understands that at the discretion of FTA, information other than that required by this circular may be requested, in writing, to investigate complaints of discrimination or to resolve concerns about possible Title VI noncompliance.

VVTA PROCEDURE TO PREPARE AND SUBMIT A TITLE VI PROGRAM: VVTA acknowledges that FTA requires recipients to report certain general information to determine compliance with Title VI. The collection and reporting of this program constitute the VVTA Title VI Program. To ensure compliance with 49 CFR Section 21.9(b), VVTA documents its compliance by submitting a Title VI Program to FTA's Region IX civil rights officer once every three years.

VVTA CONDUCTS ANALYSES OF ITS CONSTRUCTION PROJECTS: To integrate the environmental analyses considerations expressed in the DOT Order on Environmental Justice, VVTA integrates an environmental justice analysis into its National Environmental Policy Act (NEPA) documentation for construction projects. When VVTA prepares documentation for a categorical exclusion (CE), it meets this requirement by completing and submitting FTA's standard CE checklist, which includes a section on community disruption and environmental justice. The VVTA environmental assessment (EA) or environmental impact statement (EIS) integrates the following components into these documents:

- A description of the low-income and minority population within the study area affected by the project (if any), and a discussion of the method used to identify this population (e.g., analysis of Census data, minority business directories, direct observation, or a public involvement process).
- A discussion of all the adverse effects of the project, during and after construction, which would affect the identified minority and low-income population.
- A discussion of all positive effects that would affect the identified minority and low-income population, such as an improvement of transit service, mobility, or accessibility.

- A description of all mitigation and environmental enhancement actions incorporated into the project to address the adverse effects, including, but not limited to, any special features of the relocation program that go beyond the requirements of the Uniform Relocation Act and address adverse community effects such as separation or cohesion issues; and the replacement of the community resources destroyed by the project.
- A discussion of the remaining effects, if any, and why further mitigation is not proposed.
- For VVTA construction projects that traverse predominantly minority and low-income and predominantly non-minority and non-low-income areas, a comparison of mitigation and environmental enhancement actions that affect predominantly low-income and minority areas with mitigation implemented in predominantly non-minority or non-low-income areas. If VVTA determines there is no basis for such a comparison the agency describes why that is so.

VVTA PROMOTES INCLUSIVE PUBLIC PARTICIPATION: To integrate into community outreach activities considerations expressed in the DOT Order on Environmental Justice, and the DOT LEP Guidance, VVTA seeks out and considers the viewpoints of minority, low-income, and LEP populations while conducting public outreach and involvement activities. VVTA's public participation strategy offers early and continuous opportunities for the public to be involved in the identification of social, economic, and environmental impacts of proposed transportation decisions. These may include:

- Coordinating with individuals, institutions, or organizations and implementing community-based public involvement strategies to reach out to members in the affected minority and/or low-income communities.
- Providing opportunities for public participation through means other than written communication, such as personal interviews or use of audio or video recording devices to capture oral comments.
- Using locations, facilities, and meeting times that are convenient and accessible to low-income and minority communities.
- Using different meeting sizes, formats, or varying the type and number of news media used to announce public participation opportunities, so that communications are tailored to the specific community or population.
- Implementing DOT's policy guidance concerning recipients' responsibilities to LEP persons to overcome barriers to public participation.

TITLE VI INVESTIGATIONS, COMPLAINTS & LAWSUITS

In compliance with 49 CR Section 21.9(b), VVTA maintains records of investigation, complaints, and lawsuits related to Title VI. The record includes date of incident, a summary of the allegation, the status of the complaint and the action taken. VVTA has had no lawsuits and two complaints alleging discrimination under Title VI since the submittal of its FY2022 Title VI Program. Of the two complaints alleging discrimination, none was substantiated (one complaint is currently under investigation) and VVTA is not aware of any formal Title VI complaints filed with the FTA.

For a summary listing of the Title VI Investigations, Complaints and Lawsuits please see Appendix H.

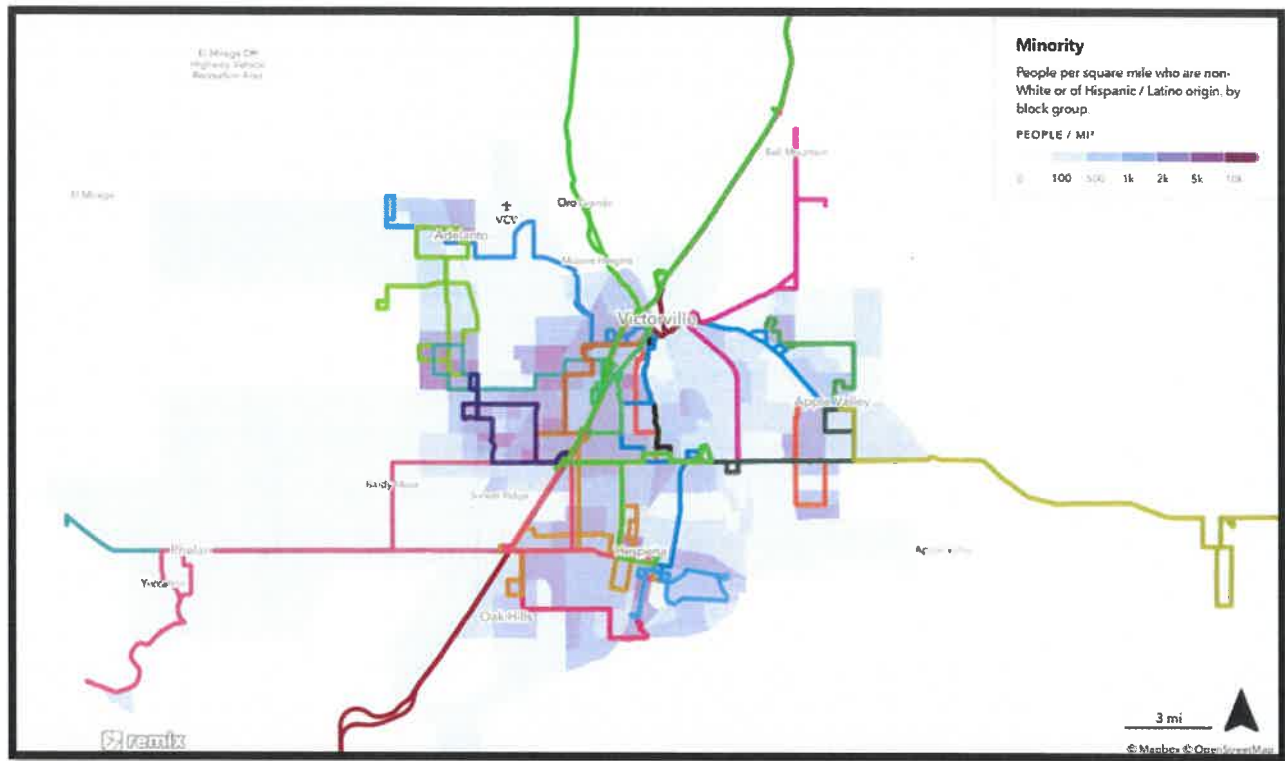
TITLE VI REPORTING & PRACTICES FOR LARGE URBAN AREA

VVTA COLLECTS DEMOGRAPHIC DATA: To comply with 49 CFR Section 21.9(b), VVTA collects and analyzes racial and ethnic data showing the extent to which members of minority groups are beneficiaries of programs receiving Federal financial assistance. As part of this process VVTA studies base maps of the agency's service area that includes major streets and highways, fixed transit facilities and major activity centers or transit trip generators such as retail centers, high employment areas, schools, and hospitals. In addition, VVTA tracks the total number and percentage of low-income people as compared to its bus route alignments. Since VVTA ridership is primarily comprised of the transit dependent and since VVTA develops its service around such clusters within its service area, VVTA monitors changes in demographics to assure it is providing service to the neediest segments of the area.

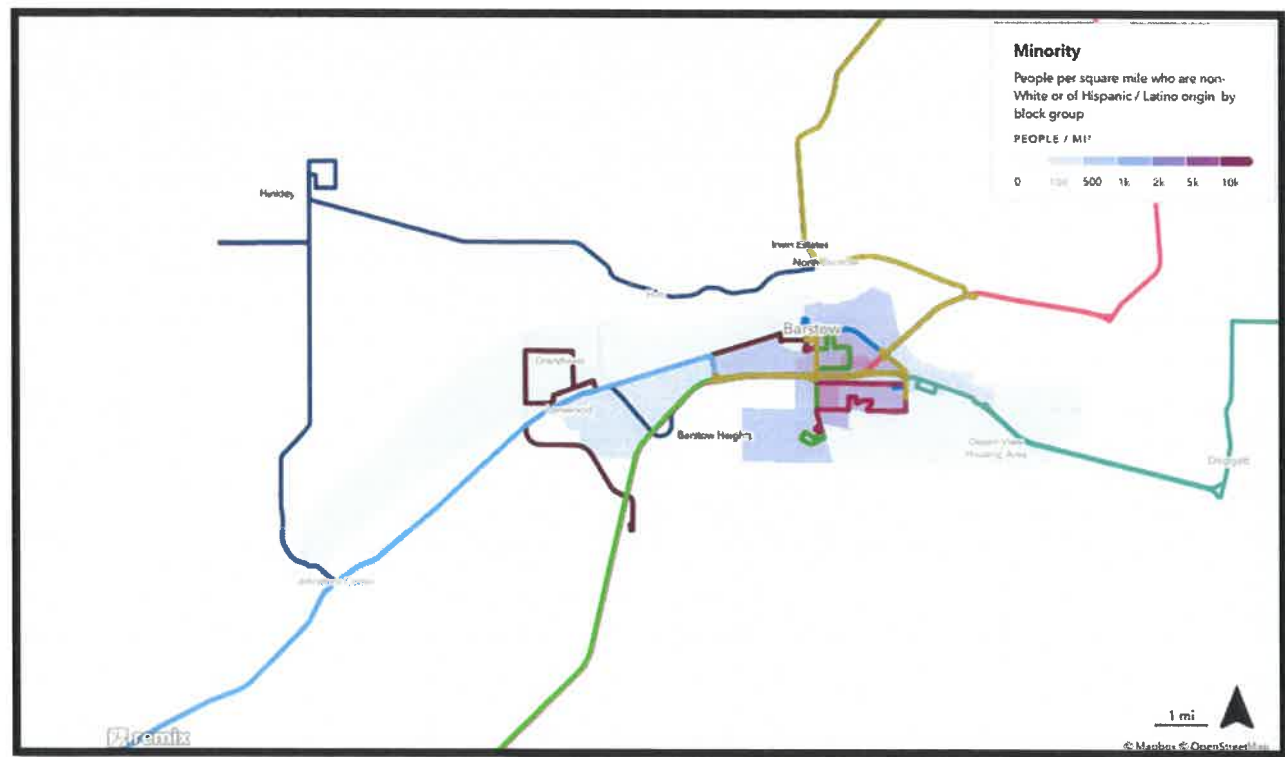
MAP 1: VVTA SERVICE AREA

Census Tracts; transit routes; transit centers/facilities; transit amenities (bus stops/bus shelters); major activity centers; Minority populations (at census tract or block group level).

Hesperia Service Area



Barstow Service Area



MAP 2: VVTA SERVICE AREA TRANSIT FACILITIES

In August 2020 VVTA completed a new operations and maintenance facility on Main Street in Barstow to operate on Barstow routes. The facility houses contractor staff and provides space for maintenance and storage for VVTA fleet. This replaces the previous facility on State Street with a new modern energy efficient facility adjacent to the current fueling site. The facility was built on a parcel of land previously purchased as part of the current CNG station.

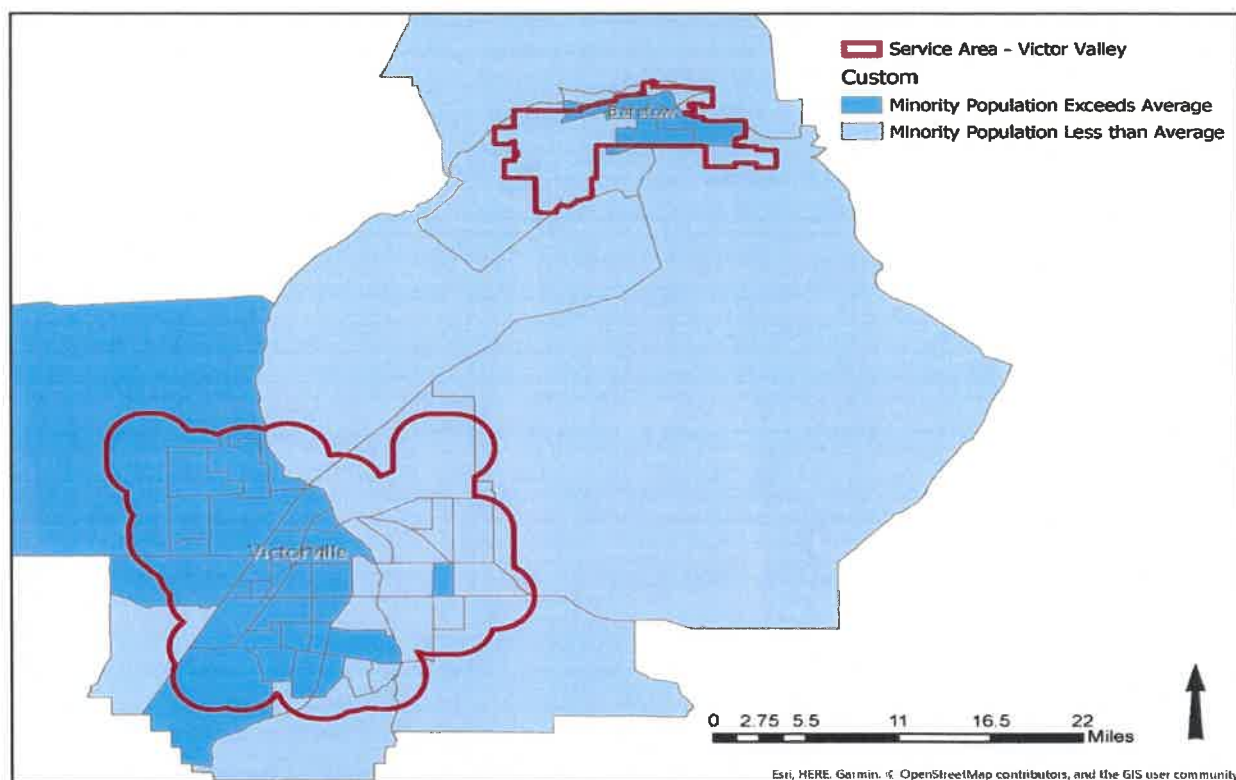
An equity analysis was conducted in March 2024 to assess if there was any retroactive disparate impact or disproportionate burden on the Title VI population defined by race and income. The equity analysis also provided an outline to ensure that VVTA document proper procedures were followed to select and construct the Barstow O&M facility and Title VI principles were adhered to (see Appendix I).

The findings of the equity analysis indicated that the average for the minority population in the vicinity of the Barstow O&M Facility is lower than the service area average, however, the average for low-income population of one of the vicinity block groups is higher than the service area average. This resulted in a disproportionate burden on the low-income populations with the selection of the Barstow O&M Facility Site. Mitigation measures had been taken to comply with Title VI guidelines through the receipt of Conditional Use Permit PCUP-18-0013 from the City of Barstow in January 2018.



MAP 3: VVTA SERVICE AREA MINORITY POPULATION

Census tracts, blocks, or block groups where the total minority population residing in these areas exceeds the average percentage of minority population for the service area as a whole.



MAP 4: VVTA SERVICE AREA LOW-INCOME POPULATION

Within the VVTA Service Area, the percentage of low-income population does not meet or exceed the threshold reported by federal sources, there is no map available.

TITLE VI PROGRAM SPECIFIC REQUIREMENTS

In accordance with FTA C 4702.1B, IV1-2 transit providers that operate 50 or more fixed route vehicles in peak service and are located in an Urbanized Area (UZA) of 200,000 or more in population are required to set system-wide standards and policies and collect and report demographic and service profile maps and charts as well as survey data regarding customer demographics and travel patterns.

In the 2022 American Community Survey, the population for the VVTA Urbanized Area (UZA) was 364,015. While this exceeds the population threshold of 200,000, VVTA currently operates 47 fixed route vehicles during peak service which does not exceed the peak vehicle threshold of 50 for more extensive reporting. For this reason, the Requirements of Chapter III and set-system wide standards and policies are all that apply to VVTA.

The VVTA service area is ethnically diverse, with approximately 72.5% of the total population classified within 6 minority groups according to the 2022 American Community Survey. The largest minority group in the VVTA service area are persons of Hispanic or Latino descent (57.3%). African Americans make up 11.3% of the population with American Indian, Asian, Native Hawaiian/Pacific Islander and Other comprising 3.8% of the minority population.

When considering changes to transit services, passenger fares, development of new transit facilities, and vehicle deployment VVTA reviews socioeconomic and ethnic population distribution in its service area to evaluate any potential disparate impact on minority communities.

SYSTEM-WIDE SERVICE POLICIES

To comply with 49 CFR Section 21.5(b)(2) and 49 CFR Section 21.5(b)(7), Appendix C to 49 CFR part 21, VVTA has enacted system-wide service procedures necessary to guard against service design and operational policies that have disparate impacts. System-wide procedures differ from service standards in that they are not necessary based on a quantitative threshold.

VEHICLE LOAD: VVTA studies the ratio of passengers per vehicle, specifically the ratio of passengers to the number of seats on a vehicle during a vehicle's maximum load point. When VVTA observes that the vehicle load on certain routes is consistently exceeding its service standard, VVTA makes plans to add additional vehicles as budget permits. A summary of maximum load factor ratio standards is as follows:

- **Local Service Type Vehicles**
 - 40-foot vehicles have a 1.5 maximum load factor ratio.
 - 35-foot-low floor vehicles have a 1.5 maximum load factor ratio.
 - 35-foot-high floor vehicles have a 1.4 maximum load factor ratio.
 - 33-foot cutaway vehicles have a 1.5 maximum load factor ratio.
 - 32-foot-low floor cutaway vehicles have a 1.4 maximum load factor ratio.
- **Inter-City Service Type Vehicles**
 - 40-foot single door vehicles have a 1.0 maximum load factor ratio.
- **Commuter Service Type Vehicles**
 - 45-foot commuter vehicles have a 1.0 maximum load factor ratio.

Load factor standards by vehicle type are listed in the table below.

VEHICLE TYPE	SERVICE TYPE	CAPACITY			MAX LOAD FACTOR
		SEATED	STANDING	TOTAL	
40' bus	Local Service	40	20	60	1.5
35' High Floor	Local Service	38	15	53	1.4
40' NABI Single Door	Commuter	35	0	35	1.0
45' MCI	Commuter	53	0	53	1.0
40' El Dorado Single Door	Intercity	45	0	45	1.0
35' Low Floor	Local Service	31	15	46	1.5
32' Low Floor	Local Service	27	11	38	1.4
33' Cutaway	Local Service	30	15	45	1.5

A review of load factors by route conducted in Fall of 2023 as part of VVTA's Comprehensive Operational Analysis (COA) identified that there was only one route in which load factor standards were exceeded (Route 114 during the AM Peak). (see table below). When completed in June 2024, the COA will identify changes to routes and schedules that will provide compliance with load factor standards.

Route	Median Load			
	AM Peak	Midday	PM Peak	Evening
1	0.10	0.14	0.15	0.09
111	0.21		0.17	
114	1.66		0.31	
115	0.23		0.06	
15	0.13	0.16	0.21	
2	0.07	0.11	0.11	0.09
21	0.04	0.08	0.07	0.09
22	0.07	0.07	0.06	0.08
23	0.06	0.07	0.07	0.18
25	0.04	0.05	0.05	0.03
28	0.03	0.05	0.09	0.10
29	0.04	0.07	0.07	0.03
3	0.07	0.23	0.25	0.27
31	0.11	0.12	0.22	0.10
32	0.22	0.11	0.12	0.33
33	0.05	0.08	0.08	0.06
40	0.05	0.11	0.05	0.04
41	0.07	0.17	0.17	0.09
42	0.05	0.06	0.05	0.03
43	0.10	0.14	0.08	0.06
47	0.03	0.05	0.06	0.04
50	0.15	0.36	0.60	0.52
50X	0.26	0.25	0.17	
52	0.10	0.18	0.17	0.30
56	0.17	0.51	0.72	0.84
6	0.04	0.17	0.20	0.04
55	0.08	0.15	0.12	0.09
53	0.15	0.17	0.27	0.19
54	0.19	0.16	0.19	0.25
64	0.05	0.10	0.07	0.16
68	0.06	0.14	0.33	0.13
118			0.14	

VEHICLE HEADWAY: VVTA studies the time interval between two vehicles traveling in the same direction on the same route. VVTA also studies load factors on its busiest routes. VVTA increases service frequency on routes and at times that standing loads are recurrent and as budget permits.

ON-TIME PERFORMANCE: VVTA has an on-time performance standard of 0 minutes early and 5 minutes late on fixed routes. The on-time criteria for complementary paratransit are up to 10 minutes before and 30 minutes after a confirmed reservation. VVTA has an on time standard of 85% for all services.

SERVICE AVAILABILITY: VVTA has a standard to distribute service so that 80% of all residents in the service area are within one-fourth of a mile of bus service. VVTA uses deviated fixed route service in those areas with the lowest population density. VVTA has a guideline for bus stop spacing. In urbanized areas, bus stops should be no closer than 0.15 miles and no further than 0.25 miles. In non-urbanized (or rural) areas, bus stops should be no closer than 0.50 miles. Non-urbanized areas offer flag down bus stop service and include Daggett, Helendale, Hinkley, Lucerne Valley, Newberry Springs, Oak Hills, Oro Grande, Phelan, Piñon Hills, and Wrightwood.

DISTRIBUTION OF TRANSIT AMENITIES: VVTA transit amenities are solely determined, installed, and maintained by the separate jurisdictions which comprise the VVTA Joint Powers Authority. VVTA makes recommendations to the jurisdictions based on boardings, alightings, overall route ridership, and demographics.

VEHICLE ASSIGNMENT: Vehicle assignment refers to the process by which transit vehicles are placed into service on routes throughout the transit system to ensure that all communities receive the same benefits derived from the transit vehicles. VVTA's entire fleet of transit buses is 100 percent ADA compliant, with wheelchair securement devices, ramps, and kneeling capabilities. Also standard are air conditioning, bike racks and voice annunciators.

Vehicle age is also considered a benefit, as it is generally considered a proxy for the condition of the vehicle. VVTA has a low average fixed-route fleet age of 5.5 years. Barring restrictions of certain vehicle fleets, (i.e., inability for certain buses to travel on narrow streets or zero-emission battery buses not able to travel on longer routes), vehicles are distributed across the route network equitably by age.

Listed below is the breakdown of the transit vehicles within the VVTA fleet. The list does not include vehicles used for administrative and supervisory purposes.

VICTOR VALLEY TRANSIT

FIXED ROUTE VEHICLES					
QUANTITY	YEAR	MANUFACTURER/MODEL	SEATS/WHEELCHAIRS	SERVICE TYPE	TITLE
1	2010	NABI 40LFW, Cummins	38/2	Fixed-Route	VTA
9	2014	Eldorado Axess, Cummins	33/2	Fixed-Route	VTA
2	2015	Eldorado XHF, Cummins	38/2	Fixed-Route	VTA
1	2015	Eldorado Axess, Cummins	33/2	Fixed-Route	VTA
5	2015	MCI D4500, Cummins	57	Fixed-Route	VTA
3	2016	Eldorado Axess 40', Cummins	43/2	Fixed-Route	VTA
12	2018	Eldorado Axess 40', Cummins	43/2	Fixed-Route	VTA
4	2018	Eldorado Axess 35', Cummins	35/2	Fixed-Route	VTA
10	2019	New Flyer Xcelsior, Electric	40/2	Fixed-Route	VTA
2	2020	Eldorado Axess 40', Cummins	43/2	Fixed-Route	VTA
6	2020	Eldorado EZ Rider II, Cummins	33/2	Fixed-Route	VTA
2	2021	New Flyer Xcelsior, Electric	40/2	Fixed-Route	VTA
5	2022	Eldorado Axess 40', Cummins	43/2	Fixed-Route	VTA
4	2022	Eldorado EZ Rider II, Cummins	33/2	Fixed-Route	VTA
4	2022	Eldorado Axess 35', Cummins	35/2	Fixed-Route	VTA
5	2023	Eldorado Axess 40', Cummins	43/2	Fixed-Route	VTA
75	TOTAL				

PARATRANSIT VEHICLES					
QUANTITY	YEAR	MANUFACTURER/MODEL	SEATS/WHEELCHAIRS	SERVICE TYPE	TITLE
2	2010	Dodge Caravan	5/1	ADA	VTA
2	2011	Eldorado Aerotech, Ford E450	12/2	ADA	CALTRANS
2	2015	Eldorado Aerotech, Ford E450	16/2	ADA	VTA
5	2016	Eldorado Aerotech SUP MB, Ford E450	20	ADA	VTA
4	2016	Eldorado Aerotech, Ford E450	20	ADA	VTA
10	2017	Eldorado Aerotech, Ford E450	16/5	ADA	VTA
16	2019	Eldorado Aerotech, Ford E450	16/2	ADA	CALTRANS
2	2019	Eldorado Aerotech, Ford E450	14/2	ADA	VTA
3	2021	Dodge Ram Lonestar Promaster 3500	8/2	ADA	VTA
46	TOTAL				

TITLE VI EQUITY ANALYSIS

VVTA, through their consultant Transportation Management & Design (TMD), has conducted a service equity analysis during the review period as part of the 2024 Comprehensive Operational Analysis. The equity analysis revealed VVTA had no disparate impact or disproportionate burden findings in relation to proposed service changes. A copy of the service equity analysis is included within the 2024 Comprehensive Operational Analysis.

NON-ELECTED COMMITTEE MEMBERS

The VVTA Board of Directors is comprised of elected council members from each of the VVTA member jurisdictions and two County Supervisors. VVTA Board members are appointed to the VVTA Board by their fellow council members in each jurisdiction. The San Bernardino County First and Third District Supervisor also holds a seat on the Board. The VVTA Board is comprised of a racially diverse representation of the jurisdictions they serve.

AFRICAN AMERICAN	ASIAN	CAUCASIAN	LATINO	NATIVE AMERICAN
14%	0%	57%	29%	0%

BOARD OF DIRECTORS TITLE VI APPROVAL

Pending Board Approval

Sub-Recipient Monitoring Program

VVTA does not pass-through funding to any sub-recipient agency.

LIMITED ENGLISH PROFICIENCY (LEP) PLAN

TABLE OF CONTENTS

Limited English Proficiency Plan	PAGE 26
Background Summary	PAGE 26
Four Factor Framework	PAGE 26
Factor 1	PAGE 26
Factor 2	PAGE 33
Factor 3	PAGE 34
Factor 4	PAGE 34
Monitoring and Updating the LEP Plan	PAGE 37

BACKGROUND SUMMARY

Victor Valley Transit Authority (VVTA) understands individuals who have a limited ability to read, write, speak, or understand English are limited English proficient, or “LEP.” In using the source: 2022 American Community Surveys VVTA recognizes that nationwide the number of persons reporting that they do not speak English at all, or do not speak English well, grew from 11.6% to 12.1% between 2010 and 2020. Among limited English speakers within the VVTA service area, which includes Adelanto, Apple Valley, Barstow, Hesperia, and Victorville, Spanish is the language most frequently spoken.

VVTA hopes its efforts for outreach to LEP persons may attract riders who would otherwise be excluded from participating in the service because of language barriers and, ideally, will engender riders to continue using the system after they are proficient in English and/or have more transportation options. VVTA’s community outreach will be designed to identify appropriate language assistance measures that can assist the agency in identifying the transportation needs of LEP individuals and ensures that an agency’s transit routes, hours and days of service, and other service parameters are responsive to the needs of these populations.

The Victor Valley Transit Authority (VVTA) supports the goals of the DOT LEP Guidance to provide meaningful access to its services by LEP persons.

FACTOR 1: APPLYING THE FOUR-FACTOR FRAMEWORK

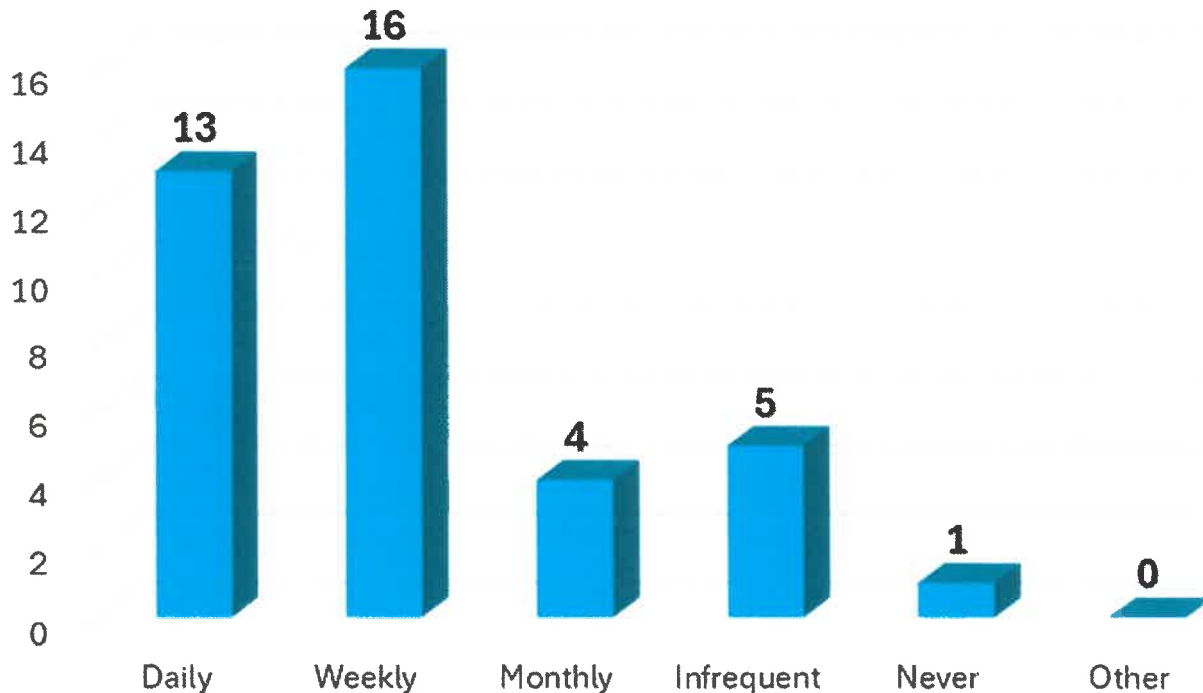
Number & Proportion of LEP Persons Served or Encountered in Eligible Service Population
Task 1, Step 1: Examine prior experiences with LEP individuals.

VVTA conducted a staff survey that received 39 respondents. The survey questions were provided anonymously from respondents who included customer service representative, drivers, and route supervisors.

In this last year, how frequently did you come into contact with LEP persons?

Of the 39 respondents, 16 interacted weekly, 13 interacted with LEP persons daily, 5 interacted infrequently, and 4 interacted at least once per month.

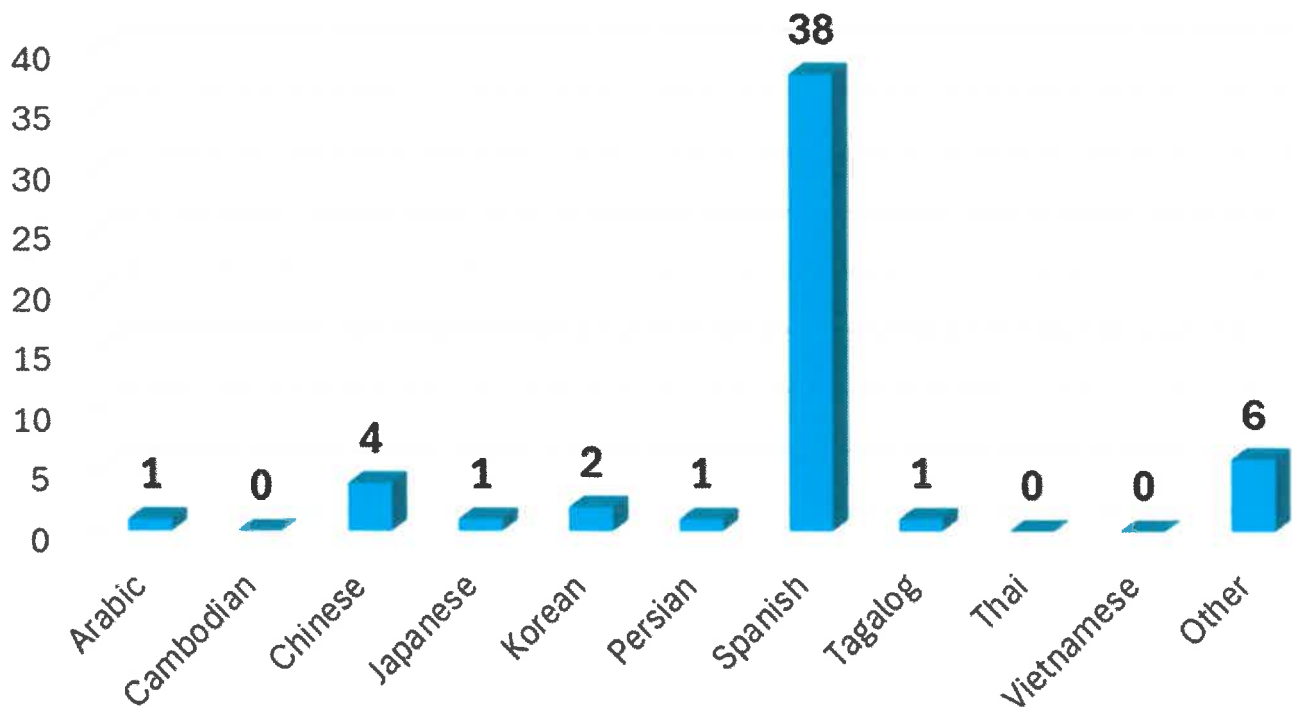
Question 1: How Frequent Are LEP Contacts?



If you were able to identify it, what languages do the LEP individuals you met speak (check all that apply)?

Of the 39 responses, 38 respondents interacted with Spanish speakers, 6 with Other languages (including Sign Language), 4 with Chinese dialects, and 2 with Korean speakers.

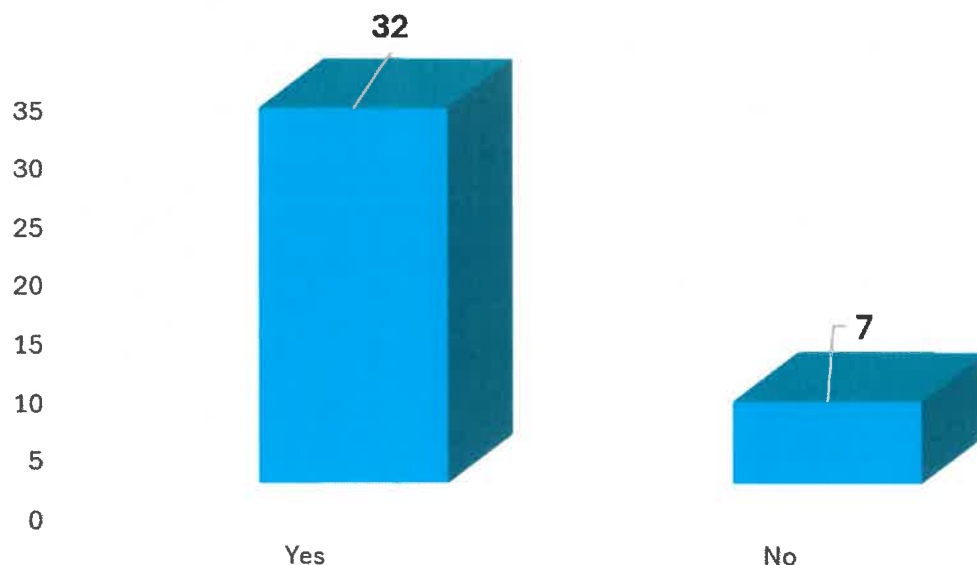
Question 2: Which Languages Are Spoken?



Were you able to successfully communicate with individuals who are limited English proficient? If YES, how were you able to communicate?

Of those 39 LEP person interactions, staff members successfully communicated for 32 of the interactions. Success was attributed to being multilingual, familiarity with the language, referring the LEP person to a multilingual staff member or passenger, utilizing Google Translate, communicating slowly, and communicating via gestures.

Able to Successfully Communicate with LEP Individuals?



What kinds of information were these LEP individuals seeking? What kinds of questions did they most frequently ask? (Please provide any topics or frequently asked questions)

The types of information LEP individuals were seeking included route and fare information, arrival and departure times, bus pass sales and information, which routes serve their destination or specific location, the required connections for a trip, other services offered and ADA questions. Drivers were able to show passenger departure and destination mapping information via mobile phones.

Task 1, Step 2: Become familiar with data from The U.S. Census

VVTA accessed the US Bureau of Census and LEP.Gov to help identify LEP populations.

Task 1, Step 2A: Identify geographic boundaries of area VVTA serves.

For VVTA's service area, the cities of Adelanto, Barstow, Apple Valley, Hesperia, Victorville and the San Bernardino County areas of Lucerne Valley, Oak Hills, Phelan, Daggett, Hinkley, Piñon Hills, Silver Lakes, and Wrightwood serve as appropriate boundaries.

Task 1, Step 2B: Obtain Census data on the LEP population in VVTA service area.

VVTA utilized 2022 American Community Survey 5-Year Estimates. The combined population for these five regions is 373,093, of which 41,203 are LEP individuals which account for 11% of the population.

JURISDICTION	POPULATION				
	TOTAL	LEP	LEP	SPANISH LEP	
		TOTAL	%	TOTAL	%
	373,093	41,203	11.0%	37,003	9.9%
ADELANTO	37,960	5,338	14.1%	5,210	13.7%
APPLE VALLEY	75,603	5,521	7.3%	4,673	6.2%
BARSTOW	25,235	1,432	5.7%	1,253	5.0%
HESPERIA	99,878	11,714	11.7%	11,058	11.1%
VICTORVILLE	134,417	17,198	12.8%	14,809	11.0%

Task 1, Step 2C: Analyze the data VVTA has collected.

According to 2022 American Community Survey data specific to the VVTA service area, the primary language population group of those who speak English less than “very well” is the Spanish language population group, which comprises 9.9% of the total population. VVTA adheres to the provisions established in Executive Order 13166, which require services to be provided for persons with Limited English Proficiency (LEP). VVTA is compliant with the “Safe Harbor” provision identified in the FTA C4702.1B Chapter III 9.c. for recipients regarding translation of written materials for LEP population. VVTA and its operations contractor, Keolis, employs multiple employees who can translate and interpret Spanish. Additionally, one employee is also fluent in Tagalog and Bicol. These individuals contribute to the translation of key documents, which includes pertinent service alerts, public notices, and media releases.

Task 1, Step 2D: Identify any concentrations of LEP persons within VVTA service area.

There is a concentration of LEP Hispanics in the area in Old Town Victorville, which is bordered by D Street on the north, Hesperia Road on the east, I-15 to the west and Forest Avenue to the South. The only other concentration is in the area of Main Street and 3rd street in Hesperia.

Task 1, Step 3: Consult state and local sources of data.

According to California Department of Education Data Reporting Office data recorded for the 2023 – 2024 school year, of all English Learner Students tabulated from school districts in the VVTA service area, which includes Adelanto, Apple Valley, Barstow, Hesperia, and Victorville, Spanish ELS students accounted for 96.2% of ELS student population. These figures are consistent with U.S. Census Bureau data as well as anecdotal data.

JURISDICTION	POPULATION		
	TOTAL ENGLISH LEARNER STUDENTS	SPANISH	
		ENGLISH LEARNER STUDENTS	
		TOTAL	%
	11,678	11,230	96.2%
ADELANTO	1,344	1,308	97.3%
APPLE VALLEY	1,585	1,474	93.0%
BARSTOW	558	530	95.0%
HESPERIA	4,473	4,393	98.2%
VICTORVILLE	3,718	3,525	94.8%

Source: California Dept. of Education – English Learner Students by Grade

Task 1, Step 4: Reach out to community organizations that serve LEP persons.

Task 1, Step 4A: Identify community organizations.

VVTA has identified and continually monitors organizations that work directly with LEP individuals.

Task 1, Step 4B: Contact relevant community organizations.

Through the active efforts of the VVTA's Marketing, CTSA, and Brokerage program staff, VVTA maintains regular contact with relevant community organizations that work directly with LEP populations within the VVTA service area. VVTA communicates with these organizations and directly engages LEP populations through presentations and community forums, which are translated into Spanish.

Task 1, Step 4C: Obtain information

VVTA is an active partner with organizations that directly serve underrepresented minority communities that include LEP persons. These organizations, which includes schools and nonprofits, directly engage individuals from minority communities and proactively represents as well as advocates for them in transportation planning and decision making. Through the VVTA Marketing, CTSA, and Brokerage program staff, VVTA is uniquely situated to understand, to ascertain, and adapt to the evolving needs of the underserved and LEP populations through these partnerships, which include Victor Valley Community Services Council (minorities/seniors/disabled), St. Mary's Medical Center, Abundant Living Church, Foothill Aids Project (minorities/disabled). Other examples include:

- Foothill Aids Project
- Women of Noble Character
- Barstow Dignity Station
- Benjamin E Jones Community Resource Center
- Another Level for Women
- New Hope Village
- The Gate Church of the High Desert
- Rolling Start
- Family Assistance Program
- Mirus Secondary School
- Barstow Senior Center
- High Desert Homeless Shelter
- Moses House Ministries
- Victor Valley Community Services Council
- Adelanto Senior Center
- St. Mary's Medical Center
- Church for the Whosoever
- Desert Communities United Way
- ESP/CalWORKs – Victorville
- ESP/CalWORKs
- Department of Aging and Adult Services
- Public and Specialized Transportation Advisory and Coordination Council (PASTACC),
- Senior Centers (for all service areas)
- Homelessness Provider Network
- Family Preparedness Fairs
- Health Centers (for all service areas)
- Family Resource Centers
- Desert/Mountain Special Education Local Plan Area (SELPA)

FACTOR 2: FREQUENCY LEP INDIVIDUALS ENGAGE VVTA PROGRAMS, ACTIVITIES, AND SERVICES

Task 2, Step 1: Review the relevant programs, activities, and services VVTA provides.

The VVTA website is available in English and Spanish. VVTA also provides Car Cards on the buses, which are often translated to Spanish; recordings on the buses are made in both languages and VVTA has installed an Infotainment system onboard buses which provides messages to passengers in English and Spanish. VVTA also employs bi-lingual customer service and dispatchers so even if the bus operator cannot translate a translation is available. If a request is made for other languages VVTA will use the services of a commercial telephone translation service. If requested, VVTA will do the same for all its public meetings. VVTA's website is also available in multiple languages with Google translate. VVTA attends the High Desert Hispanic Chamber of Commerce's monthly meeting as often as possible and meets with Victor Valley College and area high schools.



Task 2, Step 2: Review information obtained from community organizations.

VVTA actively monitors news, events, and social media platforms applicable to the Spanish population within its service area. Additionally, through working relationships with community partners, such as those referenced above, VVTA actively reviews community service organization publications and directly engages LEP populations through community forums throughout the year, where VVTA staff actively presents its services to and receives feedback from the Spanish population, an example of which is are those Spanish-speaking forums regularly produced by Community Health Action Network, which VVTA takes part in.

Task 2, Step 3: Consult directly with LEP persons.

VVTA regularly conducts bilingual passenger surveys, including a September 2023 survey in English and Spanish for the VVTA Comprehensive Operational Analysis (COA). This included an onboard survey for fixed route passengers. These surveys served several purposes, which include providing a profile of current VVTA riders, identifying the perception VVTA customers have about the bus service provided, identifying the types of improvements customers would prefer to see, and identifying the factors that influence passenger's use of the

bus. Besides these stated purposes, the COA survey was used to understand transfer patterns of VVTA passengers. These surveys, which were each conducted in English and Spanish and are included below, satisfied Federal reporting requirements under Title VI of the Civil Rights Act of 1964.

Additionally, VVTA staff and management maintains an organizational culture, which proactively engages LEP individuals on buses, at bus stops, and transfer locations, informing these individuals of the types of language assistance the agency provides. VVTA also collects anecdotal information directly from LEP individuals and their groups through the VVTA Marketing community outreach efforts, which helps meet the needs of LEP individuals.

FACTOR 3: THE IMPORTANCE OF LEP PERSONS TO YOUR PROGRAM, ACTIVITIES, AND SERVICES

Task 3, Step 1: Identify VVTA's most critical services.

VVTA understands its services are used for life-sustaining activities, such as transportation to and from work, non-emergency medical appointments, social service appointments, and grocery shopping, as well as life-enriching activities, which include school, recreation, and social events and also as a connector service to other transportation services. VVTA provides service from Barstow, CA into Victorville; and into the San Bernardino Valley providing transportation to Arrowhead Regional Medical Center; Kaiser Permanente Hospital; and various government and social services. There is a strong need for LEP populations to use these services, to expect good communication on how to make connections, and to respond to emergency situations.

Task 3, Step 2: Review input from community organizations and LEP persons

Through VVTA's public outreach efforts and staff interactions with passengers and advocates, VVTA understands its services are critical to all passengers, including LEP passengers. VVTA complies with all federal and state regulations before making fare or services changes. Additionally, VVTA considers Title VI target populations in its outreach and marketing efforts.

FACTOR 4: THE RESOURCES AVAILABLE TO THE RECIPIENT AND COSTS

Task 4, Step 1: Inventory language assistance measures currently provided, along with associated costs.

To meet the needs of the LEP population, VVTA produces materials in English and Spanish and will use, if requested, commercial telephone translation vendors. VVTA also tracks any language assistance requests from LEP populations other than Spanish. With its size, VVTA does not have a community outreach office that would determine the costs associated with translating documents, contracting with language interpreters, producing pictographs, installing multilingual technology, and other language assistance.

Task 4, Step 2: Determine what, if any, additional services are needed to provide meaningful access.

As stated in Task 4, Step 1: Other than Spanish, VVTA has determined that information does not need to be translated into additional languages. However, additional oral or written language services will be provided on request, and existing language assistance would be made available on a more widespread basis if requested. VVTA continuously assesses specific measures such as periodically analyzing data points, local newspapers, community newsletters, information provided by bus drivers, ADA reservationists, dispatchers, and customer

service representatives to determine what is needed to continue to provide meaningful access to its transit services.

Task 4, Step 3: Analyze your budget.

It is not practicable for VVTA to assign a percentage of the agency's capital and/or operating budget to additional language assistance expenses as the agency already includes translation into other languages (Spanish) in many of its marketing efforts and on the website. VVTA commits to using a portion of its marketing budget for bilingual printed materials, car cards, rider alerts, and on-board infotainment announcements. Furthermore, VVTA continues to disseminate information to the public on how to access translation services from VVTA for its Board meetings.

Task 4, Step 4: Consider cost effective practices for providing language services.

VVTA looks to access language assistance products that have been developed and paid for by local, regional, or state government agencies and will also continue to use and hire more bilingual staff to provide language assistance at a minimal increase in cost. VVTA also considers telephonic and video conferencing interpretation services, translating vital documents posted on Web sites, and pooling resources and standardizing documents to reduce translation costs.

DEVELOPING AN IMPLEMENTATION PLAN FOR LANGUAGE ASSISTANCE

Task 1: Identifying LEP Individuals Who Need Language

Beyond the Spanish speaking LEP population VVTA attempts to identify additional interfaces which may not necessarily come from the larger LEP populations in the area. VVTA will use the "I Speak" card, included in Appendix G, and tracks interfaces to determine if any significant language groups are identified for which VVTA would translate information in those languages.

Task 2: Language Assistance Measures

For in person communication, where verbal communication is not working but there is an internet connection, staff uses Google Translate. Smart phone applications are downloaded for languages such as Spanish. A bus operator will ask for others on-board to volunteer to translate if he or she is unable to communicate. Customer service has bilingual (Spanish) employees on duty during key operational hours. If this is not possible, the employee will transfer the person to a translation service. While it is the responsibility of the operations contractor to have this option in place, VVTA maintains an account and regularly uses the services from Rise Interpreting, 6887 Magnolia Avenue, Riverside, CA 92506, (951) 565-4422, info@riseinterpreting.com.

For commercial translators VVTA will ensure the following, as needed:

- The agency will ask the interpreter or translator to demonstrate that he or she can communicate or translate information accurately in both English and the other language.
- The agency will inform the interpreter or translator in specialized terms and concepts associated with the agency's policies and activities.
- The agency will monitor if the interpreter or translator deviates into a role as counselor, legal advisor, or any other role aside from interpreting or translator, and if so, advise them to translate only.
- The agency will ask the interpreter or translator to attest that he or she does not have a conflict of interest in the issues that they would be providing interpretation services.

TASK 3: Training Staff

Task 3, Step 1: Identify agency staff that are likely to come into contact with LEP persons as well as management staff.

VVTA targets training to the staff, including drivers, customer service representatives, and marketing staff who may have frequent contact with LEP persons.

Task 3, Step 2: Identify existing VVTA staff training opportunities.

Portions of this plan will be included in the orientation for new employees. Existing employees, especially managers and those who work with the public will periodically take part in re-training or new training sessions to keep up to date on their responsibilities in regard to LEP persons. These shall occur at least yearly at planned Safety Meetings.

Task 3, Step 3: Design and implement LEP training for VVTA staff.

VVTA and its current operations contractor, Keolis, shall use a standard presentation concerning recipients' responsibilities to persons with limited English proficiency.

This training includes:

- A summary of the VVTA / Keolis's responsibilities under the DOT LEP Guidance.
- A short summary of the agency's language assistance plan.
- A summary of the number and proportion of LEP persons in the agency's service area, the frequency of contact between the LEP population and the agency's programs and activities, and the importance of the programs and activities to the population; and
- A description of the agency's cultural sensitivity procedures and practices.

TASK 4: PROVIDING NOTICE TO LEP PERSONS

VVTA uses an automated telephone voice mail and menu system, which is available in English and Spanish. The system provides real-time bus routing and scheduling information as well as information about available language assistance services and how to receive them.

- VVTA posts signs in such a manner that LEP persons can learn how to access those language services at initial points of contact and that it is a free service.
- VVTA places this information in Spanish in brochures, booklets, website, and in outreach and recruitment information.

Task 4, Step 1: Inventory existing public service announcements & community outreach VVTA performs. Samples in Appendix F

VVTA uses:

- Signs and handouts available in vehicles.
- Announcements in vehicles using the Infotainment system.
- VVTA website and social media.
- Customer service phone lines and text messaging service.
- Newspaper, radio, and television advertisements.
-

Task 4, Step 2: Incorporate notice of the availability of language assistance into existing outreach methods

VVTA documents in English will include a notice of document availability in other languages.

Task 4, Step 3: Conduct targeted community outreach to LEP populations.

VVTA performs outreach to agencies that serve LEP (usually Spanish) populations and will attend community meetings and events to inform people of the agency's service in general and that language assistance is available. Notification will also be distributed the High Desert Hispanic Chamber for use in their English classes for speakers of other languages.

TASK 5: MONITORING & UPDATING THE LEP PLAN

VVTA will evaluate and update the LEP Plan by:

- Tracking LEP populations encountered to determine if new translations are needed and in what area of service.
- Increasing contact with language groups.
- Determining if existing assistance efforts are meeting the needs of LEP persons.
- Consider new LEP assistance with major service changes.
- Developing clear goals and objectives for staff and management; and
- Committing an appropriate portion of the marketing budget to LEP services and publications.

PUBLIC PARTICIPATION PLAN

PURPOSE OF PUBLIC PARTICIPTION PLAN

The purpose of the Public Participation Plan is to assure and improve access to VVTA's decision-making process for low income, minority and Limited English Proficient (LEP) populations. VVTA is a recipient of federal funding and, pursuant to Federal Transit Administration (FTA) Title VI regulatory guidance, should seek and consider viewpoints of minority, low income and LEP populations in the course of conducting public outreach and involvement activities." (FTA Circular 4702.1A) Additionally, VVTA as the funding recipient will offer "early and continuous opportunities for the public to be involved in the identification of social, economic and environmental impacts of proposed transportation decisions at VVTA.

VVTA may modify its public participation methods over time based on feedback from the low income, minority and LEP populations, including customer- and community-based organizations. The Plan is a living document that may be updated periodically to reflect community preferences, changing demographics and transit services, as well as respond to new communication and outreach methods.

GOALS

VVTA seeks to provide meaningful opportunities for the public to assist staff in identifying social, economic, and environmental impacts of proposed transportation decisions. This includes input from low income, minority, and limited English proficient populations.

Specific goals and outcomes include:

- **Quality Input and Participation:** Comments received by VVTA are useful, relevant, and constructive, contributing to better plans, projects, strategies, and decisions.
- **Consistent Commitment:** VVTA communicates regularly, develops trust with communities and builds community capacity to provide public input.
- **Diversity:** Participants represent a range of socioeconomic, ethnic, and cultural perspectives, with representative participants including residents from low-income neighborhoods, ethnic communities, and residents with Limited English Proficiency.
- **Accessibility:** Effort is made to ensure that opportunities to participate are accessible physically, geographically, linguistically, and culturally.
- **Relevance:** Issues are framed in such a way that the significance and potential effect is understood by participants.
- **Participant Satisfaction:** People who take the time to participate should feel it is worth the effort to join the discussion and provide feedback.
- **Clarity in Potential for Influence:** The process clearly identifies and communicates where and how participants can have influence and direct impact on decision-making.

PRINCIPLES

VVTA's Public Participation Plan is aimed at assuring and improving access to VVTA's decision-making by the whole population of the High Desert, with emphasis on minority and Limited English Proficient (LEP) populations. VVTA looked into the preferred methods by minority and LEP populations for being engaged in

VVTA's decision-making process. Though their differences were minimal, some different preferences among populations did emerge.

Effective public participation should be based on the following principles:

- **Flexible:** The engagement process should accommodate participation in a variety of ways and be adjusted as needed.
- **Inclusive:** VVTA should proactively reach out and engage low income, minority and LEP populations from the VVTA service area so these groups will have an opportunity to participate.
- **Respectful:** All feedback received should be given careful and respectful consideration.
- **Tailored:** VVTA's public participation methods should be tailored to match local and cultural preferences as much as possible.
- **Proactive and Timely:** Participation methods should allow for early involvement and be ongoing and proactive, so participants can influence decisions.
- **Clear, Focused and Understandable:** Participation methods should have a clear purpose and use for the input and should be described in language that is easy to understand.
- **Trustworthy:** Information provided should be accurate and trustworthy.
- **Responsive:** VVTA should strive to respond and incorporate appropriate public comments into transportation decisions.
- **Transparent in Impact:** VVTA should communicate the results of the public's input in terms of the impact on decisions at a broad summary level, providing the major themes, the decisions reached and rationale for the decisions.
- **Authentic and Meaningful:** VVTA should support public participation as a dynamic and meaningful activity that requires teamwork and commitment at all levels of the organization.

OUTREACH PLAN

LEVELS OF SERVICE

Through consultation with minority and the Limited English Proficiency populations, VVTA informal surveys identified that the preferences of these groups are similar to those of the general public – including how they receive information about changes to VVTA services, when they prefer to attend VVTA meetings, and the best locations for those VVTA meetings. Any minor differences are best mitigated by assuring that public participation includes an array of alternatives that appeal to all groups. For example, information on service changes should be shared with the public through promotional placards on-board the bus and Infotainment screens inside buses, and by digital means via email and social media; meetings should be held not only in the mornings but also early afternoons, late afternoons, and early evenings; meetings should be held at locations in Hesperia as well as regional locations such rural branch libraries. A strategy for specific participation with these groups includes the following guidelines:

Minority

- VVTA riders who are Minorities are best reached with information on VVTA's website and on-board newsletters.
- Meeting times in the mid-to late afternoon are preferred by minority riders.
- Minority riders prefer meeting while using the system at key transfer points or while on buses.

Limited English Proficiency

- VVTA riders with Limited English Proficiency are best reached with information via on-bus newsletters and VVTA's website.
- Meeting times in the mid-to late afternoon are acceptable for LEP riders.
- LEP riders do not appear to have a meeting location preference.

DIRECT COMMUNICATIONS

The Public Participation Plan identifies a variety of methods for disseminating information to the public. While aimed at the general public, they are important tools in reaching minority and LEP populations, which identified these tools as the chosen means of receiving relevant information. These communication methods are typically offered in English and Spanish. All methods are available for translation or interpretation upon request. These may include:

- **On-Board Audio Announcements:** VVTA's Automatic Vehicle Location System has the capability of scheduling automatic audio announcements on VVTA buses. These announcements can be scheduled on all routes, or single routes, and can be triggered by location on route or on regularly timed intervals.
- **Ads on Buses & Bus Shelters:** Overhead car card advertisements can be posted inside VVTA's buses. Buses include Infotainment screens that broadcast passenger information.
- **Posters at Key VVTA Locations:** VVTA Headquarters Customer Service Window.
- **Emails to Partners:** These electronic communications can be sent directly to community partner organizations through the VVTA email marketing service. Similar to mailers, these can include letters to key staff members at these locations, as well as promotional posters and announcements for them to distribute.

- **Messages through VVTA Phone App (customers):** These electronic communications are distributed through the VVTA smartphone app provided by Syncromatics. Customers can sign up through the VVTA text messaging service or the VVTA website to receive alerts and news from VVTA on routes of interest to them. They can select to receive emails about individual routes, media releases, et cetera. VVTA staff has the flexibility to target email communications to subgroups of VVTA ridership, such as those on a particular route. VVTA staff can also elect to send messages to all VVTA customers.
- **Media Releases:** Media releases are aimed at generating news coverage of VVTA events, changes, meetings, et cetera. They are distributed electronically via VVTA's media email list, as well as posted on the News and Media page of VVTA's website.
- **Community Newsletters:** VVTA has several partners in the community that publish newsletters, including several member governments. VVTA can provide articles to these partners for publication in their newsletters.
- **Partner Websites:** Like community newsletters, VVTA's many community partners maintain websites that are frequented by the public. VVTA can provide information to these partners to be included on their websites.
- **Community Calendars:** One feature that is common to many of VVTA's partners' websites is a calendar. VVTA can share the times and dates of key meetings or events with the partners for inclusion on these calendars.
- **Public Notices:** These are published in the daily newspaper of record, The Press Enterprise, as well as the San Bernardino American, and El Chicano. Public Notices are also posted on VVTA's website.
- **VVTA Website:** VVTA's website, VVTA.org, is one of the primary sources of information for VVTA riders. Several tools are available within the site to communicate changes in service as well as to notify the public of opportunities to participate in VVTA's decision-making process. These include "news items" that appear as short summaries on the home page and, when selected, can lead to longer news items, including meeting schedules and links to route maps, surveys, et cetera.
- **VVTA Facebook Page:** VVTA's Facebook page is used by staff to interact with riders and can be leveraged to push out information regarding service changes and opportunities for the public to participate in VVTA's decision making process.
- **VVTA Instagram Page:** VVTA's Instagram page is used by staff to interact with riders through image-based marketing to share information regarding service changes and opportunities for the public.
- **VVTA LinkedIn Page:** VVTA's LinkedIn page is used by staff to interact with community partners and industry professionals on the latest news and information from VVTA.
- **VVTA Twitter feed** – VVTA's Twitter account allows staff to share newsworthy items with riders, including service changes and opportunities for the public to participate in VVTA's decision-making process.
- **VVTA YouTube Page:** VVTA's YouTube page, allows for video to share information on VVTA both internally and externally.
- **VVTA TikTok Page:** A newer venture in social media for VVTA, this platform allows the Agency the opportunity to reach out to a younger demographic.

METHODS OF INVOLVING THE PUBLIC

Similarly, the Public Participation Plan includes a menu of available methods for involving public participation in VVTA's decision-making process. Again, these are important means of engaging minority and LEP populations as well as the general public. These may include:

- **Public Hearings** – A public hearing is required by federal or state regulations where comments from the public go into the public record. A public hearing is governed by rules concerning who speaks when and for how long and is overseen by a VVTA official. A public hearing is NOT a question-and-answer format.
- **Opportunity for Public Comment** – An Opportunity for Public Comment is a solicitation for public input on a specific subject over a specified duration of time. VVTA may offer these by advertising them as it would a Public Hearing.
- **Surveys** – Surveys are a series of specific questions, often in multiple-choice format that can be distributed in print form as well as in digital form. The results from surveys can be quantified and analyzed, but are not as conducive to broader, more open-ended discussions.
- **Public Comment Cards** – Public Comment cards are open-ended questionnaires that can be distributed in printed form as well as in digital form. Comments from these cards are valuable for open-ended discussions, although they are not as easy to quantify or analyze.
- **General Comments** – VVTA is always open to and accepting of public comments. Comments can be shared with VVTA by phone at (760) 948-3030, by email at Info@VVTA.org, or by regular mail at 17150 Smoke Tree Street, Hesperia, CA 92345.

OUTREACH EFFORTS

LEP AND MINORITY POPULATIONS

VVTA's outreach to LEP and minority populations for its long-range planning and major service changes include the following activities: VVTA schedules at least one public meeting during third and/or fourth quarter annually to collect public input on regional transit needs in each of the primary service area locations: Adelanto, Barstow, Apple Valley, Hesperia, Victorville, Phelan, Lucerne Valley, Helendale, Daggett, Hinkley, Piñon Hills, and Wrightwood.

Additionally, VVTA Marketing, CTSA, and Brokerage staff engage LEP and minority populations through efforts San Bernardino County Municipal Advisory Council (MAC) meetings for all areas through the VVTA service area, Public and Specialized Transportation Advisory and Coordination Council (PASTACC), High Desert Hispanic Chamber of Commerce, Interagency Council on Homelessness, local and regional senior centers, Homelessness Provider Network, Veterans of Foreign War posts, San Bernardino Senior Affairs Commission, San Bernardino County Department of Aging and Adult Services, Family Preparedness Fairs, local Health Centers,, Family Resource Centers, Desert/Mountain Special Education Local Plan Area (SELPA), Inland Empire and High Desert Resource Network, High Desert Hispanic Chamber of Commerce Cinco de Mayo Festival, Victor Valley College, San Bernardino County West Valley Homeless Partnership Network, and public events.

Such public meetings and engagement opportunities are accessible via public transit and serve to collect public feedback and recommendations in drafting the long-range planning document.

TRANSLATION & INTERPRETIVE SERVICES

VVTA's program for providing translation and interpretive services is critical to the success of the Public Participation Plan in reaching minority and LEP populations. These translation and interpretive services are provided by request to members of the public, according to their needs. These needs are served through fluent staff and contractors that are on call for this purpose.

PARTNERS

VVTA utilizes a network of community partners to reach minority and LEP populations. These partnerships are a valuable resource, helping VVTA to identify and best serve the evolving needs of its LEP populations. The benefits of this strategy include:

- VVTA can “amplify” its messages by routing them through partners’ communication networks, thereby reaching more of the minority and LEP populations. These messages include:
 - Relating valuable information, and
 - Providing opportunities to participate in VVTA’s decision-making process.
- VVTA can consult with these partners’ staff and clients on:
 - Transportation needs, and
 - Solutions to perceived and/or real issues.

Community Partners

- Foothill Aids Project
- Women of Noble Character
- Barstow Dignity Station
- Benjamin E Jones Community Resource Center
- Another Level for Women
- New Hope Village
- The Gate Church of the High Desert
- Rolling Start
- Family Assistance Program
- Mirus Secondary School
- Barstow Senior Center
- High Desert Homeless Shelter
- Moses House Ministries
- Victor Valley Community Services Council
- Adelanto Senior Center
- Desert Communities United Way
- ESP/CalWORKs – Victorville
- ESP/CalWORKs
- Department of Aging and Adult Services
- Public and Specialized Transportation Advisory and Coordination Council (PASTACC),
- Senior Centers (for all service areas)
- Homelessness Provider Network
- Family Preparedness Fairs
- Health Centers (for all service areas)
- Family Resource Centers
- Desert/Mountain Special Education Local Plan Area (SELPA)
- Victor Valley College
- St. Mary's Medical Center
- Church for the Whosoever

PUBLIC PARTICIPATION

To integrate, into community outreach activities, considerations expressed in the DOT Order on Environmental Justice, and the DOT LEP Guidance, VVTA seeks out and considers the viewpoints of minority, low-income, and LEP populations while conducting public outreach and involvement activities. VVTA's public participation strategy offers early and continuous opportunities for the public to be involved in the identification of social, economic, and environmental impacts of proposed transportation decisions. These may include:

- Coordinating with individuals, institutions, or organizations and implementing community-based public involvement strategies to reach out to members in the affected minority and/or low-income communities.
- Providing opportunities for public participation through means other than written communication, such as personal interviews or use of audio or video recording devices to capture oral comments.
- Using locations, facilities, and meeting times that are convenient and accessible to low-income and minority communities.
- Using different meeting sizes, formats, or varying the type and number of news media used to announce public participation opportunities, so that communications are tailored to the specific community or population.
- Implementing DOT's policy guidance concerning recipients' responsibilities to LEP persons to overcome barriers to public participation.

Public outreach was conducted for the COA to gather participant information on preliminary service alternatives and route modifications for routes most frequented and asked for feedback. The table below indicates the public outreach events conducted in April 2024.

PUBLIC OUTREACH EVENTS FOR VVTA COMPREHENSIVE OPERATIONAL ANALYSIS – APRIL 2024

Community Events	<u>High Desert Cancer Connection</u> Saturday, April 13, 2024, 10am - 3pm <u>Hesperia Farmers Market</u> Saturday, April 13, 10am – 3pm <u>High Desert Farmers Market</u> Thursday, April 18, 8am – 12pm
Virtual Drop-In Hour	<u>Virtual (Zoom) Drop In Session</u> [Tuesday, April 16, 6 – 7pm]
Pop-Up Sessions	<u>Hesperia Post Office</u> [Monday, April 15, 9:30 – 11am] <u>Main/Cataba Stop (SuperTarget)</u> [Monday, April 15, 11:30 am – 1pm] <u>Victor Valley College (main bus stop)</u> [Monday, April 15, 2:30 – 4pm] <u>Victor Valley Transportation Center</u> [Tuesday, April 16, 11:30 am – 1pm] <u>Carl's Jr. Bus Stop in Adelanto</u> [Tuesday, April 16, 2:30 – 4pm] <u>Apple Valley Post Office</u> [Tuesday, April 16, 2:30 – 4pm] <u>Barstow City Hall</u> [Wednesday, April 17, 2:30 – 4pm]

APPENDIX A

Appropriate Resources for VVTA & Keolis to Access

“Breaking Down the Language Barrier: Translating Limited English Proficiency into Practice.” This video, which is available on DVD and as a streaming video link on <http://www.lep.gov/>, explains the language access requirements of Title VI and Executive Order 13166 through vignettes that expose the problems resulting from the absence of language assistance. The video goes on to show how these same situations could have been handled more appropriately if the service provider took reasonable steps to provide meaningful access.

“Providing Language Access for Persons with Limited English Proficiency,” a PowerPoint presentation produced by the FTA Office of Civil Rights and available at http://www.fta.dot.gov/civilrights/title6/civil_rights_5102.html.

“How to Engage Low-Literacy and Limited English Proficient Populations in Transportation Decision-making,” available at <http://www.fhwa.dot.gov/hep/lowlim>. This report documents “best practices” in identifying and engaging low-literacy and LEP populations in transportation decision-making. These “best practices” were collected during telephone interviews with individuals in 30 States.

“Basic Spanish for Transit Employees” this flip guide was produced by the Roaring Fork Transit Authority and the Colorado Mountain College. It includes requests and commands that vehicle operators use every day in English and in Spanish and written phonetically in English. Copies of this guide can be obtained by calling 970-945-8691.

“Guidelines for Developing Traffic Safety Educational Materials for Spanish-Speaking Audiences,” a manual developed by the Education in Traffic Safety project, Education Development Center, Inc., with funding from the National Highway Traffic Safety Administration. The manual is organized into three sections: research and planning, creating materials, and dissemination and evaluation. Available at <http://www.nhtsa.dot.gov/people/injury/airbags/TESM/index.htm>.

APPENDIX B

Description of All Pending Applications

As of June 3, 2024, there are no federally assisted grant programs pending approval, other than FTA grant programs, by the Victor Valley Transit Authority. The person or persons whose signature(s) appear below is/are authorized to sign this assurance on behalf of the grant applicant or recipient.

Nancie Goff
CEO
VVTA

Date

APPENDIX C

FTA Civil Rights Assurance

The Victor Valley Transit Authority hereby certifies that, as a condition of receiving Federal financial assistance under the Urban Mass Transportation Act of 1964, as amended, it will ensure that:

1. No person on the basis of race, color, or national origin will be subjected to discrimination in the level and quality of transportation services and transit-related benefits.
2. The Victor Valley Transit Authority will compile, maintain, and submit in a timely manner Title VI information required by FTA Circular 4702.1 and in compliance with the Department of Transportation's Title VI regulation, 49 CFR part 21.9.
3. The Victor Valley Transit Authority will make it known to the public that those persons or person alleging discrimination on the basis of race, color, or national origin as it relates to the provision of transportation services and transit-related benefits may file a complaint with the Federal Transit Administration and/or the U.S. Department of Transportation.

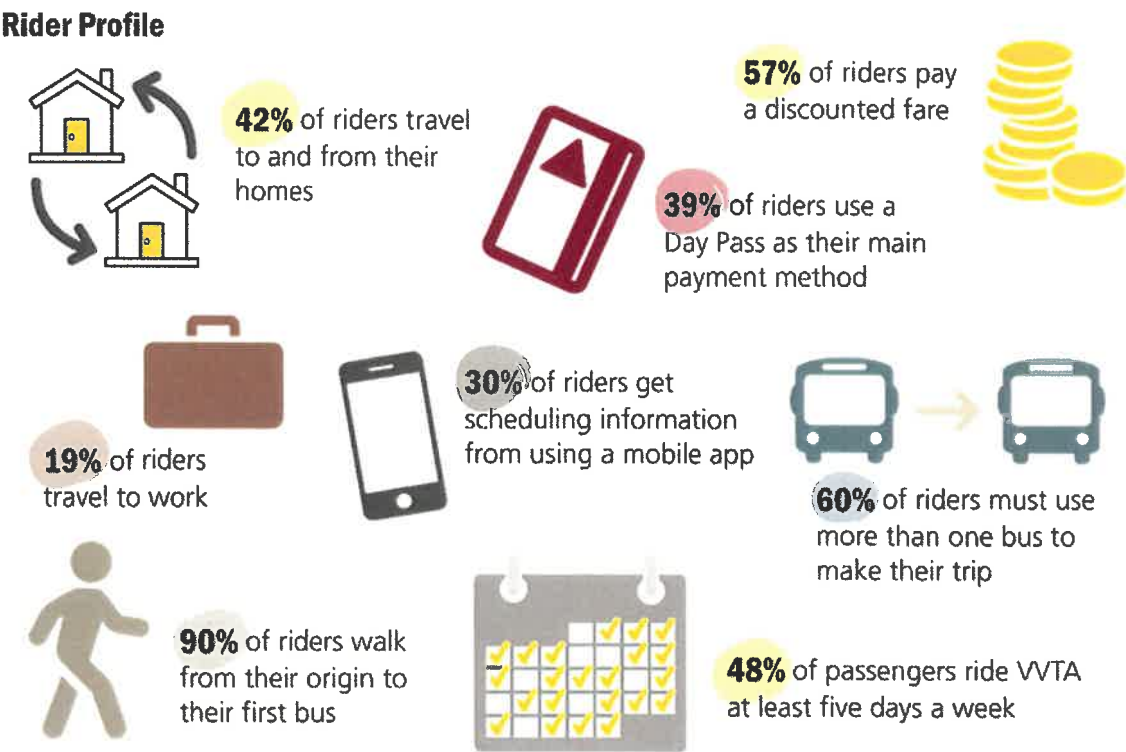
The person or persons whose signature(s) appear below is/are authorized to sign this assurance on behalf of the grant applicant or recipient.

Nancie Goff
CEO
VVTa

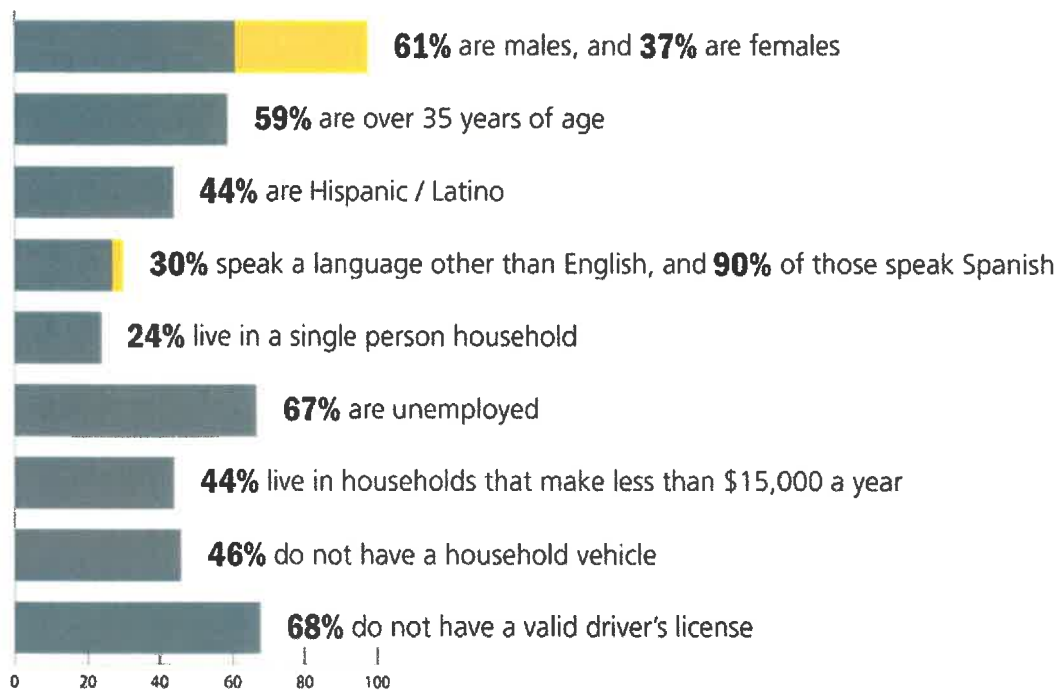
Date

APPENDIX D

The following VVTA Rider Profile is derived from the most recent VVTA Comprehensive Operational Analysis Passenger Survey, which was conducted in October 2023.



Passenger Profile



APPENDIX E

CIVIL RIGHTS INFORMATION

Basic Requirement

VVTA ensures that no person in the United States shall on the grounds of race, color, creed, national origin, sex, or age be excluded from participating in, be denied the benefits of, or be subject to discrimination under any project, program, or activity funded in whole or in part through financial assistance under the Federal Transit Act, as amended. The provisions of this section apply to service delivery, employment, and business opportunities and are considered to be in addition to, and not in lieu of, the provision of Title VI of the Civil Rights Act of 1964.

Description

VVTA has designated the Procurement Specialist Civil Rights Coordinator as the staff person responsible for Title VI and Equal Employment Opportunity (EEO) on a collateral basis, this position reports to the Chief Executive Officer (CEO).

VVTA submitted a Title VI program assurance which was approved by FTA. VVTA reviews census data and routes to ensure that service is provided fairly and equitably. The level and quality of service is monitored semi-annually during route analyses and passenger surveys.

VVTA submitted an EEO program assurance to FTA which was approved by the VVTA Board. VVTA's contractor Keolis maintains an up-to-date workforce utilization data by race, sex, job category, and department. Each time a change in personnel occurs, their Human Resources Coordinator updates the list. Responses to advertised positions are monitored and tabulated in an effort to determine the effectiveness of the hiring initiatives.

Disadvantaged Business Enterprise (DBE)

The Disadvantaged Business Enterprise (DBE) officer for VVTA is the Procurement Manager. VVTA has an FTA-approved race neutral DBE program.

Equal Employment Opportunity (EEO)

VVTA maintains an effective complaint system for handling EEO, Americans with Disabilities Act, Title VI, DBE, and other discrimination complaints. All civil rights complaints from passengers are documented and investigated immediately by supervisory personnel. Complaints from employees are handled in accordance with the VVTA problem resolution policies contained in the employee handbook. The policies state that all complaint processing and completion must occur in a timely manner, and within a specified period of time. Employees have 30 days to submit a written complaint and VVTA has 30 days to resolve the complaint. VVTA is in compliance with the basic requirements for Civil Rights.

APPENDIX F

Samples of Translated Materials

UMO ES LA MANERA PERFECTA DE VIAJAR CON VVTA!

Pague con UMO, con la aplicación o la tarjeta inteligente:

- ✓ Embarque sin contacto
- ✓ Cargue previamente sus tarifas
- ✓ Planificación de viajes con opciones *
- ✓ Seguimiento del autobus GPS en vivo *
- ✓ ¡Deja comentarios y más! *

*Solo disponible en la aplicación

Descargue Hoy la Aplicación "UMO Mobility"



Aviso: Verano de Alto Calor

Debido a alto calor y la apertura y cierre de las puertas, la temperatura dentro de los vehículos es generalmente 20 grados más fría que la temperatura exterior del aire. Los sistemas de aire acondicionado utilizados en todos los vehículos de tránsito VVTA son los mejores disponibles en la industria y son mantenidos continuamente para su comodidad.

Durante los meses de altas temperaturas este verano, mantenga las ventanas cerradas, a menos que sea absolutamente necesario.

Para obtener más información, llame al (760) 948-4021.

VICTOR VALLEY TRANSIT



TRABAJANDO JUNTOS PARA NUESTROS PASAJEROS

Una nueva asociación entre **VICTOR VALLEY TRANSIT** y el 

Presentamos el Departamento del Sheriff Equipo de Victor Valley Transit

VIAJES SEGUROS VVTA

Obtenga más información en vvta.org/saferides




Victor Valley Transit Authority

iVANPOOL.ORG

Únete hoy VANPOOL!

- Gasta Menos en Gasolina
- Pasa Menos Tiempo en la Carretera
- Menos Desgaste en Su Vehículo
- Reducir la Congestión en la Autopista
- Disfrute su viaje
- Llegar con mejor ánimo

iVanpool.org



APPENDIX G

"I Speak" Language Identification Card

I Speak...

Language Identification Guide

A Amharic አኔ አማራጅ ነው ምናልባት. Arabic أنا أتحدث اللغة العربية Armenian Ես խոսում եմ հայերեն B Bengali আমি বাংলা কথা বলতে পারি Bosnian Ja govorim bosanski Bulgarian Аз говоря български Burmese ကျွန်ုပ်တို့က မြန်မာလို ချစ်တယ် ခံတယ် C Cambodian ខ្ញុំនិយាយភាសាខ្មែរ Chinese 我講廣東話 (Traditional) 我讲广东话 (Simplified) Catalan Parlo català Croatian Govorim hrvatski Czech Mluvim česky D Danish Jeg taler dansk Dari من دری حرف می زنم Dutch Ik spreek het Nederlands E Estonian Ma räägin eesti keelt F Finnish Puhun suomea French Je parle français G German Ich spreche Deutsch Greek Μιλώ τα ελληνικά Gujarati ગુજરાતી બોલુ છું H Haitian Creole M pale kreyòl ayisyen Hebrew אני מדבר עברית Hindi मैं हिंदी बोलता हूँ। Hmong Kuv has lug Mhoob Hungarian Beszéllek magyarul 	I Icelandic Ég tala íslensku Illocano Agsanaak ti Ilokano Indonesian saya bisa berbahasa Indonesia Italian Parlo italiano J Japanese 私は日本語を話す K Kachchiquel Quin chagüic'á ch'abal ruin ri Korean 한국어 합니다 Kurdish man Kurdi zaniim Kurmanji man Kurmanji zaniim L Lao ຂ້ອຍປາກົດພາສາລາວ Latvian Es runāju latviski Lithuanian Aš kalbu lietuviškai 	M Mam Mán chiyola tuj kiyol mam Mandarin 我講國語 (Traditional) 我讲国语/普通话 (Simplified) Mon ကိုယ့်ဘာသာနဲ့ N Norwegian Jeg snakker norsk P Perisan من فارسی صحبت می کنم. Polish Mówię po polsku Portuguese Eu falo português do Brasil (for Brazil) Eu falo português de Portugal (for Portugal) Punjabi ਮੈਂ ਪੰਜਾਬੀ ਬੋਲਦਾ/ਬੋਲਦੀ ਹਾਂ। 	Q Qanjobal Ayin ti chi wai q' anjob' al Quiche In k'iche' aw' k' uin' ch'e' quiche R Romanian Vorbesc românește Russian Я говорю по-русски S Serbian Ja govorim srpski Siga Language  Slovak Hovorím po slovensky Slovenian Govorim slovensko Somali Waxaan ku hadlaa af-Soomaalí Spanish Yo hablo español Swahili Ninaongea Kihwahili Swedish Jag talar svenska T Tagalog Marunong akong mag-Tagalog Tamil நான் தமிழ் பேசுவேன் Thai พยาภาษาไท Turkish Türkçe konuşuyum U Ukrainian Я розмовляю українською мовою Urdu میں اردو بولتا ہوں V Vietnamese Tôi nói tiếng Việt W Welsh Dwi'n siarad X Xhosa Ndithetha isiXhosa Y Yiddish איך רעד יידיש Yoruba Mo sọ Yoruba Z Zulu Ngizisikhuluma isiZulu
---	--	--	---

Executive Order 13166 requires DHS to take reasonable steps to provide meaningful access to its programs and activities for persons with limited English proficiency and - as also required by Title VI of the Civil Rights Act of 1964 - to ensure that recipients of federal financial assistance do the same.

I Speak is provided by the Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL). Special thanks to the Department of Justice Bureau of Justice Assistance and the Ohio Office of Criminal Justice Services, for inspiration and permission to use their "I Speak" guide as the initial source.

Contact the DHS Office for Civil Rights and Civil Liberties at CRCLTraining@dhs.gov for digital copies of this poster or a "I Speak" booklet. Other resources at www.lep.gov.

Download copies of the DHS LEP plan and guidance to recipients of financial assistance at www.dhs.gov/ocr


Homeland Security

APPENDIX H

List of Transit-Related Title VI Investigations, Lawsuits and Complaints Since Last Program Submittal in 2021

Type	Date	Summary	Status	Action(s) Taken
Investigations	N/A	N/A	N/A	N/A
Lawsuits	N/A	N/A	N/A	N/A
Complaints				
1	Sept. 8, 2021	The complainant called VVTA and indicated that taxi service is needed for the Needles community.	Investigation found complaint to be not valid for Title VI	Sent Closeout Letter
2	May 8, 2024	The complainant alleges VVTA racially discriminated by providing other non-Black passengers better care and respect after she was involved in a fall from her wheelchair onboard a bus.	Under Investigation	Letter Response to be Sent After Completion of Investigation

APPENDIX I

Barstow Facility Title VI Report and Conditional Use Permit from the City of Barstow

Barstow O&M Facility Title VI Analysis

This Title VI analysis documents the processes involved in the section, design, and construction of Victor Valley Transit Authority (VVTA)'s new Operations and Maintenance (O&M) Facility. It analyzes the retroactive disparate impact or disproportionate burden on the Title VI population defined by race, and income. Lastly, the next steps are outlined to help VVTA document that proper procedures were followed to select and construct the Barstow O&M facility and Title VI principles were adhered to.

Introduction

VVTA is a transit agency providing a suite of transit services including fixed route service, intercity service, commuter service, microtransit, paratransit service, and vanpool service in the Victor Valley, California area. The services are being provided to the cities of Adelanto, Apple Valley, Hesperia, Victorville, and portions of San Bernardino County, including Lucerne Valley, Phelan, Wrightwood, Piñon Hills, Oro Grande, and Helendale. The VVTA fleet includes 68 fixed-route buses, 40 ADA direct access paratransit vehicles, 8 commuter buses, 5 Micro-Link vehicles as well as 26 support vehicles.

Prior to the construction of the Barstow O&M Facility located at 2641 W. Main Street in Barstow (see **Figure 2**), vehicles were housed at a facility in east Barstow located at 1612 State Street. The east Barstow facility was leased, lacked a maintenance shop, did not support the growing fleet and staff size, and was located six miles away from the Compressed Natural Gas (CNG) fueling stations causing over 100 miles daily in deadhead just to fuel vehicles. A new facility would support current and future expansion, meeting the region's growing transit needs, while reducing costs through on-site maintenance and reducing deadhead mileage for fueling. Owning instead of leasing a facility would allow for the introduction of zero-emission vehicles to the fleet and necessary charging/fueling infrastructure, thus promoting the agencies' mission to improve sustainability and reduce their carbon footprint.

In 2016, a Phase 1 Environmental Site Assessment (ESA) was completed for the proposed facility site located at the northwest corner of Sandstone Court and National Trails Highway in Barstow, California. A Phase 1 ESA relates only to the requirements of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA, commonly known as Superfund), which pertains to hazardous substances. A Phase 1 ESA addresses only a small part of what is required for an overall NEPA EA and would not fully meet the requirements of a NEPA Environmental Assessment (EA). A NEPA EA is a comprehensive study that identifies environmental impacts of a land development action and analyzes a broad set of parameters including biodiversity, environmental justice, wetlands, air and water pollution, traffic, geotechnical risks, public safety issues and hazardous substance issues. A NEPA EA was not prepared by VVTA.

After the completion of Phase 1 ESA, the assessment revealed no evidence of current (as of June 2016) or historic recognized environmental conditions (RECs) or Controlled RECs in connection with the subject property on Main Street. The facility was then identified as a capital project in VVTA's annual operating and capital budget for fiscal year 2018-2019. The building of the 9,998 sq. ft. facility was designed by MZT Architects and Building Designers. Construction

began in July 2019, with doors officially opening on August 11, 2020. The facility and site needs from the agency are listed below:

- Less than six miles from the current CNG fueling center
- Appropriately zoned
- Vacant lot
- Lot size 5.5 acres or greater
- Compatible surrounding land uses
- Site lacks environmental hazards
- Site has easy access to existing utilities (electricity, water, gas, sewer)

Requirements and Guidance

Title VI of the Civil Rights Act of 1964 (Title VI) provides that “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” See 42 U.S.C. § 2000d.

FTA Circular 4702.1B, Title VI Requirements and Guidelines for Federal Transit Administration Recipients (2012), requires an equity analysis to ensure that the location of a maintenance, storage, or operation facility is selected without regard to race, color, or national origin. Title 49 of the Code of Federal Regulations (C.F.R.) Section 21.9(b)(3) states, “In determining the site or location of facilities, a recipient or applicant may not make selections with the purpose or effect of excluding persons from, denying them the benefits of, or subjecting them to discrimination under any program to which this regulation applies, on the grounds of race, color, or national origin; or with the purpose or effect of defeating or substantially impairing the accomplishment of the objectives of the Act or this part.”

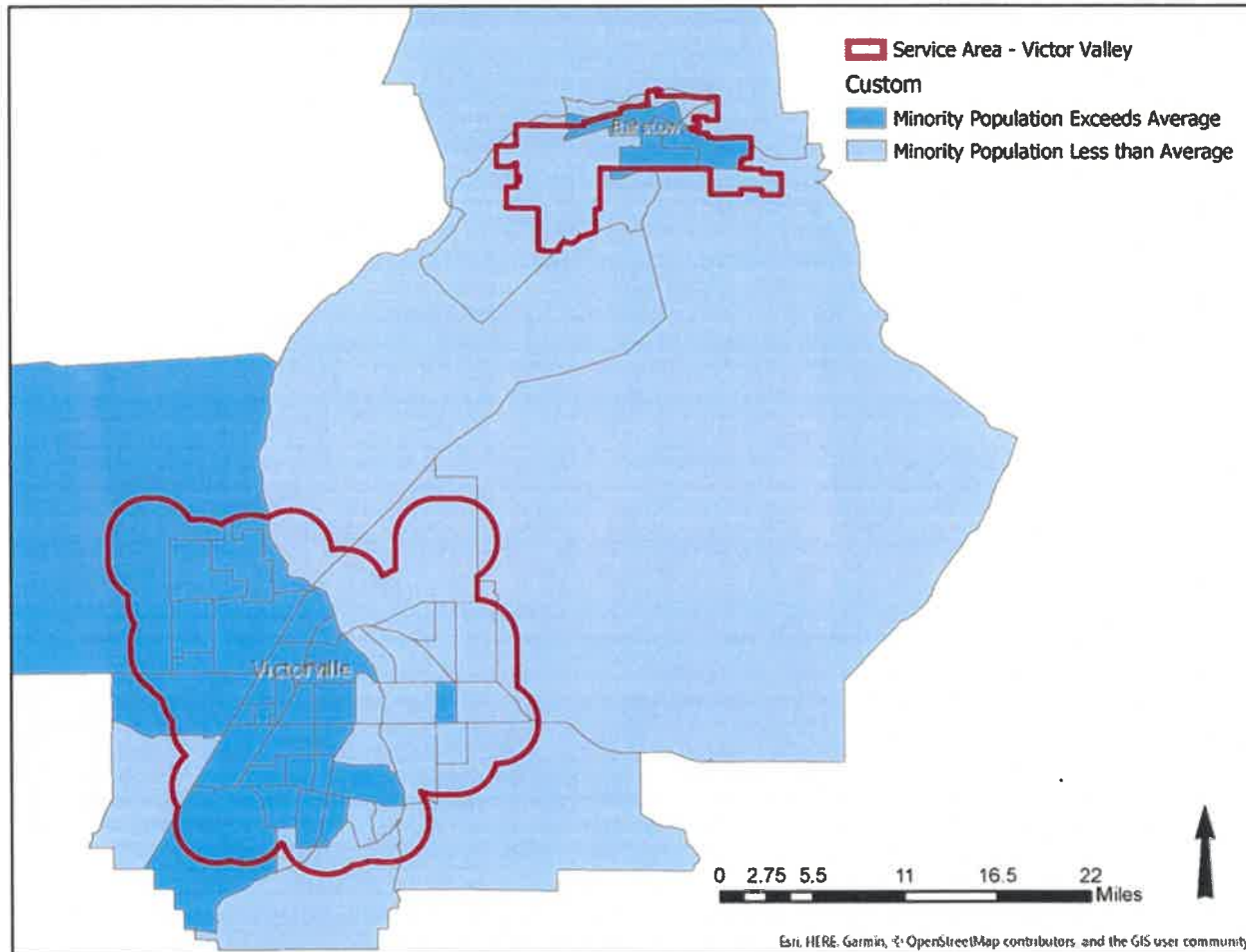
Title 49 C.F.R. Part 21, Appendix C, Section (3)(iv) provides, “The location of projects requiring land acquisition and the displacement of persons from their residences and businesses may not be determined on the basis of race, color, or national origin.”

VVTA is committed to ensuring that no person is excluded from participation in or denied the benefits of its transit services based on race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.B. Per FTA guidelines. VVTA’s Title VI Program¹ defines service area, minority population, and low-income population as:

- Service area is shown in **Figure 1** below. In this Title VI analysis, the City of Barstow is used as the service area of VVTA in this jurisdiction because the services from this division are Barstow services and planning pre-dates the merger.

¹ https://vvta.org/wp-content/uploads/2019/03/VVTA_TITLE-VI_PROGRAM_2019-2021_BA_20180803.pdf

Figure 1. VVTA Service Area



- Census tracts, blocks, or block groups where the total minority population residing in these areas exceeds the average percentage of minority population for the service area.
- Within the VVTA Service Area, the percentage of low-income population does not meet or exceed the threshold reported by federal sources

The purpose of this fixed facility analysis is to assess the equity impacts of the Project evaluated to demonstrate that the site selection of the Barstow O&M facility did not result in a disparate impact based on race, color, or national origin. The site was vacant aside from the VVTA CNG fueling station. Given that the project was not displacing people or businesses and was on a site that was partially vacant and partially already developed by VVTA a Title VI Analysis was not conducted for site election at the time.

Considering that the site was chosen, and the facility was constructed between 2019 and 2020, the purpose of this facility Title VI analysis is to assess the equity impacts of the Project to determine if that the site selection of the Barstow O&M facility resulted in a disparate impact or disproportionate burden.

Background

The Barstow O&M Facility is currently located at 2641 W. Main Street in Barstow near Main Street and California State Route 58 (see **Figure 2**). The Barstow O&M Facility aims to support the operations and maintenance of services that address the increasing demands of riders and enhance accessibility to employment, educational institutions, healthcare services, and shopping opportunities. In addition, the Barstow O&M Facility is adjacent to the Liquified Compressed Natural Gas (LCNG) and gas station, making it easier and quicker to fuel CNG and gasoline operated vehicles cutting approximately 38,880 unnecessary miles annually when operators refueled at the previous Barstow refueling facility. The facility has been authorized to participate in the Southern California Edison (SCE) Charge Ready Transport Program, enabling significant cost savings and facilitating the future integration of zero-emission battery-electric buses into the Barstow fleet operated by VVTA.

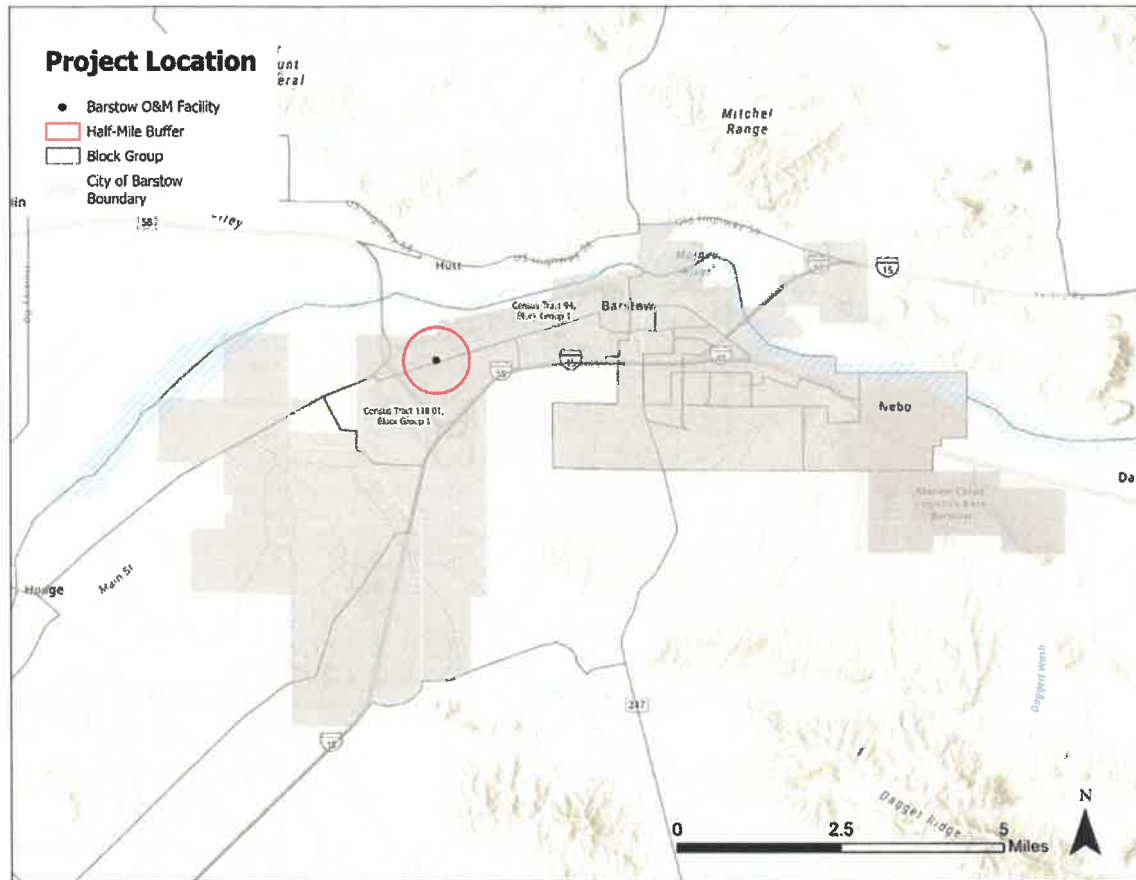
The site is in the Mojave Desert, which is characterized as flat and desert-like with sparse low growth shrub like vegetation. Zoned as “Diverse Use” (DU), the purpose of the zone is to encourage a harmonious intermingling of business and residential structures. The site is surrounded on two sides by undeveloped DU-zoned parcels. Opposite the site on W Man Street is a mix of DU and single-family residential zoning. As shown in **Figure 2**, the closest parcel zoned as residential to the Barstow O&M Facility is located 700 feet to the southeast. On the north side of the site is the BNSF rail yard, zoned industrial. Any use permitted in the commercial, single family residential, and low density residential are allowed by right. A bus O&M facility classifies as a “truck repair and service center” and would require a conditional use permit.

Figure 2. Zoning Map



Source: AECOM 2024; City of Barstow Zoning Map 2015; U.S. Census Bureau, TIGER/Line Shapefile, Nation, U.S., Census Block Groups 2020.

Figure 3. Project Location



Source: AECOM 2024; U.S. Census Bureau, TIGER/Line Shapefile, Nation, U.S., Census Block Groups 2020.

Phase 1 Environmental Site Assessment Report Summary

In 2016, a Phase 1 ESA was completed for the Barstow O&M Facility site, located at the northwest corner of Sandstone Court and National Trails Highway in Barstow, California.

The site is located on approximately 6.65 acres of property. The majority (5.58 acres) of the property was vacant, and the Barstow CNG Fuel Station (operated by the Victor Valley Transit Authority) occupies the remaining 1.07 acres. Previous records indicate that while the site was vacant and undeveloped through 1995, by 2005, the site was developed to its current state. Land use surrounding the site consists of the BNSF Railway – Barstow Yard, along with undeveloped land, to the north, mixed residential and commercial properties to the south and east, and undeveloped vacant land west of the project site.

The ESA focused its evaluation on RECs which include site conditions that may reveal signs of releases and potential releases of pollutants, hazardous substances, petroleum and petroleum products, contaminants, and controlled substances. Following the assessment, no evidence of current or previous RECs or Controlled RECs at the project site property was identified. However, the Phase 1 ESA noted a significant data-gap, given the lack of San Bernardino County Fire Department (SBCFD) data, which upholds records of hazardous material, waste generation, underground storage tanks, and other potential environmental issues. As such, the Phase 1 ESA qualified its findings, as there may be unidentified environmental concerns within the site, and recommended review of SBCFD data at the site.

NEPA Preferred Alternative

The analysis to identify other potential sites to finalize the NEPA Preferred Alternative was not conducted.

Analysis Methodology

The Title VI analysis for the Barstow O&M Facility site was conducted using American Community Survey 5-year estimate (2015-2020) data at the block group level. The intent of the analysis was to determine if there were any disparate impacts or disproportionate burdens to populations in the vicinity of the site. A disparate impact disproportionately affects minorities, while a disproportionate burden refers to disproportionately affects low-income populations.

The Barstow O&M Facility Project Study Area (PSA) is defined as block groups that fall within a half-mile radius of the Barstow O&M Facility site. Minority and low-income populations were identified in the block groups that were within a half-mile buffer of the Barstow O&M Facility site (**Table 1** and Error! Reference source not found.). These populations were then compared to the City of Barstow (VVTA service area in this jurisdiction) statistics. This analysis was conducted to ensure that the Barstow O&M Facility site was selected without regard to race, color, or national origin.

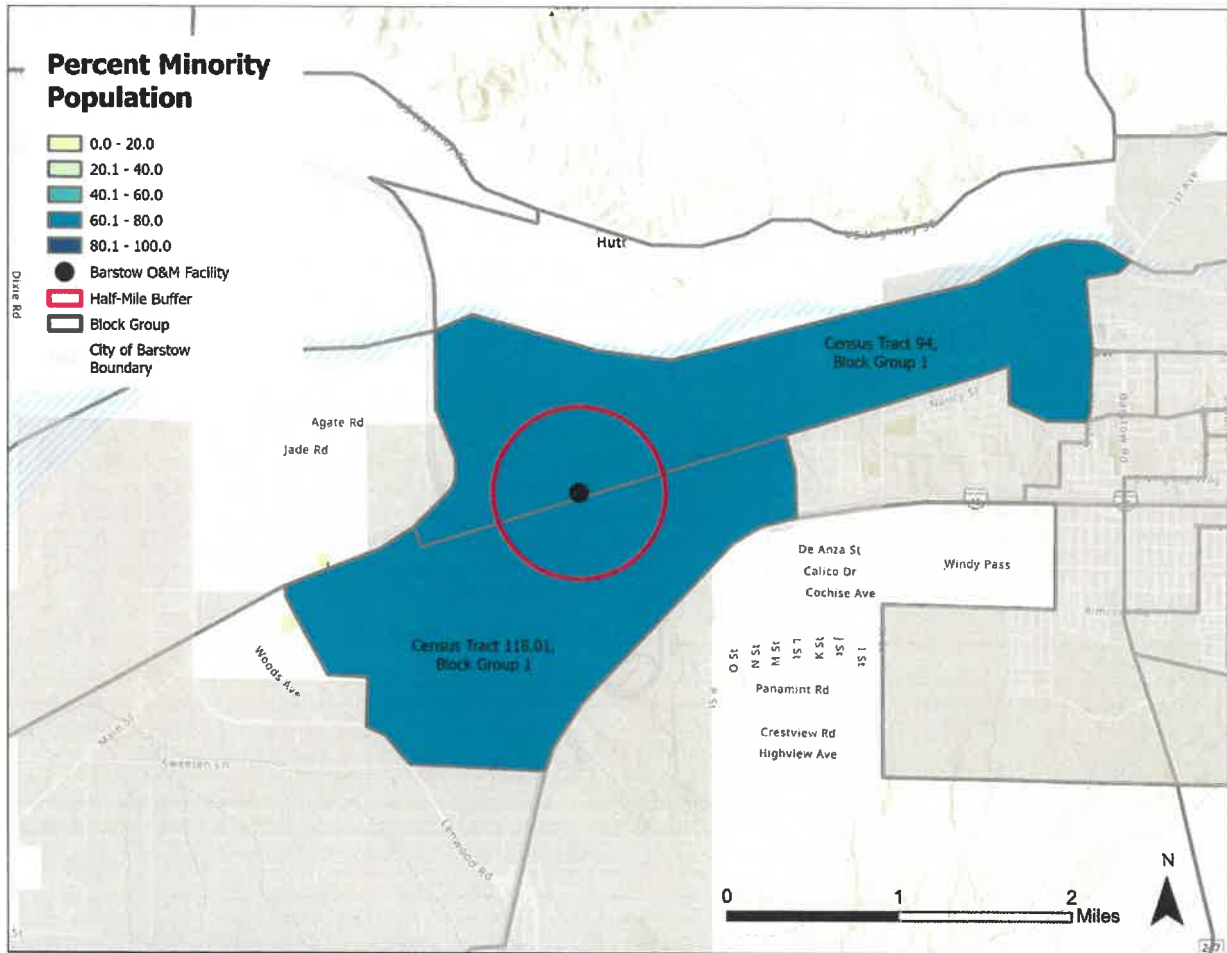
The same Title VI demographic metrics of the Barstow O&M Facility will also be compared with the State Street O&M Facility to determine if the new site will have less disparate impact on the Title VI population than the old site.

Minority Populations

Minority populations were identified using American Community Survey *Table B03002 Hispanic or Latino Origin by Race*. Minorities are individuals that are not white. This analysis was conducted at the block group level using 2015-2020 5-year estimates.²

² The site construction was completed in 2020, therefore, the Title VI analysis was conducted using 2020 5-year estimates data.

Figure 4. Percentage of Minority Populations by Block Group at Barstow O&M Facility



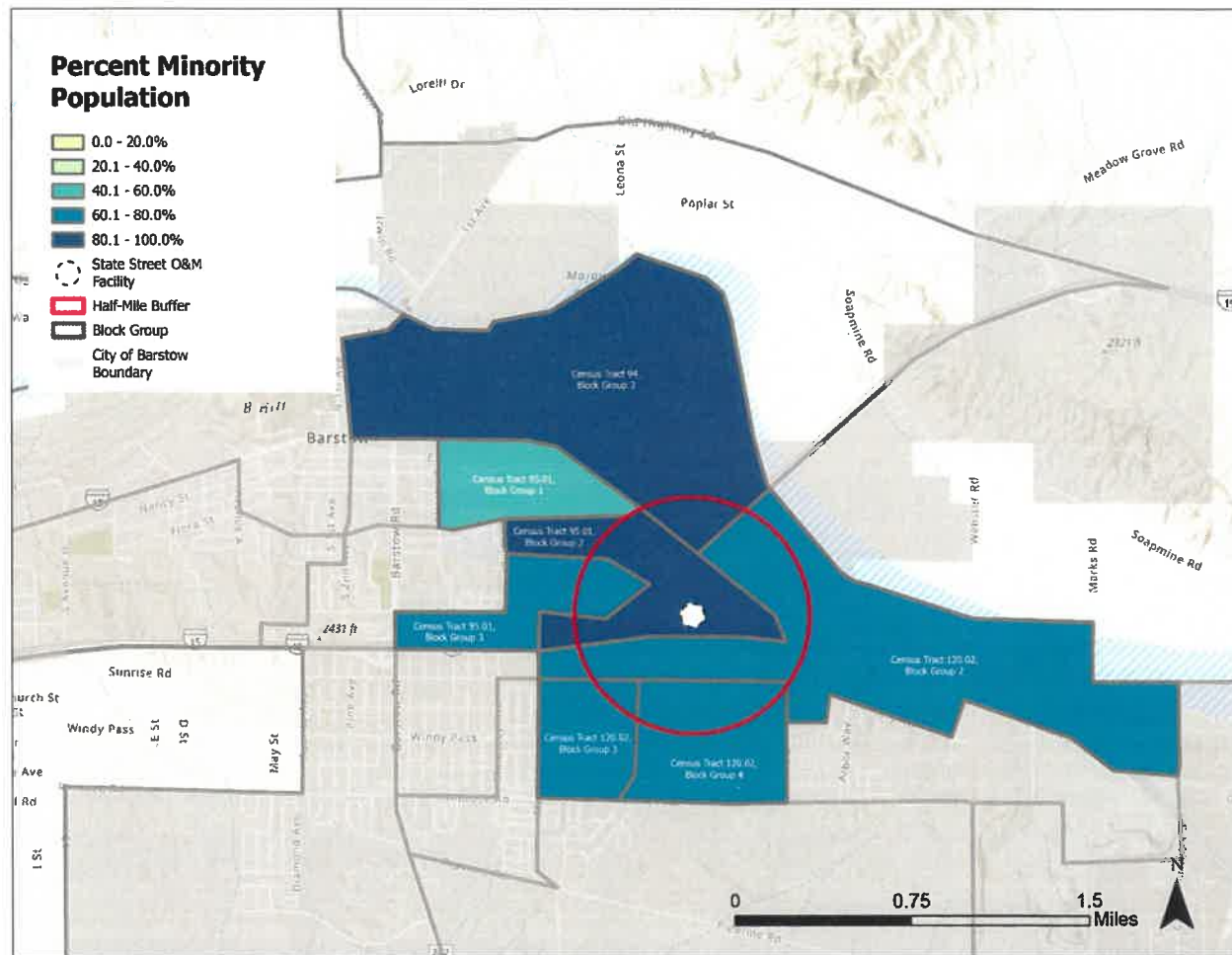
Source: AECOM 2024; U.S. Census Bureau, TIGER/Line Shapefile, Nation, U.S., Census Block Groups 2020.

Table 1. Minority Populations at Barstow O&M Facility

Block Group 1	Population	Minority Population	Percent Minority
Census Tract 94	1,065	768	72.1%
Census Tract 118.01	1,761	1,258	71.4%
Barstow O&M Facility PSA	2,826	2,026	71.7%
City of Barstow	25,939	18,989	73.2%

Source: U.S. Census Bureau 2020

Figure 5. Percentage of Minority Populations by Block Group at State Street O&M Facility



Source: AECOM 2024; U.S. Census Bureau, TIGER/Line Shapefile, Nation, U.S., Census Block Groups 2020.

Note: Census Tract 95.01, Block Group 1 will be excluded from the calculation in the table.

Table 2. Minority Populations at State Street O&M Facility

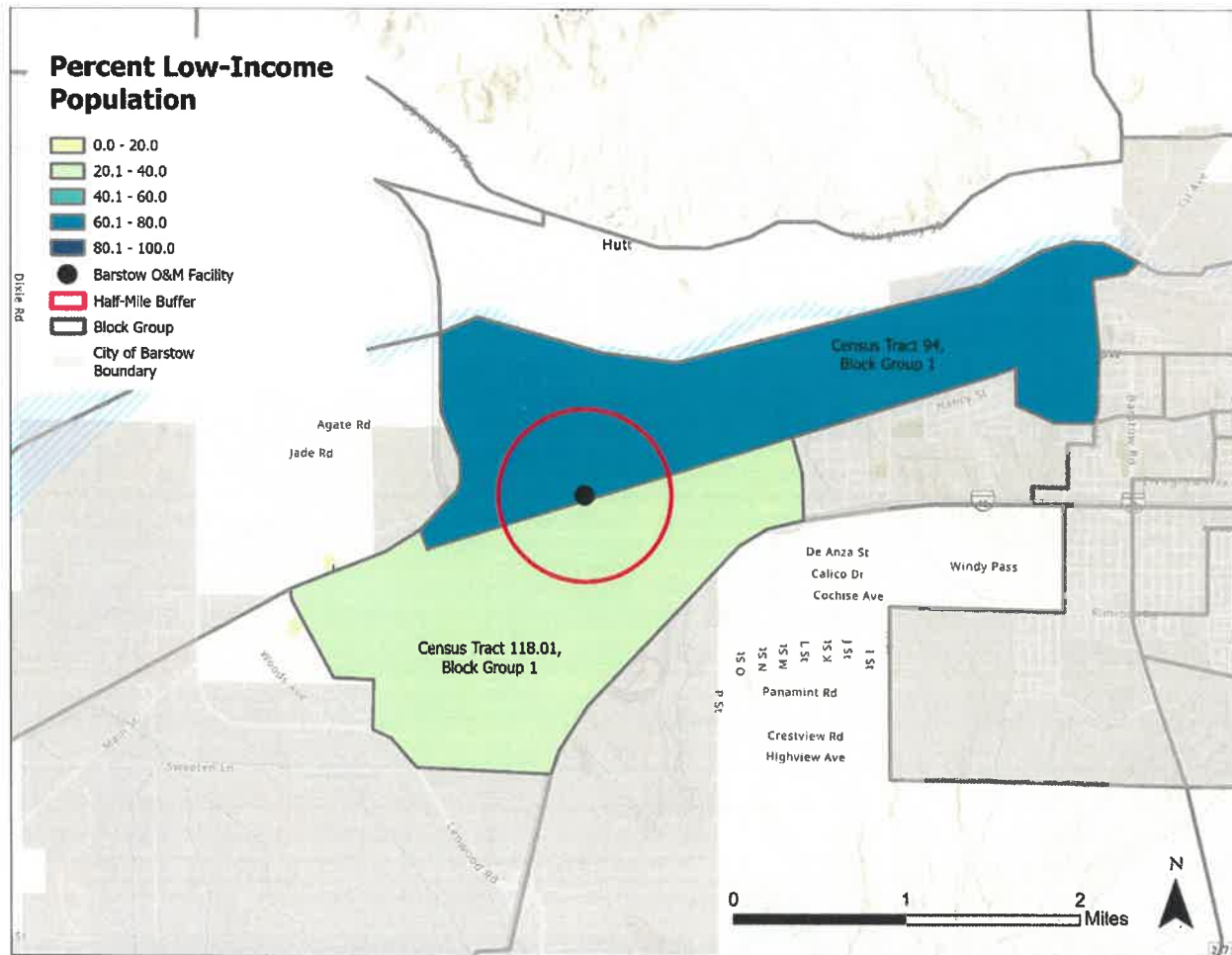
Census Tract #, Block Group #	Population	Minority Population	Percent Minority
Census Tract 95.01, Block Group 2	932	754	80.9%
Census Tract 120.02, Block Group 2	1,131	748	66.1%
Census Tract 94, Block Group 3	1,729	1,467	84.8%
Census Tract 95.01, Block Group 3	1,965	1,556	79.2%
Census Tract 120.02, Block Group 3	1,147	889	77.5%
Census Tract 120.02, Block Group 4	2,318	1,810	78.1%
State Street O&M Facility PSA	9,222	7,224	78.3%
City of Barstow	25,939	18,989	73.2%

Source: U.S. Census Bureau 2020

Low-Income Populations

Low-income populations are defined as any individual or household with income at or below the U.S. Census poverty thresholds. As suggested by FTA Circular 4702.1B, all individuals whose family income is at or below 150 percent of the poverty line were considered low-income. VVTA's Title VI program uses FTA's suggested definition for low-income population. Low-income populations were identified using American Community Survey *Table C17002 Ratio of Income to Poverty Level in the Past 12 Months*. This analysis was conducted at the block group level using 2015-2020 5-year estimates.

Figure 6. Percentage of Low-Income Populations by Block Group at Barstow O&M Facility



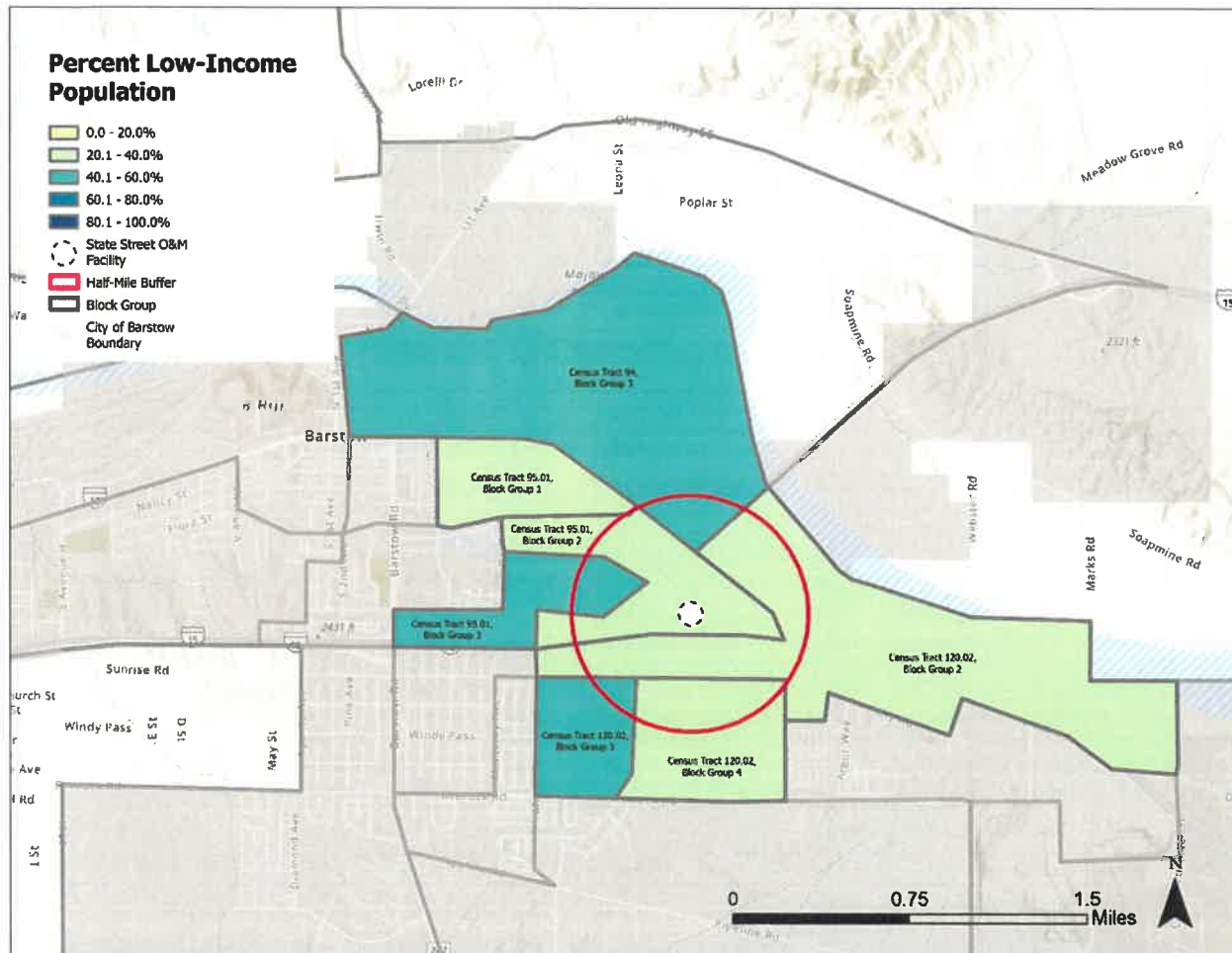
Source: AECOM 2024; U.S. Census Bureau, TIGER/Line Shapefile, Nation, U.S., Census Block Groups 2020.

Table 3. Low-Income Populations at Barstow O&M Facility

Block Group 1	Population	Low-Income Population	Percent Low-Income
Census Tract 94	1,065	764	71.7%
Census Tract 118.01	1,751	518	29.6%
Barstow O&M Facility PSA	2,816	1,282	45.5%
City of Barstow	25,939	10,012	38.6%

Source: U.S. Census Bureau 2020

Figure 7. Percentage of Low-Income Populations by Block Group at State Street O&M Facility



Source: AECOM 2024; U.S. Census Bureau, TIGER/Line Shapefile, Nation, U.S., Census Block Groups 2020.

Note: Census Tract 95.01, Block Group 1 will be excluded from the calculation in the table.

Table 2. Low-Income Populations at State Street O&M Facility

Census Tract #, Block Group #	Population	Low-Income Population	Percent Low-Income
Census Tract 95.01, Block Group 2	932	292	31.3%
Census Tract 120.02, Block Group 2	1,131	312	27.6%
Census Tract 94, Block Group 3	1,691	1,005	59.4%
Census Tract 95.01, Block Group 3	1,895	853	45.0%
Census Tract 120.02, Block Group 3	1,097	647	59.0%
Census Tract 120.02, Block Group 4	2,305	505	21.9%
State Street O&M Facility PSA	9,051	3,614	39.9%
City of Barstow	25,939	10,012	38.6%

Source: U.S. Census Bureau 2020

Zoning Analysis

The census block groups are still larger in Barstow, so it is important to show the closest residential area to the Barstow O&M facility on Main Street. As indicated in **Figure 2**, the nearest residential, Low Density Residential, is approximately 700 ft east of the facility.

Results of Title VI Analysis

The Barstow O&M Facility PSA is located on block groups with lower averages for minority population but one of the block group adjacent to the facility site has a higher low-income population relative to the City of Barstow. Therefore, disparate impact to minority populations is not anticipated but disproportionate burden on low-income populations is anticipated. However, the site was already owned by VVTA, and no one was displaced because of the new Barstow O&M Facility. In addition, the impacts of the new facility are less than the old facility located on State Street which further validates the site relocation.

Minority Populations

The impact threshold for this metric is defined by the average percentage of minority population of City of Barstow, which is 73.2 percent. The minority population within the Barstow O&M Facility PSA is 71.7 percent, lower than the impact threshold. The minority population within the State Street O&M Facility PSA is 78.3 percent, higher than the impact threshold.

Conclusions of Effects

The Barstow O&M Facility would not be expected to have disparate impacts based on race, color, or national origin because it is in block groups where the minority populations are less than the City of Barstow. The Barstow O&M Facility has less impact on the minority population compared to the old State Street Facility.

Low-Income Populations

The impact threshold for this metric is defined by the average percentage of minority population of City of Barstow, which is 38.6 percent. The low-income population within the Barstow O&M Facility PSA is 45.5 percent, higher than the impact threshold. The low-income population within the State Street O&M Facility PSA is 39.9 percent, higher than the impact threshold. Both sites have 50% (one out of two for the new site and three out of six for the old site) of the RSA block groups having low-income populations higher than the impact threshold.

Conclusions of Effects

The Barstow O&M Facility would have expected to have disproportionate burden based on low-income populations because it is in census tract 94, block group 1 (71.7%) where the low-income populations are much higher than the City of Barstow (38.6%). Relative to the State Street O&M Facility, the Barstow O&M Facility has a higher disparate impact on low-income populations (45.5% and 39.9%, respectively) and a lower disparate impact on minority populations (71.7% and 78.3%, respectively).

Mitigation Measures

The Phase I ESA revealed that no RECs were identified in connection with the site, therefore no negative impacts can be expected from the site activities.

The distance of the site to the nearest residential area is 700 ft. The site will generate deadhead and in-service bus activities along Main Street. The noise level in the residential area might increase, though it might be insignificant, due to the new activities. The significance of the increased noise level would have to be calculated by comparing the proposed noise level to the existing noise level.

Lack of NEPA compliant documentation such as the most detailed Environmental Impact Statements (EIS) to the less comprehensive Environmental Assessments (EA) and Categorical Exclusions (CE) leaves data gap to provide detailed mitigation measures to mitigate the disproportionate burden on low-income populations.

Outreach

Outreach as it relates to the planning of the Barstow O&M Facility was not conducted.

Conclusions and Next Steps

The site identified and evaluated for the location of the Barstow O&M Facility was selected without disparate impacts regarding race, color, or national origin. Minority and low-income populations were evaluated at the block group level in the vicinities of the Barstow O&M facility. The average for the minority population in the vicinity of the Barstow O&M Facility is lower than the service area average, however, the average for low-income population of one of the vicinity block groups is higher than the service area average. Therefore, a disproportionate burden on the low-income populations is anticipated with the selection of the Barstow O&M Facility Site. Mitigation measures will need to be developed in more detailed NEPA compliant documents in addition to the Phase I ESA that was conducted in 2016.