



**VICTOR VALLEY TRANSIT AUTHORITY  
PUBLIC HEARING AND REGULAR MEETING OF  
THE BOARD OF DIRECTORS  
Monday, June 15, 2026, 9:30 A.M.**

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

**Victor Valley Transit Authority Board of Directors**

Liz Beccera, Chair, City Victorville  
Allison Lee, Vice-Chair, City of Hesperia  
James Noble, Director, City of Barstow  
Paul Cook, Director, County of San Bernardino  
Dawn Rowe, Director, County of San Bernardino  
Gabriel Reyes, 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 people 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: Tuesday, June 9, 2026.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

PUBLIC COMMENTS

This is the time the Board will hear public comments regarding items on the agenda, 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 the Public Hearing and Regular Meeting of The Board of Directors Conducted May 18, 2026.***  
Recommendation: Move for approval.  
Presented by: None.

Pg. 19       ***Item #2: Warrants for April 2026.***  
Recommendation: Move for approval.  
Presented by: None.

REPORTS

Pg. 25       ***Item #3: Management Reports – Verbal Report from Chief Executive Officer.***  
Recommendation: Information item only.  
Presented by: Nancie Goff, CEO.

Pg. 37       ***Item #4: Transit Operations Division, Victor Valley Detail Report.***  
Recommendation: Information item only.  
Presented by: VVTA Transit Operations Division Victor Valley Detail.

## PUBLIC HEARING

- Pg. 41      ***Item #5: Approve the Draft Fiscal Year 2026-2027 Annual Operating and Capital Budget.***  
Recommendation: 1) In the absence of any substantive comments or additional considerations, **approve** the Federally Funded Program of Projects and the FY 2026-27 Annual Operating and Capital Budget as published and adopt Resolution 26-02; 2) Approve the updated attached Publicly Available Pay Schedules (PAPS) for FY27 reflecting the 2.9% CPI incorporated into the adopted FY27 Budget.  
Presented by: Maged Azer, CFO.

Open Public Hearing.

Hear Testimony

Close Public Hearing.

## ACTION ITEMS

- Pg. 79      ***Item #6: Amend the VVTA TDA Claim to re-allocate the balance of STA funds from Barstow Facility.***  
Recommendation: Amend the VVTA TDA Claim to re-allocate the balance of unobligated STA funds from Barstow Facility FF&E to a general FF&E account.  
Presented by: Megan Christian, Financial Analyst, Grants.
- Pg. 83      ***Item #7: Authorize the Chief Executive Officer to Execute the Funding Contracts for Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Awards.***  
Recommendation: Authorize the Chief Executive Officer to Execute the Funding Contracts for Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Awards.  
Presented by: Megan Christian, Financial Analyst, Grants.
- Pg. 101      ***Item #8: Confirm the Approval of Cost-of-Living Adjustment (CPI) percentages for Fiscal Years 2022 – 2026 and Compensation Documents to Ensure CalPERS Compliance.***  
Recommendation: Confirm the Approval of Cost-of-Living Adjustment (CPI) percentages for Fiscal Years 2022 – 2026 and Compensation Documents to Comply with CalPERS Requirements and submit the approved required documents to CalPERS.  
Presented by: Sylvia Abadeer, Senior HR Manager.

- Pg. 117 **Item #9: Comprehensive Update and Amendment of VVTA's Employee Handbook.**  
Recommendation: Approve and adopt the updated Employee Handbook as presented, authorizing the Chief Executive Officer (or designee) to implement the policies effective immediately, and rescind all prior conflicting handbook provisions.  
Presented by: Syliva Abadeer, Senior HR Manager.
- Pg. 201 **Item #10: VVTA RFP 2026-06 San Bernardino Regional Vanpool Providers Award to Commute by Enterprise.**  
Recommendation: Award Contract 2026-06 to Commute with Enterprise.  
Presented by: Sandye Martinez, Procurement Supervisor.
- Pg. 205 **Item #11: Board Discussion Regarding Amending the Calendar Year 2026 Calendar of Meetings.**  
Recommendation: Follow the Direction of the Board, if any.  
Presented by: Nancie Goff, CEO.

BOARD OF DIRECTORS COMMENTS

CORRESPONDENCE AND PRESS CLIPS

DATE OF NEXT MEETING

Monday, July 20, 2026, 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
S RTP	Short Range Transit Plan
STAF	State Transit Assistance Funds
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TAM	Transit Asset Management
TCM	Transportation Control Measure
TDA	Transportation Development Act
TEA	Transportation Enhancement Activities
TEAM	Transportation Electronic Award and Management
TNC	Transportation Network Company
TOCP	Transit Operating and Capital Plan
TrAMS	Transit Award and Management System
TREP	Transportation Reimbursement Escort Program
TRIP	Transportation Reimbursement Incentive Program
TSP	Transit Signal Priority
TSSSDRA	Transit System Safety, Security and Disaster Response Account
ULEV	Ultra Low Emission Vehicle
UZAs	Urbanized Areas
VOMS	Vehicles Operated in Maximum Service
ZEB	Zero Emission Bus
ZEV	Zero Emission Vehicle

## Victor Valley Transit Authority 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.**

**AGENDA ITEM  
ONE**

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VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Minutes from the Public Hearing and Regular Meeting of the Board of Directors  
Conducted on May 18, 2026.**

**SUMMARY STATEMENT**

The following are copies of the minutes from the Public Hearing and Regular Meeting of the Board of Directors conducted on May 18, 2026.

**RECOMMENDED ACTION**

Move for approval.

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Debi Albin, Clerk of the Board	N/A	June 15, 2026	1

**VICTOR VALLEY TRANSIT  
PUBLIC HEARING AND REGULAR MEETING OF THE  
BOARD OF DIRECTORS**

**May 18, 2026  
MINUTES**

CALL TO ORDER

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

ROLL CALL

Board Members Present: Chair Liz Becerra  
Vice-Chair Allison Lee  
Director James Noble  
Director Curt Emick  
Alternate Director Angelo Meza  
Alternate Director CJ Porter  
Alternate Director Sam Shoup

Staff Members Present:

Juan Robinson, City of Victorville	Jeniffer Sanchez, Barstow Park & Rec.
Nancie Goff, VVTA	Nancy Strickert, SBCTA
Adam Ebright, County Counsel	Sandye Martinez, VVTA
Rod Goldman, VVTA	Debi Albin, VVTA
Maged Azer, VVTA	Tisha Lopez, VVTA
Chris Ackerman, VVTA	Craig Barnes, VVTA
Dustin Strandberg, VVTA	Marie Downing, VVTA
Megan Christian, VVTA	Michelle Morris, VVTA
Christine Plasting, VVTA	Sylvia Harris, VVTA
Kristian Ibarra, VVTA	Brandon Johnson, VVTA
Dana Fleming, VVTA	Linda Eickleberger, VVTA
Angelina Calderon, Keolis	Miryam Farzam, Keolis
Cresencio Ortega, Keolis	Corp. Devon Steuerwald, SBCOSD

PLEDGE OF ALLEGIANCE

Director Lee led the audience in the pledge of allegiance.

ANNOUNCEMENTS

Ms. Goff said she was proud to announce a very special employee of the Month, Nicholas Zapate. Nicholas is recognized due to his exceptional customer service, compassion, and dedication.

On Saturday, April 11, in the afternoon, Ms. Goff shared, while servicing Barstow City Hall, Nicholas identified a passenger in distress. He went above and beyond assisting this passenger and enabling them to board the bus. Nicholas demonstrated extraordinary empathy and initiative well beyond the scope of his duties. His conduct

reflects the highest standard of professionalism, compassion, and respect for the community we serve.

Nicholas consistently demonstrates reliability and a strong work ethic. He willingly extends his shifts when needed and maintains excellent attendance, making him a dependable and valued member of the team. He has demonstrated outstanding service, empathy, and continued commitment to excellence.

Ms. Goff now turned the podium over to Mr. Goldman.

Mr. Goldman shared that it is with heavy hearts that we bid farewell to VVTA's beloved Shelly Cable last month, on April 27<sup>th</sup>. Shelly was one of the pillars of this organization since beginning her career as a Coach Operator. She loved this company deeply and held VVTA and each of its employees in a special place in her heart.

As we take a moment to reflect on the remarkable person, she was, we recognize how deeply she touched the lives of so many, not only within the VVTA family, but also among the many business partners who had the privilege of working with her. To some, Shelly was a dear colleague, to others, a loving and caring friend, sister, or even a mother figure.

To honor her memory, VVTA's flag will remain at half-staff until her Celebration of Life in July, as announced by her family. An announcement has also been posted on VVTA's website. Testimonies and messages received will be included in the memory book that VVTA will present to her family during the Celebration of Life, in addition to a special candlelight vigil planned for June 14<sup>th</sup>.

We extend our sincere condolences to her family and all those who loved her, knowing that her spirit is now at peace and free from pain.

Mr. Goldman then asked for a moment of silence to honor VVTA's dedicated employee and loving person, Ms. Shelly Cable.

Chair Becerra called for a five-minute break from 9:38 am to 9:43 am.

#### PUBLIC COMMENTS

None.

#### CONSENT CALENDAR

1. **Minutes from the Regular Meeting of the Board of Directors Conducted April 20, 2026**  
Recommendation: Move for approval.  
Presented by: None.

2. **Warrants, March 2026.**  
Recommendation: Move for approval.  
Presented by: None.

**A MOTION WAS MADE BY** Director Emick to approve the Consent Calendar and Seconded by Vice Chair Lee. 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 said that before she gets into the management reports, she would like to allow Mr. Goldman to address the Board regarding transportation options for Veterans and active-duty military.

Mr. Goldman shared that presently Veterans ride for half-price on all of VVTA's services except NTC. Active-duty military members and Department of Defense employees are eligible for a \$255 monthly subsidy from the Federal government for transportation services. This subsidy is used to purchase the monthly Military Monthly Pass which allows those persons to effectively ride all VVTA bus services and Micro-Link at no charge. The program is called Mass Transit Benefit Program (MTBP) and can be accessed through the military. Mr. Goldman stated that these discounts do not apply to ADA service.

In VVTA's research, Mr. Goldman said that VVTA's military fares are fairly consistent with the fare discounts provided by other transit agencies in the U.S. regarding veterans and military service members.

Regarding future options for consideration, Mr. Goldman shared the following:

- Develop a marketing campaign that encourages active-duty military members without the Military Monthly Pass to apply for the Federal transportation subsidy (MTBP) for access to ride VVTA bus services and Micro-Link.
- Designate the week that includes Veteran's Day for free rides for all veterans and active-duty military members on VVTA fixed-route bus services and Micro-Link.
- This new discount will be presented to the Board in September as part of a package of proposed fare modifications to be implemented during FY27.

Ms. Goff also asked Mr. Goldman to brief the Board on a recent request for service in Barstow. Ms. Goff said that while not all service requests are easily addressed, Mr. Goldman will highlight the planning process that staff went through in analyzing this request for service.

Mr. Goldman also noted that after a meeting in Barstow Mayor Silva inquired about the possibility of assisting a local church with transportation for their Vacation Bible School. Mr. Goldman explained the Federal charter service rules that limit VVTA in providing specialized services, but added that staff would speak with the pastor to see what options might be available to the church.

Subsequently, VVTA's Planning staff conducted a field investigation which concluded that a nearby bus route, Route 27, could be rerouted to directly serve the church. At the end of May Route 27 will be rerouted to service the church, providing transportation for the membership of the church and the surrounding community even after the end of the summer school period.

Mr. Goldman acknowledged Sr. Planner Craig Barnes, Planning Analyst Nija Enos, and Planning Assistant Kristian Ibarra for their timely work to study the request and provide a solution that worked for the entire community.

Ms. Goff now turned to the management reports, sharing that the passengers for motorbus increased more than 12% compared to the prior year. Commuter Bus did decrease 14%, however, the passengers per revenue hours went up, indicating that VVTA retained riders when the revenue hours were reduced to maximize efficiency. Demand response decreased almost 6%.

Regarding on-time performance, Ms. Goff said that Fixed Route looks great and is holding steady, and Direct Access is showing a small upturn in meeting goals. MicroLink is also doing very well with a 91% on-time performance.

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

Recommendation: Information item only.

Presented by: VVTA, Sheriff Division Unit.

Corp. Steuerwald stated that during the month of April, the Transit Division saw 2,200 public contacts, 57 arrests, 16 uniformed bus rides, 259 bus stop checks, 81 reports generated and 114 citations issued.

Some notable events that Corp. Steuerwald shared are: On April 3, 2026, Deputy Lewis responded to the transit center regarding a reported hit-and-run collision. Upon arrival, Deputy Lewis learned the suspect had reversed her vehicle into a parked VVTA bus, causing injuries to one of the passengers. It was determined this was a hit and run and after a thorough investigation, the person responsible was positively identified and arrested.

On April 27, 2026, Deputy Conley conducted a platform check at the transit center and contacted an adult female with severe disabilities. Deputy Conley calmly spoke with the female, who provided her mother's phone number. During the conversation with the mother, Deputy Conley learned the female's identity and discovered she had been reported as a critical missing adult earlier that day in San Bernardino. Deputy Conley transported the woman home to her mother. She expressed her sincere appreciation for Deputy Conley's compassion and assistance.

## ACTION ITEMS

5. **Presentation of the Draft Fiscal Year 2026-27 Annual Operating and Capital Budget.**

Recommendation: Ratify Publishing the Federally Funded Program of Projects for the Draft FY 2026-27 Operating and Capital Budget for 30 days of public review and comment.

Presented by: Maged Azer, CFO.

Mr. Azer stated that VVTA developed the FY2026–27 Budget with a full commitment to providing comprehensive and reliable bus services to our community. In preparing this budget, VVTA carefully considered the continued impact of inflation across all operational areas, as well as the annual rate increase of the Maintenance and Operations contract.

The proposed budget is built upon well-supported assumptions and the most current financial and operational data available. Our objective is to ensure that VVTA's actual financial performance aligns as closely as possible with budget projections throughout Fiscal Year 2026–27, while maintaining fiscal responsibility and supporting VVTA's long-term strategic plans and goals.

Operating expenses are projected to increase by 10% compared to FY 26. These increases are due to several factors including contractor rates, high inflation, increased insurance premiums and fuel.

The capital budget shows a decrease of \$1.8M or (13%) compared to the adopted FY2026 budget. Despite this decrease, the FY2027 Capital Budget strategically prioritizes key investments to support service reliability and long-term plans and goals. Mr. Azer went over the budget for each program that VVTA operates.

Mr. Azer shared that Administrative Expenses are projected to increase by 6%, primarily due to increases in IT service costs, subscriptions, inflated prices on office supplies/equipment and additional staff.

Additionally, Mr. Azer share that the administration budget also incorporates a 2.9% annual CPI adjustment, based on March 2026 data for San Bernardino and Ontario, plus merit increases tied to individual performance through the VVTA Performance Evaluation program.

Lastly, Mr. Azer highlighted budget summaries by program, operating and capital, and expenses and revenue.

There was a discussion amongst Board members and some questions were answered; it was focused mainly on the zero emission buses and State requirements for zero emission fueling. Mr. Strandberg shared that there have been no changes to the state requirements; however, things seem to be easing up. The new hydrogen fuel cell buses are an annual purchase requirement to replace CNG and gasoline buses. Mr. Strandberg also said that VVTA is active with many organizations that have their finger on the legislative pulse.

Open Public Hearing: 10:41 am

Hear Testimony: None

Close Public Hearing: 10:42

There were no comments submitted and no requests from the public to speak.

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

6. **Amendment Number Six (6) to Contract 2016-28, GMV/Syncromatics, for VVTA's Intelligent Transportation System.**

Recommendation: Approve Amendment Number Six (6) to Contract 2016-28 with Syncromatics for three years, with two additional optional one-year extensions, and authorize the total contract amount not to exceed \$2,914,386.

Presented by: Christine Plasting, Procurement Manager.

Ms. Plasting explained that VVTA is recommending an additional contract extension as an investigation into going out to bid resulted in incurring significant costs associated with replacing hardware, purchasing new software, etc.

**A MOTION WAS MADE BY** Alternate Director Meza to approve the recommended action and Seconded by Director Noble. The motion passed unanimously.

BOARD OF DIRECTORS COMMENTS

Chair Becerra requested that a Board item be brought to the meeting in June regarding the number of board meetings in Barstow.

Director Emick shared that the concerts in the park in Apple Valley will be starting soon.

The Board thanked Mr. Azer for his hard work on the budget, and the rest of the staff for their on-going efforts.

DATE OF NEXT MEETING

The next Board meeting will be on Monday June 15, 2026, at Victor Valley Transit Authority, 17150 Smoke Tree Street, Hesperia, CA 92345.

ADJOURNMENT

The meeting was adjourned at 10:54 am.

APPROVED: \_\_\_\_\_  
Liz Becerra, Chair

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

**AGENDA ITEM  
TWO**

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VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Payrolls and Warrants for April 2026.**

**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>
04/03/2026	\$155,264.91	PR121-04-26
04/17/2026	\$154,564.91	PR122-04-26
<b>Total Payroll</b>	<b>\$309,829.82</b>	

**Agency's Register of Warrants**

<u>Register Date</u>	<u>Amount</u>	<u>Check /ACH#</u>	<u>Register #</u>
04/01/26	\$438,463.85	2839-2876	AP-04-2026
04/09/26	\$3,587,920.65	316/1-2900	AP-04-2026
04/23/26	\$300,452.50	320/1-2933	AP-04-2026
04/30/26	\$527,978.83	322/1-2957	AP-04-2026
	<b>\$4,854,815.83</b>		

**RECOMMENDED ACTION**

Approve VVTA's expenditures for April 2026.

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Maged Azer, CFO	\$5,164,645.65	June 15, 2026	2

**Victor Valley Transit Authority  
Check Register  
April 1, 2026 - April 30, 2026**

<b>Check #</b>	<b>Vendor</b>	<b>Date</b>	<b>Amount</b>
2839	AECOM Technical Services, Inc.	4/1/2026	\$17,071.46
2840	Bonnie Baker Senior Center	4/1/2026	\$848.28
2841	CDW Government Inc	4/1/2026	\$530.66
2842	Christianbelle Electric Inc	4/1/2026	\$3,750.00
2843	Commute With Enterprise	4/1/2026	\$156,000.00
2844	Diamond Environmental Services, LP	4/1/2026	\$786.03
2845	Digi Vue Advertising	4/1/2026	\$885.00
2846	Southern California Edison	4/1/2026	\$3,369.39
2847	Southern California Edison	4/1/2026	\$5,827.69
2848	Southern California Edison	4/1/2026	\$9,681.23
2849	Paragon ID High Point US	4/1/2026	\$4,509.34
2850	Frontier	4/1/2026	\$80.13
2851	Frontier	4/1/2026	\$338.85
2852	Golden State Water Company	4/1/2026	\$523.05
2853	Golden State Water Company	4/1/2026	\$318.02
2854	Golden State Water Company	4/1/2026	\$54.75
2855	Golden State Water Company	4/1/2026	\$628.64
2856	Golden State Water Company	4/1/2026	\$558.25
2857	HI-Desert Communications	4/1/2026	\$1,308.00
2858	High Desert Lock & Safe	4/1/2026	\$1,189.32
2859	Independent Living Partnership	4/1/2026	\$654.17
2860	Trillium Solutions Inc.	4/1/2026	\$4,800.00
2861	Par-Sec Solutions, Inc.	4/1/2026	\$7,100.00
2862	Principal Life Insurance Company	4/1/2026	\$3,348.34
2863	PSOMAS	4/1/2026	\$15,771.49
2864	Rotary Club Of Victorville	4/1/2026	\$171.67
2865	San Bernardino County	4/1/2026	\$1,691.25
2866	Special District Risk Management	4/1/2026	\$3,805.22
2867	ShredYourDocs.com	4/1/2026	\$90.00
2868	Sovos Compliance LLC	4/1/2026	\$669.00
2869	State Compensation Insurance Fund	4/1/2026	\$2,479.06
2870	Southwest Gas Corporation	4/1/2026	\$11.00
2871	Southwest Gas	4/1/2026	\$11.00
2872	Southwest Gas	4/1/2026	\$525.28
2873	Trona Community Senior Center	4/1/2026	\$6,834.98
2874	Verizon	4/1/2026	\$7,078.86
2875	West Coast Fleet Services, Inc.	4/1/2026	\$182.99
2876	RO Bus Sales	4/1/2026	\$174,981.45
00000316/1	Oracle America, Inc.	4/6/2026	\$39,130.78
00000317/1	RideCo US, Inc	4/7/2026	\$164.67
00000317/2	San Bernardino County Sheriff's Department	4/7/2026	\$245,709.00

00000317/3	GMV Syncromatics	4/7/2026	\$911.02
00000318/1	Keolis Transit Services, LLC	4/9/2026	\$2,382,784.07
00000319/1	Keolis Transit Services, LLC	4/9/2026	\$726,379.66
2877	ADARide.com LLC	4/9/2026	\$3,965.50
2878	Allied Universal Security Services	4/9/2026	\$9,325.14
2880	Aramark Refreshment Services, LLC	4/9/2026	\$158.92
2881	City of Barstow	4/9/2026	\$435.59
2882	City of Culver City	4/9/2026	\$600.00
2883	Clean Energy	4/9/2026	\$6,670.16
2884	Southern California Edison	4/9/2026	\$9,161.70
2885	Southern California Edison	4/9/2026	\$4,024.14
2886	Southern California Edison	4/9/2026	\$22,205.08
2887	Gatorwraps, Inc.	4/9/2026	\$4,902.63
2888	Inter-Con Security Systems, Inc.	4/9/2026	\$44,759.76
2889	Jazmin Castro	4/9/2026	\$314.29
2890	Konica Minolta Business Solutions	4/9/2026	\$2,549.43
2891	Loomis	4/9/2026	\$1,231.97
2892	PrintMart	4/9/2026	\$4,127.42
2893	Ring Central, Inc.	4/9/2026	\$2,559.58
2894	Safeway Sign Company	4/9/2026	\$155.51
2895	Sonic Systems, Inc.	4/9/2026	\$8,950.00
2896	State Compensation Insurance Fund	4/9/2026	\$2,402.41
2897	Southwest Gas Corporation	4/9/2026	\$560.76
2898	Southwest Gas Corporation	4/9/2026	\$1,824.32
2899	Southwest Gas Corporation	4/9/2026	\$434.23
2900	Southwest Gas Corporation	4/9/2026	\$61,522.91
00000320/1	New Flyer Of America	4/14/2026	\$2,654.10
00000320/2	GMV Syncromatics	4/14/2026	\$39,840.00
00000320/3	Transtrack Systems, Inc.	4/14/2026	\$10,750.00
2901	Amazon Business	4/23/2026	\$517.47
2902	Beck Oil, Inc.	4/23/2026	\$2,609.88
2903	Charter Communications	4/23/2026	\$113.20
2904	Charter Communications	4/23/2026	\$1,099.00
2905	Charter Communications	4/23/2026	\$185.32
2906	Charter Communications	4/23/2026	\$749.00
2907	Charter Communications	4/23/2026	\$1,649.00
2908	Charter Communications	4/23/2026	\$820.00
2909	Charter Communications	4/23/2026	\$329.99
2910	Charter Communications	4/23/2026	\$242.07
2911	Charter Communications	4/23/2026	\$269.99
2912	City Of Victorville	4/23/2026	\$709.54
2913	Column Software PBC	4/23/2026	\$117.90
2914	Cryostar USA LLC	4/23/2026	\$229.51
2915	Dustin Strandberg	4/23/2026	\$530.77
2916	Southern California Edison	4/23/2026	\$1,759.07
2917	Southern California Edison	4/23/2026	\$3,237.91
2918	Southern California Edison	4/23/2026	\$5,545.76

2919	Southern California Edison	4/23/2026	\$10,218.68
2920	Southern California Edison	4/23/2026	\$160.71
2921	El Chicano - Inland Empire Comm News	4/23/2026	\$76.50
2922	Frontier	4/23/2026	\$80.09
2923	HI-Desert Communications	4/23/2026	\$1,308.00
2924	Inter-Con Security Systems, Inc.	4/23/2026	\$40,026.59
2925	USA TODAY Media Corp.	4/23/2026	\$208.50
2926	Patterson Ink	4/23/2026	\$3,299.26
2927	Pinnacle Petroleum, Inc.	4/23/2026	\$36,823.59
2928	San Bernardino County	4/23/2026	\$1,019.43
2929	Special District Risk Management	4/23/2026	\$3,805.22
2930	Southwest Gas Corporation	4/23/2026	\$53.61
2931	Southwest Gas	4/23/2026	\$129,119.14
2932	Southwest Gas	4/23/2026	\$43.70
2933	TransitTalent.com	4/23/2026	\$250.00
00000322/1	New Flyer Of America	4/29/2026	\$235,715.42
00000323/1	Allison Lee	4/30/2026	\$200.00
00000323/2	Christopher Porter	4/30/2026	\$200.00
00000323/3	Curt Emick	4/30/2026	\$200.00
00000323/4	Elizabeth Becerra	4/30/2026	\$200.00
00000323/5	James Noble	4/30/2026	\$200.00
00000323/6	Samuel Shoup	4/30/2026	\$200.00
2936	AVCOM Services, Inc.	4/30/2026	\$990.00
2937	Bonnie Baker Senior Center	4/30/2026	\$2,088.86
2938	Christianbelle Electric Inc	4/30/2026	\$3,995.00
2939	City Of Hesperia	4/30/2026	\$4,827.82
2940	Commute With Enterprise	4/30/2026	\$156,000.00
2941	Federal Express Corp.	4/30/2026	\$66.74
2942	Frontier	4/30/2026	\$338.37
2943	Golden State Water Company	4/30/2026	\$528.92
2944	Golden State Water Company	4/30/2026	\$259.36
2945	Golden State Water Company	4/30/2026	\$54.75
2946	Golden State Water Company	4/30/2026	\$622.77
2947	Golden State Water Company	4/30/2026	\$552.38
2948	Natisha Lopez	4/30/2026	\$495.10
2949	Patterson Ink	4/30/2026	\$702.57
2950	Principal Life Insurance Company	4/30/2026	\$3,348.34
2951	Sonic Systems, Inc.	4/30/2026	\$33,167.66
2952	State Compensation Insurance Fund	4/30/2026	\$2,402.41
2953	Southwest Gas	4/30/2026	\$12.83
2954	Southwest Gas Corporation	4/30/2026	\$55,247.67
2955	Swiftly	4/30/2026	\$14,257.00
2956	Trona Community Senior Center	4/30/2026	\$3,874.90
2957	Verizon	4/30/2026	\$7,229.96
<b>Total</b>			<b>\$4,854,815.83</b>

**AGENDA ITEM  
THREE**

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VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Management reports.**

**SUMMARY STATEMENT**

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

- Keolis invoice for April 2026.
- 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.

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Nancie Goff, CEO	N/A	June 15, 2026	3

INVOICE NO. 0060307-IN

# KEOLIS

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

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

DATE 5/7/2026

CONTRACT NAME:  
 Victor Valley Transit

Attention: Mrs. Nancie Goff  
 Chief Executive Officer

**MONTH** April 2026

**BILLING PERIOD** 04/01/2026 - 04/30/2026

	Budgeted Revenue hours	Actual Revenue hours	Variance in Missed Service	Rate Year 2	Budgeted Revenue USD	Actual Revenue USD	Allocated Fixed Cost	Variance ( + or - )	Budgeted Expense Year-to-date	Actual Expense Year-to-date	Variance ( + or - ) Year-to-date
ADA ParaTransit	3,812.44	3,615.22		91.89	\$350,325.11	\$332,202.89	\$168,115.80	(\$18,122.22)	\$3,479,891.40	\$3,196,774.98	<b>(\$283,116.42)</b>
Subscription	1,217.40	1,565.43		91.89	\$111,866.89	\$143,847.11	\$56,038.60	\$31,980.22	\$1,077,986.68	\$1,403,944.03	<b>\$325,957.35</b>
Microlink	1,334.60	1,233.15		91.89	\$122,636.39	\$113,314.12	\$56,038.60	(\$9,322.28)	\$1,181,772.20	\$1,127,791.46	<b>(\$53,980.74)</b>
Regional Fixed Rt	12,190.90	12,057.69	(29.73)	91.96	\$1,121,075.16	\$1,108,825.17	\$549,178.28	(\$12,249.99)	\$10,885,959.95	\$10,684,033.27	<b>(\$201,926.69)</b>
Route 15	756.10	814.17	(2.39)	91.96	\$69,530.96	\$74,871.07	\$33,623.16	\$5,340.12	\$683,481.67	\$718,916.61	<b>\$35,434.93</b>
Fort Irwin	264.00	322.42	(3.62)	89.14	\$23,532.96	\$28,740.52	\$11,207.72	\$5,207.56	\$292,236.57	\$340,378.43	<b>\$48,141.86</b>
<b>SUBTOTALS</b>	<b>\$19,575.44</b>	<b>\$19,608.08</b>	<b>-\$35.74</b>		<b>\$1,798,967.47</b>	<b>\$1,801,800.88</b>	<b>\$874,202.16</b>	<b>\$2,833.41</b>	<b>\$17,601,328.47</b>	<b>\$17,471,838.77</b>	<b>-\$129,489.70</b>

**TOTAL INVOICE**

**\$2,676,003.04**

**Please REMIT TO:**  
 Keolis Transit Services, LLC  
 53 State Street, 11th Floor  
 Boston, MA 02109  
[ARDept@keolisna.com](mailto:ARDept@keolisna.com)

Manager's Signature and Business Phone

# KEOLIS

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

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

DATE 5/7/2026

CONTRACT NAME:  
 Victor Valley Transit

Attention: Mrs. Nancie Goff  
 Chief Executive Officer

**MONTH** April 2026

**BILLING PERIOD** 04/01/2026 - 04/30/2026

	Budgeted Revenue hours	Actual Revenue hours	Variance in Missed Service	Rate Year 2	Budgeted Revenue USD	Actual Revenue USD	Allocated Fixed Cost	Variance (+ or -)	Budgeted Expense Year-to-date	Actual Expense Year-to-date	Variance (+ or -) Year-to-date
County	1,596.60	1,664.45	(3.85)	91.96	\$146,823.34	\$153,062.82	67,246.32	\$6,239.49	\$1,451,053.42	\$1,502,987.81	\$51,934.39
Barstow-Fixed Route	2,180.90	2,187.08	(1.00)	91.96	\$200,555.56	\$201,123.88	100,869.48	\$568.31	\$1,952,114.01	\$1,941,325.27	(\$10,788.74)
Barstow-County	1,286.00	1,214.89	(2.25)	91.96	\$118,260.56	\$111,721.28	56,038.60	(\$6,539.28)	\$1,152,430.77	\$1,081,811.02	(\$70,619.75)
Barstow-DAR	448.30	532.50		91.89	\$41,194.29	\$48,931.72	22,415.44	\$7,737.44	\$409,220.63	\$526,350.67	\$117,130.04
<b>SUBTOTALS</b>	<b>5,511.80</b>	<b>5,598.92</b>	<b>(7.10)</b>		<b>\$506,833.75</b>	<b>\$514,839.71</b>	<b>246,569.84</b>	<b>\$8,005.96</b>	<b>\$4,964,818.83</b>	<b>\$5,052,474.76</b>	<b>\$87,655.93</b>

**TOTAL INVOICE**

**\$761,409.55**

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

Manager's Signature and Business Phone



**FY 2026 -- Monthly Performance Statistics by Mode**  
**Systemwide Summary**  
**All Routes**

**Performance Statistics for April**

<b>Mode</b>	<b>Passengers</b>	<b>Revenue Hours</b>	<b>Operating Costs</b>	<b>Passenger Revenue</b>	<b>Passengers Per Rev. Hour</b>	<b>Operating Cost Per Passenger</b>	<b>Operating Cost Per Rev. Hour</b>	<b>Passenger Revenue Per Passenger</b>	<b>Passenger Revenue Per Rev. Hour</b>	<b>Farebox Recovery Ratio</b>
Bus (Motorbus)	103,216	17,932.3	\$3,210,368	\$134,971	5.8	\$31.10	\$179.03	\$1.31	\$7.53	4.20%
Commuter Bus	2,005	322.4	\$57,788	\$9,021	6.2	\$28.82	\$179.23	\$4.50	\$27.98	15.61%
Demand Response	12,338	7,135.1	\$1,116,916	\$27,115	1.7	\$90.53	\$156.54	\$2.20	\$3.80	2.43%
<b>System Total</b>	<b>117,559</b>	<b>25,389.9</b>	<b>\$4,385,071</b>	<b>\$171,106</b>	<b>4.6</b>	<b>\$37.30</b>	<b>\$172.71</b>	<b>\$1.46</b>	<b>\$6.74</b>	<b>3.90%</b>



# Monthly Ridership Report

April, FY 2026

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)	92,744	103,216	5.4	5.7	6.14%	4.20%
Commuter Bus	3,071	2,005	6.0	6.2	31.63%	15.61%
Demand Response	12,151	12,338	1.8	1.7	4.27%	2.43%
<b>System Total</b>	<b>107,966</b>	<b>117,559</b>	<b>4.4</b>	<b>4.6</b>	<b>6.33%</b>	<b>3.90%</b>



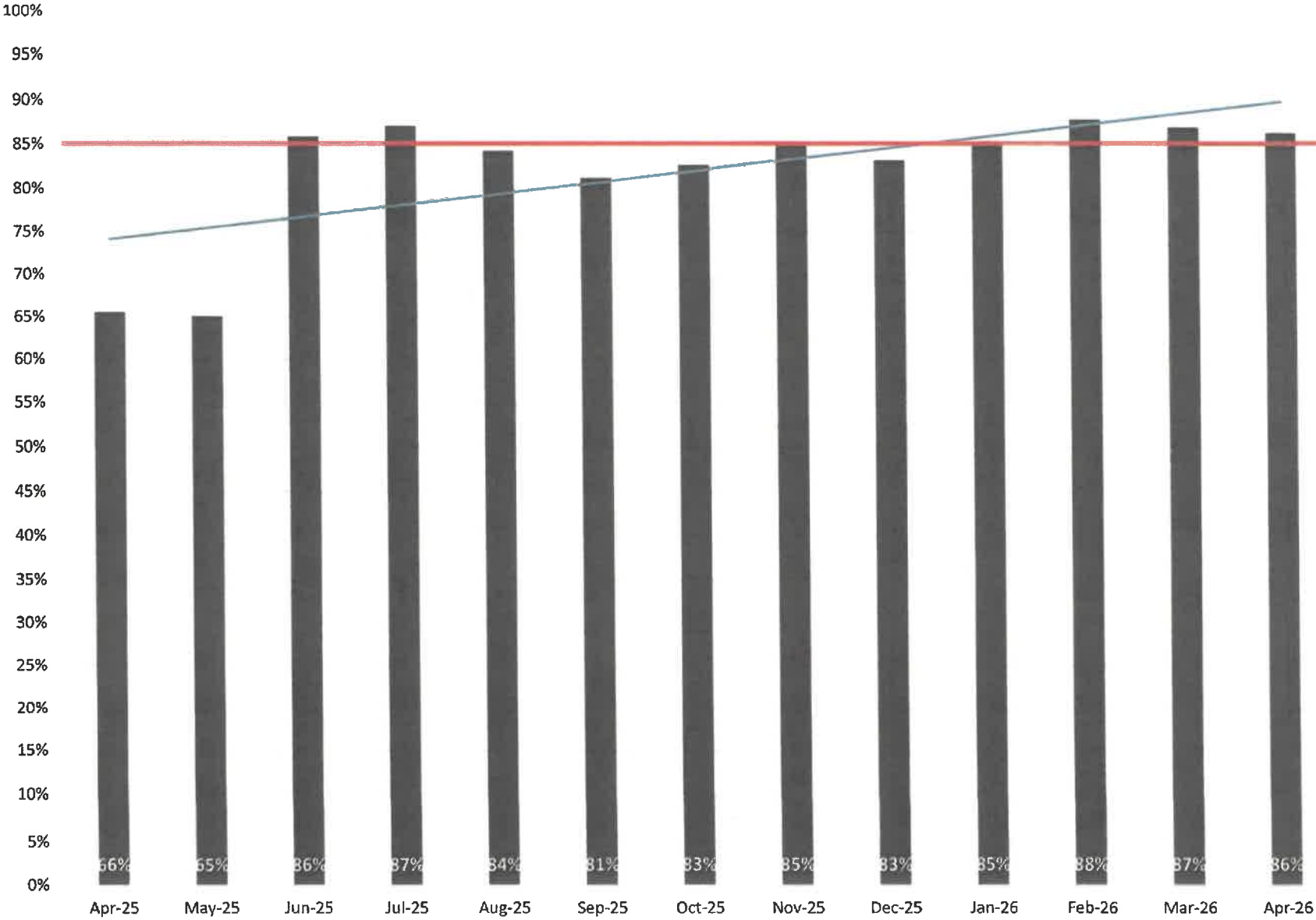
**April**  
**Major and Non-Major**  
**Miles Between Road Calls**

<b>Total Miles</b>	<b>FY 2025</b>	<b>FY 2026</b>
Demand Response	74,927	75,484
Commuter Bus	19,589	12,609
Motor Bus	299,289	266,581
<b>Total Miles</b>	<b>393,805</b>	<b>354,674</b>

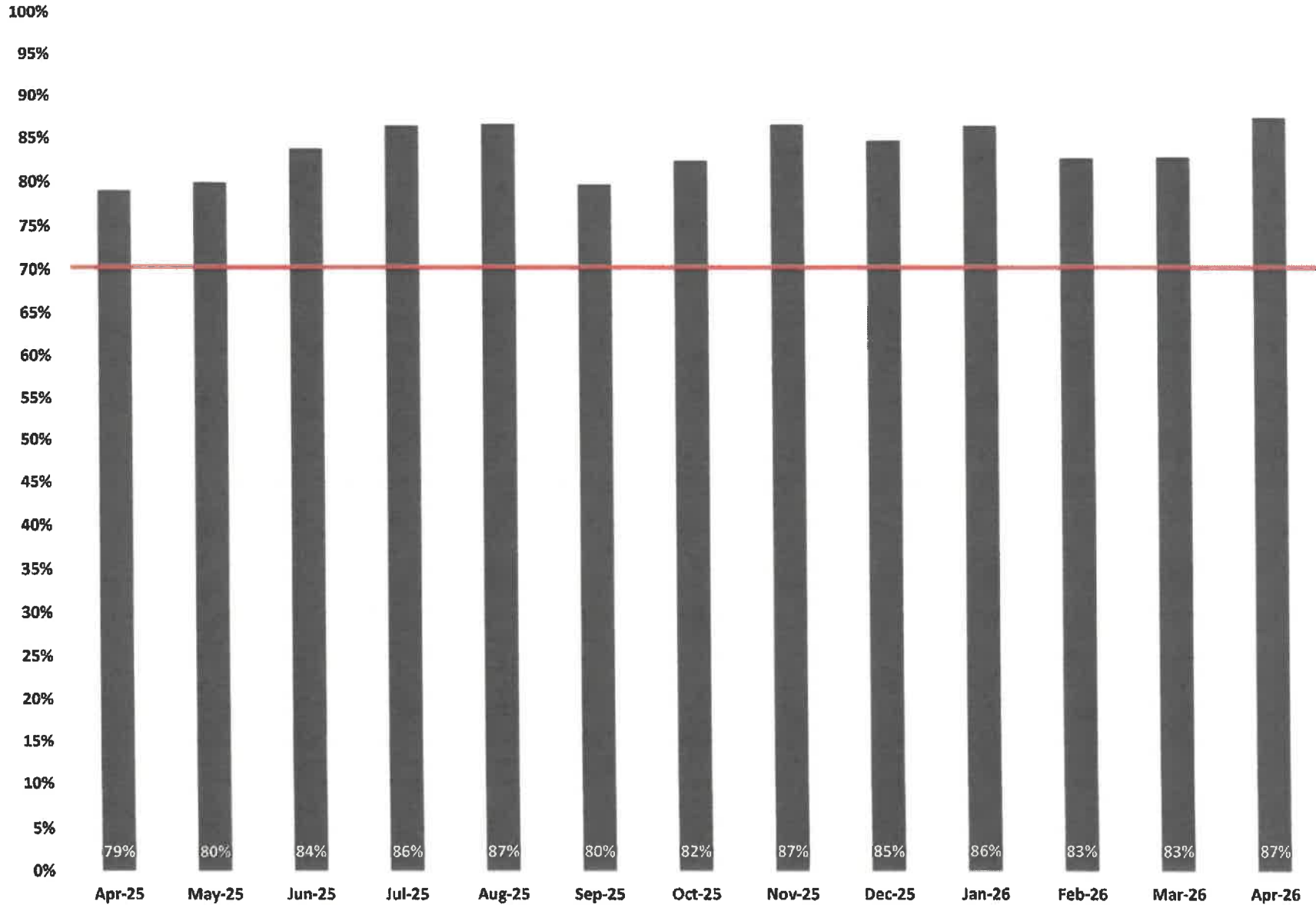
<b>Total Road Calls</b>	<b>FY 2025</b>	<b>FY 2026</b>
Demand Response	9	4
Commuter Bus	1	1
Motor Bus	44	47
<b>Total Road Calls</b>	<b>54</b>	<b>52</b>

<b>Miles Between Road Calls</b>	<b>FY 2025</b>	<b>FY 2026</b>
Demand Response	8,325	18,871
Commuter Bus	22,578	12,609
Motor Bus	6,802	5,672
<b>Total System</b>	<b>37,705</b>	<b>37,152</b>

### OTP - Fixed Route



# OTP - Direct Access



# Micro-Link OTP

100%

90%

80%

70%

60%

50%

40%

30%

20%

10%

0%

Apr-25

May-25

Jun-25

Jul-25

Aug-25

Sep-25

Oct-25

Nov-25

Dec-25

Jan-26

Feb-26

Mar-26

Apr-26

■ Microlink ● Linear (Microlink)



84%

87%

84%

85%

82%

82%

88%

89%

88%

89%

91%

91%

89%

**AGENDA ITEM  
FOUR**

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VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

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

**SUMMARY STATEMENT**

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

**RECOMMENDED ACTION**

Information item only.

<b>PRESENTED BY</b> VVTA	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Transit Operations Division Unit	N/A	June 15, 2026	4

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**PUBLIC HEARING**

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VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Approve the Draft Fiscal Year 2026-27 Annual Operating and Capital Budget.**

**SUMMARY STATEMENT**

The Fiscal Year 2026-27 Annual Operating and Capital Draft Budget propose a spending level of \$62,621,133 for operations which represents a 10% increase as compared to FY 2025-26. It should be noted that:

**Operating Expenses** increased overall by 10% compared to FY 2025-26. These increases are due to several factors. The contractor annual rate increases in maintenance and operations services, as well as the implementation of short-term service enhancements recommended in the COA 5-year study. Inflationary pressures continue to affect the cost of goods and contracted services across the board, further contributing to the increase. Additionally, the budget accounts for ongoing significant increases in insurance premiums and the annual increase of the Sheriff's Department contract. The transition toward ZEB cleaner energy also adds extra cost, as hydrogen fuel is currently more expensive than compressed natural gas (CNG), resulting in higher projected fuel expenses.

Additionally, **Capital Expenses** show a decrease of \$1.8M (13%) compared to the FY2026 adopted budget. Despite this decrease, the FY2027 Capital Budget strategically prioritizes key investments to support service reliability and long-term sustainability goals. Highlights of the FY2027 Capital Budget include the replacement of eight paratransit vehicles and the expansion of service through the addition of four MicroLink vans. The budget further allocates \$1.8M for shop hydrogen retrofit to support the ZEB Transition process.

*Continued*

**RECOMMENDED ACTION**

- 1) In the absence of any substantive comments or additional considerations, **approve** the Federally Funded Program of Projects and the FY 2026-27 Annual Operating and Capital Budget as published and adopt Resolution 26-02.
- 2) Approve the updated attached Publicly Available Pay Schedules (PAPS) for FY27 reflecting the 2.9% CPI incorporated into the adopted FY27 Budget.

<b>PRESENTED BY</b> Maged Azer, CFO	<b>FISCAL IMPACT</b> Operating \$62,621,133 Capital \$12,300,408	<b>MEETING DATE</b> June 15, 2026	<b>ITEM NUMBER</b> 5
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VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Approve the Draft Fiscal Year 2026-2027 Annual Operating and Capital Budget.**

In addition, the Capital budget incorporates stacked funding for the Hesperia Transfer Hub project. It also includes two hydrogen buses and continued investment in hydrogen fueling infrastructure. These efforts are essential to maintaining progress toward compliance with the Zero-Emission Bus (ZEB) mandate and achieving full transition by 2040.

**ZEB Transition:**

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

FY2026-27 Capital Budget for the Zero Emission Bus ZEB Transition includes \$3.4M for 2 Regional Hydrogen ZEB class H replacement buses. The FY27 Budget for the ZEB transition also includes \$1.4M for the Hydrogen Fueling Infrastructure (Contingency).

**Rounding out** the FY 27 budget is ongoing support of several programs which continue to be well received and widely used by the communities we serve. These programs include the Micro Transit, Vanpool program; a reduced Veteran's fare, and the Commuter Service to NTC Fort Irwin, which supports our troops plus other CTSA programs.

Continued

VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Approve the Draft Fiscal Year 2026-2027 Annual Operating and Capital Budget.**

**SUMMARY STATEMENT**

**FY 2026-27 OPERATIONAL EXPENSES - \$62.62**

The FY 2026-27 budget for VVTA to support operations is as follows:

<u>FY26-27</u>	<u>Prior Year</u>	<u>Incr</u>	<u>%</u>
\$62.62M	\$56.75M	5.87M	10

Operational cost increase is due to:

1. The annual increase in maintenance and operations contractor rates.
2. Implementation of short-term service enhancements recommended in the COA 5-year study.
3. High inflation continues to impact cost of all goods and services.
4. A substantial increase in insurance rates.
5. The annual increase of the Sheriff's Department contract.
6. Higher projected fuel expenses due to using Hydrogen fuel.

**The FY 2026-27 Administrative expenses for VVTA:**

<u>FY 2026-27</u>	<u>Prior Year</u>	<u>Incr/(Decr)</u>
\$ 5.26M	\$ 4.97M	\$0.29M

Administrative Expenses – FY2027 are projected to increase by 6%, primarily due to higher IT service costs, increases in dues and subscriptions, and the impacts of inflation on office supplies and professional services. The budget also includes funding for the new Planning Assistant position, as recommended in the COA 5-year study.

The FY2027 Capital Administration Budget allocates \$100K for upgrades and replacement of IT computers, servers, and other essential equipment to support operational efficiency. In addition, the budget incorporates a 2.9% annual CPI adjustment, based on March 2026 data for San Bernardino and Ontario, as well as merit increases tied to individual performance through the VVTA Performance Evaluation program. Despite these increases, administrative costs remain modest, representing only 8% of the total FY2027 Operating and Capital Budget, ensuring a strong focus on direct service delivery and strategic investments.

Continued

VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Approve the Draft Fiscal Year 2026-2027 Annual Operating and Capital Budget.**

**SUMMARY STATEMENT**

**FY 2026-27 CAPITAL PLAN - \$12.30M**

The FY 27 Capital Budget provides for development and advancements throughout the system. This forward planning ensures VVTA will provide high quality, responsive, responsible, and secure service to its riders. At the same time VVTA will maintain operational efficiency and regulatory compliance by implementing leading edge technologies and assure its fleet vehicles and support facilities are always in a state of good repair. In FY 27 the capital expenditure plan provides \$12.3M to fund the following projects:

- \$3.4M 2 Hydrogen replacement buses.
- \$1.3M 8 Paratransit Vehicles replacement.
- \$800K 4 Micro Transit Vans.
- \$1.4M Hydrogen Fueling Infrastructure (Contingency).
- \$1.8M Shop Hydrogen Retrofit.
- \$130K for Garage and Shop Equipment.
- \$1M in stacked funds for the Hesperia Transfer Hub.
- \$105K 3 service vehicles.
- \$100K for IT upgrades & replacements of Computers & servers.
- \$50K for Security Cameras.

**FY 2026-27 REVENUES:**

The FY 27 budget is fully funded with a combination of passenger fares, Federal FTA funding, State funding, and miscellaneous income sources including the Advertising Revenue. VVTA will continue to use the SB125 funds and the "State of Good Repair" (SGR) funding from the SB1 gasoline tax plus LCFS and RINS Credits.

Continued

VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Approve the Draft Fiscal Year 2026-2027 Annual Operating and Capital Budget.**

**SUMMARY STATEMENT**

**ADDITIONAL HIGHLIGHTS:**

**GENERAL:**

Operating Expenses FY27. VVTA will continue to use the Federal FTA Sect. 5307 funds plus the new SB125 for Operating Assistance and LTF funds for Operating and for the required matching funds for FTA Sect. 5307 Operating Assistance.

**FIXED ROUTE:**

VVTA used \$9.8M from the Federal Funding section 5307 for operational assistance for the Fixed Route division and \$3.8M from the new SB125 Operating funds. Fixed Route Operating Expenses Budget increased by \$2M or 8% compared to FY26 Budget due to the annual increase of the rates of the Maintenance & Operating contract, the annual increase of the Sheriff contract, including the estimate of the Hydrogen fuel cost. Capital Budget for Fixed Routes includes 3 service vehicles.

**COUNTY ROUTES:**

VVTA Used \$497K from the Federal Funding Section 5311 plus \$26K from LCTOP Funds to support the County routes. Operating Expenses increased 10% compared to FY26 Budget, due to the contractor annual rate increase plus the estimated high cost of the Hydrogen fuel.

**INTERCITY ROUTES Route15:**

VVTA used \$1.5M from the new SB125 Funds to support Intercity Route 15 Operating expenses. Intercity Budget increased 29% for the same reasons as mentioned above plus the implementation of the short-term service improvements per the COA 5-year recommendations.

Continued

VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Approve the Draft Fiscal Year 2026-2027 Annual Operating and Capital Budget.**

**SUMMARY STATEMENT**

**COMMUTER ROUTES (NTC-Ft Irwin):**

VVTA continues operating the restructured FT. Irwin Commuter Bus Service implemented in the current FY2026 per the COA 5-year study, modified recommendations to meet the service needs. Operating expenses increased 6% due to same reasons mentioned above.

**ADA:**

VVTA used \$1.2M of Measure I funds to support the operational assistance for the Direct Access division, ADA service in FY 2026-27 Budget increased 15% compared to other departments due to anticipated growth and recovery and the prior year's increase in service span that may drive increased demand in ridership. The ADA Operating Budget also impacted by the increase in the contractor annual rate. Capital Budget for the ADA includes \$1.3M. for eight Paratransit Vehicles replacement.

**BARSTOW DIVISION:**

VVTA used the Federal Funding 5311 \$458,831 plus the local funds Measure I \$228,400 and \$5.2M from the new SB125 operating funds to support Barstow operating expenses. Barstow operating Budget increased \$600K or 8% due to same reasons mentioned above.

**MICRO-TRANSIT DIVISION:**

Due to the growth of the Micro Transit program that started in FY23, Budget FY27 estimated Operating Expenses increased by 29%, due to expanding the Micro Transit service areas. Capital Budget for Micro-link includes \$800K for Four Vans to implement the expansion of the program.

Continued

VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Approve the Draft Fiscal Year 2026-2027 Annual Operating and Capital Budget.**

**SUMMARY STATEMENT**

**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. CTSA Budget expenses increased almost 8% which is mainly due to the expansion of TRIP program services. VVTA will maintain and grow all other CTSA programs in FY27.

**VANPOOLS:**

The FY2026–27 Vanpool Budget is projected to increase by 17% compared to the FY2025–26 budget. This increase is primarily driven by higher-than-anticipated program utilization. While the FY2025–26 budget was based on an estimated 220 vans, actual activity has reached approximately 260 vans.

The FY2026–27 budget reflects current usage trends and aligns funding accordingly to sustain program demand. Ongoing marketing efforts will continue to support and promote the Vanpool program to maintain and expand ridership.

VVTA's service goal remains focused on supporting the current 260 active vanpools during FY2025–26, with continued growth anticipated into FY2026–27.



## AFFIDAVIT OF PUBLICATION

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

### STATE OF CALIFORNIA, COUNTY OF SAN BERNARDINO


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

05/13/2026

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

Sworn to and subscribed before on 05/13/2026

  
 \_\_\_\_\_  
 Legal Clerk

  
 \_\_\_\_\_  
 Notary, State of WI, County of Brown

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MARIAH VERHAGEN  
 Notary Public  
 State of Wisconsin

**Notice of Continued Public Hearing for Federally Funded Program of Projects for Fiscal Year 2026/27**

A Continued 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 27 Draft Annual Operating and Capital Budget.

Date: Monday, June 15th, 2026 Place: WTA 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	SECTION 5310	TOTAL PROJECT COST
FY 2026,27 Estimated Apportionments	\$ 13,033,983	\$ 1,005,977	\$ 1,235,468		\$ 312,155	\$ 41,062,605
FTA operating assistance (Urban) (Includes Safety & Security)	\$ 9,775,487	\$ 1,005,977				\$ 11,627,586
Rural Operating Assistance Unincorporated Areas of SB Crty					\$ 312,155	\$ 1,333,458
Paratransit Vehicle rpic (8) Caltrans			\$ 84,000			\$ 105,000
Service Vehicles (3) - Unleaded	\$ 640,000					\$ 800,000
Microlink Vans (4) - Expansion	\$ 1,231,240					\$ 1,539,050
Bus facility capital lease (Hsp)			\$ 104,000			\$ 130,000
Garage and Shop Equipment						\$ 1,000,000
Hesperia Transfer Hub	\$ 800,000					\$ 50,000
Security Cameras						\$ 3,400,000
Regional buses rpic Class H ZEB (2)				\$ 2,500,000		\$ 100,000
IT Upgrades & Replacements of Computers & servers						\$ 61,487,698
<b>Total Operating &amp; Capital Assistance Funding</b>	<b>\$ 12,526,727</b>	<b>\$ 1,005,977</b>	<b>\$ 228,000</b>	<b>\$ 2,500,000</b>	<b>\$ 312,155</b>	<b>\$</b>

These 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 WTA. Questions or comments prior to the hearing may be directed in writing or by phone to the Clerk of the Board at 760.995.3888, at 17150 Smoke Tree St., Hesperia, CA 92345 or by publiccomments@vta.org. The program of projects will become final with no further posting, unless amended.

VV-4400743

## Notice of Continued Public Hearing for Federaly Funded Program of Projects for Fiscal Year 2026/27

A Continued 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 27 Draft Annual Operating and Capital Budget.

Date: Monday, June 15th, 2026

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	SECTION 531 0	TOTAL PROJECT COST
FY 2026-27 Estimated Apportionments	\$ 13,033,983	\$ 1,005,977	\$ 1,235,468		\$ 312,155	
FTA operating assistance (Urban) (Includes Safety & Security)	\$ 9,775,487					\$ 41,062,605
Rural Operating Assistance Unincorporated Areas of SB Cnty		\$ 1,005,977				\$ 11,627,586
Paratransit Vehicle rplc (8) CalTrans					\$ 312,155	\$ 1,333,458
Service Vehicles (3) - Unleaded			\$ 84,000			\$ 105,000
Microlink Vans (4) - Expansion	\$ 640,000					\$ 800,000
Bus facility capital lease (Hsp)	\$ 1,231,240					\$ 1,539,050
Garage and Shop Equipment			\$ 104,000			\$ 130,000
Hesperia Transfer Hub	\$ 800,000					\$ 1,000,000
Security Cameras			\$ 40,000			\$ 50,000
Regional buses rplc Class H ZEB (2)				\$ 2,500,000		\$ 3,400,000
IT Upgrades & Replacements of Computers & servers	\$ 80,000					\$ 100,000
<b>Total Operating &amp; Capital Federal Assistance Funding</b>	<b>\$ 12,526,727</b>	<b>\$ 1,005,977</b>	<b>\$ 228,000</b>	<b>\$ 2,500,000</b>	<b>\$ 312,155</b>	<b>\$ 61,147,698</b>

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](mailto:publiccomments@vvta.org). The program of projects will become final with no further posting, unless amended.



RESOLUTION NO. 26-02

RESOLUTION OF THE BOARD OF DIRECTORS OF THE VICTOR VALLEY TRANSIT AUTHORITY AUTHORIZING THE FILING OF GRANT APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION, AN OPERATING ADMINISTRATION OF THE UNITED STATES DEPARTMENT OF TRANSPORTATION FOR FEDERAL TRANSPORTATION ASSISTANCE AUTHORIZED BY 49 U.S.C. CHAPTER 53; TITLE 23 OF THE UNITED STATES CODE, OR OTHER FEDERAL STATUTES ADMINISTERED BY THE FEDERAL TRANSIT ADMINISTRATION FOR THE 2026-27 FISCAL YEAR, AND THE FILING OF AN ARTICLE 4, ARTICLE 3, MEASURE I, AND STA CLAIM TO THE SAN BERNARDINO COUNTY TRANSPORTATION AUTHORITY.

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

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

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

WHEREAS, a portion of these services are funded through Local Transit Funds ("LTF") and State Transit Assistance Funds ("STA") monies, which are subsequently administered and distributed by the San Bernardino County Transportation Authority, not to exceed the amount approved by the Victor Valley Transit Authority Board of Directors, in the adopted or subsequently amended budget for the 2026-2027 fiscal year.

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

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



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

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

4. That the Chief Executive Officer Director is authorized to execute and file Article 4, Article 3, STAF and Measure I claims with the San Bernardino County Transportation Authority not to exceed the amount approved by the Victor Valley Transit Authority Board of Directors, in the adopted or subsequently amended budget for the 2026-27 fiscal year.

PASSED, APPROVED and ADOPTED this 15<sup>th</sup> day of June 2026.

\_\_\_\_\_  
Liz Beccera, VVTA Board Chair

ATTEST:

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

APPROVED AS TO FORM;

\_\_\_\_\_  
Adam Ebright, VVTA Legal Counsel

I, DEBI ALBIN, Clerk of the Board of the Victor Valley Transit Authority DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution 26-0 which was duly adopted at a legally convened meeting held on the 15<sup>th</sup> day of June 2026, by the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

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



ANNUAL OPERATING AND CAPITAL BUDGET

FISCAL YEAR 2026-27

( SUMMARY )

**Final**

**BUDGET NOTES & ASSUMPTIONS :**

Listed below are some notes and assumptions that were used to build the FY26-27 Budget.

Line no.	Department	Note/Assumption
1	General	<p><b>Operating Expenses</b> reflect an overall increase of 10.3% compared to the FY2025–26 adopted budget. This growth is driven by several key factors impacting the Operating cost. Primary contributors include the contractor annual rate increases in maintenance and operations services, as well as the implementation of short-term service enhancements recommended in the COA 5-year study. Inflationary pressures continue to affect the cost of goods and contracted services across the board, further contributing to the increase. Additionally, the budget accounts for ongoing significant increases in insurance premiums and the annual increase of the Sheriff’s Department contract. The transition toward ZEB cleaner energy also adds extra cost, as hydrogen fuel is currently more expensive than compressed natural gas (CNG), resulting in higher projected fuel expenses.</p> <p><b>Capital Budget</b> shows a decrease of \$1.8M (13%) compared to the FY2026 adopted budget. Despite this decrease, the FY2027 Capital Budget strategically prioritizes key investments to support service reliability and long-term sustainability goals. Major components of the FY2027 Capital Budget include the replacement of eight paratransit vehicles and the expansion of service through the addition of four MicroLink vans. The budget further allocates \$1.8M for shop hydrogen retrofit to support the ZEB Transition process. In addition, the budget incorporates stacked funding for the Hesperia Transfer Hub project, it also includes two hydrogen buses and continued investment in hydrogen fueling infrastructure. These efforts are essential to maintaining progress toward compliance with the Zero-Emission Bus (ZEB) mandate and achieving full transition by 2040.</p>
2	Fixed Rte	<p>VVTA used \$9.8M from the Federal Funding section 5307 for operational assistance for the Fixed Route division and \$3.8M from the new SB125 Operating funds. Fixed Routes Operating Expenses Budget increased by \$2M or 8% compared to FY-26 Budget due to the annual increase of the rates of the Maintenance &amp; Operating contract, plus the annual increase of the Sheriff contract, also includes the estimate of the Hydrogen fuel cost, plus the implementation of the short-term service improvements per the COA 5-year recommendations. Capital Budget for Fixed Routes includes 3 service vehicles.</p>
3	Direct Access ADA	<p>VVTA used \$1.3M of Measure I funds to support the operational assistance for the Direct Access division, ADA service in FY 2026-27 Budget increased 15% compared to other departments due to anticipated growth and recovery and the prior year's increase in service span that may drive increased demand in ridership. The ADA Operating Budget also impacted by the increase in the contractor annual rate. Capital Budget for the ADA includes \$1.3M. for eight Paratransit Vehicles replacement.</p>
4	County Routes	<p>VVTA Used \$497K from the Federal Funding Section 5311 plus \$26K from LCTOP Funds to support the County routes. Operating Expenses increased 10% compared to FY26 Budget, due to the contractor annual rate increase plus the estimated high cost of the Hydrogen fuel.</p>

5	<b>Barstow Division</b>	VVTA used the Federal Funding 5311 \$458,831 plus the local funds Measure I \$228,400 and \$5.2M from the new SB125 operating Funds to support Barstow operating expenses. Barstow operating Budget increased \$600K or 8% due to same reasons mentioned above and the implementation of short-term service improvements recommended by the COA 5-year study.
6	<b>Commuter (NTC)</b>	VVTA continue operating the restructured FT. Irwin Commuter Bus Service implemented in the current FY2026 per the COA 5-year study modified recommendations to meet the service needs. Operating expenses increased 6% due to same reasons mentioned above.
7	<b>Intercity Route 15</b>	VVTA used \$1.5M from the new SB125 Funds to support Intercity Route 15 Operating expenses. Intercity Budget increased 29% for the same reasons as mentioned above as well as per the COA 5-year study recommendations.
8	<b>CTSA</b>	CTSA Budget expenses increased almost 8% which is mainly due to the expansion of TRIP program service VVTA will maintain and growth of all other CTSA programs in FY27.
9	<b>Micro Transit</b>	Due to the growth of the Micro Transit program that started in FY23, Budget FY27 estimated Operating Expenses increased by 29%, due to expanding the Micro Transit service areas. Capital Budget for Microlink includes \$800K for Four Vans to cover the expansion of the program.
10	<b>Facilities</b>	Capital Budget FY27 includes \$1.8M for the shop Hydrogen Retrofit, additional to \$1M stacked Funds for the Hesperia Transfer Hub, \$130K for Garage and Shop Equipment.
11	<b>ZEB Transition ICT (mandates)</b>	Capital Budget for the Zero Emission Bus ZEB Transition includes \$3.4M for 2 Regional Hydrogen ZEB class H replacement buses. The FY27 Budget for the ZEB transition also includes \$1.4M for the Hydrogen Fueling Infrastructure (Contingency).
12	<b>Administration</b>	Administration Expenses for FY2027 are projected to increase by 6%, primarily due to higher IT service costs, increases in dues and subscriptions, and the impacts of inflation on office supplies and professional services. The budget also includes funding for the new Planning Assistant position, as recommended in the COA 5-year study. The FY2027 Capital Administration Budget allocates \$100K for upgrades and replacement of IT computers, servers, and other essential equipment to support operational efficiency. In addition, the budget incorporates a 2.9% annual CPI adjustment, based on March 2026 data for San Bernardino and Ontario, as well as merit increases tied to individual performance through the VVTA Performance Evaluation program. Despite these increases, administrative costs remain modest, representing only 7% of the total FY2027 Operating and Capital Budget, ensuring a strong focus on direct service delivery and strategic investments.
13	<b>Vanpools</b>	The FY2026–27 Vanpool Budget is projected to increase by 17% compared to the FY2025–26 budget. This increase is primarily driven by higher-than-anticipated program utilization. While the FY2025–26 budget was based on an estimated 220 vans, actual activity has reached approximately 260 vans. The FY2026–27 budget reflects current usage trends and aligns funding accordingly to sustain program demand. Ongoing marketing efforts will continue to support and promote the Vanpool program to maintain and expand ridership. VVTA's service goal remains focused on supporting the current 260 active vanpools during FY2025–26, with continued growth anticipated into FY2026–27.

**Victor Valley Transit Authority**  
**ANNUAL OPERATING AND CAPITAL BUDGET**  
**FISCAL YEAR 2026-27**  
**SUMMARY**

<u>Expense Plan</u>	<u>FY26-27</u>	<u>FY25-26</u>	<u>\$ Change</u>	<u>% Inc/Dec</u>
Operating	\$ 62,621,133	\$ 56,753,731	\$ 5,867,402	10.3%
Capital	\$ 12,300,408	\$ 14,135,701	\$ (1,835,293)	-13%
<b>Total Expense</b>	<b>\$ 74,921,541</b>	<b>\$ 70,889,432</b>	<b>\$ 4,032,109</b>	<b>6%</b>

## Expense Summary

### OPERATING EXPENSE SUMMARY

<u>Program</u>		<u>FY 2026/27</u>		<u>FY 2025/26</u>		<u>\$ Change</u>	<u>% Inc/Dec</u>
Fixed Route	\$	26,396,048	\$	24,139,899	\$	2,256,149	
Complementary Paratransit	\$	9,674,642	\$	8,392,837	\$	1,281,805	
County Routes	\$	3,476,653	\$	3,115,791	\$	360,862	
Intercity Routes	\$	2,006,484	\$	1,535,621	\$	470,862	
Barstow Division	\$	8,168,468	\$	7,877,016	\$	291,452	
Commuter Routes	\$	721,186	\$	671,811	\$	49,375	
Van Pools	\$	2,253,861	\$	1,934,483	\$	319,378	
CTSA	\$	1,003,779	\$	928,782	\$	74,996	
Micro Transit	\$	3,044,450	\$	2,347,702	\$	696,748	
VVTA Yard/Facilities	\$	608,500	\$	834,510	\$	(226,010)	
Administration	\$	5,267,063	\$	4,975,279	\$	291,784	
<b>TOTAL EXPENSES:</b>	\$	<b>62,621,133</b>	\$	<b>56,753,731</b>	\$	<b>5,867,402</b>	<b>10.34%</b>

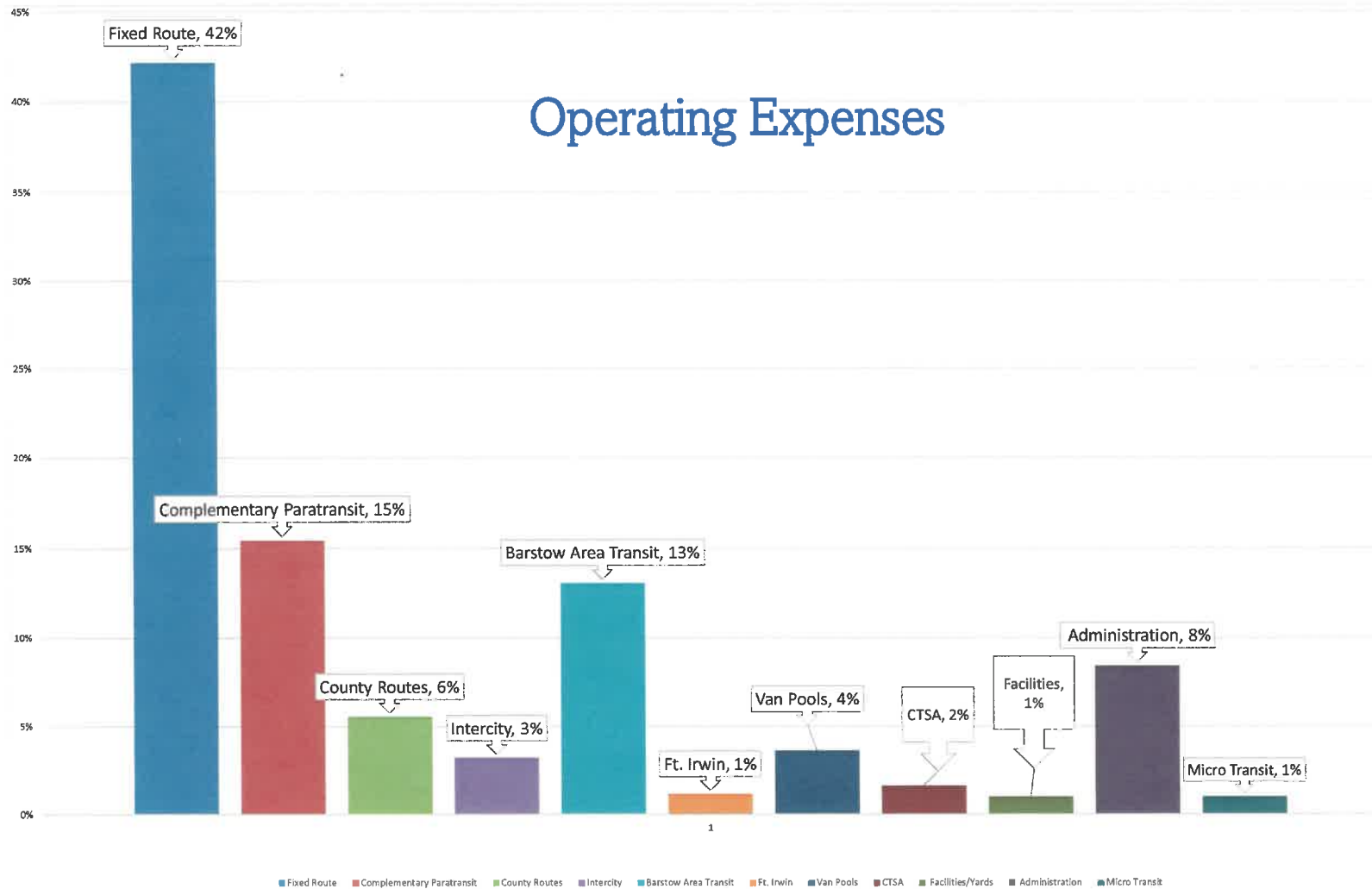
### CAPITAL EXPENSE SUMMARY

<u>Program</u>		<u>FY 2026/27</u>		<u>FY 2025/26</u>		<u>\$ Change</u>	<u>% Inc/Dec</u>
Fixed Route	\$	105,000	\$	1,150,000	\$	(1,045,000)	
Complementary Paratransit	\$	1,333,458	\$	-	\$	1,333,458	
County Routes	\$	-	\$	-	\$	-	
Intercity Routes	\$	-	\$	-	\$	-	
Barstow Division	\$	642,900	\$	1,348,235	\$	(705,335)	
Commuter Routes	\$	-	\$	-	\$	-	
Micro Transit	\$	800,000	\$	-	\$	-	
Facilities	\$	4,519,050	\$	4,145,300	\$	373,750	
VVTA Administration	\$	100,000	\$	135,000	\$	(35,000)	
ZEB Transition	\$	4,800,000	\$	7,357,166	\$	(2,557,166)	
<b>TOTAL Capital Expense:</b>	\$	<b>12,300,408</b>	\$	<b>14,135,701</b>	\$	<b>(1,835,293)</b>	<b>-13%</b>

#### COMBINED EXPENSE SUMMARY

						<u>\$ Change</u>	<u>% Inc/Dec</u>
Operating Expense	\$	62,621,133	\$	56,753,731	\$	5,867,402	
Capital Expense	\$	12,300,408	\$	14,135,701	\$	(1,835,293)	
<b>TOTAL:</b>	\$	<b>74,921,541</b>	\$	<b>70,889,432</b>	\$	<b>4,032,109</b>	<b>6%</b>

# Operating Expenses



**VICTOR VALLEY TRANSIT AUTHORITY**

**Fiscal Year Budget 2026-27**

**CAPITAL PROJECT DETAILS CHART**

Program	Project Description	Section 5307	Section 5339	CMAQ	LTF	STA	SB1/SGR	RINS Credits	5310	LCFS Credits	Project Cost
Demand Respond	Paratransit Vehicle rplc (8) CalTrans						\$1,021,303		\$312,155		\$1,333,458
Fixed Routes	Service Vehicles (3)		\$84,000				\$21,000				\$105,000
Barstow Facilities/ Yard	Bus facility capital lease (Barstow)				\$642,900						\$642,900
Micro Transit	Microlink Vans (4) - Expansion	\$640,000								\$160,000	\$800,000
Hesperia Facilities/Yard	Bus facility capital lease (Hesperia)	\$1,231,240				\$228,011.00				79799	\$1,539,050
	Shop Hydrogen Retrofit					\$1,800,000					\$1,800,000
	Garage and shop Equipments		\$104,000			\$26,000					\$130,000
	Security Cameras		\$40,000							\$10,000	\$50,000
	Hesperia Transfer Hub (Stacked funding)	\$800,000						\$200,000			\$1,000,000
ZEB Transition (ICT mandates)	Regional buses rplc Class H ZEB (2)			\$2,500,000						\$900,000	\$3,400,000
	Hydrogen Fueling Infrastructure (Contingency)					\$1,400,000					\$1,400,000
Administration	IT Upgrades & Replacements of Computers	\$80,000								\$20,000	\$100,000
<b>Total</b>		<b>\$2,751,240</b>	<b>\$228,000</b>	<b>\$2,500,000</b>	<b>\$642,900</b>	<b>\$ 3,454,011</b>	<b>\$1,042,303</b>	<b>\$200,000</b>	<b>\$312,155</b>	<b>\$1,169,799</b>	<b>\$12,300,408</b>

**VICTOR VALLEY TRANSIT AUTHORITY**

**FISCAL YEAR BUDGET 2026-27**

**CAPITAL FUNDING SOURCE SUMMARY CHART**

Program	Section 5307	Section 5339	CMAQ	LTF	STA	SB1/SGR	RINS Credits	5310	LCFS Credits	Project Cost
Direct Access						\$1,021,303		\$312,155		\$1,333,458
Fixed Route		\$84,000				\$21,000				\$105,000
Barstow Facility & Yard				\$642,900						\$642,900
Microtransit	\$640,000								\$160,000	\$800,000
Hesperia Facilities & Yard	\$2,031,240	\$144,000			\$2,054,011		\$200,000		\$89,799	\$4,519,050
ZEB Transition			\$2,500,000		\$1,400,000				\$900,000	\$4,800,000
Administration	\$80,000								\$20,000	\$100,000
<b>Total</b>	<b>\$2,751,240</b>	<b>\$228,000</b>	<b>\$2,500,000</b>	<b>\$642,900</b>	<b>\$3,454,011</b>	<b>\$1,042,303</b>	<b>\$200,000</b>	<b>\$312,155</b>	<b>\$1,169,799</b>	<b>\$12,300,408</b>

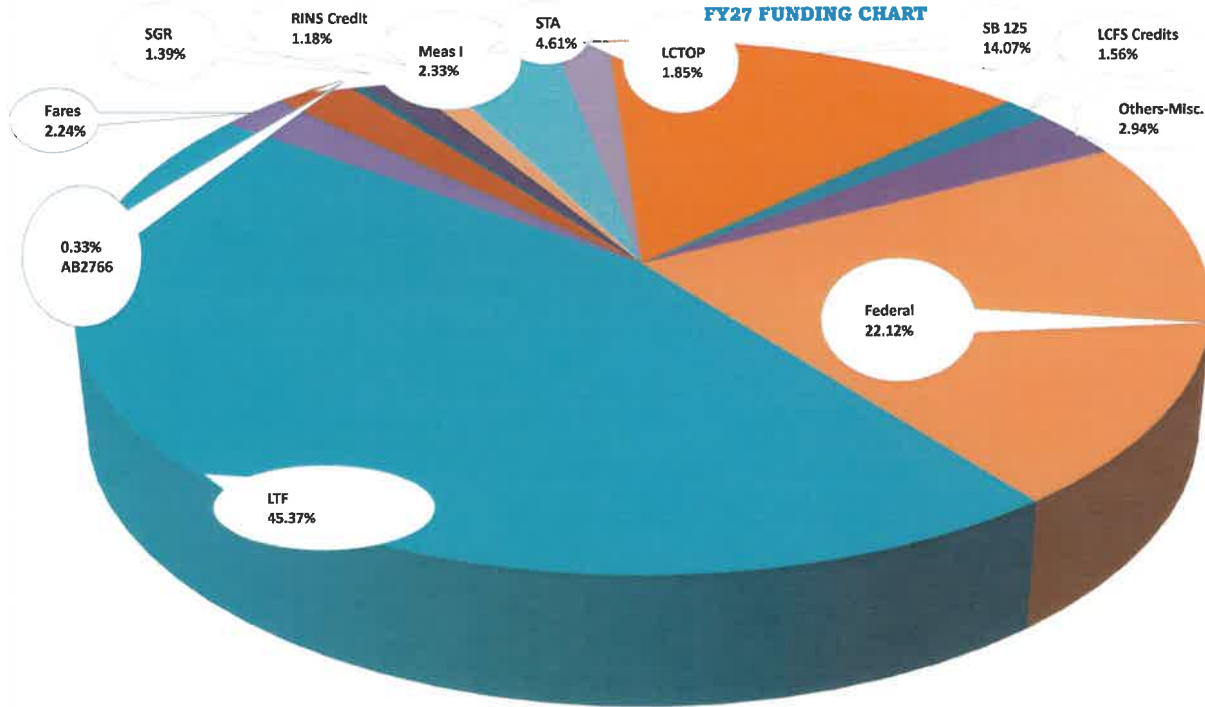
## Revenue Summary

OPERATING REVENUE SUMMARY				
Source	FY 2026/27	FY 2025/26	\$ Change	% Inc/Dec
Section 5307	\$ 9,775,487	\$ 8,929,000	\$ 846,487	
LTF Operating Match	\$ 9,775,487	\$ 8,929,000	\$ 846,487	
Section 5311	\$ 1,005,977	\$ 985,529	\$ 20,448	
LTF	\$ 23,575,846	\$ 23,962,923	\$ (387,077)	
Measure I	\$ 1,748,000	\$ 1,591,400	\$ 156,600	
AB 2766	\$ 250,000	\$ 250,000	\$ -	
LCTOP	\$ 1,388,558	\$ 210,000	\$ 1,178,558	
STA Pop MD (Trip Project Ne	\$ -	\$ 33,687	\$ (33,687)	
CNG Credits	\$ -	\$ 160,000	\$ (160,000)	
RINS Credits	\$ 683,991	\$ -	\$ 683,991	
Passenger Fares	\$ 1,677,787	\$ 2,074,500	\$ (396,713)	
SB 125 Operatting	\$ 10,540,000	\$ 8,178,826	\$ 2,361,174	
Other (Interest/Advertising/M	\$ 2,200,000	\$ 1,448,866	\$ 751,134	
<b>TOTAL Operating Revenue</b>	<b>\$ 62,621,133</b>	<b>\$ 56,753,731</b>	<b>\$ 5,867,402</b>	<b>10%</b>

CAPITAL REVENUE SUMMARY				
Source	FY 2026/27	FY 2025/26	\$ Change	% Inc/Dec
Section 5307	\$ 2,751,240	\$ 2,112,240	\$ 639,000	
Section 5339	\$ 228,000	\$ 80,000	\$ 148,000	
Section 5310	\$ 312,155	\$ -	\$ 312,155	
CMAQ demonstration	\$ 2,500,000	\$ 4,400,000	\$ (1,900,000)	
LTF	\$ 642,900	\$ -	\$ 642,900	
STAF	\$ 3,454,011	\$ 5,436,295	\$ (1,982,284)	
LCFS Credits	\$ 1,169,799	\$ -	\$ 1,169,799	
RINS Credits	\$ 200,000	\$ -	\$ 200,000	
SGR	\$ 1,042,303	\$ 986,991	\$ 55,312	
LCTOP	\$ -	\$ 1,120,175	\$ (1,120,175)	
<b>TOTAL Capital Revenue</b>	<b>\$ 12,300,408</b>	<b>\$ 14,135,701</b>	<b>\$ (1,835,293)</b>	<b>-13%</b>

COMBINED REVENUE SUMMARY				
	FY 2026/27	FY 2025/26	\$ Change	% Inc/Dec
Operating Revenue	\$ 62,621,133	\$ 56,753,731	\$ 5,867,402	
Capital Revenue	\$ 12,300,408	\$ 14,135,701	\$ (1,835,293)	
<b>TOTAL:</b>	<b>\$ 74,921,541</b>	<b>\$ 70,889,432</b>	<b>\$ 4,011,109</b>	<b>5.7%</b>

**FY27 FUNDING CHART**





# ANNUAL OPERATING AND CAPITAL BUDGET

FISCAL YEAR 2026-2027

(DETAIL)

**Final**

Victor Valley Transit Authority  
FY26-27 Budget

DEPT: **COMPLEMENTARY PARATRANSIT**

EXPENSES	FY27 HRS	FY26 HRS	Incr/(Decr)	%	FY27\$	FY26\$	Incr/(Decr)	%	NOTES
Purchased Transportation (Direct Access)	43519	42668	851		\$ 4,336,229	\$ 3,920,722	\$ 415,507		
Purchased Transportation (Subscription)	18155	14000	4,155		\$ 1,808,932	\$ 1,286,464	\$ 522,469		
Purchase Transportation Fixed Costs					\$ 2,910,847	\$ 2,615,214	\$ 295,633		
Fuel					\$ 215,025	\$ 172,007	\$ 43,018		
Brokerage Program	2521	2700	(179)		\$ 50,424	\$ 54,000	\$ (3,576)		
Brokerage Admin Suport					\$ 26,250	\$ 26,036	\$ 214		
Certification Contractor					\$ 44,540	\$ 42,000	\$ 2,540		
Ride-Co IVR					\$ 2,400	\$ -	\$ 2,400		
Misc					\$ 231,257	\$ 214,123	\$ 17,134		
ADA - Software					\$ 48,738	\$ 57,249	\$ (8,511)		
<b>TOTAL</b>	<b>64,195</b>	<b>59,368</b>	<b>4,827</b>	<b>7.5%</b>	<b>\$ 9,674,642</b>	<b>\$ 8,387,814</b>	<b>\$ 1,286,828</b>	<b>15%</b>	

REVENUES	FY27\$	FY26\$	Incr/(Decr)	%	NOTES
FTA 5307 Operating assistance	\$ -	\$ -	\$ -		
LTF Operating Assistance Local Match	\$ -	\$ -	\$ -		
ADA Fares	\$ 255,000	\$ 360,000	\$ (105,000)		
Subscription Fares	\$ 93,787	\$ 110,000	\$ (16,213)		
Brokerage Program	\$ 2,000	\$ 1,500	\$ 500		
LCTOP Free Ride Days	\$ 7,698	\$ 6,500	\$ 1,198		
Measure I	\$ 1,309,600	\$ 1,168,200	\$ 141,400		
<b>TOTAL</b>	<b>\$ 1,668,085</b>	<b>\$ 1,646,200</b>	<b>\$ 21,885</b>	<b>1%</b>	

**NET EXPENSE** \$ 8,006,557 \$ 6,741,614 \$ 1,264,943 19%

SUBSIDIES	FY27\$	FY26\$	Incr/(Decr)	%	NOTES
LTF OPERATING	\$ 8,006,557	\$ 6,741,614	\$ 1,264,943		
<b>TOTAL</b>	<b>\$ 8,006,557</b>	<b>\$ 6,741,614</b>	<b>\$ 1,264,943</b>	<b>18.8%</b>	

CAPITAL PROJECTS

	Funding Sources								FY27	
	Sect. 5307	Sect. 5310	Sect. 5339	CMAQ	LTF	STAF	LCTOP	SB1/SGR	Other	TOTAL
Paratransit Vehicle rplc (8) CalTrans		\$ 312,155						\$ 1,021,303		\$ 1,333,458
										\$ -
										\$ -
										\$ -
<b>TOTAL</b>	\$ -	\$ 312,155	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,021,303	\$ -	\$ 1,333,458

DEPT: **FIXED ROUTE**

EXPENSES	FY27 HRS	FY28 HRS	Incr/(Decr)	%	FY27\$	FY28\$	Incr/(Decr)	%	NOTES
Purchased Transportation (FR)	142,371	140,529	1,842		\$ 14,185,740	\$ 13,057,023	\$ 1,138,717		
Purchase Transportation Fixed Costs					\$ 6,724,253	\$ 6,557,651	\$ 166,602		
Fuel					\$ 1,884,266	\$ 1,310,213	\$ 574,053		
BEB Charge					\$ -	\$ -	\$ -		
Sheriff's Contract					\$ 2,347,104	\$ 2,218,998	\$ 128,106		
Stops and Shelters Maintenance					\$ 205,100	\$ 199,000	\$ 6,100		
Misc					\$ 1,039,585	\$ 1,050,968	\$ (11,383)		
<b>TOTAL</b>	<b>142,371</b>	<b>140,529</b>	<b>1,842</b>	<b>1.3%</b>	<b>\$ 26,396,048</b>	<b>\$ 24,393,853</b>	<b>\$ 2,002,195</b>	<b>8.2%</b>	

REVENUES	FY27\$	FY28\$	Incr/(Decr)	%	NOTES
Fixed Route Fares	\$ 800,000	\$ 825,000	\$ (25,000)		
LCTOP Free Rides K12 & Days	\$ 186,467	\$ 118,900	\$ 67,567		
SB125	\$ 3,800,000	\$ 5,014,126	\$ (1,214,126)		
RINS Credit	\$ 683,991	\$ -	\$ 683,991		
<b>TOTAL</b>	<b>\$ 5,470,458</b>	<b>\$ 5,958,026</b>	<b>\$ (487,568)</b>	<b>-8%</b>	

**NET EXPENSE** \$ 20,925,590 \$ 18,435,827 \$ 2,489,763 14%

SUBSIDIES	FY27\$	FY28\$	Incr/(Decr)	%	NOTES
FTA 5307 Operating Assistance	\$ 9,775,487	\$ 8,929,000	\$ 846,487		
LTF Operating Assistance Match	\$ 9,775,487	\$ -	\$ 9,775,487		
FTA Operating Assistance (Safety & Security)	\$ -	\$ -	\$ -		
Local match SB125	\$ -	\$ -	\$ -		
FTA 5311	\$ 50,000	\$ 48,770	\$ 1,230		
AB2766	\$ 233,000	\$ 233,000	\$ -		
LTF Operating	\$ 1,091,616	\$ 9,225,057	\$ (8,133,441)		
<b>TOTAL</b>	<b>\$ 20,925,590</b>	<b>\$ 18,435,827</b>	<b>\$ 2,489,763</b>	<b>14%</b>	

CAPITAL PROJECTS

	Funding Sources										FY26 TOTAL	
	Sect. 5307	Sect. 5339	CMAQ	LTF	STAF	SB1/SGR	LCTOP	CFI Competitive	SB126	CNG/LCFS Credits		
FTA Operating Assistance (Safety & Security)	\$ 9,775,487	\$ -	\$ -	\$ 9,775,487	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,550,974
Service Vehicles - 3 unleaded	\$ -	\$ 84,000	\$ -	\$ -	\$ -	\$ 21,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 105,000
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>												\$ 19,655,974

Victor Valley Transit Authority  
FY26-27 Budget

DEPT: COUNTY

EXPENSES	FY27 HRS	FY26 HRS	Incr/(Decr)	%	FY27\$	FY26\$	Incr/(Decr)	%	NOTES
Purchased Transportation (Tri-Community)	4,867	3,615	1,252		\$ 485,307	\$ 444,569	\$ 40,738		
Purchased Transportation (Helendale)	4,771	3,353	1,418		\$ 475,778	\$ 412,282	\$ 63,497		
Purchased Transportation (Lucerne Valley)	4,901	3,496	1,405		\$ 488,758	\$ 429,891	\$ 58,868		
Purchased Transportation (Oak Hills)	5,168	3,660	1,508		\$ 515,347	\$ 450,093	\$ 65,254		
Purchase Transportation Fixed Cost					\$ 930,873	\$ 872,293	\$ 58,580		
Fuel					\$ 111,752	\$ 105,477	\$ 6,275		
Misc					\$ 143,915	\$ 139,799	\$ 4,116		
Sheriff Contract					\$ 324,923	\$ 295,169	\$ 29,754		
<b>TOTAL</b>	<b>19,707</b>	<b>14,124</b>	<b>5,583</b>	<b>39.5%</b>	<b>\$ 3,476,653</b>	<b>\$ 3,149,572</b>	<b>\$ 327,082</b>	<b>10%</b>	

REVENUES	FY27\$	FY26\$	Incr/(Decr)	%	NOTES
County Route(s) Fares	\$ 65,000	\$ 95,000	\$ (30,000)		
LCTOP Free Rides	\$ 3,489	\$ 18,000	\$ (14,511)		
SB125	\$ -	\$ 229,950	\$ (229,950)		
LCTOP - Free Rides K-12	\$ 22,325	\$ 3,000	\$ 19,325		
<b>TOTAL</b>	<b>\$ 90,814</b>	<b>\$ 345,950</b>	<b>\$ (255,136)</b>	<b>-74%</b>	
<b>NET EXPENSE</b>	<b>\$ 3,385,839</b>	<b>\$ 2,803,622</b>	<b>\$ 582,218</b>	<b>21%</b>	

SUBSIDIES	FY27\$	FY26\$	Incr/(Decr)	%	NOTES
FTA 5307	\$ -	\$ -	\$ -		
FTA 5311	\$ 497,146	\$ 487,918	\$ 9,228		
LTF CAP MATCH	\$ -	\$ -	\$ -		
LTF OPERATING	\$ 2,888,693	\$ 2,315,704	\$ 572,989		
<b>TOTAL</b>	<b>\$ 3,385,839</b>	<b>\$ 2,803,622</b>	<b>\$ 582,217</b>	<b>21%</b>	

CAPITAL PROJECTS

	Funding Sources								FY26
	Sect. 5307	Sect. 5310	Sect. 5339	CMAQ	LTF	STAF	LCTOP	Other	TOTAL
									\$ -
									\$ -
									\$ -
									\$ -
<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

DEPT: **BARSTOW DIVISION**

EXPENSES	FY27 HRS	FY26 HRS	Incr/(Decr)	%	FY27\$	FY26\$	Incr/(Decr)	%	NOTES
Purchased Transportation	47,537	34,641	12,896		\$ 4,739,448	\$ 4,216,607	\$ 522,841		
Purchase Transportation Fixed Cost					\$ 2,244,987	\$ 2,117,714	\$ 127,273		
Fuel					\$ 322,007	\$ 325,849	\$ (3,842)		
Facilities					\$ 150,000	\$ 195,000	\$ (45,000)		
Certification Contractor					\$ 7,460	\$ 42,000	\$ (34,540)		
Miscellaneous Expenses					\$ 270,137	\$ 265,641	\$ 4,496		
ADA Software					\$ 8,163	\$ 7,158	\$ 1,005		
Sheriff Contract					\$ 426,265	\$ 398,221	\$ 28,044		
<b>TOTAL</b>	<b>47,537</b>	<b>34,641</b>	<b>12,896</b>	<b>27.1%</b>	<b>\$ 8,168,467</b>	<b>\$ 7,568,190</b>	<b>\$ 600,277</b>	<b>8%</b>	

REVENUES	FY27\$	FY26\$	Incr/(Decr)	%	NOTES
Passenger Fares (BAT)	\$ 118,000	\$ 150,000	\$ (32,000)		
CNG/LNG Revenue	\$ -	\$ 198,866	\$ (198,866)		
SB125	\$ 5,240,000	\$ 1,791,000	\$ 3,449,000		
LCTOP Free Rides and K-12	\$ 54,004	\$ 13,600	\$ 40,404		
CNG Credits	\$ -	\$ 160,000	\$ (160,000)		
<b>TOTAL</b>	<b>\$ 5,412,004</b>	<b>\$ 348,866</b>	<b>\$ 5,063,138</b>	<b>1451%</b>	
<b>NET EXPENSE</b>	<b>\$ 2,756,463</b>	<b>\$ 7,219,324</b>	<b>\$ (4,462,861)</b>	<b>-62%</b>	

SUBSIDIES	FY27\$	FY26\$	Incr/(Decr)	%	NOTES
FTA 5311	\$ 458,831	\$ 448,841	\$ 9,990		
Measure I	\$ 228,400	\$ 223,200	\$ 5,200		
FTA Operating Assistance ARP	\$ -	\$ -	\$ -		
AB2766	\$ 17,000	\$ 17,000	\$ -		\$ -
LTF OPERATING	\$ 2,052,233	\$ 6,530,283	\$ (4,478,050)		
<b>TOTAL</b>	<b>\$ 2,756,464</b>	<b>\$ 7,219,324</b>	<b>\$ (4,462,860)</b>	<b>-62%</b>	

CAPITAL PROJECTS NOTES

	Funding Sources							FY27	
	Sect. 5307	Sect. 5339	CMAQ	LTF	STAF	SB1/SGR	CFI Competitive	SB125	TOTAL
Bus facility capital lease (Barstow)				\$ 642,900	\$ -				\$ 642,900
					\$ -				\$ -
									\$ -
									\$ -
<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ 642,900	\$ -	\$ -	\$ -	\$ -	\$ 642,900

DEPT: **INTERCITY ROUTES**

EXPENSES	FY27 HRS	FY26 HRS	Incr/(Decr)	%	FY27\$	FY26\$	Incr/(Decr)	%	NOTES
Purchased Transportation	8,894	8,894	-		\$ 1,095,632	\$ 817,870	\$ 277,762		
Purchase Transportation Fixed Costs					\$ 518,980	\$ 410,760	\$ 108,220		
Sherrif Contract					\$ 176,922	\$ 138,994	\$ 37,928		
Fuel					\$ 80,236	\$ 118,073	\$ (37,837)		
Misc Allocation					\$ 130,485	\$ 65,832	\$ 64,653		
<b>TOTAL</b>	<b>8,894</b>	<b>8,894</b>	<b>-</b>	<b>0.0%</b>	<b>\$ 2,002,255</b>	<b>\$ 1,551,529</b>	<b>\$ 450,726</b>	<b>29%</b>	

REVENUES	FY27\$	FY26\$	Incr/(Decr)	%	NOTES
Intercity Fares	\$ 155,000	\$ 160,000	\$ (5,000)		
SB125	\$ 1,500,000	\$ 202,327	\$ 1,297,673		
LCTOP Free Rides	\$ 1,945	\$ 6,000	\$ (4,055)		
<b>TOTAL</b>	<b>\$ 1,656,945</b>	<b>\$ 368,327</b>	<b>\$ 1,288,618</b>	<b>350%</b>	

**NET EXPENSE** \$ 345,310 \$ 1,183,202 \$ (837,892) -71%

SUBSIDIES	FY27\$	FY26\$	Incr/(Decr)	%	NOTES
CMAQ Demonstration Grant	\$ -	\$ -	\$ -		
FTA 5307 Operating Assistance / ARP	\$ -	\$ -	\$ -		
LTF CAP MATCH	\$ -	\$ -	\$ -		
LTF OPERATING	\$ 345,310	\$ 1,141,759	\$ (796,449)		
<b>TOTAL</b>	<b>\$ 345,310</b>	<b>\$ 1,141,759</b>	<b>\$ (796,449)</b>	<b>-70%</b>	

**CAPITAL PROJECTS**

	Funding Sources							FY27 TOTAL
	Sect. 5307	Sect. 5339	CMAQ	LTF	STAF	LCTOP	FTA - ARP	
	\$ -			\$ -				\$ -
								\$ -
								\$ -
								\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

DEPT:

**COMMUTER ROUTES**

EXPENSES	FY26 HRS	FY26 HRS	Incr/(Decr)	%	FY27\$	FY26\$	Incr/(Decr)	%	NOTES
Purchased Transportation (Ft. Irwin )	3,764	3,737	27		\$ 374,734	\$ 333,155	\$ 41,579		
Purchase Transportation Fixed Costs					\$ 177,504	\$ 167,321	\$ 10,183		
Fuel					\$ 80,000	\$ 94,380	\$ (14,380)		
Sheriff Contract					\$ 61,958	\$ 56,619	\$ 5,339		
Misc					\$ 26,989	\$ 26,815	\$ 174		
<b>TOTAL</b>	<b>3,764</b>	<b>3,737</b>	<b>27</b>	<b>0.7%</b>	<b>\$ 721,186</b>	<b>\$ 678,290</b>	<b>\$ 42,896</b>	<b>6%</b>	

REVENUES	FY27\$	FY26\$	Incr/(Decr)	%	NOTES
Ft. Irwin Passenger Fares	\$ 180,000	\$ 400,000	\$ (220,000)		
Ft. Irwin On Base Shuttle Fee	\$ -	\$ 48,000	\$ (48,000)		
SB125	\$ -	\$ 70,078	\$ (70,078)		
LCTOP Free Ride	\$ -	\$ 2,000	\$ (2,000)		
<b>TOTAL</b>	<b>\$ 180,000</b>	<b>\$ 520,078</b>	<b>\$ (340,078)</b>	<b>-66%</b>	

**NET EXPENSE \$ 541,186 \$ 158,212 \$ 382,974 242%**

SUBSIDIES	FY27\$	FY26\$	Incr/(Decr)	%	NOTES
LTF OPERATING	\$ 541,186	\$ 530,559	\$ 10,627		
<b>TOTAL</b>	<b>\$ 541,186</b>	<b>\$ 530,559</b>	<b>\$ 10,627</b>		

**CAPITAL PROJECTS**

	Funding Sources									FY26
	Sect. 5307	Sect. 5316	Sect. 5317	Sect. 5339	CMAQ	LTF	STAF	Prop 1B	Other	TOTAL
										\$ -
										\$ -
										\$ -
										\$ -
<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

DEPT: **Micro Transit**

EXPENSES	FY26 HRS	FY26 HRS	Incr/(Decr)	%	FY27\$	FY26\$	Incr/(Decr)	%	NOTES
Trips	20,845	15,348	5,497		\$ 2,076,996	\$ 1,410,328	\$ 666,668		
Purchase Transportation Fixed Routes					\$ 813,105	\$ 708,311	\$ 104,794		
Fuel					\$ 55,000	\$ 46,099	\$ 8,901		
ADA Software					\$ 20,599	\$ 20,593	\$ 6		
Marketing					\$ -	\$ 30,000	\$ (30,000)		
Miscellaneous Expenses					\$ -	\$ 57,994	\$ (57,994)		
Admin Support					\$ 78,750	\$ 78,104	\$ 646		
<b>TOTAL</b>	<b>20,845</b>	<b>15,348</b>	<b>5,497</b>	<b>0.0%</b>	<b>\$ 3,044,460</b>	<b>\$ 2,351,429</b>	<b>\$ 693,021</b>	<b>29%</b>	

REVENUES	FY27\$	FY26\$	Incr/(Decr)	%	NOTES
Passenger Fares	\$ 9,000	\$ 20,000	\$ (11,000)		
LCTOP Free Ride - K12	\$ 24,073	\$ -	\$ 24,073		
SB125	\$ -	\$ 1,016,000	\$ (1,016,000)		
<b>TOTAL</b>	<b>\$ 33,073</b>	<b>\$ 1,036,000</b>	<b>\$ (1,002,927)</b>		

<b>NET EXPENSE</b>	<b>\$ 3,011,377</b>	<b>\$ 1,315,429</b>	<b>\$ 1,695,948</b>	<b>29%</b>
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SUBSIDIES	FY27\$	FY26\$	Incr/(Decr)	%	NOTES
LTF OPERATING	\$ 3,011,377	\$ 1,933,802	\$ 1,077,575		
<b>TOTAL</b>	<b>\$ 3,011,377</b>	<b>\$ 1,933,802</b>	<b>\$ 1,077,575</b>		

**CAPITAL PROJECTS**

	Funding Sources								FY27 TOTAL	
	Sect. 5307	Sect. 5316	Sect. 5317	Sect. 5339	CMAQ	LTF	STAF	SGR		LCFS Credits
Microlink Vans (4) - Expansion	\$ 640,000					\$ -		\$ -	\$ 160,000	\$ 800,000
										\$ -
<b>TOTAL</b>	<b>\$ 640,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 160,000</b>	<b>\$ 800,000</b>

Victor Valley Transit Authority  
 FY26-27 Budget

DEPT: **VANPOOLS**

EXPENSES	FY27 Vans	FY26 Vans	Incr/(Decr)	%	FY27\$	FY26\$	Incr/(Decr)	%	NOTES
Lease Subsidies	260	220	40		\$ 1,905,600	\$ 1,584,000	\$ 321,600		
Web Based Reporting System					\$ 30,000	\$ 34,000	\$ (4,000)		
Marketing					\$ 20,000	\$ 30,000	\$ (10,000)		
Development/Management					\$ 3,000	\$ 2,000	\$ 1,000		
Administrative/Technical support					\$ 295,261	\$ 284,483	\$ 10,778		
<b>TOTAL</b>	<b>260</b>	<b>220</b>	<b>18%</b>		<b>\$ 2,253,861</b>	<b>\$ 1,934,483</b>	<b>\$ 319,378</b>	<b>16.5%</b>	

REVENUES	FY27\$	FY26\$	Incr/(Decr)	%	NOTES
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>NET EXPENSE</b>	<b>\$ 2,253,861</b>	<b>\$ 1,934,483</b>	<b>\$ 319,378</b>	<b>17%</b>	

SUBSIDIES	FY25\$	FY26\$	Incr/(Decr)	%	NOTES
LTF OPERATING	\$ 1,205,303	\$ 1,934,483	\$ (729,180)		
LCTOP	\$ 1,048,558	\$ -			
<b>TOTAL</b>	<b>\$ 2,253,861</b>	<b>\$ 1,934,483</b>	<b>\$ 319,378</b>	<b>17%</b>	

CAPITAL PROJECTS

	Funding Sources						FY27 TOTAL
	Sect. 5307	Sect. 5339	CMAQ	LTF	STAF	LCTOP	
							\$ -
							\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Victor Valley Transit Authority  
FY26-27 Budget

DEPT:

CTSA

EXPENSES	FY27\$	FY26\$	Incr/(Decr)	%	NOTES
Program Management	\$ 478,205	\$ 445,708	\$ 32,497		
Advertising/Marketing	\$ 20,000	\$ 30,000	\$ (10,000)		
Training and Professional Development	\$ 20,000	\$ 40,000	\$ (20,000)		
Legal Services	\$ 500	\$ 500	\$ -		
Transit Ambassador Program	\$ -	\$ 1,500	\$ (1,500)		
TRIP Program (Urban)	\$ 320,000	\$ 260,000	\$ 60,000		
TRIP Program (Non-Urban)	\$ 10,000	\$ 10,000	\$ -		
Veterans Transportation Program	\$ -	\$ 1,000	\$ (1,000)		
Travel Training Program	\$ 20,000	\$ -	\$ 20,000		
Big River	\$ 15,000	\$ 20,000	\$ (5,000)		
Trona	\$ 40,000	\$ 40,000	\$ -		
Nonprofit Agency Transit Fare Scholarship	\$ 40,000	\$ 40,000	\$ -		
TRIP Program - (Needles)	\$ 40,074	\$ 40,074	\$ -		
<b>TOTAL</b>	<b>\$ 1,003,779</b>	<b>\$ 928,782</b>	<b>\$ 74,997</b>	<b>8%</b>	

REVENUES	FY27\$	FY26\$	Incr/(Decr)	%	NOTES
			\$ -		
			\$ -		
			\$ -		
			\$ -		
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		

<b>NET EXPENSE</b>	<b>\$ 1,003,779</b>	<b>\$ 928,782</b>	<b>\$ 74,997</b>	<b>8%</b>
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SUBSIDIES	FY27\$	FY26\$	Incr/(Decr)	%	NOTES
STA Pop MD (Trip Project Needles)	\$ -	\$ -	\$ -		
Mt. Measure I	\$ 10,000	\$ 10,000	\$ -		
Measure I	\$ 200,000	\$ 200,000	\$ -		
LCTOP	\$ 40,000	\$ 40,000	\$ -		
LTF	\$ 753,779	\$ 611,225	\$ 142,554		
<b>TOTAL</b>	<b>\$ 1,003,779</b>	<b>\$ 861,225</b>	<b>\$ 142,554</b>	<b>17%</b>	

CAPITAL PROJECTS

	Funding Sources							FY27
	Sect. 5307	Sect. 5339	CMAQ	LTF	STAF	LCTOP	LCFS / RINS Credits	TOTAL
								\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Victor Valley Transit Authority  
FY26-27 Budget

DEPT: **FACILITIES**

<b>EXPENSES</b>		<b>FY27\$</b>	<b>FY26\$</b>	<b>Incr/(Decr)</b>	<b>%</b>	<b>NOTES</b>
<b>FUEL YARD</b>	Maintenance/Operation of CNG Station	\$ 15,000	\$ 75,000	\$ (60,000)		
		\$ -	\$ -	\$ -		
<b>FACILITIES</b>	Property Insurance	\$ 130,000	\$ 126,210	\$ 3,790		
	Facility Misc. Maintenance & Repairs	\$ 100,000	\$ 130,000	\$ (30,000)		
	D Street Victorville Transit Center	\$ 85,000	\$ 85,000	\$ -		
	Chargers Warranty	\$ -	\$ 95,000	\$ (95,000)		
	Electricity	\$ 195,000	\$ 215,000	\$ (20,000)		
	Water	\$ 30,000	\$ 25,000	\$ 5,000		
	Waste	\$ 2,500	\$ 2,300	\$ 200		
	Gas	\$ 51,000	\$ 81,000	\$ (30,000)		
	<b>TOTAL</b>	<b>\$ 608,500</b>	<b>\$ 834,510</b>	<b>\$ (226,010)</b>	<b>-27%</b>	

<b>REVENUES</b>		<b>FY27\$</b>	<b>FY26\$</b>	<b>Incr/(Decr)</b>	<b>%</b>	<b>NOTES</b>
	<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
	<b>NET EXPENSE</b>	<b>\$ 608,500</b>	<b>\$ 834,510</b>	<b>\$ (226,010)</b>	<b>-27%</b>	

<b>SUBSIDIES</b>		<b>FY27\$</b>	<b>FY26\$</b>	<b>Incr/(Decr)</b>	<b>%</b>	<b>NOTES</b>
	LTF OPERATING	\$ 608,500	\$ 834,510	\$ (226,010)		
	<b>TOTAL</b>	<b>\$ 608,500</b>	<b>\$ 834,510</b>	<b>\$ (226,010)</b>	<b>-27%</b>	

**CAPITAL PROJECTS**

	Funding Sources							FY26
	Sect. 5307	Sect. 5339	CMAQ	LTF	STAF	LCFS Credits	RINS Credit	TOTAL
Bus facility capital lease (Hsp)	\$ 1,231,240				\$ 228,011	\$ 79,799		\$ 1,539,050
Garage and Shop Equipment		\$ 104,000			\$ 26,000			\$ 130,000
Hesperia Transfer Hub (Stacked funding)	\$ 800,000						\$ 200,000	\$ 1,000,000
Security Cameras		\$ 40,000				\$ 10,000		\$ 50,000
Shop Hydrogen Retrofit					\$ 1,800,000			\$ 1,800,000
								\$ -
								\$ -
								\$ -
<b>TOTAL</b>	<b>\$ 2,031,240</b>	<b>\$ 144,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,054,011</b>	<b>\$ 89,799</b>	<b>\$ 200,000</b>	<b>\$ 4,519,050</b>

DEPT:

**ADMINISTRATION**

EXPENSES	FY27\$	FY26\$	Incr/(Decr)	%	NOTES
Salaries	\$ 3,267,494	\$ 2,998,405	\$ 269,089		
Benefits	\$ 1,104,350	\$ 1,083,750	\$ 20,600		
Contract Services	\$ 60,055	\$ 79,100	\$ (19,045)		
I.T. Services	\$ 481,040	\$ 453,340	\$ 27,700		
Office Expense	\$ 81,555	\$ 70,800	\$ 10,755		
Marketing	\$ 30,000	\$ 60,000	\$ (30,000)		
Public Liability Insurance	\$ 47,200	\$ 48,540	\$ (1,340)		
Professional Development	\$ 89,079	\$ 89,079	\$ -		
Dues and Subscriptions	\$ 103,890	\$ 89,865	\$ 14,025		
Miscellaneous Expense	\$ 2,400	\$ 2,400	\$ -		
<b>TOTAL</b>	<b>\$ 5,267,063</b>	<b>\$ 4,975,279</b>	<b>\$ 291,784</b>	<b>5.9%</b>	

REVENUES	FY27\$	FY26\$	Incr/(Decr)	%	NOTES
Interest Income/Advertising/Others	\$ 2,200,000	\$ 1,250,000	\$ 950,000		
<b>TOTAL</b>	<b>\$ 2,200,000</b>	<b>\$ 1,250,000</b>	<b>\$ 950,000</b>		
<b>NET EXPENSE</b>	<b>\$ 3,067,063</b>	<b>\$ 3,725,279</b>	<b>\$ (658,216)</b>	<b>-17.7%</b>	

SUBSIDIES	FY27\$	FY26\$	Incr/(Decr)	%	NOTES
LTF OPERATING	\$ 3,067,063	\$ 3,725,279	\$ (658,216)		
<b>TOTAL</b>	<b>\$ 3,067,063</b>	<b>\$ 3,725,279</b>	<b>\$ (658,216)</b>	<b>-17.7%</b>	

CAPITAL PROJECTS	Funding Sources							FY26 TOTAL	NOTES
	Sect. 5307	Sect. 5339	CMAQ	LTF	STAF	LCFS Credits	CNG/LCFS Credits		
IT upgrades/rpic computers & servers	\$ 80,000					\$ 20,000	\$ -	\$ 100,000	
								\$ -	
								\$ -	
								\$ -	
<b>TOTAL</b>	<b>\$ 80,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>	

75

**Pay Range of FY2027**  
**Effective July 1, 2026 to June 30, 2027**

Job Title	Grade	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum	Hourly Minimum	Hourly Midpoint	Hourly Maximum
Accounting Manager	115	\$ 101,751.34	\$ 119,397.83	\$ 137,044.31	\$ 8,479.28	\$ 9,949.82	\$ 11,420.36	\$ 48.92	\$ 57.40	\$ 65.89
Accounts Payable / Payroll Specialist	111	\$ 74,790.28	\$ 87,760.97	\$ 100,731.66	\$ 6,232.52	\$ 7,313.41	\$ 8,394.30	\$ 35.96	\$ 42.19	\$ 48.43
Chief Executive Officer	123	\$ 223,881.32	\$ 262,708.50	\$ 301,535.68	\$ 18,656.78	\$ 21,892.38	\$ 25,127.97	\$ 107.64	\$ 126.30	\$ 144.97
Chief Financial Officer	121	\$ 176,981.28	\$ 207,674.70	\$ 238,368.13	\$ 14,748.44	\$ 17,306.23	\$ 19,864.01	\$ 85.09	\$ 99.84	\$ 114.60
Chief Maintenance Officer	120	\$ 160,892.07	\$ 188,795.19	\$ 216,698.30	\$ 13,407.67	\$ 15,732.93	\$ 18,058.19	\$ 77.35	\$ 90.77	\$ 104.18
Clerk of the Board/Executive Assistant	113	\$ 87,235.38	\$ 102,364.39	\$ 117,493.40	\$ 7,269.61	\$ 8,530.37	\$ 9,791.12	\$ 41.94	\$ 49.21	\$ 56.49
Contract Compliance	112	\$ 80,773.50	\$ 94,781.84	\$ 108,790.19	\$ 6,731.12	\$ 7,898.49	\$ 9,065.85	\$ 38.83	\$ 45.57	\$ 52.30
CTSA Program Manager	112	\$ 80,773.50	\$ 94,781.84	\$ 108,790.19	\$ 6,731.12	\$ 7,898.49	\$ 9,065.85	\$ 38.83	\$ 45.57	\$ 52.30
Customer Service	103	\$ 50,621.00	\$ 59,400.08	\$ 68,179.15	\$ 4,218.42	\$ 4,950.01	\$ 5,681.60	\$ 24.34	\$ 28.56	\$ 32.78
Director of Operations	120	\$ 160,892.07	\$ 188,795.19	\$ 216,698.30	\$ 13,407.67	\$ 15,732.93	\$ 18,058.19	\$ 77.35	\$ 90.77	\$ 104.18
Financial Analyst - Grants	111	\$ 74,790.28	\$ 87,760.97	\$ 100,731.66	\$ 6,232.52	\$ 7,313.41	\$ 8,394.30	\$ 35.96	\$ 42.19	\$ 48.43
Fleet & Facilities Manager	118	\$ 132,968.66	\$ 156,029.08	\$ 179,089.50	\$ 11,080.72	\$ 13,002.42	\$ 14,924.13	\$ 63.93	\$ 75.01	\$ 86.10
Senior Fleet & Facilities Analyst	113	\$ 87,235.38	\$ 102,364.39	\$ 117,493.40	\$ 7,269.61	\$ 8,530.37	\$ 9,791.12	\$ 41.94	\$ 49.21	\$ 56.49
Fleet & Facilities Analyst	109	\$ 67,836.98	\$ 79,601.78	\$ 91,366.58	\$ 5,653.08	\$ 6,633.48	\$ 7,613.88	\$ 32.61	\$ 38.27	\$ 43.93
Fleet & Facilities Assistant	103	\$ 50,621.00	\$ 59,400.08	\$ 68,179.15	\$ 4,218.42	\$ 4,950.01	\$ 5,681.60	\$ 24.34	\$ 28.56	\$ 32.78
Grants Analyst	111	\$ 74,790.28	\$ 87,760.97	\$ 100,731.66	\$ 6,232.52	\$ 7,313.41	\$ 8,394.30	\$ 35.96	\$ 42.19	\$ 48.43
Grants Assistant	107	\$ 61,530.14	\$ 72,201.16	\$ 82,872.18	\$ 5,127.51	\$ 6,016.76	\$ 6,906.02	\$ 29.58	\$ 34.71	\$ 39.84
Grants Manager	114	\$ 94,214.21	\$ 110,553.54	\$ 126,892.88	\$ 7,851.18	\$ 9,212.80	\$ 10,574.41	\$ 45.30	\$ 53.15	\$ 61.01
Lead Customer Service	107	\$ 61,530.14	\$ 72,201.16	\$ 82,872.18	\$ 5,127.51	\$ 6,016.76	\$ 6,906.02	\$ 29.58	\$ 34.71	\$ 39.84
Maintenance Admin Assistant	107	\$ 61,530.14	\$ 72,201.16	\$ 82,872.18	\$ 5,127.51	\$ 6,016.76	\$ 6,906.02	\$ 29.58	\$ 34.71	\$ 39.84
Marketing Assistant	106	\$ 58,600.14	\$ 68,763.01	\$ 78,925.89	\$ 4,883.34	\$ 5,730.25	\$ 6,577.16	\$ 28.17	\$ 33.06	\$ 37.95
Operations Manager	113	\$ 87,235.38	\$ 102,364.39	\$ 117,493.40	\$ 7,269.61	\$ 8,530.37	\$ 9,791.12	\$ 41.94	\$ 49.21	\$ 56.49
Procurement Manager	116	\$ 109,891.45	\$ 128,949.65	\$ 148,007.85	\$ 9,157.62	\$ 10,745.80	\$ 12,333.99	\$ 52.83	\$ 62.00	\$ 71.16
Procurement Supervisor	112	\$ 80,773.50	\$ 94,781.84	\$ 108,790.19	\$ 6,731.12	\$ 7,898.49	\$ 9,065.85	\$ 38.83	\$ 45.57	\$ 52.30
Program Coordinator - Operations	109	\$ 67,836.98	\$ 79,601.78	\$ 91,366.58	\$ 5,653.08	\$ 6,633.48	\$ 7,613.88	\$ 32.61	\$ 38.27	\$ 43.93
Purchasing Technician	107	\$ 61,530.14	\$ 72,201.16	\$ 82,872.18	\$ 5,127.51	\$ 6,016.76	\$ 6,906.02	\$ 29.58	\$ 34.71	\$ 39.84
Senior Accountant	113	\$ 87,235.38	\$ 102,364.39	\$ 117,493.40	\$ 7,269.61	\$ 8,530.37	\$ 9,791.12	\$ 41.94	\$ 49.21	\$ 56.49
Senior Marketing Manager/PIO	117	\$ 120,880.60	\$ 141,844.62	\$ 162,808.64	\$ 10,073.38	\$ 11,820.38	\$ 13,567.39	\$ 58.12	\$ 68.19	\$ 78.27
Senior Route Planner	114	\$ 94,214.21	\$ 110,553.54	\$ 126,892.88	\$ 7,851.18	\$ 9,212.80	\$ 10,574.41	\$ 45.30	\$ 53.15	\$ 61.01
Systems Administrator	115	\$ 101,751.34	\$ 119,397.83	\$ 137,044.31	\$ 8,479.28	\$ 9,949.82	\$ 11,420.36	\$ 48.92	\$ 57.40	\$ 65.89
Transit Information Clerk	102	\$ 48,210.48	\$ 56,571.50	\$ 64,932.52	\$ 4,017.54	\$ 4,714.29	\$ 5,411.04	\$ 23.18	\$ 27.20	\$ 31.22
Vanpool Administrator	111	\$ 74,790.28	\$ 87,760.97	\$ 100,731.66	\$ 6,232.52	\$ 7,313.41	\$ 8,394.30	\$ 35.96	\$ 42.19	\$ 48.43
Planning Analyst	109	\$ 67,836.98	\$ 79,601.78	\$ 91,366.58	\$ 5,653.08	\$ 6,633.48	\$ 7,613.88	\$ 32.61	\$ 38.27	\$ 43.93
Human Resources Specialist	111	\$ 74,790.28	\$ 87,760.97	\$ 100,731.66	\$ 6,232.52	\$ 7,313.41	\$ 8,394.30	\$ 35.96	\$ 42.19	\$ 48.43
Senior Human Resources Manager	117	\$ 120,880.60	\$ 141,844.62	\$ 162,808.64	\$ 10,073.38	\$ 11,820.38	\$ 13,567.39	\$ 58.12	\$ 68.19	\$ 78.27

Note: CPI and Merit increase FY27 will be effective the first full pay cycle in FY2027

Board Signature - Chairman: \_\_\_\_\_

Approval Date: 06/15/2026 \_\_\_\_\_

Attest: Clerk of the Board: \_\_\_\_\_

Date: 06/15/2026 \_\_\_\_\_

VVTA Salary Range (Grade and Step) - FY2027 (Effective July 1, 2026 - June 30, 2027)

CPI Increase: 2.9%

Grade	Minimum	Midpoint	Maximum	Step 1	Step 1.5	Step 2	Step 2.5	Step 3	Step 3.5	Step 4	Step 4.5	Step 5	Step 5.5	Step 6
101	\$ 45,914.74	\$ 53,877.62	\$ 61,840.50	\$ 45,914.74	\$ 46,603.46	\$ 47,302.51	\$ 48,012.05	\$ 48,732.23	\$ 49,463.22	\$ 50,205.16	\$ 50,958.24	\$ 51,722.62	\$ 52,498.46	\$ 53,285.93
102	\$ 48,210.48	\$ 56,571.50	\$ 64,932.52	\$ 48,210.48	\$ 48,933.64	\$ 49,667.64	\$ 50,412.65	\$ 51,168.84	\$ 51,936.38	\$ 52,715.42	\$ 53,506.15	\$ 54,308.75	\$ 55,123.38	\$ 55,950.23
103	\$ 50,621.00	\$ 59,400.08	\$ 68,179.15	\$ 50,621.00	\$ 51,380.32	\$ 52,151.02	\$ 52,933.29	\$ 53,727.29	\$ 54,533.20	\$ 55,351.19	\$ 56,181.46	\$ 57,024.18	\$ 57,879.55	\$ 58,747.74
104	\$ 53,152.05	\$ 62,370.08	\$ 71,588.11	\$ 53,152.05	\$ 53,949.33	\$ 54,758.57	\$ 55,579.95	\$ 56,413.65	\$ 57,259.86	\$ 58,118.75	\$ 58,990.54	\$ 59,875.39	\$ 60,773.52	\$ 61,685.13
105	\$ 55,809.66	\$ 65,488.58	\$ 75,167.51	\$ 55,809.66	\$ 56,646.80	\$ 57,496.50	\$ 58,358.95	\$ 59,234.33	\$ 60,122.85	\$ 61,024.69	\$ 61,940.06	\$ 62,869.16	\$ 63,812.20	\$ 64,769.38
106	\$ 58,600.14	\$ 68,763.01	\$ 78,925.89	\$ 58,600.14	\$ 59,479.14	\$ 60,371.33	\$ 61,276.90	\$ 62,196.05	\$ 63,128.99	\$ 64,075.93	\$ 65,037.07	\$ 66,012.62	\$ 67,002.81	\$ 68,007.85
107	\$ 61,530.14	\$ 72,201.16	\$ 82,872.18	\$ 61,530.14	\$ 62,453.10	\$ 63,389.89	\$ 64,340.74	\$ 65,305.85	\$ 66,285.44	\$ 67,279.72	\$ 68,288.92	\$ 69,313.25	\$ 70,352.95	\$ 71,408.25
108	\$ 64,606.65	\$ 75,811.22	\$ 87,015.79	\$ 64,606.65	\$ 65,575.75	\$ 66,559.39	\$ 67,557.78	\$ 68,571.15	\$ 69,599.71	\$ 70,643.71	\$ 71,703.36	\$ 72,778.91	\$ 73,870.60	\$ 74,978.66
109	\$ 67,836.98	\$ 79,601.78	\$ 91,366.58	\$ 67,836.98	\$ 68,854.54	\$ 69,887.36	\$ 70,935.67	\$ 71,999.70	\$ 73,079.70	\$ 74,175.89	\$ 75,288.53	\$ 76,417.86	\$ 77,564.13	\$ 78,727.59
110	\$ 71,228.83	\$ 83,581.87	\$ 95,934.91	\$ 71,228.83	\$ 72,297.27	\$ 73,381.73	\$ 74,482.45	\$ 75,599.69	\$ 76,733.68	\$ 77,884.69	\$ 79,052.96	\$ 80,238.75	\$ 81,442.33	\$ 82,663.97
111	\$ 74,790.28	\$ 87,760.97	\$ 100,731.66	\$ 74,790.28	\$ 75,912.13	\$ 77,050.81	\$ 78,206.57	\$ 79,379.67	\$ 80,570.37	\$ 81,778.92	\$ 83,005.61	\$ 84,250.69	\$ 85,514.45	\$ 86,797.17
112	\$ 80,773.50	\$ 94,781.84	\$ 108,790.19	\$ 80,773.50	\$ 81,985.10	\$ 83,214.88	\$ 84,463.10	\$ 85,730.05	\$ 87,016.00	\$ 88,321.24	\$ 89,646.06	\$ 90,990.75	\$ 92,355.61	\$ 93,740.94
113	\$ 87,235.38	\$ 102,364.39	\$ 117,493.40	\$ 87,235.38	\$ 88,543.91	\$ 89,872.07	\$ 91,220.15	\$ 92,588.45	\$ 93,977.28	\$ 95,386.94	\$ 96,817.74	\$ 98,270.01	\$ 99,744.06	\$ 101,240.22
114	\$ 94,214.21	\$ 110,553.54	\$ 126,892.88	\$ 94,214.21	\$ 95,627.42	\$ 97,061.83	\$ 98,517.76	\$ 99,995.53	\$ 101,495.46	\$ 103,017.89	\$ 104,563.16	\$ 106,131.61	\$ 107,723.58	\$ 109,339.43
115	\$ 101,751.34	\$ 119,397.83	\$ 137,044.31	\$ 101,751.34	\$ 103,277.61	\$ 104,826.78	\$ 106,399.18	\$ 107,995.17	\$ 109,615.10	\$ 111,259.32	\$ 112,928.21	\$ 114,622.14	\$ 116,341.47	\$ 118,086.59
116	\$ 109,891.45	\$ 128,949.65	\$ 148,007.85	\$ 109,891.45	\$ 111,539.82	\$ 113,212.92	\$ 114,911.11	\$ 116,634.78	\$ 118,384.30	\$ 120,160.07	\$ 121,962.47	\$ 123,791.91	\$ 125,648.78	\$ 127,533.52
117	\$ 120,880.60	\$ 141,844.62	\$ 162,808.64	\$ 120,880.60	\$ 122,693.81	\$ 124,534.21	\$ 126,402.23	\$ 128,298.26	\$ 130,222.73	\$ 132,176.07	\$ 134,158.72	\$ 136,171.10	\$ 138,213.66	\$ 140,286.87
118	\$ 132,968.66	\$ 156,029.08	\$ 179,089.50	\$ 132,968.66	\$ 134,963.19	\$ 136,987.63	\$ 139,042.45	\$ 141,128.09	\$ 143,245.01	\$ 145,393.68	\$ 147,574.59	\$ 149,788.21	\$ 152,035.03	\$ 154,315.55
119	\$ 146,265.52	\$ 171,631.99	\$ 196,998.45	\$ 146,265.52	\$ 148,459.51	\$ 150,686.40	\$ 152,946.69	\$ 155,240.89	\$ 157,569.51	\$ 159,933.05	\$ 162,332.05	\$ 164,767.03	\$ 167,238.53	\$ 169,747.11
120	\$ 160,892.07	\$ 188,795.19	\$ 216,698.30	\$ 160,892.07	\$ 163,305.46	\$ 165,755.04	\$ 168,241.36	\$ 170,764.98	\$ 173,326.46	\$ 175,926.36	\$ 178,565.25	\$ 181,243.73	\$ 183,962.39	\$ 186,721.82
121	\$ 176,981.28	\$ 207,674.70	\$ 238,368.13	\$ 176,981.28	\$ 179,636.00	\$ 182,330.54	\$ 185,065.50	\$ 187,841.48	\$ 190,659.10	\$ 193,518.99	\$ 196,421.78	\$ 199,368.10	\$ 202,358.62	\$ 205,394.00
122	\$ 194,679.41	\$ 228,442.17	\$ 262,204.94	\$ 194,679.41	\$ 197,599.60	\$ 200,563.60	\$ 203,572.05	\$ 206,625.63	\$ 209,725.01	\$ 212,870.89	\$ 216,063.95	\$ 219,304.91	\$ 222,594.49	\$ 225,933.40
123	\$ 223,881.32	\$ 262,708.50	\$ 301,535.68	\$ 223,881.32	\$ 227,239.54	\$ 230,648.13	\$ 234,107.86	\$ 237,619.47	\$ 241,183.77	\$ 244,801.52	\$ 248,473.55	\$ 252,200.65	\$ 255,983.66	\$ 259,823.41

Grade	Minimum	Midpoint	Maximum	Step 6.5	Step 7	Step 7.5	Step 8	Step 8.5	Step 9	Step 9.5	Step 10	Step 10.5	Step 11
101	\$ 45,914.74	\$ 53,877.62	\$ 61,840.50	\$ 54,085.22	\$ 54,896.50	\$ 55,719.95	\$ 56,555.75	\$ 57,404.08	\$ 58,265.14	\$ 59,139.12	\$ 60,026.21	\$ 60,926.60	\$ 61,840.50
102	\$ 48,210.48	\$ 56,571.50	\$ 64,932.52	\$ 56,789.48	\$ 57,641.32	\$ 58,505.94	\$ 59,383.53	\$ 60,274.29	\$ 61,178.40	\$ 62,096.08	\$ 63,027.52	\$ 63,972.93	\$ 64,932.52
103	\$ 50,621.00	\$ 59,400.08	\$ 68,179.15	\$ 59,628.96	\$ 60,523.39	\$ 61,431.24	\$ 62,352.71	\$ 63,288.00	\$ 64,237.32	\$ 65,200.88	\$ 66,178.89	\$ 67,171.58	\$ 68,179.15
104	\$ 53,152.05	\$ 62,370.08	\$ 71,588.11	\$ 62,610.40	\$ 63,549.56	\$ 64,502.80	\$ 65,470.35	\$ 66,452.40	\$ 67,449.19	\$ 68,460.92	\$ 69,487.84	\$ 70,530.16	\$ 71,588.11
105	\$ 55,809.66	\$ 65,488.58	\$ 75,167.51	\$ 65,740.92	\$ 66,727.04	\$ 67,727.94	\$ 68,743.86	\$ 69,775.02	\$ 70,821.65	\$ 71,883.97	\$ 72,962.23	\$ 74,056.66	\$ 75,167.51
106	\$ 58,600.14	\$ 68,763.01	\$ 78,925.89	\$ 69,027.97	\$ 70,063.39	\$ 71,114.34	\$ 72,181.06	\$ 73,263.77	\$ 74,362.73	\$ 75,478.17	\$ 76,610.34	\$ 77,759.50	\$ 78,925.89
107	\$ 61,530.14	\$ 72,201.16	\$ 82,872.18	\$ 72,479.37	\$ 73,566.56	\$ 74,670.06	\$ 75,790.11	\$ 76,926.96	\$ 78,080.86	\$ 79,252.08	\$ 80,440.86	\$ 81,647.47	\$ 82,872.18
108	\$ 64,606.65	\$ 75,811.22	\$ 87,015.79	\$ 76,103.34	\$ 77,244.89	\$ 78,403.56	\$ 79,579.61	\$ 80,773.31	\$ 81,984.91	\$ 83,214.68	\$ 84,462.90	\$ 85,729.85	\$ 87,015.79
109	\$ 67,836.98	\$ 79,601.78	\$ 91,366.58	\$ 79,908.50	\$ 81,107.13	\$ 82,323.74	\$ 83,558.59	\$ 84,811.97	\$ 86,084.15	\$ 87,375.42	\$ 88,686.05	\$ 90,016.34	\$ 91,366.58
110	\$ 71,228.83	\$ 83,581.87	\$ 95,934.91	\$ 83,903.93	\$ 85,162.49	\$ 86,439.93	\$ 87,736.52	\$ 89,052.57	\$ 90,388.36	\$ 91,744.19	\$ 93,120.35	\$ 94,517.15	\$ 95,934.91
111	\$ 74,790.28	\$ 87,760.97	\$ 100,731.66	\$ 88,099.13	\$ 89,420.61	\$ 90,761.92	\$ 92,123.35	\$ 93,505.20	\$ 94,907.78	\$ 96,331.40	\$ 97,776.37	\$ 99,243.01	\$ 100,731.66
112	\$ 80,773.50	\$ 94,781.84	\$ 108,790.19	\$ 95,147.06	\$ 96,574.26	\$ 98,022.88	\$ 99,493.22	\$ 100,985.62	\$ 102,500.40	\$ 104,037.91	\$ 105,598.48	\$ 107,182.43	\$ 108,790.19
113	\$ 87,235.38	\$ 102,364.39	\$ 117,493.40	\$ 102,758.82	\$ 104,300.20	\$ 105,864.71	\$ 107,452.68	\$ 109,064.47	\$ 110,700.43	\$ 112,360.94	\$ 114,046.35	\$ 115,757.05	\$ 117,493.40
114	\$ 94,214.21	\$ 110,553.54	\$ 126,892.88	\$ 110,979.53	\$ 112,644.22	\$ 114,333.88	\$ 116,048.89	\$ 117,789.62	\$ 119,556.47	\$ 121,349.82	\$ 123,170.06	\$ 125,017.61	\$ 126,892.88
115	\$ 101,751.34	\$ 119,397.83	\$ 137,044.31	\$ 119,857.89	\$ 121,655.76	\$ 123,480.59	\$ 125,332.80	\$ 127,212.79	\$ 129,120.99	\$ 131,057.80	\$ 133,023.67	\$ 135,019.02	\$ 137,044.31
116	\$ 109,891.45	\$ 128,949.65	\$ 148,007.85	\$ 129,446.52	\$ 131,388.22	\$ 133,359.04	\$ 135,359.43	\$ 137,389.82	\$ 139,450.66	\$ 141,542.42	\$ 143,665.56	\$ 145,820.54	\$ 148,007.85
117	\$ 120,880.60	\$ 141,844.62	\$ 162,808.64	\$ 142,391.17	\$ 144,527.04	\$ 146,694.94	\$ 148,895.37	\$ 151,128.80	\$ 153,395.73	\$ 155,696.67	\$ 158,032.12	\$ 160,402.60	\$ 162,808.64
118	\$ 132,968.66	\$ 156,029.08	\$ 179,089.50	\$ 156,630.29	\$ 158,979.74	\$ 161,364.44	\$ 163,784.91	\$ 166,241.68	\$ 168,735.30	\$ 171,266.33	\$ 173,835.33	\$ 176,442.86	\$ 179,089.50
119	\$ 146,265.52	\$ 171,631.99	\$ 196,998.45	\$ 172,293.32	\$ 174,877.72	\$ 177,500.88	\$ 180,163.40	\$ 182,865.85	\$ 185,608.83	\$ 188,392.97	\$ 191,218.86	\$ 194,087.14	\$ 196,998.45
120	\$ 160,892.07	\$ 188,795.19	\$ 216,698.30	\$ 189,522.65	\$ 192,365.49	\$ 195,250.97	\$ 198,179.74	\$ 201,152.43	\$ 204,169.72	\$ 207,232.26	\$ 210,340.75	\$ 213,495.86	\$ 216,698.30
121	\$ 176,981.28	\$ 207,674.70	\$ 238,368.13	\$ 208,474.91	\$ 211,602.04	\$ 214,776.07	\$ 217,997.71	\$ 221,267.67	\$ 224,586.69	\$ 227,955.49	\$ 231,374.82	\$ 234,845.44	\$ 238,368.13
122	\$ 194,679.41	\$ 228,442.17	\$ 262,204.94	\$ 229,322.40	\$ 232,762.24	\$ 236,253.67	\$ 239,797.48	\$ 243,394.44	\$ 247,045.36	\$ 250,751.04	\$ 254,512.30	\$ 258,329.99	\$ 262,204.94
123	\$ 223,881.32	\$ 262,708.50	\$ 301,535.68	\$ 263,720.77	\$ 267,676.58	\$ 271,691.73	\$ 275,767.10	\$ 279,903.61	\$ 284,102.16	\$ 288,363.69	\$ 292,689.15	\$ 297,079.49	\$ 301,535.68

Board Signature - Chairman:(Approval): \_\_\_\_\_

Approval Date: 06/15/2026 \_\_\_\_\_

Attest: Clerk of the Board: \_\_\_\_\_

Date: 06/15/2026 \_\_\_\_\_

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**AGENDA ITEM  
SIX**

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VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Amend the VVTA TDA Claim to re-allocate the balance of STA funds from Barstow Facility.**

**SUMMARY STATEMENT**

This budget amendment is a request to reallocate \$159,223 in unobligated State Transit Assistance (STA) funds from the Barstow Facility Furniture, Fixtures, and Equipment (FF&E) account to a general FF&E account that includes all VVTA facilities.

A review of remaining funding identified \$159,223 in unobligated STA funds that are not currently committed to specific Barstow Facility FF&E purchases, while the FF&E funds for Hesperia have been exhausted.

Staff recommend reallocating these funds to a general FF&E account which will provide greater flexibility in addressing FF&E needs across all VVTA's facilities and locations. This amendment does not increase the overall budget or change the intended use of the funds for FF&E purposes, instead it allows staff to utilize available resources where they are most needed, including at the Barstow Facility if future FF&E requirements arise.

**RECOMMENDED ACTION**

Amend the VVTA TDA Claim to re-allocate the balance of unobligated STA funds from Barstow Facility FF&E to a general FF&E account.

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Megan Christian, Financial Analyst (Grants)	\$159,223 (Reallocated)	June 15, 2026	6

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**AGENDA ITEM  
SEVEN**

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**VICTOR VALLEY TRANSIT AUTHORITY**

**AGENDA MATTER**

**Authorize the Chief Executive Officer to Execute the Funding Contracts for Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Awards.**

**SUMMARY STATEMENT**

The Victor Valley Transit Authority (VVTA) Board of Directors approved the Section 5310 Program Management Plan on May 19, 2025. Subsequent approval by the Federal Transit Administration (FTA) in August 2025, designated VVTA as a direct recipient of Federal Section 5310 funding.

Under this program, Section 5310 funds are awarded by the FTA directly to VVTA, which is responsible for administering and distributing funding to eligible nonprofit organizations that provide transportation services to seniors and individuals with disabilities.

As the designated recipient, VVTA is responsible for the administration, oversight, and monitoring of all Section 5310 subrecipient funding to ensure compliance with federal requirements, program objectives, and reporting obligations. Working closely with the San Bernardino County Transportation Authority (SBCTA) and AMMA Transit Planning, Inc., the following applications were reviewed and recommended for award.

<b>Traditional Awarded Projects</b>	<b>Score</b>	<b>Amount</b>
Victor Valley Transit Authority – Large Bus 16 Passenger; 2 Wheelchair	79	\$166,155
Victor Valley Transit Authority – Large Bus 16 Passenger; 2 Wheelchair	69	\$146,000
Victor Valley Community Services Council – Medium Bus – 12 Passenger; 2 Wheelchair	65	\$140,000
	<b>Total</b>	<b>\$452,155</b>

Continued

**RECOMMENDED ACTION**

Authorize the Chief Executive Officer to Execute the Funding Contracts for Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Awards

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Megan Christian Financial Analyst (Grants)	\$312,155 – VVTA Buses \$43,268 – Admin. Fees \$509,945 – Pass through funds <b>\$865,368 - Total</b>	June 15, 2025	7

VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Authorize the Chief Executive Officer to Execute the Funding Contracts for Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Awards.**

<b>Non-Traditional Awarded Projects</b>	<b>Score</b>	<b>Amount</b>
Vocational Improvement Program, Inc.	91	\$140,159
Foothill AIDS Project – Van Connect	89	\$124,178
Victor Valley Community Services Council	84	\$105,608
	<b>Total</b>	<b>\$369,945</b>

**Vocational Improvement Program, Inc.’s** project will provide transportation to their clients based in Hesperia to their places of employment. The current primary destination is the Walmart distribution center in the Town of Apple Valley.

**Foothill AIDS Project-Van Connect** will provide transportation in the Hesperia/Victorville urbanized area to seniors and people with disabilities who are living with AIDS.

**Victor Valley Community Service Council’s** project will provide free transportation for senior citizens and people with disabilities for non-emergency medical and non-medical needs within the Hesperia/Victorville urbanized area.

5% VVTA Admin Fees	\$43,268
<b>Total</b>	<b>\$43,268</b>

As the FTA-designated grant recipient, VVTA will receive approximately \$43,268 to support program administration, grant management, compliance monitoring, and oversight activities associated with the Section 5310 program.

Staff recommend the Board authorize the Chief Executive Officer to execute funding agreements with the approved Section 5310 grant recipients. Approval of this action will enable VVTA to fulfill its responsibilities as the designated recipient of Section 5310 funds and ensure the timely distribution of funding to eligible subrecipients.



## Subrecipient Grant Agreement

**SECTION 5310 GRANT PROGRAM  
FUND TRANSFER AGREEMENT BETWEEN VICTOR VALLEY TRANSIT AUTHORITY  
AND SUBRECIPIENT**

**AGREEMENT NO. SA2026OP-0001**

This (AGREEMENT) is between Victor Valley Transit Authority (VVTA) and SUBRECIPIENT, (referred to as "SUBRECIPIENT"). VVTA and SUBRECIPIENT are also collectively referred to as "the Parties."

### RECITALS

- A. VVTA and SUBRECIPIENT, pursuant to the Infrastructure Investment and Jobs Act (IIJA), are authorized to enter into this AGREEMENT pertaining to federal funding committed for Section 5310 (collectively "Section 5310 funds") that VVTA is responsible for allocating within its jurisdiction. Section 5310 funds are provided by the Federal Transit Administration (FTA) to VVTA as the designated recipient, therefore various federal requirements and certifications will apply to SUBRECIPIENT as part of this AGREEMENT.
- B. SUBRECIPIENT has agreed to implement PROJECT.
- C. PROJECT is subject to the terms and conditions of the Section 5310 Program and this AGREEMENT.
- D. All services performed by SUBRECIPIENT pursuant to this AGREEMENT must be performed in accordance with all applicable federal, state, and local laws, ordinances, regulations and policies, including, but not limited to, requirements relating to civil rights, nondiscrimination, equal employment opportunity, accessibility for individuals with disabilities, labor standards, procurement, record retention, audit requirements, safety and security, and all applicable grant conditions imposed by Section 5310 funding.
- E. Project funding is as follows: PROJECT, FUNDS AVAILABLE: \$XXX,XXX AND LOCAL MATCH: Transportation Development Credits (TDC)

In consideration of the recitals above, and the mutual promises of the Parties, SUBRECIPIENT and VVTA agree as follows:



**AGREEMENT**

**GRANT AWARD**

- A. The total amount payable to SUBRECIPIENT by VVTA pursuant to this AGREEMENT will not exceed the amount shown on the first page of this AGREEMENT (\$XXX,XXX).
- B. It is agreed and understood that this Fund Limit is a ceiling and that VVTA will only reimburse the allowable cost of services rendered in accordance with the AGREEMENT. The actual amount reimbursed by VVTA may be less than the \$XXX,XXX.

**TERM OF AGREEMENT**

- A. The effective date of this AGREEMENT is the last date on which a party executes this AGREEMENT. VVTA authorizes SUBRECIPIENT to begin working on the Project, and SUBRECIPIENT agrees to undertake Project work, promptly after receiving a written Notice to Proceed from VVTA. SUBRECIPIENT must not proceed with the Project and is not eligible to receive payment for work performed, prior to VVTA issuance of a written Notice to Proceed. This AGREEMENT will terminate two years after the effective date unless it is amended in writing by the Parties.

**LOCAL MATCH FUNDS**

SUBRECIPIENT must provide matching funds from a source other than federal DOT funds, in the percentage shown on the first page of this AGREEMENT (Match Percentage) of the actual cost of the Project. If the full \$XXX,XXX is paid by VVTA, the SUBRECIPIENT's match amount is estimated to be the amount shown on the first page of this AGREEMENT. If the actual cost of the project exceeds \$XXX,XXX, SUBRECIPIENT is responsible for 100% of the actual cost greater than the \$XXX,XXX.

Reimbursement of credits for local matching funds will be made or allowed only for work performed on and after the Notice to Proceed date and prior to the termination date of this AGREEMENT, unless expressly permitted by VVTA in writing as permissible local match expenditures made prior to the effective date of this AGREEMENT.

SUBRECIPIENT agrees to contribute the greater of the statutorily or other required Match Percentage (other than federal DOT funds or fare revenues), if any is specified within this AGREEMENT or in any attachment, toward the actual cost of the services described in the Project Description. SUBRECIPIENT must maintain a cumulative match contribution to the Project that meets or exceeds the required matching funds percentage shown on the first page of this AGREEMENT.



**PROJECT COMPLETION AND USE OF FUNDS**

SUBRECIPIENT agrees to complete the Project as described in the Project Description using the awarded federal funds provided under the AGREEMENT and any matching funds committed to solely for the Project.

**NOTIFICATION OF PARTIES**

SUBRECIPIENT's Project Manager is

VVTA's Program Manager is Megan Christian

All notices will be deemed to have been fully given when made in writing and received by the Parties at their respective addresses below. SUBRECIPIENT must notify VVTA of any change to its Project Manager no later than 15 days after the change has been made.

**VVTA CONTACT INFO**

Megan Christian

17150 Smoke Tree St., Hesperia, CA 92345

[mchristian@vvta.org](mailto:mchristian@vvta.org)

760-995-3472

**SUBRECIPIENT CONTACT INFO**

**SCOPE OF PERFORMANCE**

- A. This AGREEMENT was awarded based on the application submitted by SUBRECIPIENT with the intention that the awarded funds are used to implement the Project described in the Project Description. Any deviation from the Project Description must be approved in advance by written amendment if grant funds are to be used for such changes. If SUBRECIPIENT believes substantive changes need to be made to the Project, SUBRECIPIENT will immediately notify VVTA in writing. VVTA will then determine whether the Project is still consistent with the overall objectives of the 5310 Program and whether the changes would have negatively affected the Project ranking during the grant application

process. VVTA reserves the right to have the AGREEMENT funding withheld or refunded due to substantive Project changes.

- B. SUBRECIPIENT must prioritize the service funded by this AGREEMENT for the target population, ensuring that at least 80% of the service is provided for older adults and individuals with disabilities. If vehicles are funded through this agreement must be operated at least 20 hours per week for the duration of its minimum useful life.
- C. SUBRECIPIENT must make diligent and timely progress toward completion of the Project within the timeline set forth in the Project Schedule, which is included in the Project Description.
- D. In the event SUBRECIPIENT encounters or anticipates difficulty in meeting the Project Schedule, SUBRECIPIENT shall immediately notify the VVTA Program Manager in writing and shall provide pertinent details, including the reason(s) for the delay in performance and the date by which SUBRECIPIENT expects to complete performance. SUBRECIPIENT's notification will be informational and VVTA's receipt of it is not a waiver by VVTA of a project delivery schedule or date, or any rights or remedies provided by this AGREEMENT.

### **PROJECT BUDGET**

SUBRECIPIENT and VVTA agree to a Project Budget that is set forth in the Project Description. SUBRECIPIENT and/or third-party contractor(s) will incur obligations to the Project only as authorized by the Project Budget. SUBRECIPIENT may, with prior written approval from VVTA's Program Manager, reallocate funds between tasks in the Project Budget if all of the following conditions are met:

- The funds to be reallocated do not exceed an aggregate amount of 10% for any task in the Project Budget.
- Reallocation does not negatively impact the benefits obtained from the Project.
- There is no increase to the Fund Limit or decrease to the Match Percentage shown on the first page of this AGREEMENT.
- Any other changes to the Project Budget require the issuance of an amendment to the AGREEMENT.

### **MONITORING AND COMPLIANCE**

SUBRECIPIENT's performance will be monitored for consistency with the Project Description. VVTA will utilize the "5310 Grant Monitoring Checklist," on the VVTA web page (<https://vvta.org/>) to document compliance using both cost and non-cost performance indicators.



SUBRECIPIENT's performance will be measured against the Performance Targets included in the Project Description during the term of this AGREEMENT. If the SUBRECIPIENT does not achieve minimum performance requirements, VVTA will issue SUBRECIPIENT a written Notice to Complete a Corrective Action Plan pursuant to VVTA's Plan (Program Management Plan). VVTA will utilize the VVTA 5310 Grant Monitoring Checklist at regular site visits or desk reviews to verify compliance with provisions in this AGREEMENT and document compliance deficiencies.

SUBRECIPIENT must comply with the most recently approved version of VVTA's PMP. A copy of the PMP can be obtained from the VVTA web page. In the case of a conflict between the PMP and this AGREEMENT, this AGREEMENT prevails.

### **FUNDING REQUIREMENTS**

It is mutually understood between the Parties that this AGREEMENT has been written for the mutual benefit of both Parties to avoid program and fiscal delays that would occur if the AGREEMENT was executed only after ascertaining the availability and appropriation of funds.

This AGREEMENT is valid and enforceable only if sufficient funds are made available to VVTA by the FTA for the purpose of this Project. In addition, this AGREEMENT is subject to any additional restrictions, limitations, conditions, or any statute enacted by VVTA's Board of Directors, Congress or the State Legislature that may affect the provisions, terms, or funding of this AGREEMENT in any manner.

It is mutually agreed that, if the Congress or the VVTA Board of Directors does not appropriate sufficient funds for the program and Project, this AGREEMENT will be amended to reflect any reduction in funds.

VVTA has the option to void this AGREEMENT under the termination clause or to amend this AGREEMENT to reflect any reduction of funds. In the event of an unscheduled termination, VVTA may reimburse or offset SUBRECIPIENT costs in accordance with the provisions of this AGREEMENT.

### **COST PRINCIPLES**

SUBRECIPIENT agrees to comply with 2 CFR 200 and Part 1201, including but not limited to the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, and Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, as applicable.

SUBRECIPIENT agrees, and will cause its third-party contractors to agree, that (a) Contract Cost Principles and Procedures and Federal Acquisition Regulations System under 2 CFR 200 and Part 1201 will be used to determine the allowability of individual Project cost items; and (b) all Parties must comply with federal administrative procedures in accordance with 2 CFR 200, Uniform



Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, Part 1201, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and the following attachments to this AGREEMENT: Standard Federal Provisions (Federal Transit Administration) and the Federal Provisions for the 5310 Program Enhanced Mobility of Seniors and Individuals with Disabilities.

Any Project costs for which SUBRECIPIENT has received payment or credit that are determined by subsequent audit to be unallowable under 2 CFR 200 or Part 1201 are subject to repayment by SUBRECIPIENT to VVTA by offset or other means approved by VVTA. Should SUBRECIPIENT fail to reimburse moneys due VVTA within 30 calendar days of discovery or demand, VVTA is authorized to intercept and withhold future payments due to SUBRECIPIENT from VVTA.

### **REPORTS AND DATA COLLECTION**

SUBRECIPIENT must submit written progress reports no less frequently than quarterly to allow VVTA to determine if SUBRECIPIENT is performing to expectations, is on schedule, is within funding cost limitations, to communicate interim findings, and to afford occasions for airing difficulties respecting special problems encountered so that remedies can be developed. Grant Progress Reports including Project data establishing SUBRECIPIENT's performance as compared to the Performance Targets included in the Project Description must be provided by SUBRECIPIENT to VVTA at least quarterly. The standardized SUBRECIPIENT reporting forms will be provided by the VVTA Program Manager if online software is not available.

In order to track the types of persons served by SUBRECIPIENT for Title VI, as well as provide information to SUBRECIPIENT to help it better serve its clients, SUBRECIPIENT must collect client demographic information at least quarterly, and report those data to VVTA on an annual basis or upon request, on a form to be provided by VVTA.

### **INDEMNIFICATION AND LIABILITY**

SUBRECIPIENT agrees to indemnify, defend (with counsel reasonably approved by VVTA) and hold harmless the VVTA and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages and/or liability arising out of this AGREEMENT from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by VVTA on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnities. SUBRECIPIENT indemnification obligation applies to the VVTA's "active" as well as "passive" negligence but does not apply to the VVTA's "sole negligence" or "willful misconduct" within the meaning of Civil Code section 2782.



## INSURANCE

**General Liability Insurance:** The Subrecipient shall maintain Commercial General Liability Insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate. VVTA and the Federal Transit Administration shall be named as additional insureds.

**Auto Liability Insurance:** The Subrecipient shall maintain Automobile Liability Insurance covering all owned, hired, and non-owned vehicles used in connection with the performance of this agreement, with a combined single limit of not less than \$1,000,000 per occurrence. Vehicles acquired through this contract must be listed on the policy.

**Workers' Compensation and Employer's Liability:** The Subrecipient shall maintain Workers' Compensation Insurance as required by state law and Employer's Liability Insurance with a limit not less than \$500,000 per accident, \$500,000 per disease per employee, and \$500,000 disease policy limit.

**Property Insurance (for vehicles or equipment):** The Subrecipient shall maintain property insurance covering vehicles and equipment acquired under this agreement for the full replacement value. Coverage shall include comprehensive and collision with a deductible not to exceed \$1,000.

**Certificate of Insurance:** The Subrecipient shall provide current certificates of insurance evidencing the above coverages prior to the execution of this agreement and annually thereafter. All policies must provide 30 days' notice prior to cancellation.

## PURCHASES BY SUBRECIPIENT

### All Purchases

Prior authorization in writing by VVTA is required before SUBRECIPIENT enters into any third-party contract exceeding \$10,000. SUBRECIPIENT must provide an evaluation of incurring such costs. Any third-party contract with a value exceeding \$10,000 must be competitively bid by SUBRECIPIENT, or the absence of bidding must be adequately justified in a Sole Source Justification and prior authorization to enter into the sole source contract must be obtained from VVTA. SUBRECIPIENT must maintain ownership of any real or

personal property purchased using AGREEMENT funding (Property) and must use such Property only for the purposes set forth in this AGREEMENT. The Parties agree in good faith to ensure the continued use of the Property for the purposes intended. The useful life of the Property will be specified in the Project Description.

SUBRECIPIENT must maintain each piece of Property in good operating order. SUBRECIPIENT agrees to make all maintenance records available to VVTA and include them in reports. VVTA and the FTA have the right to conduct periodic maintenance inspections for the purpose of confirming the existence, condition, and proper maintenance of the Property. SUBRECIPIENT must notify VVTA within 72 hours if a vehicle is placed out of service and why for more than fourteen calendar days.

Any Property purchased because of this AGREEMENT is subject to the following:

- SUBRECIPIENT must maintain an inventory record for each piece of non-expendable Property purchased or built with funds provided under this AGREEMENT.
- The inventory record of each piece of such Property must include, but not be limited to, the description, I.D. number, acquisition date, cost, grant-funded percentage, grant number, useful life, location, use and condition, disposition action, title holder, and/or any other information necessary to identify said Property. (2 CFR 200).
- Non-expendable Property so inventoried are those items of Property that have a normal life expectancy of one year or more and an approximate unit price of \$5,000 or more. In addition, theft-sensitive items of Property costing less than \$5,000 shall be inventoried. A copy of the inventory record must be submitted to VVTA upon request.

Subrecipient is subject to the use, management, and disposition requirements for equipment identified at 2 CFR 200.313.

VVTA and SUBRECIPIENT agree that if a piece of Property is utilized for transportation services it shall be provided in a nondiscriminatory manner. VVTA agrees to provide any necessary Title VI reporting to the federal government. SUBRECIPIENT agrees to provide



such technical assistance and information as necessary for the development of that Title VI report.

### **THIRD-PARTY CONTRACTING**

SUBRECIPIENT must perform the work contemplated with resources available within its own organization and no portion of the work will be completed by a third-party contractor without written authorization by VVTA. Any third-party contract entered into because of this AGREEMENT must contain all the provisions in this AGREEMENT that are applicable to SUBRECIPIENT's third party contractor. By requesting approval from VVTA for use of a third-party contractor, SUBRECIPIENT will be asserting to VVTA that it has an independent contractor relationship with that third-party contractor that meets the requirements under California law.

SUBRECIPIENT must execute and cause its third-party contractors to execute debarment and suspension certificates stating they have not been disqualified from doing business with the federal government. SUBRECIPIENT must provide signed debarment and suspension certificates to VVTA in advance of utilizing any third-party contractor. Any third-party contract entered into by SUBRECIPIENT because of this AGREEMENT must mandate that travel and per diem reimbursements and third-party contract reimbursements will be allowable as Project costs only after those costs are incurred and paid for by the third-party contractor.

SUBRECIPIENT must ensure that local match funds used for the Project meet the requirements outlined in this AGREEMENT in the same manner as is required of all other Project expenditures.

Although SUBRECIPIENT may delegate any or almost all Project responsibilities to one or more third-party contractors at any tier, SUBRECIPIENT agrees that it, rather than any third-party contractor, is ultimately responsible for compliance with all applicable laws, regulations, and this AGREEMENT.

### **COMPLIANCE WITH LABOR AND OTHER LAWS**



If this Project will result in the construction, alteration, modification, or maintenance of a “Public Work,” as that term is defined in the Labor Code, then SUBRECIPIENT must conform to the provisions of the Labor Code applicable to Public Works as set forth in sections 1720 through 1815, all applicable regulations of the Department of Industrial Relations, and determinations of coverage as issued by the Director of Industrial Relations.

SUBRECIPIENT must include in all third-party contracts funded by this AGREEMENT which contemplate the actual construction of a Public Works project paid for by funds allocated under this AGREEMENT, a clause that requires each third-party contractor to comply with California Labor Code requirements that all workers employed on public works projects (as defined in California Labor Code 1720-1815) be paid not less than the general prevailing wage rates predetermined by the Director of the State Department of Industrial Relations.

SUBRECIPIENT must comply with all federal, state, and local laws and ordinances applicable to this AGREEMENT. This includes compliance with laws defining independent contractors, when applicable. SUBRECIPIENT must pass all the provisions in this section through to its third-party contractors at any tier.

SUBRECIPIENT must be aware of the requirements of the Immigration Reform and Control Act of 1986 and comply with those requirements, including, but not limited to, verifying the eligibility for employment of all agents, employees, consultants, and subcontractors that are contemplated by this AGREEMENT.

SUBRECIPIENT represents and warrants to VVTA that it has all necessary licenses, permits, qualifications and approvals, of whatever nature, that are legally required for it to operate legally. SUBRECIPIENT further represents and warrants to VVTA that it shall keep in effect at all times during the term of this AGREEMENT any licenses, permits, and approvals that are required for it to be performed under this AGREEMENT.

The State Fire Marshal adopts building standards for fire safety and panic prevention. When applicable, SUBRECIPIENT must assure that any relevant Project plans meet the standards of the State Fire Marshal to ensure consistency with fire protection standards.



## **RECORDS RETENTION AND AUDITS**

SUBRECIPIENT and its third-party contractors at any tier must establish and maintain an accounting system and records that properly accumulate and segregate incurred Project costs and matching funds by line item for the Project. The accounting system of SUBRECIPIENT, and its third-party contractors at any tier, must conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices. All accounting records and other supporting papers of SUBRECIPIENT and its third-party contractors at any tier connected with Project performance under this AGREEMENT must be maintained for a minimum of three years from the date of the final payment to SUBRECIPIENT and be held open to inspection, copying, and auditing by representatives of VVTA and auditors representing the federal or state government. Copies must be furnished by SUBRECIPIENT and its third-party contractors at any tier upon receipt of any request made by VVTA.

SUBRECIPIENT and its third-party contractors at any tier will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by VVTA for the purpose of any investigation to ascertain compliance with this AGREEMENT.

## **CHANGES IN TERMS OR CONDITIONS**

This AGREEMENT may be amended or modified only by mutual written agreement of the Parties. SUBRECIPIENT agrees to notify VVTA immediately, in writing, of any change in local law, conditions (including its legal, financial, or technical capacity), or any other event that may adversely affect SUBRECIPIENT's ability to perform the Project in accordance with the terms of this AGREEMENT. SUBRECIPIENT also agrees to notify SBCTA immediately, in writing, of any current or prospective major dispute, breach, default, or litigation that may adversely affect VVTA interests in the Project or SUBRECIPIENT's ability to carry out the Project; and agrees to inform VVTA, also in writing, before naming VVTA as a party to litigation for any reason, in any forum. At a minimum, SUBRECIPIENT agrees to send each notice to VVTA required by this subsection to VVTA's General Counsel.



VVTA is obligated to notify the FTA of any change in conditions, including changes in local law or litigation which would affect the performance of the project. SUBRECIPIENT agrees that, in the event such circumstances occur, it will notify VVTA, in writing, within ten calendar days.

**DISPUTES**

In the event VVTA determines that service is unsatisfactory, or in the event of any other dispute, claim, question or disagreement arising from or relating to this AGREEMENT or breach thereof, the parties hereto shall use their best efforts to settle the dispute, claim, question or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactorily to both parties.

**EARLY TERMINATION OF THIS AGREEMENT**

This AGREEMENT may be terminated as a whole or in part by either party for any reason by giving written notice to the other party at least 30 days in advance of the effective date of such termination. In the event of termination by said notice, funds reimbursed to SUBRECIPIENT will include authorized noncancelable obligations and eligible costs incurred prior to receipt of the notice of termination.

**For Vehicle Projects Only**

SUBRECIPIENT is still bound by the terms of the Vehicle Lease Agreement(s) as it pertains to the purchase and disposition of vehicles purchased under this AGREEMENT.

Notwithstanding the foregoing subsection, if the funds provided under this AGREEMENT are used by SUBRECIPIENT to purchase a vehicle, and SUBRECIPIENT is required or desires to return one or more vehicles to VVTA prior to termination of the AGREEMENT, SUBRECIPIENT is not entitled to a return of any of its matching funds. SUBRECIPIENT must work with the VVTA Program Manager on a plan for disposition of any such vehicle.

Furthermore, SUBRECIPIENT is responsible to VVTA for paying for any storage, insurance, or other costs incurred by VVTA to take early possession or dispose of the vehicle(s), unless otherwise agreed to in writing by VVTA.



**ATTACHMENTS:**

- 5310 Non-Traditional Subrecipient Project Application
- 5310 Traditional Subrecipient Project Application

**AUTHORIZED SIGNATURES:**

<b>Name:</b>	
<b>Title:</b>	Chief Executive Officer
<b>Signature:</b>	

<b>Name:</b>	
<b>Title:</b>	Non-Profit Authorizing Official
<b>Signature:</b>	

SAMPLE

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**AGENDA ITEM  
EIGHT**

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VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Confirm the Approval of Cost-of-Living Adjustment (CPI) percentages for Fiscal Years 2022 – 2026 and Compensation Documents to Ensure CalPERS Compliance.**

**SUMMARY STATEMENT**

During a compensation review for an employee's request for a retirement estimate, the California Public Employees' Retirement System ("CalPERS") Compliance Office noted a procedural administrative oversight. While the Cost-of-Living Adjustments (CPI) for prior fiscal years 2022 through 2026 were publicly presented to the VVTA Board of Directors and incorporated into the annual budget approval process, CalPERS requires compensation-related items to be approved via explicit, separate line items in the Board actions.

Staff recommends that after reviewing all the supporting documents and to resolve this administrative oversight and satisfy compliance requirements, CalPERS has directed VVTA to reaffirm the CPI percentages for fiscal years 2022–2026 and confirm the approval of the following associated documented through a separate Board action and meeting minutes:

- Side Letter: Documenting CPI percentage increases for FY22 through FY26.
- Publicly Available Pay Schedules (PAPS): Aligning past schedules with CalPERS reporting standards.
- Personnel Action Forms (PAFs): Updated for the individual employee reporting to the Board.
- Compensation Policy: A formal policy developed to comply with CalPERS requirements. This policy is already included in the updated employee Handbook.

This action is purely administrative and causes no new or additional expenditure of funds. The CPI for past FY 2022 – 2026 were previously approved and implemented in prior budget cycles.

**RECOMMENDED ACTION**

Confirm the Approval of Cost-of-Living Adjustment (CPI) percentages for Fiscal Years 2022 – 2026 and Compensation Documents to Comply with CalPERS Requirements and submit the approved required documents to CalPERS.

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Sylvia Abadeer Senior HR Manager	N/A	June 15, 2026	8



**Subject:** Side Letter Resolution - Confirm the Approval of Cost-of-Living Adjustment (CPI) percentages for Fiscal Years 2022 – 2026 in Compliance with CalPERS Requirements

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**Objective of the Side Letter Resolution:**

The objective of this Side Letter is to:

- Obtain formal, explicit reapproval of the CPI percentages applied to VVTA employees for fiscal years **2022–2026**, and
- Ensure that VVTA's compensation reporting to CalPERS is fully compliant with all applicable regulations and audit standards.

**Background and Compliance Requirement:**

During CalPERS compensation review of an employee's request for an estimate to determine their retirement compensation earning, the CalPERS Compliance Office determined that prior CPI approvals, although presented publicly to VVTA Board of Directors and incorporated into the overall annual budget approval process, did not meet CalPERS' procedural requirement for compensation-related items. Specifically, CalPERS requires that:

- Any CPI-based increase or merit increase structure must be approved as a separate line item, distinct from the general budget adoption.
- The Board packet and meeting minutes must explicitly document:
  - The CPI percentage being approved,
  - The fiscal year to which it applies, and
  - The Board's formal action approving the increase.

Because prior approvals were included within broader budget process actions, CalPERS has directed VVTA to reaffirm the CPI percentages for fiscal years 2022–2026 through a separate Board action. This reapproval will allow VVTA to correct the administrative oversight identified by CalPERS and ensure that all compensation items reported to the retirement system are supported by properly documented Board action.

**Summary of CPI Percentages Requiring Reapproval:**

The following table summarizes the CPI percentages previously approved and applied, along with the dates on which the Board approved the overall budget that included these adjustments.

There is no fiscal impact associated with this action, as the CPI adjustments were previously implemented and budgeted. This action is administrative and ensures full compliance with CalPERS compensation reporting requirements.



Fiscal Year	Board Approval Date	CPI % Applied	Comment
FY 2022	June 21, 2021	2.87%	Effective 7/1/2021- 6/30/2022 *Board Meeting on May 17, 2021 (Draft): Board Agenda Item #8 & #9. Meeting Minutes (P. 15 & P. 16) and Agenda Item attached
FY 2023	May 16, 2022	9.9%	Effective 7/1/2022- 6/30/2023 Board Agenda Item #9. Meeting Minutes and Agenda Item attached – Administration
FY 2024	June 20, 2023	4.2%	Effective 7/1/2023- 6/30/2024 Board Agenda Item #4. Meeting Minutes and Agenda Item attached *Board Meeting on May 15, 2023 (Draft): Board Agenda Item #4. Meeting Minutes (P. 15) and Agenda Item attached
FY 2025	June 27, 2024	4.8%	Effective 7/1/2024- 6/30/2025 Board Agenda Item # 6. Meeting Minutes and Agenda Item attached
FY 2026	June 16, 2025	2.6%	Effective 7/1/2025 - 6/30/2026 Board Agenda Item # 7 Meeting Minutes and Agenda Item attached *Board Meeting on April 21, 2025: Board Agenda Item #7. Meeting Minutes (P. 16) attached

**Requested Board Action:**

VVTA Human Resources respectfully requests that the Board of Directors:

1. Review and reapprove the CPI percentages applied to VVTA employees for fiscal years 2022–2026 as listed in the table above.
2. Approve this Side Letter documenting the corrective action required by the CalPERS Compliance Office.
3. Authorize Human Resources to submit the approved Side Letter and compensation documents to CalPERS to complete the compliance review process.

**Board Signature - Chairman:** \_\_\_\_\_ **Approval Date: 06/15/2026** \_\_\_\_\_

**Attest: Clerk of the Board:** \_\_\_\_\_ **Date: 06/15/2026** \_\_\_\_\_

**VVTA Salary Range Table (Approved by VVTA Board October 15, 2018)**

**CPI Increase: 2.87% Effective FY2022 (from July 1, 2021 - June 30, 2022)**

LEVEL	1	2	3	4	5	6	7	8	9	10	11
10	25,657.69	26,426.93	\$27,220	28,036.33	28,877.42	29,743.74	30,636.05	31,555.13	32,501.79	33,476.84	34,481.14
11	26,940.58	\$27,748	\$28,581	29,438.14	30,321.29	31,230.92	32,167.85	33,132.89	34,126.87	35,150.68	36,205.20
12	28,287.60	\$29,136	\$30,010	30,910.05	31,837.35	32,792.47	33,776.25	34,789.53	35,833.22	36,908.22	38,015.46
13	29,701.99	\$30,592	\$31,510	32,455.55	33,429.22	34,432.09	35,465.06	36,529.01	37,624.88	38,753.63	39,916.23
14	31,187.08	\$32,122	\$33,086	34,078.33	35,100.68	36,153.70	37,238.31	38,355.46	39,506.12	40,691.31	41,912.05
15	32,746.44	\$33,728	\$34,740	35,782.25	36,855.71	37,961.38	39,100.23	40,273.23	41,481.43	42,725.87	44,007.65
16	34,383.76	\$35,415	\$36,477	37,571.36	38,698.50	39,859.45	41,055.24	42,286.89	43,555.50	44,862.17	46,208.03
17	36,102.95	\$37,185	\$38,301	39,449.93	40,633.42	41,852.43	43,108.00	44,401.24	45,733.28	47,105.27	48,518.43
18	37,908.10	\$39,045	\$40,216	41,422.42	42,665.09	43,945.05	45,263.40	46,621.30	48,019.94	49,460.54	50,944.35
19	39,803.50	\$40,997	\$42,227	43,493.54	44,798.35	46,142.30	47,526.57	48,952.37	50,420.94	51,933.57	53,491.57
20	41,793.68	\$43,047	\$44,338	45,668.22	47,038.27	48,449.41	49,902.90	51,399.98	52,941.98	54,530.24	56,166.15
21	43,883.36	\$45,199	\$46,555	47,951.63	49,390.18	50,871.89	52,398.04	53,969.98	55,589.08	57,256.76	58,974.46
22	46,077.53	\$47,459	\$48,883	50,349.21	51,859.69	53,415.48	55,017.94	56,668.48	58,368.54	60,119.59	61,923.18
23	48,381.40	\$49,832	\$51,327	52,866.67	54,452.67	56,086.25	57,768.84	59,501.91	61,286.96	63,125.57	65,019.34
24	50,800.47	\$52,324	\$53,893	55,510.01	57,175.31	58,890.57	60,657.28	62,477.00	64,351.31	66,281.85	68,270.31
25	53,340.50	\$54,940	\$56,588	58,285.51	60,034.07	61,835.09	63,690.15	65,600.85	67,568.88	69,595.94	71,683.82
26	56,007.52	\$57,687	\$59,417	61,199.78	63,035.78	64,926.85	66,874.66	68,880.89	70,947.32	73,075.74	75,268.01
27	58,807.90	\$60,571	\$62,388	64,259.77	66,187.57	68,173.19	70,218.39	72,324.94	74,494.69	76,729.53	79,031.41
28	61,748.29	\$63,600	\$65,508	67,472.76	69,496.94	71,581.85	73,729.31	75,941.19	78,219.42	80,566.00	82,982.98
29	64,835.71	\$66,780	\$68,783	70,846.40	72,971.79	75,160.94	77,415.77	79,738.25	82,130.39	84,594.31	87,132.13
30	68,077.49	\$70,119	\$72,222	74,388.72	76,620.38	78,918.99	81,286.56	83,725.16	86,236.91	88,824.02	91,488.74
31	71,481.37	\$73,624	\$75,833	78,108.15	80,451.40	82,864.94	85,350.89	87,911.42	90,548.76	93,265.22	96,063.18
32	75,055.44	\$77,306	\$79,625	82,013.56	84,473.97	87,008.19	89,618.43	92,306.99	95,076.20	97,928.48	100,866.34
33	78,808.21	\$81,171	\$83,606	86,114.24	88,697.67	91,358.60	94,099.36	96,922.34	99,830.01	102,824.91	105,909.65
34	82,748.62	\$85,229	\$87,786	90,419.95	93,132.55	95,926.53	98,804.32	101,768.45	104,821.51	107,966.15	111,205.14
35	86,886.05	\$89,491	\$92,176	94,940.95	97,789.18	100,722.85	103,744.54	106,856.88	110,062.58	113,364.46	116,765.39
36	91,230.35	\$93,965	\$96,784	99,688.00	102,678.64	105,759.00	108,931.77	112,199.72	115,565.71	119,032.68	122,603.66
37	95,791.87	\$98,664	\$101,624	104,672.40	107,812.57	111,046.95	114,378.35	117,809.71	121,344.00	124,984.32	128,733.85
38	100,581.46	\$103,597	\$106,705	109,906.02	113,203.20	116,599.29	120,097.27	123,700.19	127,411.20	131,233.53	135,170.54
39	105,610.54	\$108,777	\$112,040	115,401.32	118,863.36	122,429.26	126,102.14	129,885.20	133,781.76	137,795.21	141,929.07
40	110,891.06	\$114,216	\$117,642	121,171.38	124,806.53	128,550.72	132,407.24	136,379.46	140,470.84	144,684.97	149,025.52
41	116,435.62	\$119,926	\$123,524	127,229.95	131,046.85	134,978.26	139,027.61	143,198.43	147,494.39	151,919.22	156,476.79
42	122,257.40	\$125,923	\$129,700	133,591.45	137,599.19	141,727.17	145,978.99	150,358.35	154,869.11	159,515.18	164,300.63
43	128,370.27	\$132,219	\$136,185	140,271.02	144,479.15	148,813.53	153,277.93	157,876.27	162,612.56	167,490.94	172,515.67
44	134,788.78	\$138,830	\$142,995	147,284.57	151,703.11	156,254.21	160,941.83	165,770.09	170,743.19	175,865.48	181,141.45
45	141,528.22	\$145,771	\$150,144	154,648.80	159,288.27	164,066.92	168,988.92	174,058.59	179,280.35	184,658.76	190,198.52
46	148,604.63	\$153,060	\$157,652	162,381.24	167,252.68	172,270.26	177,438.37	182,761.52	188,244.37	193,891.70	199,708.45
47	156,034.86	\$160,713	\$165,534	170,500.31	175,615.31	180,883.77	186,310.29	191,899.60	197,656.58	203,586.28	209,693.87
48	163,836.61	\$168,749	\$173,811	179,025.32	184,396.08	189,927.96	195,625.80	201,494.58	207,539.41	213,765.60	220,178.56
49	172,028.44	\$177,186	\$182,502	187,976.59	193,615.88	199,424.36	205,407.09	211,569.30	217,916.38	224,453.88	231,187.49
50	180,629.86	\$186,045	\$191,626.62	197,375.42	203,296.68	209,395.58	215,677.45	222,147.77	228,812.20	235,676.57	242,746.87

Board Signature - Chairman:(Reapproval): \_\_\_\_\_

Reapproval Date: 06/15/2026 \_\_\_\_\_

**Victor Valley Transit Authority**  
**FY22 - Effective Date (7/1/21 to 6/30/22)- CPI: 2.87%**

Job Title	Range	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum	Hourly Minimum	Hourly Maximum
Senior Marketing & Community Relations Manager	28	\$ 5,145.69	\$ 6,915.25	\$ 61,748.29	\$ 82,982.98	\$ 29.69	\$ 39.90
Accounting Manager	29	\$ 5,402.98	\$ 7,261.01	\$ 64,835.71	\$ 87,132.13	\$ 31.17	\$ 41.89
Accounting Technician 2	22	\$ 3,839.79	\$ 5,160.27	\$ 46,077.53	\$ 61,923.18	\$ 22.15	\$ 29.77
Chief Operating Officer	41	\$ 11,232.40	\$ 16,589.54	\$ 134,788.78	\$ 199,074.45	\$ 64.80	\$ 95.71
Chief Financial Officer	41	\$ 9,702.97	\$ 13,039.73	\$ 116,435.62	\$ 156,476.79	\$ 55.98	\$ 75.23
Clerk of the Board	26	\$ 4,667.29	\$ 6,272.33	\$ 56,007.52	\$ 75,268.01	\$ 26.93	\$ 36.19
Contract Compliance - Operation	27	\$ 4,900.66	\$ 6,585.95	\$ 58,807.90	\$ 79,031.41	\$ 28.27	\$ 38.00
CTSA Program Manager	25	\$ 4,445.04	\$ 5,973.65	\$ 53,340.50	\$ 71,683.82	\$ 25.64	\$ 34.46
Director of Fleet/Facilities & New Technology	43	\$ 10,697.52	\$ 14,376.31	\$ 128,370.27	\$ 172,515.67	\$ 61.72	\$ 82.94
Director of Operations	38	\$ 8,381.79	\$ 11,264.21	\$ 100,581.46	\$ 135,170.54	\$ 48.36	\$ 64.99
Financial Analyst - Grants	26	\$ 4,667.29	\$ 6,272.33	\$ 56,007.52	\$ 75,268.01	\$ 26.93	\$ 36.19
Grants Analyst	26	\$ 4,667.29	\$ 6,272.33	\$ 56,007.52	\$ 75,268.01	\$ 26.93	\$ 36.19
Grants Assistant	24	\$ 4,233.37	\$ 5,689.19	\$ 50,800.47	\$ 68,270.31	\$ 24.42	\$ 32.82
Administrative Assistant	20	\$ 3,482.81	\$ 4,680.51	\$ 41,793.68	\$ 56,166.15	\$ 20.09	\$ 27.00
Operations Administrative Assistant	19	\$ 3,316.96	\$ 4,457.63	\$ 39,803.50	\$ 53,491.57	\$ 19.14	\$ 25.72
Customer Service	13	\$ 2,475.17	\$ 3,326.35	\$ 29,701.99	\$ 39,916.23	\$ 14.28	\$ 19.19
Assistant Route Planner	19	\$ 3,316.96	\$ 4,457.63	\$ 39,803.50	\$ 53,491.57	\$ 19.14	\$ 25.72
Operations Administrative Assistant	19	\$ 3,316.96	\$ 4,457.63	\$ 39,803.50	\$ 53,491.57	\$ 19.14	\$ 25.72
Procurement Manager	31	\$ 5,956.78	\$ 8,005.26	\$ 71,481.37	\$ 96,063.18	\$ 34.37	\$ 46.18
Procurement Specialist	22	\$ 3,839.79	\$ 5,160.27	\$ 46,077.53	\$ 61,923.18	\$ 22.15	\$ 29.77
Senior Accountant	25	\$ 4,445.04	\$ 5,973.65	\$ 53,340.50	\$ 71,683.82	\$ 25.64	\$ 34.46
Senior Route Planner	30	\$ 5,673.12	\$ 7,624.06	\$ 68,077.49	\$ 91,488.74	\$ 32.73	\$ 43.98
Fleet & Facilities Manager	31	\$ 5,956.78	\$ 8,005.26	\$ 71,481.37	\$ 96,063.18	\$ 34.37	\$ 46.18
Senior I.T. Support Administrator	29	\$ 5,402.98	\$ 7,261.01	\$ 64,835.71	\$ 87,132.13	\$ 31.17	\$ 41.89
IT Specialist	24	\$ 4,233.37	\$ 5,689.19	\$ 50,800.47	\$ 68,270.31	\$ 24.42	\$ 32.82
Vanpool Administrator	16	\$ 2,865.31	\$ 3,850.67	\$ 34,383.76	\$ 46,208.03	\$ 16.53	\$ 22.22

107

Board Signature - Chairman: \_\_\_\_\_

Approval Date: 06/15/2026 \_\_\_\_\_

Attest: Clerk of the Board: \_\_\_\_\_

Date: 06/15/2026 \_\_\_\_\_

**VVTA Salary Range Table (Approved by VVTA Board October 15, 2018)**

**CPI Increase: 9.9% Effective FY2023 (from July 1, 2022 - June 30, 2023)**

LEVEL											
STEP	1	2	3	4	5	6	7	8	9	10	11
10	28,197.80	29,043.19	\$29,914	30,811.92	31,736.28	32,688.37	33,669.02	34,679.09	35,719.46	36,791.05	37,894.78
11	29,607.69	\$30,495	\$31,410	32,352.52	33,323.09	34,322.79	35,352.47	36,413.04	37,505.44	38,630.60	39,789.52
12	31,088.08	\$32,020	\$32,981	33,970.14	34,989.25	36,038.93	37,120.09	38,233.70	39,380.71	40,562.13	41,778.99
13	32,642.48	\$33,621	\$34,630	35,668.65	36,738.71	37,840.87	38,976.10	40,145.38	41,349.74	42,590.23	43,867.94
14	34,274.61	\$35,302	\$36,361	37,452.08	38,575.65	39,732.92	40,924.90	42,152.65	43,417.23	44,719.75	46,061.34
15	35,988.34	\$37,067	\$38,179	39,324.69	40,504.43	41,719.56	42,971.15	44,260.28	45,588.09	46,955.73	48,364.41
16	37,787.75	\$38,921	\$40,088	41,290.92	42,529.65	43,805.54	45,119.71	46,473.30	47,867.50	49,303.52	50,782.63
17	39,677.14	\$40,867	\$42,093	43,355.47	44,656.13	45,995.82	47,375.69	48,796.96	50,260.87	51,768.70	53,321.76
18	41,661.00	\$42,910	\$44,197	45,523.24	46,888.94	48,295.61	49,744.48	51,236.81	52,773.91	54,357.13	55,987.85
19	43,744.05	\$45,056	\$46,407	47,799.40	49,233.39	50,710.39	52,231.70	53,798.65	55,412.61	57,074.99	58,787.24
20	45,931.25	\$47,308	\$48,728	50,189.37	51,695.06	53,245.91	54,843.28	56,488.58	58,183.24	59,928.74	61,726.60
21	48,227.81	\$49,674	\$51,164	52,698.84	54,279.81	55,908.20	57,585.45	59,313.01	61,092.40	62,925.17	64,812.93
22	50,639.20	\$52,157	\$53,722	55,333.78	56,993.80	58,703.61	60,464.72	62,278.66	64,147.02	66,071.43	68,053.58
23	53,171.16	\$54,765	\$56,408	58,100.47	59,843.49	61,638.79	63,487.96	65,392.60	67,354.37	69,375.00	71,456.25
24	55,829.72	\$57,504	\$59,229	61,005.50	62,835.66	64,720.73	66,662.35	68,662.23	70,722.09	72,843.75	75,029.07
25	58,621.21	\$60,379	\$62,190	64,055.77	65,977.45	67,956.77	69,995.47	72,095.34	74,258.20	76,485.94	78,780.52
26	61,552.27	\$63,398	\$65,300	67,258.56	69,276.32	71,354.61	73,495.25	75,700.10	77,971.11	80,310.24	82,719.55
27	64,629.88	\$66,568	\$68,565	70,621.49	72,740.13	74,922.34	77,170.01	79,485.11	81,869.66	84,325.75	86,855.52
28	67,861.37	\$69,896	\$71,993	74,152.56	76,377.14	78,668.46	81,028.51	83,459.36	85,963.14	88,542.04	91,198.30
29	71,254.44	\$73,391	\$75,592	77,860.19	80,196.00	82,601.88	85,079.93	87,632.33	90,261.30	92,969.14	95,758.22
30	74,817.17	\$77,060	\$79,372	81,753.20	84,205.80	86,731.97	89,333.93	92,013.95	94,774.37	97,617.60	100,546.13
31	78,558.02	\$80,913	\$83,341	85,840.86	88,416.09	91,068.57	93,800.63	96,614.65	99,513.09	102,498.48	105,573.43
32	82,485.93	\$84,959	\$87,508	90,132.90	92,836.89	95,622.00	98,490.66	101,445.38	104,488.74	107,623.40	110,852.10
33	86,610.22	\$89,207	\$91,883	94,639.55	97,478.74	100,403.10	103,415.19	106,517.65	109,713.18	113,004.57	116,394.71
34	90,940.73	\$93,667	\$96,477	99,371.53	102,352.67	105,423.25	108,585.95	111,843.53	115,198.84	118,654.80	122,214.44
35	95,487.77	\$98,351	\$101,301	104,340.10	107,470.31	110,694.42	114,015.25	117,435.71	120,958.78	124,587.54	128,325.17
36	100,262.16	\$103,268	\$106,366	109,557.11	112,843.82	116,229.14	119,716.01	123,307.49	127,006.72	130,816.92	134,741.43
37	105,275.27	\$108,431	\$111,684	115,034.96	118,486.01	122,040.59	125,701.81	129,472.87	133,357.05	137,357.76	141,478.50
38	110,539.03	\$113,853	\$117,269	120,786.71	124,410.31	128,142.62	131,986.90	135,946.51	140,024.90	144,225.65	148,552.42
39	116,065.98	\$119,546	\$123,132	126,826.05	130,630.83	134,549.76	138,586.25	142,743.84	147,026.15	151,436.93	155,980.04
40	121,869.28	\$125,523	\$129,289	133,167.35	137,162.37	141,277.24	145,515.56	149,881.03	154,377.46	159,008.78	163,779.04
41	127,962.74	\$131,799	\$135,753	139,825.72	144,020.49	148,341.10	152,791.34	157,375.08	162,096.33	166,959.22	171,968.00
42	134,360.88	\$138,389	\$142,541	146,817.00	151,221.51	155,758.16	160,430.90	165,243.83	170,201.15	175,307.18	180,566.40
43	141,078.92	\$145,309	\$149,668	154,157.85	158,782.59	163,546.07	168,452.45	173,506.02	178,711.20	184,072.54	189,594.72
44	148,132.87	\$152,574	\$157,151	161,865.75	166,721.72	171,723.37	176,875.07	182,181.32	187,646.76	193,276.17	199,074.45
45	155,539.51	\$160,203	\$165,009	169,959.03	175,057.81	180,309.54	185,718.83	191,290.39	197,029.10	202,939.98	209,028.18
46	163,316.49	\$168,213	\$173,259	178,456.99	183,810.70	189,325.02	195,004.77	200,854.91	206,880.56	213,086.97	219,479.58
47	171,482.31	\$176,623	\$181,922	187,379.84	193,001.23	198,791.27	204,755.01	210,897.66	217,224.59	223,741.32	230,453.56
48	180,056.43	\$185,455	\$191,018	196,748.83	202,651.29	208,730.83	214,992.76	221,442.54	228,085.82	234,928.39	241,976.24
49	189,059.25	\$194,727	\$200,569	206,586.27	212,783.86	219,167.37	225,742.39	232,514.67	239,490.11	246,674.81	254,075.05
50	198,512.21	\$204,464	\$210,597.65	216,915.58	223,423.05	230,125.74	237,029.51	244,140.40	251,464.61	259,008.55	266,778.81

Note: The CEO's promotion became effective on April 1, 2023, and the CPI adjustments for the CEO in subsequent years were applied effective April 1<sup>st</sup> in accordance with the contract.

Board Signature - Chairman:(Reapproval):

Reapproval Date: 06/15/2026

Attest: Clerk of the Board:

Date: 06/15/2026

**Victor Valley Transit Authority**  
**FY23 - Effective Date (7/1/22 to 6/30/23) - CPI:9.9%**

Job Title	Level	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum	Hourly Minimum	Hourly Maximum
Senior Marketing & Community Relations Manager	28	\$ 5,655.11	\$ 7,599.86	\$ 67,861.37	\$ 91,198.30	\$ 32.63	\$ 43.85
Accounting Manager	29	\$ 5,937.87	\$ 7,979.85	\$ 71,254.44	\$ 95,758.22	\$ 34.26	\$ 46.04
Accounting Technician 2	22	\$ 4,346.45	\$ 5,671.13	\$ 52,157.40	\$ 68,053.58	\$ 25.08	\$ 32.72
Chief Operating Officer	44	\$ 12,344.41	\$ 15,875.00	\$ 148,132.87	\$ 190,500.00	\$ 71.22	\$ 91.59
Chief Executive Officer	50	\$ 14,632.50	\$ 22,231.57	\$ 175,590.00	\$ 266,778.81	\$ 84.42	\$ 128.26
Chief Financial Officer	41	\$ 10,663.56	\$ 14,330.67	\$ 127,962.74	\$ 171,968.00	\$ 61.52	\$ 82.68
Clerk of the Board/ Executive Assistance/HR	26	\$ 5,129.36	\$ 6,893.30	\$ 61,552.27	\$ 82,719.55	\$ 29.59	\$ 39.77
Contract Compliance - Operation	27	\$ 5,385.82	\$ 7,237.96	\$ 64,629.88	\$ 86,855.52	\$ 31.07	\$ 41.76
CTSA Program Manager	25	\$ 4,885.10	\$ 6,565.04	\$ 58,621.21	\$ 78,780.52	\$ 28.18	\$ 37.88
Director of Fleet & Facilities	38	\$ 9,211.59	\$ 12,379.37	\$ 110,539.03	\$ 148,552.42	\$ 53.14	\$ 71.42
Director of Operations	38	\$ 9,211.59	\$ 12,379.37	\$ 110,539.03	\$ 148,552.42	\$ 53.14	\$ 71.42
Financial Analyst - Grants	27	\$ 5,385.82	\$ 7,237.96	\$ 64,629.88	\$ 86,855.52	\$ 31.07	\$ 41.76
Fleet and Facilities Analyst	24	\$ 4,652.48	\$ 6,252.42	\$ 55,829.72	\$ 75,029.07	\$ 26.84	\$ 36.07
Grants Analyst	24	\$ 4,652.48	\$ 6,252.42	\$ 55,829.72	\$ 75,029.07	\$ 26.84	\$ 36.07
Grants Manager	26	\$ 5,129.36	\$ 6,893.30	\$ 61,552.27	\$ 82,719.55	\$ 29.59	\$ 39.77
Lead Customer Service	13	\$ 2,720.21	\$ 3,655.66	\$ 32,642.48	\$ 43,867.94	\$ 15.69	\$ 21.09
Assitant Route Planner	19	\$ 3,645.34	\$ 4,898.94	\$ 43,744.05	\$ 58,787.24	\$ 21.03	\$ 28.26
Operations Administrative Assistant	19	\$ 3,645.34	\$ 4,898.94	\$ 43,744.05	\$ 58,787.24	\$ 21.03	\$ 28.26
Procurement Manager	31	\$ 6,546.50	\$ 8,797.79	\$ 78,558.02	\$ 105,573.43	\$ 37.77	\$ 50.76
Procurement Specialist	22	\$ 4,346.45	\$ 5,671.13	\$ 52,157.40	\$ 68,053.58	\$ 25.08	\$ 32.72
Program Coordinator - Operations	20	\$ 3,827.60	\$ 5,143.88	\$ 45,931.25	\$ 61,726.60	\$ 22.08	\$ 29.68
Senior Accountant	25	\$ 4,885.10	\$ 6,565.04	\$ 58,621.21	\$ 78,780.52	\$ 28.18	\$ 37.88
Senior Route Planner	30	\$ 6,234.76	\$ 8,378.84	\$ 74,817.17	\$ 100,546.13	\$ 35.97	\$ 48.34
Sr. Fleet & Facilities Analyst	29	\$ 5,937.87	\$ 7,979.85	\$ 71,254.44	\$ 95,758.22	\$ 34.26	\$ 46.04
System Administrator	32	\$ 6,873.83	\$ 9,237.68	\$ 82,485.93	\$ 110,852.10	\$ 39.66	\$ 53.29
Vanpool Administrator	16	\$ 3,148.98	\$ 4,231.89	\$ 37,787.75	\$ 50,782.63	\$ 18.17	\$ 24.41

Board Signature - Chairman: \_\_\_\_\_

Approval Date: 06/15/2026 \_\_\_\_\_

Attest: Clerk of the Board: \_\_\_\_\_

Date: 06/15/2026 \_\_\_\_\_

**VVTA Salary Range Table (Approved by VVTA Board October 15, 2018)**

**CPI@4.2% Effective FY2024 (from July 1, 2023 - June 30, 2024)**

LEVEL											
STEP	1	2	3	4	5	6	7	8	9	10	11
10	29,382.11	30,263.01	\$31,171	32,106.02	33,069.20	34,061.28	35,083.12	36,135.61	37,219.68	38,336.27	39,486.36
11	30,851.22	\$31,776	\$32,729	33,711.32	34,722.66	35,764.34	36,837.27	37,942.39	39,080.66	40,253.08	41,460.68
12	32,393.78	\$33,365	\$34,366	35,396.89	36,458.80	37,552.56	38,679.14	39,839.51	41,034.70	42,265.74	43,533.71
13	34,013.47	\$35,033	\$36,084	37,166.73	38,281.74	39,430.19	40,613.09	41,831.49	43,086.43	44,379.02	45,710.40
14	35,714.14	\$36,785	\$37,888	39,025.07	40,195.82	41,401.70	42,643.75	43,923.06	45,240.75	46,597.98	47,995.92
15	37,499.85	\$38,624	\$39,783	40,976.32	42,205.61	43,471.78	44,775.94	46,119.21	47,502.79	48,927.87	50,395.71
16	39,374.84	\$40,555	\$41,772	43,025.14	44,315.90	45,645.37	47,014.73	48,425.18	49,877.93	51,374.27	52,915.50
17	41,343.58	\$42,583	\$43,861	45,176.40	46,531.69	47,927.64	49,365.47	50,846.43	52,371.83	53,942.98	55,561.27
18	43,410.76	\$44,712	\$46,054	47,435.22	48,858.27	50,324.02	51,833.74	53,388.76	54,990.42	56,640.13	58,339.33
19	45,581.30	\$46,948	\$48,356	49,806.98	51,301.19	52,840.22	54,425.43	56,058.19	57,739.94	59,472.14	61,256.30
20	47,860.36	\$49,295	\$50,774	52,297.33	53,866.25	55,482.24	57,146.70	58,861.10	60,626.94	62,445.74	64,319.12
21	50,253.38	\$51,760	\$53,313	54,912.19	56,559.56	58,256.35	60,004.04	61,804.16	63,658.28	65,568.03	67,535.07
22	52,766.05	\$54,348	\$55,978	57,657.80	59,387.54	61,169.16	63,004.24	64,894.37	66,841.20	68,846.43	70,911.83
23	55,404.35	\$57,065	\$58,777	60,540.69	62,356.91	64,227.62	66,154.45	68,139.08	70,183.26	72,288.75	74,457.42
24	58,174.57	\$59,919	\$61,716	63,567.73	65,474.76	67,439.00	69,462.17	71,546.04	73,692.42	75,903.19	78,180.29
25	61,083.30	\$62,915	\$64,802	66,746.12	68,748.50	70,810.95	72,935.28	75,123.34	77,377.04	79,698.35	82,089.30
26	64,137.46	\$66,060	\$68,042	70,083.42	72,185.92	74,351.50	76,582.05	78,879.51	81,245.89	83,683.27	86,193.77
27	67,344.34	\$69,363	\$71,444	73,587.59	75,795.22	78,069.08	80,411.15	82,823.48	85,308.19	87,867.43	90,503.46
28	70,711.55	\$72,832	\$75,016	77,266.97	79,584.98	81,972.53	84,431.71	86,964.66	89,573.60	92,260.80	95,028.63
29	74,247.13	\$76,473	\$78,767	81,130.32	83,564.23	86,071.16	88,653.29	91,312.89	94,052.28	96,873.85	99,780.06
30	77,959.49	\$80,297	\$82,706	85,186.84	87,742.44	90,374.71	93,085.96	95,878.53	98,754.89	101,717.54	104,769.06
31	81,857.46	\$84,312	\$86,841	89,446.18	92,129.56	94,893.45	97,740.25	100,672.46	103,692.64	106,803.41	110,007.52
32	85,950.33	\$88,527	\$91,183	93,918.49	96,736.04	99,638.12	102,627.27	105,706.08	108,877.27	112,143.59	115,507.89
33	90,247.85	\$92,954	\$95,742	98,614.41	101,572.84	104,620.03	107,758.63	110,991.39	114,321.13	117,750.76	121,283.29
34	94,760.24	\$97,601	\$100,529	103,545.13	106,651.49	109,851.03	113,146.56	116,540.96	120,037.19	123,638.30	127,347.45
35	99,498.26	\$102,481	\$105,556	108,722.39	111,984.06	115,343.58	118,803.89	122,368.01	126,039.05	129,820.22	133,714.82
36	104,473.17	\$107,605	\$110,834	114,158.51	117,583.26	121,110.76	124,744.08	128,486.41	132,341.00	136,311.23	140,400.57
37	109,696.83	\$112,986	\$116,375	119,866.43	123,462.43	127,166.30	130,981.29	134,910.73	138,958.05	143,126.79	147,420.59
38	115,181.67	\$118,635	\$122,194	125,859.75	129,635.55	133,524.61	137,530.35	141,656.26	145,905.95	150,283.13	154,791.62
39	120,940.75	\$124,567	\$128,304	132,152.74	136,117.32	140,200.84	144,406.87	148,739.08	153,201.25	157,797.29	162,531.20
40	126,987.79	\$130,795	\$134,719	138,760.38	142,923.19	147,210.89	151,627.21	156,176.03	160,861.31	165,687.15	170,657.76
41	133,337.18	\$137,335	\$141,455	145,698.40	150,069.35	154,571.43	159,208.57	163,984.83	168,904.38	173,971.51	179,190.65
42	140,004.04	\$144,201	\$148,527	152,983.32	157,572.82	162,300.00	167,169.00	172,184.07	177,349.60	182,670.08	188,150.19
43	147,004.24	\$151,412	\$155,954	160,632.48	165,451.46	170,415.00	175,527.45	180,793.28	186,217.08	191,803.59	197,557.69
44	154,354.45	\$158,982	\$163,752	168,664.11	173,724.03	178,935.75	184,303.83	189,832.94	195,527.93	201,393.77	207,435.58
45	162,072.17	\$166,931	\$171,939	177,097.31	182,410.23	187,882.54	193,519.02	199,324.59	205,304.33	211,463.45	217,807.36
46	170,175.78	\$175,278	\$180,536	185,952.18	191,530.75	197,276.67	203,194.97	209,290.82	215,569.54	222,036.63	228,697.73
47	178,684.57	\$184,042	\$189,563	195,249.79	201,107.28	207,140.50	213,354.72	219,755.36	226,348.02	233,138.46	240,132.61
48	187,618.80	\$193,244	\$199,041	205,012.28	211,162.65	217,497.53	224,022.45	230,743.13	237,665.42	244,795.38	252,139.24
49	196,999.74	\$202,906	\$208,993	215,262.89	221,720.78	228,372.40	235,223.57	242,280.28	249,548.69	257,035.15	264,746.21
50	206,849.73	\$213,051	219,442.75	226,026.04	232,806.82	239,791.02	246,984.75	254,394.30	262,026.12	269,886.91	277,983.52

Note: The CEO's promotion became effective on April 1, 2023, and the CPI adjustments for the CEO in subsequent years were applied effective April 1<sup>st</sup> in accordance with the contract.

Board Signature - Chairman:(Reapproval): \_\_\_\_\_

Reapproval Date: 06/15/2026 \_\_\_\_\_

Attest: Clerk of the Board: \_\_\_\_\_

Date: 06/15/2026 \_\_\_\_\_

**Victor Valley Transit Authority**  
**FY24 - Effective Date 7/1/23 to 6/30/24 - CPI: 4.2%**

Job Title	Range	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum	Hourly Minimum	Hourly Maximum
Senior Marketing & Community Relations Manager	36	\$ 8,706.10	\$ 11,700.05	\$ 104,473.17	\$ 140,400.57	\$ 50.23	\$ 67.50
Accounting Manager	33	\$ 7,520.65	\$ 10,106.94	\$ 90,247.85	\$ 121,283.29	\$ 43.39	\$ 58.31
Accounts Payable/Payroll Specialist	31	\$ 6,821.46	\$ 9,167.29	\$ 81,857.46	\$ 110,007.52	\$ 39.35	\$ 52.89
Administrative Aid	21	\$ 4,187.78	\$ 5,627.92	\$ 50,253.38	\$ 67,535.07	\$ 24.16	\$ 32.47
Chief Executive Officer	50	\$ 17,237.48	\$ 23,165.29	\$ 206,849.73	\$ 277,983.52	\$ 99.45	\$ 133.65
Chief Financial Officer	46	\$ 14,181.32	\$ 19,058.14	\$ 170,175.78	\$ 228,697.73	\$ 81.82	\$ 109.95
Clerk of the Board/Executive Assistance/HR	30	\$ 6,496.62	\$ 8,730.76	\$ 77,959.49	\$ 104,769.06	\$ 37.48	\$ 50.37
Contract Compliance - Operation	29	\$ 6,187.26	\$ 8,315.01	\$ 74,247.13	\$ 99,780.06	\$ 35.70	\$ 47.97
CTSA Program Manager	27	\$ 5,612.03	\$ 7,541.95	\$ 67,344.34	\$ 90,503.46	\$ 32.38	\$ 43.51
Chief Maintenance Officer	42	\$ 11,667.00	\$ 15,679.18	\$ 140,004.04	\$ 188,150.19	\$ 67.31	\$ 90.46
Director of Operations	44	\$ 12,862.87	\$ 17,286.30	\$ 154,354.45	\$ 207,435.58	\$ 74.21	\$ 99.73
Financial Analyst - Grants	30	\$ 6,496.62	\$ 8,730.76	\$ 77,959.49	\$ 104,769.06	\$ 37.48	\$ 50.37
Fleet and Facilities Analyst	24	\$ 4,847.88	\$ 6,515.02	\$ 58,174.57	\$ 78,180.29	\$ 27.97	\$ 37.59
Grants Analyst	29	\$ 6,187.26	\$ 8,315.01	\$ 74,247.13	\$ 99,780.06	\$ 35.70	\$ 47.97
Grants Assistant	25	\$ 5,090.27	\$ 6,840.78	\$ 61,083.30	\$ 82,089.30	\$ 29.37	\$ 39.47
Grants Manager	33	\$ 7,520.65	\$ 10,106.94	\$ 90,247.85	\$ 121,283.29	\$ 43.39	\$ 58.31
Lead Customer Service	23	\$ 4,617.03	\$ 6,204.78	\$ 55,404.35	\$ 74,457.42	\$ 26.64	\$ 35.80
Maintenance Administrative Assistant	25	\$ 5,090.27	\$ 6,840.78	\$ 61,083.30	\$ 82,089.30	\$ 29.37	\$ 39.47
Operations Manager	31	\$ 6,821.46	\$ 9,167.29	\$ 81,857.46	\$ 110,007.52	\$ 39.35	\$ 52.89
Planning Analyst	25	\$ 5,090.27	\$ 6,840.78	\$ 61,083.30	\$ 82,089.30	\$ 29.37	\$ 39.47
Procurement Manager	36	\$ 8,706.10	\$ 11,700.05	\$ 104,473.17	\$ 140,400.57	\$ 50.23	\$ 67.50
Procurement Specialist	25	\$ 5,090.27	\$ 6,840.78	\$ 61,083.30	\$ 82,089.30	\$ 29.37	\$ 39.47
Program Coordinator - Operations	26	\$ 5,344.79	\$ 7,182.81	\$ 64,137.46	\$ 86,193.77	\$ 30.84	\$ 41.44
Purchasing Technician	25	\$ 5,090.27	\$ 6,840.78	\$ 61,083.30	\$ 82,089.30	\$ 29.37	\$ 39.47
Schedule Delivery Clerk (Part Time)	19	\$ 3,798.44	\$ 5,104.69	\$ 45,581.30	\$ 61,256.30	\$ 21.91	\$ 29.45
Senior Accountant	28	\$ 5,892.63	\$ 7,919.05	\$ 70,711.55	\$ 95,028.63	\$ 34.00	\$ 45.69
Senior Route Planner	30	\$ 6,496.62	\$ 8,730.76	\$ 77,959.49	\$ 104,769.06	\$ 37.48	\$ 50.37
Sr. Fleet & Facilities Analyst	29	\$ 6,187.26	\$ 8,315.01	\$ 74,247.13	\$ 99,780.06	\$ 35.70	\$ 47.97
System Administrator	32	\$ 7,162.53	\$ 9,625.66	\$ 85,950.33	\$ 115,507.89	\$ 41.32	\$ 55.53
System Administrator	33	\$ 7,520.65	\$ 10,106.94	\$ 90,247.85	\$ 121,283.29	\$ 43.39	\$ 58.31
Vanpool Administrator	21	\$ 4,187.78	\$ 5,627.92	\$ 50,253.38	\$ 67,535.07	\$ 24.16	\$ 32.47

Board Signature - Chairman: \_\_\_\_\_

Reapproval Date: 06/15/2026 \_\_\_\_\_

Attest: Clerk of the Board: \_\_\_\_\_

Date: 06/15/2026 \_\_\_\_\_

**VVTA Salary Range Table (Approved by VVTA Board October 15, 2018)**  
**CPI Increase:4.8% Effective FY2025 - First Half (from July 1, 2024 - December 31, 2024)**

<b>LEVEL</b>											
<b>STEP</b>	1	2	3	4	5	6	7	8	9	10	11
10	30,792.45	31,715.63	32,667.10	33,647.11	34,656.53	35,696.22	36,767.11	37,870.12	39,006.22	40,176.41	41,381.70
11	32,332.07	33,301.41	34,300.45	35,329.47	36,389.35	37,481.03	38,605.46	39,763.63	40,956.54	42,185.23	43,450.79
12	33,948.68	34,966.48	36,015.48	37,095.94	38,208.82	39,355.08	40,535.74	41,751.81	43,004.36	44,294.49	45,623.33
13	35,646.11	36,714.81	37,816.25	38,950.74	40,119.26	41,322.84	42,562.52	43,839.40	45,154.58	46,509.22	47,904.49
14	37,428.42	38,550.55	39,707.06	40,898.27	42,125.22	43,388.98	44,690.65	46,031.37	47,412.31	48,834.68	50,299.72
15	39,299.84	40,478.07	41,692.42	42,943.19	44,231.48	45,558.43	46,925.18	48,332.94	49,782.92	51,276.41	52,814.71
16	41,264.83	42,501.98	43,777.04	45,090.35	46,443.06	47,836.35	49,271.44	50,749.58	52,272.07	53,840.23	55,455.44
17	43,328.07	44,627.08	45,965.89	47,344.87	48,765.21	50,228.17	51,735.01	53,287.06	54,885.67	56,532.24	58,228.21
18	45,494.48	46,858.43	48,264.18	49,712.11	51,203.47	52,739.58	54,321.76	55,951.42	57,629.96	59,358.86	61,139.62
19	47,769.20	49,201.35	50,677.39	52,197.71	53,763.65	55,376.55	57,037.85	58,748.99	60,511.46	62,326.80	64,196.60
20	50,157.66	51,661.42	53,211.26	54,807.60	56,451.83	58,145.38	59,889.74	61,686.44	63,537.03	65,443.14	67,406.43
21	52,665.54	54,244.49	55,871.82	57,547.98	59,274.42	61,052.65	62,884.23	64,770.76	66,713.88	68,715.30	70,776.76
22	55,298.82	56,956.71	58,665.42	60,425.38	62,238.14	64,105.28	66,028.44	68,009.30	70,049.57	72,151.06	74,315.59
23	58,063.76	59,804.55	61,598.69	63,446.65	65,350.05	67,310.55	69,329.86	71,409.76	73,552.05	75,758.62	78,031.37
24	60,966.95	62,794.78	64,678.62	66,618.98	68,617.55	70,676.08	72,796.36	74,980.25	77,229.66	79,546.55	81,932.94
25	64,015.30	65,934.52	67,912.55	69,949.93	72,048.43	74,209.88	76,436.18	78,729.26	81,091.14	83,523.87	86,029.59
26	67,216.06	69,231.24	71,308.18	73,447.43	75,650.85	77,920.37	80,257.98	82,665.72	85,145.70	87,700.07	90,331.07
27	70,576.86	72,692.80	74,873.59	77,119.80	79,433.39	81,816.39	84,270.88	86,799.01	89,402.98	92,085.07	94,847.62
28	74,105.71	76,327.44	78,617.27	80,975.79	83,405.06	85,907.21	88,484.43	91,138.96	93,873.13	96,689.32	99,590.00
29	77,810.99	80,143.82	82,548.13	85,024.58	87,575.31	90,202.57	92,908.65	95,695.91	98,566.79	101,523.79	104,569.50
30	81,701.54	84,151.01	86,675.54	89,275.80	91,954.08	94,712.70	97,554.08	100,480.70	103,495.13	106,599.98	109,797.98
31	85,786.62	88,358.56	91,009.32	93,739.59	96,551.78	99,448.34	102,431.79	105,504.74	108,669.88	111,929.98	115,287.88
32	90,075.95	92,776.49	95,559.78	98,426.57	101,379.37	104,420.75	107,553.38	110,779.98	114,103.38	117,526.48	121,052.27
33	94,579.75	97,415.31	100,337.77	103,347.90	106,448.34	109,641.79	112,931.04	116,318.98	119,808.54	123,402.80	127,104.89
34	99,308.73	102,286.08	105,354.66	108,515.30	111,770.76	115,123.88	118,577.60	122,134.92	125,798.97	129,572.94	133,460.13
35	104,274.17	107,400.38	110,622.39	113,941.06	117,359.30	120,880.07	124,506.48	128,241.67	132,088.92	136,051.59	140,133.14
36	109,487.88	112,770.40	116,153.51	119,638.12	123,227.26	126,924.08	130,731.80	134,653.75	138,693.37	142,854.17	147,139.79
37	114,962.27	118,408.92	121,961.19	125,620.02	129,388.62	133,270.28	137,268.39	141,386.44	145,628.03	149,996.88	154,496.78
38	120,710.39	124,329.36	128,059.25	131,901.02	135,858.05	139,933.80	144,131.81	148,455.76	152,909.44	157,496.72	162,221.62
39	126,745.91	130,545.83	134,462.21	138,496.07	142,650.96	146,930.49	151,338.40	155,878.55	160,554.91	165,371.56	170,332.70
40	133,083.20	137,073.12	141,185.32	145,420.88	149,783.50	154,277.01	158,905.32	163,672.48	168,582.65	173,640.13	178,849.34
41	139,737.36	143,926.78	148,244.58	152,691.92	157,272.68	161,990.86	166,850.59	171,856.10	177,011.79	182,322.14	187,791.80
42	146,724.23	151,123.12	155,656.81	160,326.52	165,136.31	170,090.40	175,193.12	180,448.91	185,862.38	191,438.25	197,181.39
43	154,060.44	158,679.28	163,439.65	168,342.84	173,393.13	178,594.92	183,952.77	189,471.35	195,155.49	201,010.16	207,040.46
44	161,763.46	166,613.24	171,611.64	176,759.99	182,062.79	187,524.67	193,150.41	198,944.92	204,913.27	211,060.67	217,392.49
45	169,851.64	174,943.90	180,192.22	185,597.99	191,165.93	196,900.90	202,807.93	208,892.17	215,158.93	221,613.70	228,262.11
46	178,344.22	183,691.10	189,201.83	194,877.88	200,724.22	206,745.95	212,948.33	219,336.78	225,916.88	232,694.39	239,675.22
47	187,261.43	192,875.65	198,661.92	204,621.78	210,760.43	217,083.25	223,595.74	230,303.61	237,212.72	244,329.11	251,658.98
48	196,624.50	202,519.43	208,595.02	214,852.87	221,298.45	227,937.41	234,775.53	241,818.80	249,073.36	256,545.56	264,241.93
49	206,455.73	212,645.41	219,024.77	225,595.51	232,363.38	239,334.28	246,514.31	253,909.74	261,527.03	269,372.84	277,454.02
50	216,778.51	223,277.68	229,976.01	236,875.29	243,981.55	251,300.99	258,840.02	266,605.22	274,603.38	282,841.48	291,326.72

Note: The CEO's promotion became effective on April 1, 2023, and the CPI adjustments for the CEO in subsequent years were applied effective April 1<sup>st</sup> in accordance with the contract.

Board Signature - Chairman:(Reapproval): \_\_\_\_\_

Reapproval Date: 06/15/2026 \_\_\_\_\_

Attest: Clerk of the Board: \_\_\_\_\_

Date: 06/15/2026 \_\_\_\_\_

**Pay Range - Second Half of FY2025  
01/01/2025-06/30/2025**

<b>Job Title</b>	<b>Annual Minimum</b>	<b>Annual Midpoint</b>	<b>Annual Maximum</b>	<b>Monthly Minimum</b>	<b>Monthly Midpoint</b>	<b>Monthly Maximum</b>	<b>Hourly Minimum</b>	<b>Hourly Midpoint</b>	<b>Hourly Maximum</b>
Accounting Manager	\$ 96,377.89	\$ 113,092.47	\$ 129,807.05	\$ 8,031.49	\$ 9,424.37	\$ 10,817.25	\$ 46.34	\$ 54.37	\$ 62.41
Accounts Payable / Payroll Specialist	\$ 70,840.63	\$ 83,126.34	\$ 95,412.05	\$ 5,903.39	\$ 6,927.20	\$ 7,951.00	\$ 34.06	\$ 39.96	\$ 45.87
Chief Executive Officer	\$ 235,000.00	\$ 258,030.00	\$ 283,833.00	\$ 19,583.33	\$ 21,502.50	\$ 23,652.75	\$ 112.98	\$ 124.05	\$ 136.46
Chief Financial Officer	\$ 167,634.96	\$ 196,707.48	\$ 225,779.99	\$ 13,969.58	\$ 16,392.29	\$ 18,815.00	\$ 80.59	\$ 94.57	\$ 108.55
Chief Maintenance Officer	\$ 152,395.42	\$ 178,824.98	\$ 205,254.53	\$ 12,699.62	\$ 14,902.08	\$ 17,104.54	\$ 73.27	\$ 85.97	\$ 98.68
Clerk of the Board/Executive Assistant	\$ 82,628.51	\$ 96,958.56	\$ 111,288.62	\$ 6,885.71	\$ 8,079.88	\$ 9,274.05	\$ 39.73	\$ 46.61	\$ 53.50
Contract Compliance	\$ 76,507.88	\$ 89,776.45	\$ 103,045.02	\$ 6,375.66	\$ 7,481.37	\$ 8,587.08	\$ 36.78	\$ 43.16	\$ 49.54
CTSA Program Manager	\$ 76,507.88	\$ 89,776.45	\$ 103,045.02	\$ 6,375.66	\$ 7,481.37	\$ 8,587.08	\$ 36.78	\$ 43.16	\$ 49.54
Customer Service	\$ 47,947.73	\$ 56,263.18	\$ 64,578.63	\$ 3,995.64	\$ 4,688.60	\$ 5,381.55	\$ 23.05	\$ 27.05	\$ 31.05
Director of Operations	\$ 152,395.42	\$ 178,824.98	\$ 205,254.53	\$ 12,699.62	\$ 14,902.08	\$ 17,104.54	\$ 73.27	\$ 85.97	\$ 98.68
Financial Analyst - Grants	\$ 70,840.63	\$ 83,126.34	\$ 95,412.05	\$ 5,903.39	\$ 6,927.20	\$ 7,951.00	\$ 34.06	\$ 39.96	\$ 45.87
Fleet & Facilities Analyst	\$ 64,254.54	\$ 75,398.04	\$ 86,541.55	\$ 5,354.54	\$ 6,283.17	\$ 7,211.80	\$ 30.89	\$ 36.25	\$ 41.61
Fleet & Facilities Assistant	\$ 47,947.73	\$ 56,263.18	\$ 64,578.63	\$ 3,995.64	\$ 4,688.60	\$ 5,381.55	\$ 23.05	\$ 27.05	\$ 31.05
Grants Analyst	\$ 70,840.63	\$ 83,126.34	\$ 95,412.05	\$ 5,903.39	\$ 6,927.20	\$ 7,951.00	\$ 34.06	\$ 39.96	\$ 45.87
Grants Assistant	\$ 58,280.76	\$ 68,388.25	\$ 78,495.73	\$ 4,856.73	\$ 5,699.02	\$ 6,541.31	\$ 28.02	\$ 32.88	\$ 37.74
Grants Manager	\$ 89,238.79	\$ 104,715.25	\$ 120,191.71	\$ 7,436.57	\$ 8,726.27	\$ 10,015.98	\$ 42.90	\$ 50.34	\$ 57.78
Lead Customer Service	\$ 58,280.76	\$ 68,388.25	\$ 78,495.73	\$ 4,856.73	\$ 5,699.02	\$ 6,541.31	\$ 28.02	\$ 32.88	\$ 37.74
Maintenance Admin Assistant	\$ 58,280.76	\$ 68,388.25	\$ 78,495.73	\$ 4,856.73	\$ 5,699.02	\$ 6,541.31	\$ 28.02	\$ 32.88	\$ 37.74
Marketing Assistant	\$ 55,505.49	\$ 65,131.66	\$ 74,757.84	\$ 4,625.46	\$ 5,427.64	\$ 6,229.82	\$ 26.69	\$ 31.31	\$ 35.94
Operations Manager	\$ 82,628.51	\$ 96,958.56	\$ 111,288.62	\$ 6,885.71	\$ 8,079.88	\$ 9,274.05	\$ 39.73	\$ 46.61	\$ 53.50
Planning Analyst	\$ 64,254.54	\$ 75,398.04	\$ 86,541.55	\$ 5,354.54	\$ 6,283.17	\$ 7,211.80	\$ 30.89	\$ 36.25	\$ 41.61
Procurement Manager	\$ 104,088.12	\$ 122,139.87	\$ 140,191.61	\$ 8,674.01	\$ 10,178.32	\$ 11,682.63	\$ 50.04	\$ 58.72	\$ 67.40
Procurement Supervisor	\$ 76,507.88	\$ 89,776.45	\$ 103,045.02	\$ 6,375.66	\$ 7,481.37	\$ 8,587.08	\$ 36.78	\$ 43.16	\$ 49.54
Program Coordinator - Operations	\$ 64,254.54	\$ 75,398.04	\$ 86,541.55	\$ 5,354.54	\$ 6,283.17	\$ 7,211.80	\$ 30.89	\$ 36.25	\$ 41.61
Purchasing Technician	\$ 58,280.76	\$ 68,388.25	\$ 78,495.73	\$ 4,856.73	\$ 5,699.02	\$ 6,541.31	\$ 28.02	\$ 32.88	\$ 37.74
Senior Accountant	\$ 82,628.51	\$ 96,958.56	\$ 111,288.62	\$ 6,885.71	\$ 8,079.88	\$ 9,274.05	\$ 39.73	\$ 46.61	\$ 53.50
Senior Fleet & Facilities Analyst	\$ 82,628.51	\$ 96,958.56	\$ 111,288.62	\$ 6,885.71	\$ 8,079.88	\$ 9,274.05	\$ 39.73	\$ 46.61	\$ 53.50
Senior Marketing Manager/PIO	\$ 114,496.93	\$ 134,353.85	\$ 154,210.77	\$ 9,541.41	\$ 11,196.15	\$ 12,850.90	\$ 55.05	\$ 64.59	\$ 74.14
Senior Route Planner	\$ 89,238.79	\$ 104,715.25	\$ 120,191.71	\$ 7,436.57	\$ 8,726.27	\$ 10,015.98	\$ 42.90	\$ 50.34	\$ 57.78
Systems Administrator	\$ 96,377.89	\$ 113,092.47	\$ 129,807.05	\$ 8,031.49	\$ 9,424.37	\$ 10,817.25	\$ 46.34	\$ 54.37	\$ 62.41
Transit Information Clerk	\$ 45,664.50	\$ 53,583.98	\$ 61,503.46	\$ 3,805.38	\$ 4,465.33	\$ 5,125.29	\$ 21.95	\$ 25.76	\$ 29.57
Vanpool Administrator	\$ 70,840.63	\$ 83,126.34	\$ 95,412.05	\$ 5,903.39	\$ 6,927.20	\$ 7,951.00	\$ 34.06	\$ 39.96	\$ 45.87
Human Resources Specialist	\$ 70,840.63	\$ 83,126.34	\$ 95,412.05	\$ 5,903.39	\$ 6,927.20	\$ 7,951.00	\$ 34.06	\$ 39.96	\$ 45.87

**Note:** Pay adjustment due new Compensation Range/Level resulting from the compensation survey with Evergreen which was approved by the Board in November 2024.

**Board Signature - Chairman:(Reapproval):** \_\_\_\_\_

**Reapproval Date:** 06/15/2026 \_\_\_\_\_

**Attest: Clerk of the Board:** \_\_\_\_\_

**Date:** 06/15/2026 \_\_\_\_\_

**Pay Range Second Half of FY2025**

**01/01/2025-06/30/2025**

<b>Job Title</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
Accounting Manager	\$ 96,377.89	\$ 113,092.47	\$ 129,807.05
Accounts Payable / Payroll Specialist	\$ 70,840.63	\$ 83,126.34	\$ 95,412.05
Chief Executive Officer	\$ 235,000.00	\$ 258,030.00	\$ 283,833.00
Chief Financial Officer	\$ 167,634.96	\$ 196,707.48	\$ 225,779.99
Chief Maintenance Officer	\$ 152,395.42	\$ 178,824.98	\$ 205,254.53
Clerk of the Board/Executive Assistant	\$ 82,628.51	\$ 96,958.56	\$ 111,288.62
Contract Compliance	\$ 76,507.88	\$ 89,776.45	\$ 103,045.02
CTSA Program Manager	\$ 76,507.88	\$ 89,776.45	\$ 103,045.02
Customer Service	\$ 47,947.73	\$ 56,263.18	\$ 64,578.63
Director of Operations	\$ 152,395.42	\$ 178,824.98	\$ 205,254.53
Financial Analyst - Grants	\$ 70,840.63	\$ 83,126.34	\$ 95,412.05
Fleet & Facilities Analyst	\$ 64,254.54	\$ 75,398.04	\$ 86,541.55
Fleet & Facilities Assistant	\$ 47,947.73	\$ 56,263.18	\$ 64,578.63
Grants Analyst	\$ 70,840.63	\$ 83,126.34	\$ 95,412.05
Grants Assistant	\$ 58,280.76	\$ 68,388.25	\$ 78,495.73
Grants Manager	\$ 89,238.79	\$ 104,715.25	\$ 120,191.71
Lead Customer Service	\$ 58,280.76	\$ 68,388.25	\$ 78,495.73
Maintenance Admin Assistant	\$ 58,280.76	\$ 68,388.25	\$ 78,495.73
Marketing Assistant	\$ 55,505.49	\$ 65,131.66	\$ 74,757.84
Operations Manager	\$ 82,628.51	\$ 96,958.56	\$ 111,288.62
Planning Analyst	\$ 64,254.54	\$ 75,398.04	\$ 86,541.55
Procurement Manager	\$ 104,088.12	\$ 122,139.87	\$ 140,191.61
Procurement Supervisor	\$ 76,507.88	\$ 89,776.45	\$ 103,045.02
Program Coordinator - Operations	\$ 64,254.54	\$ 75,398.04	\$ 86,541.55
Purchasing Technician	\$ 58,280.76	\$ 68,388.25	\$ 78,495.73
Senior Accountant	\$ 82,628.51	\$ 96,958.56	\$ 111,288.62
Senior Fleet & Facilities Analyst	\$ 82,628.51	\$ 96,958.56	\$ 111,288.62
Senior Marketing Manager/PIO	\$ 114,496.93	\$ 134,353.85	\$ 154,210.77
Senior Route Planner	\$ 89,238.79	\$ 104,715.25	\$ 120,191.71
Systems Administrator	\$ 96,377.89	\$ 113,092.47	\$ 129,807.05
Transit Information Clerk	\$ 45,664.50	\$ 53,583.98	\$ 61,503.46
Vanpool Administrator	\$ 70,840.63	\$ 83,126.34	\$ 95,412.05
Human Resources Specialist	\$ 70,840.63	\$ 83,126.34	\$ 95,412.05

**Levels and Steps FY2026 Effective July 1, 2025 - June 30, 2026)**

LEVEL	STEP											
	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5
101	\$ 44,620.74	\$ 45,290.05	\$ 45,969.40	\$ 46,658.94	\$ 47,358.83	\$ 48,069.21	\$ 48,790.25	\$ 49,522.10	\$ 50,264.93	\$ 51,018.91	\$ 51,784.19	\$ 52,560.95
102	\$ 46,851.78	\$ 47,554.55	\$ 48,267.87	\$ 48,991.89	\$ 49,726.77	\$ 50,472.67	\$ 51,229.76	\$ 51,998.21	\$ 52,778.18	\$ 53,569.85	\$ 54,373.40	\$ 55,189.00
103	\$ 49,194.37	\$ 49,932.28	\$ 50,681.27	\$ 51,441.48	\$ 52,213.11	\$ 52,996.30	\$ 53,791.25	\$ 54,598.12	\$ 55,417.09	\$ 56,248.34	\$ 57,092.07	\$ 57,948.45
104	\$ 51,654.08	\$ 52,428.90	\$ 53,215.33	\$ 54,013.56	\$ 54,823.76	\$ 55,646.12	\$ 56,480.81	\$ 57,328.02	\$ 58,187.94	\$ 59,060.76	\$ 59,946.67	\$ 60,845.87
105	\$ 54,236.79	\$ 55,050.34	\$ 55,876.10	\$ 56,714.24	\$ 57,564.95	\$ 58,428.42	\$ 59,304.85	\$ 60,194.42	\$ 61,097.34	\$ 62,013.80	\$ 62,944.01	\$ 63,888.17
106	\$ 56,948.63	\$ 57,802.86	\$ 58,669.90	\$ 59,549.95	\$ 60,443.20	\$ 61,349.85	\$ 62,270.09	\$ 63,204.14	\$ 64,152.21	\$ 65,114.49	\$ 66,091.21	\$ 67,082.58
107	\$ 59,796.06	\$ 60,693.00	\$ 61,603.40	\$ 62,527.45	\$ 63,465.36	\$ 64,417.34	\$ 65,383.60	\$ 66,364.35	\$ 67,359.82	\$ 68,370.21	\$ 69,395.77	\$ 70,436.70
108	\$ 62,785.86	\$ 63,727.65	\$ 64,683.56	\$ 65,653.82	\$ 66,638.63	\$ 67,638.20	\$ 68,652.78	\$ 69,682.57	\$ 70,727.81	\$ 71,788.73	\$ 72,865.56	\$ 73,958.54
109	\$ 65,925.16	\$ 66,914.03	\$ 67,917.74	\$ 68,936.51	\$ 69,970.56	\$ 71,020.12	\$ 72,085.42	\$ 73,166.70	\$ 74,264.20	\$ 75,378.16	\$ 76,508.83	\$ 77,656.47
110	\$ 69,221.41	\$ 70,259.73	\$ 71,313.63	\$ 72,383.33	\$ 73,469.08	\$ 74,571.12	\$ 75,689.69	\$ 76,825.03	\$ 77,977.41	\$ 79,147.07	\$ 80,334.28	\$ 81,539.29
111	\$ 72,682.48	\$ 73,772.72	\$ 74,879.31	\$ 76,002.50	\$ 77,142.54	\$ 78,299.68	\$ 79,474.17	\$ 80,666.28	\$ 81,876.28	\$ 83,104.42	\$ 84,350.99	\$ 85,616.25
112	\$ 78,497.08	\$ 79,674.54	\$ 80,869.66	\$ 82,082.70	\$ 83,313.94	\$ 84,563.65	\$ 85,832.11	\$ 87,119.59	\$ 88,426.38	\$ 89,752.78	\$ 91,099.07	\$ 92,465.55
113	\$ 84,776.85	\$ 86,048.50	\$ 87,339.23	\$ 88,649.32	\$ 89,979.06	\$ 91,328.74	\$ 92,698.67	\$ 94,089.15	\$ 95,500.49	\$ 96,933.00	\$ 98,386.99	\$ 99,862.80
114	\$ 91,559.00	\$ 92,932.38	\$ 94,326.37	\$ 95,741.26	\$ 97,177.38	\$ 98,635.04	\$ 100,114.57	\$ 101,616.29	\$ 103,140.53	\$ 104,687.64	\$ 106,257.95	\$ 107,851.82
115	\$ 98,883.72	\$ 100,366.97	\$ 101,872.48	\$ 103,400.56	\$ 104,951.57	\$ 106,525.85	\$ 108,123.73	\$ 109,745.59	\$ 111,391.77	\$ 113,062.65	\$ 114,758.59	\$ 116,479.97
116	\$ 106,794.41	\$ 108,396.33	\$ 110,022.28	\$ 111,672.61	\$ 113,347.70	\$ 115,047.91	\$ 116,773.63	\$ 118,525.24	\$ 120,303.12	\$ 122,107.66	\$ 123,939.28	\$ 125,798.37
117	\$ 117,473.86	\$ 119,235.96	\$ 121,024.50	\$ 122,839.87	\$ 124,682.47	\$ 126,552.71	\$ 128,451.00	\$ 130,377.76	\$ 132,333.43	\$ 134,318.43	\$ 136,333.20	\$ 138,378.20
118	\$ 129,221.24	\$ 131,159.56	\$ 133,126.95	\$ 135,123.86	\$ 137,150.71	\$ 139,207.98	\$ 141,296.10	\$ 143,415.54	\$ 145,566.77	\$ 147,750.27	\$ 149,966.53	\$ 152,216.02
119	\$ 142,143.36	\$ 144,275.52	\$ 146,439.65	\$ 148,636.24	\$ 150,865.79	\$ 153,128.77	\$ 155,425.70	\$ 157,757.09	\$ 160,123.45	\$ 162,525.30	\$ 164,963.18	\$ 167,437.63
120	\$ 156,357.70	\$ 158,703.07	\$ 161,083.61	\$ 163,499.87	\$ 165,952.37	\$ 168,441.65	\$ 170,968.28	\$ 173,532.80	\$ 176,135.79	\$ 178,777.83	\$ 181,459.50	\$ 184,181.39
121	\$ 171,993.47	\$ 174,573.37	\$ 177,191.97	\$ 179,849.85	\$ 182,547.60	\$ 185,285.82	\$ 188,065.10	\$ 190,886.08	\$ 193,749.37	\$ 196,655.61	\$ 199,605.45	\$ 202,599.53
122	\$ 189,192.82	\$ 192,030.71	\$ 194,911.17	\$ 197,834.84	\$ 200,802.36	\$ 203,814.40	\$ 206,871.61	\$ 209,974.69	\$ 213,124.31	\$ 216,321.17	\$ 219,565.99	\$ 222,859.48
UNG	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

7	7.5	8	8.5	9	9.5	10	10.5	11
\$ 53,349.37	\$ 54,149.61	\$ 54,961.85	\$ 55,786.28	\$ 56,623.07	\$ 57,472.42	\$ 58,334.51	\$ 59,209.52	\$ 60,097.67
\$ 56,016.84	\$ 56,857.09	\$ 57,709.94	\$ 58,575.59	\$ 59,454.23	\$ 60,346.04	\$ 61,251.23	\$ 62,170.00	\$ 63,102.55
\$ 58,817.68	\$ 59,699.94	\$ 60,595.44	\$ 61,504.37	\$ 62,426.94	\$ 63,363.34	\$ 64,313.79	\$ 65,278.50	\$ 66,257.68
\$ 61,758.56	\$ 62,684.94	\$ 63,625.21	\$ 64,579.59	\$ 65,548.29	\$ 66,531.51	\$ 67,529.48	\$ 68,542.43	\$ 69,570.56
\$ 64,846.49	\$ 65,819.19	\$ 66,806.47	\$ 67,808.57	\$ 68,825.70	\$ 69,858.09	\$ 70,905.96	\$ 71,969.55	\$ 73,049.09
\$ 68,088.81	\$ 69,110.15	\$ 70,146.80	\$ 71,199.00	\$ 72,266.99	\$ 73,350.99	\$ 74,451.26	\$ 75,568.02	\$ 76,701.54
\$ 71,493.25	\$ 72,566.65	\$ 73,654.14	\$ 74,758.95	\$ 75,880.33	\$ 77,018.54	\$ 78,173.82	\$ 79,346.43	\$ 80,536.62
\$ 75,067.92	\$ 76,183.94	\$ 77,336.85	\$ 78,496.90	\$ 79,674.35	\$ 80,869.47	\$ 82,082.51	\$ 83,313.75	\$ 84,563.45
\$ 78,821.31	\$ 80,003.63	\$ 81,203.69	\$ 82,421.74	\$ 83,658.07	\$ 84,912.94	\$ 86,186.63	\$ 87,479.43	\$ 88,791.63
\$ 82,762.38	\$ 84,003.81	\$ 85,263.87	\$ 86,542.83	\$ 87,840.97	\$ 89,158.59	\$ 90,495.97	\$ 91,853.41	\$ 93,231.21
\$ 86,900.50	\$ 88,204.01	\$ 89,527.07	\$ 90,869.97	\$ 92,233.02	\$ 93,616.52	\$ 95,020.76	\$ 96,446.08	\$ 97,892.77
\$ 93,852.54	\$ 95,260.33	\$ 96,689.23	\$ 98,139.57	\$ 99,611.66	\$ 101,105.84	\$ 102,622.43	\$ 104,161.76	\$ 105,724.19
\$ 101,360.74	\$ 102,881.15	\$ 104,424.37	\$ 105,990.74	\$ 107,580.60	\$ 109,194.30	\$ 110,832.22	\$ 112,494.70	\$ 114,182.12
\$ 109,469.60	\$ 111,111.64	\$ 112,778.32	\$ 114,469.99	\$ 116,187.04	\$ 117,929.85	\$ 119,698.80	\$ 121,494.28	\$ 123,316.69
\$ 118,227.17	\$ 120,000.58	\$ 121,800.58	\$ 123,627.59	\$ 125,482.01	\$ 127,364.24	\$ 129,274.70	\$ 131,213.82	\$ 133,182.03
\$ 127,685.34	\$ 129,600.62	\$ 131,544.63	\$ 133,517.80	\$ 135,520.57	\$ 137,553.38	\$ 139,616.68	\$ 141,710.93	\$ 143,836.59
\$ 140,453.88	\$ 142,560.68	\$ 144,699.09	\$ 146,869.58	\$ 149,072.62	\$ 151,308.71	\$ 153,578.34	\$ 155,882.02	\$ 158,220.25
\$ 154,499.26	\$ 156,816.75	\$ 159,169.00	\$ 161,556.54	\$ 163,979.89	\$ 166,439.59	\$ 168,936.18	\$ 171,470.22	\$ 174,042.28
\$ 169,949.19	\$ 172,498.43	\$ 175,085.90	\$ 177,712.19	\$ 180,377.88	\$ 183,083.54	\$ 185,829.80	\$ 188,617.24	\$ 191,446.50
\$ 186,944.11	\$ 189,748.27	\$ 192,594.49	\$ 195,483.41	\$ 198,415.66	\$ 201,391.90	\$ 204,412.78	\$ 207,478.97	\$ 210,591.15
\$ 205,638.52	\$ 208,723.10	\$ 211,853.94	\$ 215,031.75	\$ 218,257.23	\$ 221,531.09	\$ 224,854.05	\$ 228,226.87	\$ 231,650.27
\$ 226,202.37	\$ 229,595.41	\$ 233,039.34	\$ 236,534.93	\$ 240,082.95	\$ 243,684.20	\$ 247,339.46	\$ 251,049.55	\$ 254,815.30
\$	\$	\$	\$	\$	\$	\$	\$	\$

Board Signature - Chairman:(Reapproval): \_\_\_\_\_

Reapproval Date: 06/15/2026 \_\_\_\_\_

Attest: Clerk of the Board: \_\_\_\_\_

Date: 06/15/2026 \_\_\_\_\_

**Pay Range of FY2026  
Effective July 1, 2025 to June 30, 2026**

<b>Job Title</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
Accounting Manager	\$ 98,883.72	\$ 116,754.55	\$ 134,625.38
Accounts Payable / Payroll Specialist	\$ 72,682.48	\$ 85,818.08	\$ 98,953.67
*Chief Executive Officer	\$ 241,110.00	\$ 264,738.78	\$ 291,212.66
Chief Financial Officer	\$ 171,993.47	\$ 203,077.12	\$ 234,160.76
Chief Maintenance Officer	\$ 156,357.70	\$ 184,615.56	\$ 212,873.42
Clerk of the Board/Executive Assistant	\$ 84,776.85	\$ 100,098.21	\$ 115,419.57
Contract Compliance	\$ 78,497.08	\$ 92,683.53	\$ 106,869.97
CTSA Program Manager	\$ 78,497.08	\$ 92,683.53	\$ 106,869.97
Customer Service	\$ 49,194.37	\$ 58,085.05	\$ 66,975.74
Director of Operations	\$ 156,357.70	\$ 184,615.56	\$ 212,873.42
Financial Analyst - Grants	\$ 72,682.48	\$ 85,818.08	\$ 98,953.67
Fleet & Facilities Manager	\$ 129,221.24	\$ 152,574.84	\$ 175,928.45
Senior Fleet & Facilities Analyst	\$ 84,776.85	\$ 100,098.21	\$ 115,419.57
Fleet & Facilities Analyst	\$ 65,925.16	\$ 77,839.53	\$ 89,753.90
Fleet & Facilities Assistant	\$ 49,194.37	\$ 58,085.05	\$ 66,975.74
Grants Analyst	\$ 72,682.48	\$ 85,818.08	\$ 98,953.67
Grants Assistant	\$ 59,796.06	\$ 70,602.75	\$ 81,409.43
Grants Manager	\$ 91,559.00	\$ 108,106.06	\$ 124,653.13
Lead Customer Service	\$ 59,796.06	\$ 70,602.75	\$ 81,409.43
Maintenance Admin Assistant	\$ 59,796.06	\$ 70,602.75	\$ 81,409.43
Marketing Assistant	\$ 56,948.63	\$ 67,240.71	\$ 77,532.79
Operations Manager	\$ 84,776.85	\$ 100,098.21	\$ 115,419.57
Procurement Manager	\$ 106,794.41	\$ 126,094.91	\$ 145,395.41
Procurement Supervisor	\$ 78,497.08	\$ 92,683.53	\$ 106,869.97
Program Coordinator - Operations	\$ 65,925.16	\$ 77,839.53	\$ 89,753.90
Purchasing Technician	\$ 59,796.06	\$ 70,602.75	\$ 81,409.43
Senior Accountant	\$ 84,776.85	\$ 100,098.21	\$ 115,419.57
Senior Marketing Manager/PIO	\$ 117,473.86	\$ 138,704.40	\$ 159,934.95
Senior Route Planner	\$ 91,559.00	\$ 108,106.06	\$ 124,653.13
Systems Administrator	\$ 98,883.72	\$ 116,754.55	\$ 134,625.38
Transit Information Clerk	\$ 46,851.78	\$ 55,319.10	\$ 63,786.42
Vanpool Administrator	\$ 72,682.48	\$ 85,818.08	\$ 98,953.67
Planning Analyst	\$ 65,925.16	\$ 77,839.53	\$ 89,753.90
Human Resources Specialist	\$ 72,682.48	\$ 85,818.08	\$ 98,953.67

\*Chief Executive pay range effective April 1, 2025 to March 31, 2026.

Board Signature - Chairman:(Reapproval): \_\_\_\_\_

Reapproval Date: 06/15/2026 \_\_\_\_\_

Attest: Clerk of the Board: \_\_\_\_\_

Date: 06/15/2026 \_\_\_\_\_

**AGENDA ITEM  
NINE**

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VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Comprehensive Update and Amendment of VVTA's Employee Handbook.**

**SUMMARY STATEMENT**

VVTA's Employee Handbook was last updated in November 2024. This comprehensive update ensures alignment with 2025 and 2026 federal and state legislative changes, satisfies CalPERS requirements, improves operational efficiencies, and mitigates organizational risk.

Equally important, these updates directly incorporate feedback from the 2025 Employee Impulse Check/Opinion Survey to improve internal communication, resolve past ambiguities, and ensure guidelines are transparent and easily understood by VVTA Staff.

This review successfully addresses the essential compliance and statutory updates required at this time. Human Resources views the handbook as a living document; continuous enhancements and discretionary operational adjustments will be brought before the Board during subsequent routine reviews as VVTA and employee needs evolve.

**Major Topics Updated and Amended**

To facilitate an efficient review of the updates, the specific policies and guidelines modified and updated to balance legal compliance with clear employee understanding are categorized below:

- **Federal and California Legislative Alignment (*Mandatory Leaves & Benefits*)**
  - Paid Sick Leave Expansion, Family & Medical Leave (FMLA/CFRA), Pregnancy Disability Leave, and Reproductive Loss Leave.

Continued

**RECOMMENDED ACTION**

Approve and adopt the updated Employee Handbook as presented, authorizing the Chief Executive Officer (or designee) to implement the policies effective immediately, and rescind all prior conflicting handbook provisions.

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Sylvia Abadeer Senior HR Manager	Pending adoption of FY27 budget	June 15, 2026	9

## VICTOR VALLEY TRANSIT AUTHORITY

### AGENDA MATTER

#### Comprehensive Update and Amendment of VVTA's Employee Handbook.

### SUMMARY STATEMENT

- **CalPERS Compliance (*Definitions & Reporting*)**
  - Structured compensation policy to meet CalPERS reporting requirements outlining the key definitions, compensation review process, performance evaluation structure and payment conditions for salary/wage increases.
- **Clarification of Ambiguous Policies (*Driven by 2025 Employee Survey*)**
  - FSLA classifications, Benefits clarifications, Internal Grievance/Dispute Resolution, Timekeeping and Meal/Rest Periods.
- **Risk Management & Workplace Governance (*Legal & Mutual Protections*)**
  - Equal Employment Opportunity (EEO), Affirmative Action (AA) Statement, Electronic Systems and Technology Usage, Anti-Harassment/Discrimination/Retaliation, Infectious or Communicable Diseases, Substance Abuse/Drug-Free Workplace, and Agency Property.

#### **Presentation of Revisions (Redlines)**

Review Note: due to the volume of edits throughout the document, a full redline copy has been provided as an attachment for reference.

The financial impacts associated with the Employee Handbook updates are categorized as follows:

- 
- **Compensation and Benefits:** The updated Employee Handbook now incorporates the complete and detailed Compensation Policy. In addition, the Company's contribution toward employee Health, Dental, and Vision insurance premiums has been increased from \$2,000 to \$2,500 per month, enhancing the overall benefits package available to eligible employees.
- **Administrative and Statutory Updates:** All other policy adjustments (including state-mandated leaves and CalPERS compliance tracking) are administrative in nature and will be absorbed within existing operational adoptions.

Approval of this item aligns with the pending adoption of the FY2027 budget and creates no unbudgeted liabilities for the current or upcoming fiscal year.

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**VICTOR VALLEY TRANSIT  
AUTHORITY  
PERSONNEL POLICIES AND PROCEDURES  
EMPLOYEE HANDBOOK**

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Updated ~~and for~~ Board ~~Approved Approval~~ November 18, 2024 ~~June 15, 2024~~

#### **AT-WILL EMPLOYMENT AND CONTRACT DISCLAIMER**

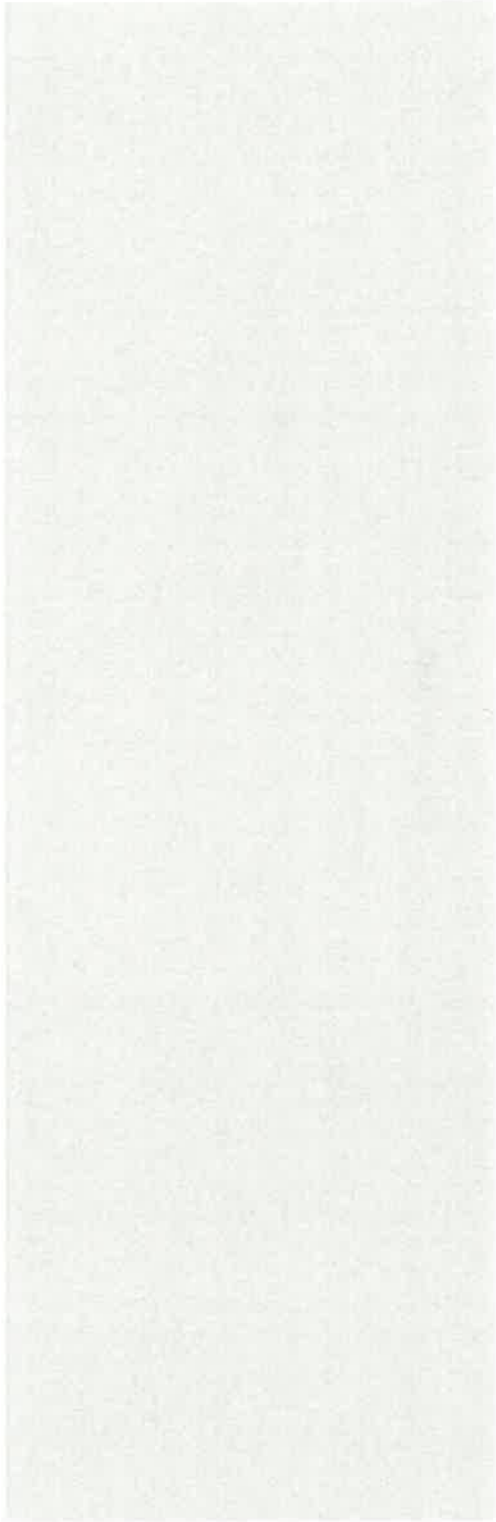
These Personnel Rules are not a contract of employment, and do not create a contract of employment. As such, these Rules are not intended to create, and do not create any express or implied contractual rights and terms and conditions of employment between VVTA and any employee. Further, these Rules are not intended to provide any guarantee of continued or long-term employment, or employment for any specified term. All employment with VVTA is on an AT-WILL basis. This means that employment with VVTA may be terminated at any time, by the employee or VVTA, without any notice and without cause. Any verbal or written representations to the contrary are invalid and should not be relied upon by any employee. **Each employee of VVTA must sign the Acknowledgment of Receipt of the Personnel Rules of the Victor Valley Transit Authority at the time of their initial hiring with VVTA, in the forms attached.**

Only the Board may amend this Policy through adoption of a written agreement that has been approved by the Board at a duly noticed public meeting. This policy supersedes all written and oral representations to the contrary.

Table of Contents

<b>Welcome to Victor Valley Transit.....</b>	<b>5</b>
<b>Your Pay and Benefits at a Glance .....</b>	<b>6</b>
<b>Rules and Expectations at a Glance.....</b>	<b>8</b>
<b>Your Employment Status .....</b>	<b>16</b>
Recruitment.....	16
Administration of Personnel .....	18
Employment Categories (Regular, Full-Time, Part-Time) .....	18
Introductory Period.....	19
Promotions and Transfers.....	19
Nepotism (Employment of Family Members) .....	21
Death of an Employee.....	21
Personnel Files .....	22
<b>Your Time and Pay.....</b>	<b>23</b>
Compensation .....	23
Payment of Wages.....	23
Meal and Rest Periods.....	24
Overtime for Non-exempt Employees .....	24
Timekeeping Requirements .....	24
Attendance and Tardiness .....	25
Inclement Weather/Natural Disasters.....	26
Reimbursement of Expenses .....	26
<b>Your Employee Benefits.....</b>	<b>28</b>
Health Insurance Benefits .....	28
Workers' Compensation .....	30
Sick Leave.....	32
Holidays .....	34
Vacation Leave .....	35
Military Leave .....	35
Pregnancy Disability Leave .....	36
Jury Duty Leave .....	37
Time Off for Voting .....	37
Leaves of Absence.....	37
Tuition Reimbursement Program .....	38
Professional Organization Dues Reimbursement.....	40
<b>Employment Policies and Practices.....</b>	<b>41</b>
EEO with ADA Provision .....	41
Affirmative Action .....	41
Open-door.....	42
Infectious and Communicable Diseases .....	43
Outside Employment and Activities.....	45

Separation From Employment.....	45
Retirement.....	46
Reductions in Force .....	46
Dismissal .....	47
Grievance Resolution Procedures.....	47
<b>Standards of Conduct.....</b>	<b>49</b>
Business Code of Ethics .....	49
Unlawful Harassment .....	50
Drug and Alcohol Abuse .....	53
Prohibited Conduct.....	54
Political Activity .....	57
Dress Code and Other Personal Standards .....	57
Confidentiality.....	57
<b>Operational Guidelines .....</b>	<b>57</b>
Smoking .....	57
Safety .....	58
Vehicle Operation.....	58
Security .....	59
Computer and Information Security.....	59
News Media Contacts .....	61
Representation and contracts .....	61
Housekeeping .....	61
Parking .....	61
Solicitation and Distribution of Literature.....	61
<b>Acknowledgement of Handbook Receipt.....</b>	<b>63</b>
<b>Acknowledgement of At-Will Status .....</b>	<b>64</b>



## Welcome to Victor Valley Transit

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

To increase ridership and community support by exceeding expectations.

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

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

Welcome! As an employee of Victor Valley Transit (VVTA), you are joining a leader in the public transportation sector. Our success depends upon the dedication of our employees, and we are highly selective in choosing new members of our group. We hope that you will find your position with VVTA rewarding, challenging, and productive.

**Victor Valley Transit Authority (VVTA)**, the second largest transit operator in San Bernardino County (with over 1 million passengers a year), is a transit agency providing bus service to the cities of Adelanto, Barstow, Hesperia and Victorville, the town of Apple Valley, and certain unincorporated portions of the County of San Bernardino. Additionally, VVTA provides service to San Bernardino, a commuter service to Ft. Irwin, and subsidizes a vanpool service. VVTA was established through a Joint Powers Authority (JPA) in 1991. The JPA includes the cities of Adelanto, Barstow, Hesperia, and Victorville, and the town of Apple Valley as well as the County of San Bernardino.

VVTA routes are grouped into five different categories: Fixed routes, Deviated routes, County routes, Intercity routes, and Commuter routes. The fixed routes are standard city bus service—they serve a pre-determined route and stop at designated stops only. Deviated routes serve a pre-determined route and stop but can deviate as far as 3/4 mile off that route to pick up passengers with advanced reservation. County routes are like Deviated routes, but they serve outlying rural areas. Intercity and Commuter routes provide service between cities in VVTA's service area.

This employee handbook is intended to explain the terms and conditions of employment of all full- and part-time employees. This handbook summarizes the policies and practices in effect at the time of publication. This handbook supersedes all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described herein. Human Resources or your supervisor will be happy to answer any questions you may have.

At VVTA, we know that our success is built upon the talent and dedication of our employees. We consider you an important addition to our team effort. As you become acquainted with your position and see how our organization works, we encourage you to share your ideas and knowledge. We are interested in helping you adjust to your new job.

### Your Pay and Benefits at a Glance

VVTA recognizes and values the contribution of each of its members and as such you will enjoy a generous package of pay and benefits. The following are the highlights of this package.

- All employees of VVTA are paid bi-weekly.
- Direct deposit available – either at hire or anytime thereafter.
- VVTA observes twelve (12) paid holidays each calendar year.
- Sick Pay benefits ~~accrues~~accrue four (4) hours of sick pay for each pay period worked up to 360 hours ~~for full-time employees. Part-time employees shall accrue sick leave at a rate of one (1) hour for each thirty (30) hours worked to a maximum of forty-eight (48) hours. Use your sick pay to provide compensation during periods of illness, disability including pregnancy, and authorized bereavement leave.~~
  - VVTA provides a vacation benefit for each full-time employee to take time off from work
  - 0-4 years of service: 10 days off/year
  - 5 -9 years of service: 15 days off/year
  - 10+ years of service: 20 days off/year
- New Employees - VVTA provides the following Insurance benefits to all full-time employees (40 hours/week)
  - ~~VVTA pays up to \$2,000 of insurance premiums toward combined costs of Health, Dental and Vision insurance for each employee plus family; employee only and employee plus one. Premium rates above these levels, as well as deductibles and copayments will be paid by the employee. All employee participation in insurance premiums will be deducted from pre-tax dollars through our 125 cafeteria plan. Employer share not used will not be paid in cash.~~
  - VVTA provides an employer contribution of up to ~~\$2,000~~2,500 toward the combined cost of eligible Health, Dental, and Vision insurance premiums, based on the applicable coverage tier selected by the employee (Employee Only, Employee Plus One, or Employee Plus Family). Any premium amount exceeding the Company's contribution, as well as applicable deductibles, copayments, coinsurance, and other out-of-pocket expenses, shall be the responsibility of the employee.
  - Employee contributions toward Health, Dental, and Vision insurance premiums may be deducted on a pre-tax basis through the VVTA Section 125 Cafeteria Plan, subject to applicable law and plan rules. Participation in the Section 125 Cafeteria Plan, including any voluntary Flexible Spending Account (FSA) Dependent is separate from and in addition to employee premium contributions for Health, Dental, and Vision coverage.
  - Any unused portion of the employer's contribution shall be forfeited and shall not be paid in cash or other compensation.
  - Benefits described are subject to the terms and conditions of the applicable insurance contracts, plan documents, Board resolutions, administrative policies, and any applicable Memorandum of Understanding (MOU) agreement. In the event of any conflict, the governing plan documents and applicable agreements shall control.
  - VVTA reserves the right to amend, modify, suspend, or terminate benefit plans, coverage

options, employee contribution requirements, and/or employer contribution amounts at any time, subject to applicable law.

- **CalPers** CalPERS Health Insurance provides several options.
  - Choose the plan that's right for you. Access to a large variety of physician services.
- Dental **PEPO** Benefits – Currently Principal Dental (DD) or any other future provider if changed.
- Vision Benefits – Currently Vision Services Plan (VSP) or any other future provider if changed.
- Pre-tax Flexible Spending Account (**FSA**)
  - **Through the voluntary FSA - 125 Cafeteria Plan, designate pre-tax paycheck payroll contributions to reimburse yourself for eligible health care (health, dental, and vision expenses) and dependent care expenses.**
  - ~~Estimate carefully – use it or lose it. Employee communication provides details regarding the plan details.~~ Estimate contributions carefully. Unused amounts may be forfeited pursuant to applicable plan rules (“use it or lose it”). Employee communications and plan materials provide additional details regarding plan provisions and requirements.
- ~~Deferred Compensation Retirement Plan – CALPERS. Minimum vesting is 5 years. PEPPRA Employees currently pays 7.75% of salary toward your retirement fund. No deductions for Social Security tax will be taken, however Medicare taxes will apply. Provides a monthly retirement payment based on a percentage of pay and number of years of service at time of retirement.~~
- **Retirement Benefits – CalPERS Pension Plan and Voluntary Deferred Compensation Plan:** Eligible employees participate in the **California Public Employees' Retirement System (CalPERS)** defined benefit pension plan in accordance with applicable state law and CalPERS regulations. Employees subject to the Public Employees' Pension Reform Act of 2013 (PEPPRA) are currently required to contribute 7.75% of pensionable compensation toward the CalPERS pension plan, however, employee contribution rates are subject to change annually based on published CalPERS annual contribution rates, actuarial determinations and applicable law.
  - Employees generally vest in CalPERS retirement benefits after five (5) years of credited service, subject to CalPERS eligibility and vesting requirements. Eligible retirees may receive a defined monthly retirement allowance based on factors established by CalPERS, including credited years of service, age at retirement, and final compensation, subject to applicable laws and plan provisions.
  - In addition to the CalPERS pension plan, VVTA offers eligible employees participation in a **voluntary CalPERS 457(b) Deferred Compensation Plan through VOYA Financial, which allows employees to make voluntary pre-tax and/or Roth payroll contributions toward supplemental retirement savings, subject to applicable plan rules and IRS limits.**
  - Social Security taxes are not withheld; however, Medicare taxes will apply as required by law.
  - **Short- and Long-Term Disability – paid fully by the company.**
- **Supplemental Basic Life Insurance to \$100,000 – fully paid by the company.**

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- **Tuition reimbursement with prior approval of Department Head**
- **Paid Jury Duty leave up to 40 hours of regular pay.**

### Rules and Expectations at a Glance

At VVTA we strive to create a safe, secure, professional, and productive work environment for all our employees. We ask that each employee observe certain rules and practices in support of that goal. Some key policies and rules are hi-lighted on the next two pages. Please familiarize yourself with company expectations and guidelines in these areas.

#### How we treat each other is important

- At VVTA, we strive to create a work environment free of any unlawful discrimination or harassment. We take our commitment to **Equal Employment Opportunity** and a workplace **free of harassment, sexual harassment or discrimination** very seriously. Please see specific details on our EEO and Unlawful Harassment policies, including how to report a claim of discrimination or harassment, on [page 33 and 39](#).
- All employees are expected to conduct themselves professionally and ethically while at work and to treat all co-workers with respect. A **list of prohibited conduct** may be found on [page 42](#) of the handbook.
- Abusive language is unprofessional, may be considered harassment by co-workers and will not be tolerated at VVTA.
- **Violence and bullying in the workplace is specifically prohibited and cause for immediate dismissal.**
- **Possession of firearms or other weapons is specifically prohibited and cause for immediate dismissal.**

#### How we perform our job is important

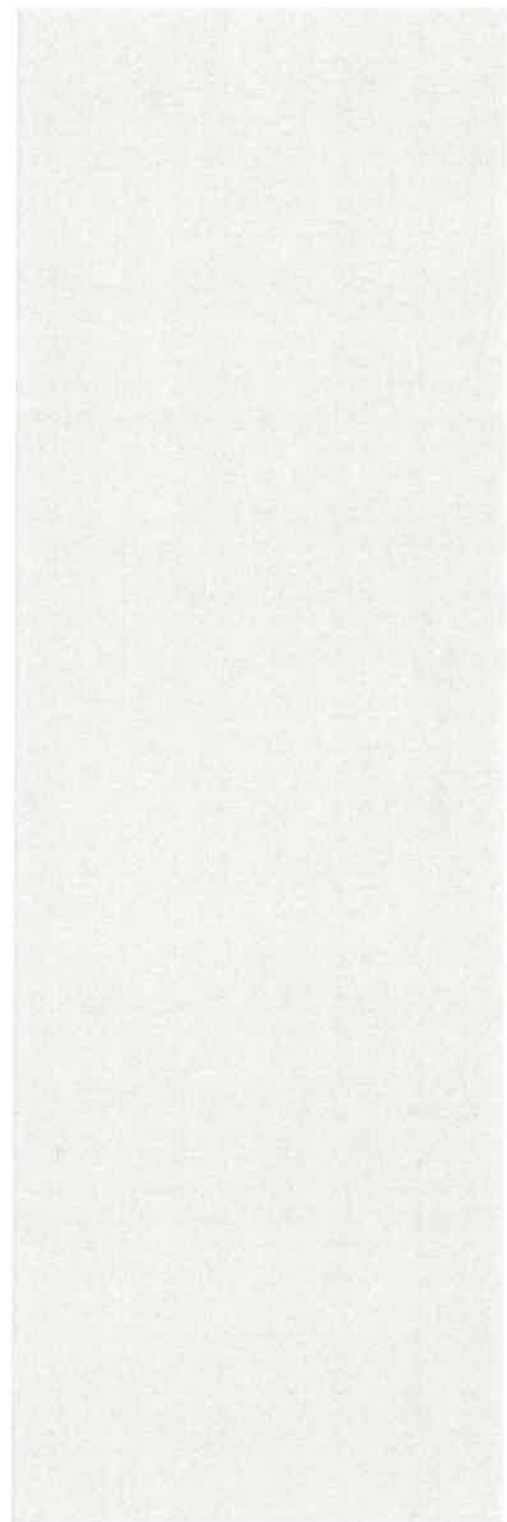
- Possession, use of, or being under **the influence of alcohol, illegal drugs or controlled substances** while at work or on company property is prohibited. Your well-being and that of your co-workers is important to us. We believe that the use of these substances either on or off the job can impair an employee's work performance, safety and health. See our policy guidelines on [page 39](#).
- Theft or destruction of company property is prohibited and cause for immediate dismissal.
- As an employee of VVTA, you are expected to be punctual and regular in attendance. If you are unable to report to work as scheduled, you are expected to notify your immediate supervisor within one hour of your scheduled start time. [Page 19](#)
- Each employee is expected to record their work time accurately currently using a NetSuite Oracle timesheet system. Falsifying time records is cause for dismissal.
- VVTA observes a business casual dress work environment. Employees are expected to wear clothing appropriate for the nature of our business and the type of work performed. All employees are expected to maintain good personal hygiene habits. [Page 43](#)

#### How we use Company Property

- Use of company computers to visit adult or pornographic sites is always prohibited. Downloading of music files onto company computers is prohibited.
- All company provided property including desks, computers, telephones, etc. are to be used for company business only and kept clean and in good working condition.

#### Other Obligations

- Each employee is responsible for safeguarding VVTA proprietary and confidential information.
- No employee is to give interviews or comments to the news media unless authorized to do so by the company.
- No employee is to enter into any type of contract or business obligation without prior authorization from the company.
- No personal or non-business-related solicitation of employees or distribution of literature is allowed on company property or bulletin boards.
- Employees are expected to conduct their personal affairs in a manner that does not adversely affect VVTA's or their own integrity, reputation or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects VVTA's legitimate business interests or the employee's ability to perform his or her job will not be tolerated.
- **VVTA is a non-smoking work environment** in compliance with State and local ordinances. No smoking, including e-cigarettes and nicotine delivery systems such as vaporizers are permitted within 20 feet of any entrance to the building or in and around VVTA owned vehicles.



## Introduction

### **1.0 – PURPOSE**

Effective Date: 10/1/2010

Revision Date: 06/05/226

**This document shall constitute the Personnel Policies and Procedures (“PPP”) of Victor Valley Transit Authority (VVTA).**

- A. These Personnel Rules and Regulations (“Rules”) were adopted by the Victor Valley Transit Authority Board of Directors.
- B. The purpose of these Rules is to provide for a lawful, efficient and orderly personnel system; one that can be expected to attract and employ the best qualified individual for each position and to provide for a fair and equitable system of personnel management. Employees should understand; however, that these Rules are not intended to be a contract (express or implied).
- C. These Rules supersede and replace all previous human resources manuals, personnel manuals, and personnel policies, practices, and guidelines written or oral.
- D. Procedures
  - 1. The Board reserves the right to amend, supplement or rescind any provisions of these Rules, other than its employment-at-will provisions, as the Board deems appropriate at its sole and absolute discretion.
  - 2. The Chief Executive Officer is responsible for presenting amendments and revisions to the Rules for consideration by the Board in order to improve equity, comply with regulations, or provide administrative ease. The Chief Executive Officer has the authority to adopt policies and procedures to implement these Rules, and to address matters not inconsistent with these Rules.
  - 3. Every employee will be given a copy of the Rules upon employment with VVTA. All employees shall be required to acknowledge receipt of these rules. A copy of the acknowledgment shall be maintained in the employee's personnel file.
  - 4. Requests for changes, updates, or modifications to the Rules should be directed to the Chief Executive Officer for review and consideration and subsequent consideration by the Board.

### **1.1 GENERAL PROVISIONS**

#### **Section 1.11 Prior Policies Repealed**

If the terms and provisions of the PPP are inconsistent or in conflict with the terms and provisions of any prior VVTA personnel policies and procedures, resolutions, rules and regulations governing the same subject, the terms of this PPP shall prevail and such

inconsistent or conflicting provisions or prior resolutions, rules and regulations are hereby repealed.

**Section 1.12 Term of the PPP**

This PPP shall take effect when adopted by the Board of Directors of VVTA, and shall remain in effect unless repealed, in whole or part, by the Board of Directors for VVTA. The Board of Directors may in its sole discretion add to, delete or otherwise modify the PPP.

**Section 1.13 Employee Responsibility**

It shall be the responsibility of each employee to become aware and be knowledgeable of the PPP. Violation of the PPP as adopted shall constitute grounds for rejection, suspension, demotion, termination or other disciplinary action deemed appropriate by VVTA management.

**Section 1.14 Section Policies and Procedures**

Supervisors may issue such written policies and procedures as deemed necessary for the efficient, safe and orderly administration of the department. However, no such policies or procedures shall conflict with, go beyond or supersede the PPP and shall be approved by the Chief Executive Officer before their implementation. Copies of department policies and procedures must be distributed to each employee of the section. Department policies and procedures must be consistent with, and supplementary to, the PPP.

**Section 1.15 Distribution of Personnel Policies**

A copy of the PPP shall be distributed to each VVTA employee. Newly hired employees shall receive a copy at the time of Employee Orientation.

Copies of the PPP shall also be distributed to each department. Copies shall be available from the Chief Executive Officer and in the Human Resources office. Employees with questions about the PPP may direct them to their immediate supervisor, or to Human Resources.

**Section 1.16 Definition of Terms**

Terms used in the PPP are defined as follows:

**Acting Appointment** - An appointment of a person who possesses at least the minimum qualifications established for a particular position and who is appointed to said position in the absence of available eligible incumbents, or on an interim basis pending later appointment of an eligible person.

**Advancement** - A salary increase for an established position.

**Applicant** - Any person submitting a formal completed application for employment with VVTA.

**Appointing Authority** - The Chief Executive Officer is the appointing authority for all VVTA employees. The Chief Executive Officer may delegate appointing authority to others as appropriate.

**Authorized Position** - A specific work position that is or may be held by an employee.

**Benefit Date** - For the purpose of sick and vacation leave accrued, the benefit date is defined as follows for all employees: (a) ~~If the first working day of the pay period was worked, the benefit date will be the first day of that pay period.~~ (b) ~~If the employee started any time after the first working day of the pay period, then the benefit date will be the first day of the following pay period.~~ Regular full-time employees will not be eligible to use vacation, or sick leave, or certain holiday benefits during this introductory period; however, vacation and sick leave benefits will continue to accrue from the established benefit date, which is determined by the date of hire and the applicable eligibility provisions under the benefit plans offered. An employee becomes eligible to use accrued paid sick leave upon completing 90 days of employment, in accordance with California law. (c) Employees who are absent without pay for more than thirty (30) consecutive days shall have their benefit date adjusted to reflect the deduction of the period in which the employee was absent, unless an exception is made by the Chief Executive Officer.

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**Board of Directors** - Governing Board for VVTA.

**Compensation** - Salary, wages, fees, benefits, allowances or other moneys paid to or on behalf of an employee for personal services.

**Continuous Employment** - Employment in a regular position that is uninterrupted from the effective date of the appointment except by an authorized absence with pay or an authorized leave of absence without pay of thirty (30) consecutive days or less.

**Contract Employees** - Those individuals employed by VVTA pursuant to the terms of an individual employment contract that sets forth terms and conditions of employment. Unless expressly stated herein, the provisions of the PPP shall not be applicable to contract employees.

**Exempt/Non-Exempt** - An exempt employee is an employee who is not eligible for overtime pay. They typically earn a salaried wage meeting state-mandated thresholds and perform duties that involve executive, administrative, or professional tasks. As for exempt employee overtime, this means they are not paid extra for working beyond their standard workweek. Non-exempt employees are eligible for overtime pay, which VVTA compensates using either an hourly or a salaried non-exempt structure. Positions are designated as non-exempt because their primary job functions do not meet the legal criteria required to pass the executive, administrative, or professional exemption duties tests under California law and the Fair Labor Standards Act (FLSA). ~~They typically earn an hourly wage and perform duties that do not qualify as executive, administrative, or professional.~~ This means they are entitled to receive time and a half pay for any hours worked more than their standard workweek. ~~overtime compensation for hours worked in accordance with all applicable state and federal public sector overtime laws. Specific rules regarding timekeeping practices, overtime calculation methods, and authorization requirements are outlined in subsequent sections of this handbook.~~

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**Days** - Means calendar days unless otherwise stated.

**Demotion** - The movement of an employee from one position to another position, the new position having a lower maximum base rate of pay.

**Disciplinary Action** - The termination, demotion, reduction in pay, or suspension of a regular employee for punitive reasons.

**Discharge** - Involuntary termination of employment with VVTA.

**Employee** - A person who is legally occupying a position in VVTA's service or who is on an authorized leave of absence for such position.

**Fiscal Year** - The fiscal year for the VVTA begins on July 1 and ends on June 30 of the next year.

**Full-time Employee** - A regular employee of VVTA who is regularly scheduled to work at least forty (40) hours per week.

**Grievance** - Any good faith or reasonable complaint of an employee or a group of employees or a dispute between VVTA and said employee or group of employees involving the interpretation, application, or enforcement of this Personnel and Policies Manual; provided, however, complaints involving performance evaluations, denial of merit pay increases, and minor discipline shall not be subject to grievance, but upon request of the affected employee, they are subject to review by the Chief Executive Officer whose decision shall be final and binding.

**Grievance Procedure** - The systematic means set forth in the PPP by which an employee may obtain consideration of a grievance.

**Immediate Supervisor** - The most immediate person to whom an employee reports and is a supervisor per the definition in this section.

**Introductory Employee** - An employee, new to VVTA, is considered in an "introductory period" for the first six (6) months of employment for the purposes of orientation, training, and observation for suitability of the employees' ability to competently perform the duties of the position he/she was hired for. During this period use of certain benefits may be restricted.

**Leave of Absence** - An authorized absence from duty for a specified period.

**Part-time Employee** - A regular employee of VVTA who is regularly scheduled to work less than forty (40) hours per week. Part-time employees receive no benefits, vacation or holiday leave.

**Performance Evaluation** - A review and evaluation of an employee's performance and capabilities in the employee's authorized position by the employee's immediate supervisor and/or other member of management.

**Personnel Policies and Procedures Manual (PPP)** - This document concerning employment with VVTA.

**Personnel Officer** - The Chief Executive Officer or an employee of VVTA designated in writing by the Chief Executive Officer as the Personnel Officer.

**Position** - A group of current duties and responsibilities assigned or delegated by the appointing authority and requiring the full or part-time services of one (1) employee.

**Promotion** - The movement of an employee to a position having a higher maximum salary rate, generally with an increase in duties and responsibilities over the employee's present position.

**Reduction in Pay** - A temporary or permanent decrease in wages.

**Regular Employee** - An employee who has successfully completed the introductory period and has been retained as hereafter provided in this PPP is an employee having regular status.

**Reinstatement** - The restoration without examination of a former regular employee or introductory employee to a position in which the employee formerly served as a regular non-introductory employee.

**Resignation** - Voluntary termination of employment by an employee.

**Salary Range** - Categories which determine the minimum and maximum salary payable for each employment classification.

**Smoking** - Includes any lighted cigarette, cigar, pipe, e-cigarette, nicotine delivery system such as a vaporizer, or other item that creates smoke which may be inhaled by others.

**Supervisor** - A person having authority in the interest of VVTA to direct, train, assign, demote, recall, reward, or discipline other employees, or address their grievances, or effectively recommend any such action, if in connection with the foregoing, the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

**Suspension** - The temporary separation, with or without pay, from service of an employee for disciplinary purposes.

**Termination** - The conclusion or cessation of employment with VVTA.

**Transfer** - The movement of an employee within a department or between departments from one position to another position having the same maximum salary.

**Vacancy** - An unfilled authorized position in VVTA employment.

**VVTA** - Victor Valley Transit Authority.

#### **Section 1.17 Savings Clause**

If any provisions or the applications of any provision of the PPP, as implemented, are rendered or declared invalid by any final court action in a court of competent jurisdiction, or by reason of any preemptive legislation, the remaining provision of the PPP shall remain in full force and effect.

Nothing in the PPP shall be construed to deny any person or employee the rights granted by Federal and State law. The rights, powers and authority of the Board of Directors in all matters, including the right to maintain any legal action, shall not be modified or restricted by these regulations.

**Section 1.18 Application of Personnel Rules**

These Personnel Rules shall apply to all officers, positions and employment in the service of the VVTA, except:

- (A). The Chief Executive Officer and Deputies designated by the Board of Directors;
- (B). Elected officials;
- (C). Members of appointed boards;
- (D). ~~Persons~~People engaged under contract to supply expert, professional, technical or any other services;
- (E). Volunteer personnel, including but not limited to student interns;
- (F). Contract employees;

## Employment Status

### 2.0 RECRUITMENT

#### Section 2.1 Hiring

1. It is VVTA's policy to provide full and equal employment to all qualified applicants regardless of race, creed, color, natural origin, sex, religion or age.
2. VVTA's employment policy is to recruit and hire the best qualified applicants available for the positions to be filled, consistent with compensation and statutory considerations.
3. Completed VVTA employment application forms and candidate resumes provide the basis for thoroughly investigating applications for employment.
4. All completed employment application forms or resumes received within VVTA will be evaluated and filed for follow-up and to meet legally established retention requirements.
5. No offers of employment or commitments regarding job availability or rates of pay will be extended without a position allocation approved by the Board and the express approval of the Chief Executive Officer.
6. Recruiting, screening, reference checking, and recommendations for employment of all personnel is the responsibility of the Chief Executive Officer or designee.
7. VVTA has ongoing efforts to attract minority group applicants. All employment advertising, regardless of the media involved, shall be approved and placed by the Chief Executive Officer.
8. In recruitments, which include internal recruitments, VVTA provides current employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. If you are interested in applying for a posted position, please indicate your interest to Human Resources and they will provide you with a detailed list of requirements for that position along with the necessary application materials.

**NOTE:** In addition to the minimum eligibility requirements for the position, as set forth in the job description, to be eligible to apply for a posted job, current employees must have performed competently for at least 180 calendar days in their current position. Employees who have a written warning on file, or who are in the introductory period for their current job, are not eligible to apply for posted jobs. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

9. Employment Data File
  - a. A VVTA Employment Data File will be maintained in accordance with any applicable requirements of federal and state law.
10. Offers of employment.
  - a. Employment offers shall be extended only by the Chief Executive Officer.
  - b. Employment offers may be made contingent upon satisfactory completion of a pre-employment medical examination and drug test, criminal history background investigation and proof of current valid California driver's license or US personal ID.
  - c. The starting pay rate for an employee should be at least the minimum established in the pay class for that position. In the event an applicant entering VVTA employment is found to possess qualifications extraordinary for the position the applicant is being hired for, the Chief Executive Officer may authorize the employment of such applicant at any point within the appropriate pay range. For the purposes of this section, "extraordinary" means the applicant has education, experience and/or skills superior to that commonly required and expected for the position.
  - d. No applicant shall commence work unless he/she has provided evidence of proof of citizenship, proof of eligibility to work in the United States, including a social security card, and submittal of completed I-9 form, or immigration certificate of right to work in the United States. Each new employee shall submit a completed Employee Withholding Exemption Certificate prior to commencing any work.
  - e. Each new employee shall submit a residence address (street address) and a mailing address (if different than the residence address), which shall be maintained in the employee's personnel file. Updated information shall be provided if the residence address and/or mailing address changes. A Post Office Box number is insufficient by itself.
  - f. If applicable, each new employee shall also be required to submit a completed Form 700 and any other conflict of interest forms required by the California Political Reform Act of 1974, Title 9, California Government Code Sections 81001, et seq., and the regulations issued pursuant thereto.
11. False or misleading statements.
  - a. Submittal of false or misleading information in an employment application or during the recruitment process shall be grounds for dismissal from employment.
12. Nothing herein shall modify the at-will status of all VVTA employees.

**Section 2.2 Disqualification**

The Chief Executive Officer may disqualify an applicant or refuse to refer any person for employment for, but not limited to, the following reasons:



### Section 3.2 Merit Employment Policy

It is the policy of VVTA to provide for an employment system which assures that employees are selected, promoted, and retained based on merit. It is the intent of this system to provide fair and equitable treatment to all applicants for employment. The screening and selection of employees shall be on a specific job-related basis.

### Section 3.3 Introductory Period

To ensure that new employees are able to satisfy requirements of the position for which they were hired, the first six months or 1040 regularly scheduled working hours of employment, whichever occurs later, shall be considered the minimum introductory period for regular full time employees of VVTA. The period will be six (6) months for part-time employees regardless of the hours worked in that period. The introductory period is required as part of the testing process and shall be utilized for observing closely the employee's work. Employees will receive a performance evaluation after completion of 3 months and/or at the completion of the minimum introductory period. At the discretion of the Chief Executive Officer the introductory period may be extended for a maximum of six additional calendar months or 1040 additional regularly scheduled working hours, whichever occurs later, or waived in its entirety, the extension should be requested by the head of the department and the request should include action or correction plan based on the introductory period performance evaluation.

~~Note: Regular full-time employees will not be able to use vacation, sick, or some holiday benefits during this period, although vacation and sick benefits will continue to accrue from the benefits date.~~ Regular full-time employees will not be eligible to use vacation, or sick leave, or certain holiday benefits during this introductory period, however, vacation and sick leave benefits will continue to accrue from the established benefit date, which is determined by the date of hire and the applicable eligibility provisions under the benefit plans offered. An employee becomes eligible to use accrued paid sick leave upon completing 90 days of employment, in accordance with California law.

### Section 3.4 Promotion and Transfer to a Vacant Position

It is the policy of VVTA to fill authorized vacant positions based on merit and to provide promotional opportunities for qualified employees.

~~Promotions are made at the sole discretion of the Chief Executive Officer based on qualifications, performance and operational needs.~~ Employees interested in transferring to a vacant position for which they are qualified shall submit an employment application in response to the posted public vacancy announcement. Employees who have not yet successfully completed the introductory period for their current position are not normally eligible for promotional consideration unless an exception is authorized by the Chief Executive Officer to meet operational or transit safety necessities.

Employees promoted shall receive at least the entrance rate of the new salary range or within that salary range based on the qualification and/or experience; however, no employee is advanced above the maximum of the salary range of the new position. Additional details are set forth in the Compensation Policy.

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At the sole discretion of the Chief Executive Officer, employees failing to perform satisfactorily in the newly assigned position may be reinstated to their former position or to a position requiring similar skill and in a similar pay grade provided that the prior position is not filled and/or a new position requiring similar skill is available. The decision of the Chief Executive Officer in all such cases shall be final.

### **Section 3.5 Demotion**

Employees requesting voluntary demotion shall submit a memorandum to the Human Resources department with final approval from the Chief Executive Officer detailing the request for voluntary demotion and reasons for the request. Upon receipt of the request for voluntary demotion, the Chief Executive Officer will notify the employee's supervisor. If the request for voluntary demotion involves a change from one section to another, both supervisors must consent thereto unless the Chief Executive Officer orders the demotion.

VVTA may demote an employee whose ability to perform the required duties falls below standard or for disciplinary purposes. No employee shall be demoted to a position for which the employee does not possess the minimum qualifications. **Additional details are set forth in the Compensation Policy.**

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### **Section 3.6 Administrative Leave**

VVTA may place an employee on paid or unpaid administrative leave pending investigation and resolution of allegations of misconduct or for other legitimate reasons.

### **Section 3.7 Suspension**

The Chief Executive Officer may suspend an employee from a position at any time with or without pay for disciplinary purposes.

### **Section 3.8 Reinstatement**

Employees who have resigned from VVTA employment in good standing may be eligible for reinstatement **within -12 months of their date of resignation** to their former position, or to a position requiring similar skills and in a similar pay grade providing all the following criteria are met:

1. There is a vacancy in the position for which the employee seeks reinstatement.
2. The former employee can perform the essential functions of the position with or without reasonable accommodation.
3. Performance evaluation history at the time of resignation was satisfactory or better.
4. The former employee provided at least two (2) weeks' notice upon resignation unless mutually waived.
5. The Chief Executive Officer approves the reinstatement request prior to the appointment.

Such reinstatement shall be at the sole discretion of VVTA. VVTA reserves the right to consider the restoration of salary, seniority, and other employee benefits on an individual basis and the same shall be restored at the sole discretion of the Chief Executive Officer. Reinstated employees may be required to complete a new employee introductory period as set forth in Section 3.3 of the PPP.

### **Section 3.9 Termination**

All employees of VVTA are considered "at will" and may be terminated without cause or without right of appeal at any time during their employment with VVTA. Terminations occurring during the introductory period shall be initiated by the appropriate supervisor and approved by the Chief Executive Officer prior to notifying the employee of termination action. Terminated introductory employees shall forfeit all employee benefits except benefits accrued under the VVTA adopted Retirement System and benefits to which the employee is statutorily entitled.

At termination of employment, the employee shall return all VVTA-furnished property, equipment, documentation and electronic data (including but expressly not limited to, tools, furnishing, IT equipment and electronic devices such as but not limited to mobile phones, laptops, computers, monitors, tablets, I.D. cards, keys, and Credit Cards), if such equipment, property or documentation has not been previously returned to VVTA prior to the termination date, its book value will be deducted from the final paycheck.

### **Section 3.10 Orientation**

A brief orientation will be provided to each new employee of VVTA. The orientation will address issues such as hours of work, rest periods, salary, benefits, introductory period, performance evaluation, position descriptions, attendance, drug abuse policy, smoking policy, AIDS policy, sick leave, vacation, overtime and other basic personnel issues as directed by the Chief Executive Officer. Every employee shall be provided with a copy of the PPP.

### **Section 3.11 Nepotism**

In order to assure efficiency in implementing policies of the VVTA, it is necessary to restrict the employment of relatives of elected and appointed officers of the VVTA and of relatives of VVTA employees. For the purpose of this policy a "relative" is defined as a spouse, child, step-child, parent, step-parent, parent-in-law, legal guardian, brother, sister, brother-in-law, sister-in-law, step-sister, step-brother, aunt, uncle, niece, nephew, grandchild, grandparent regardless of their place of residence; or any other individual related by blood or marriage living within the same household as the VVTA employee. Therefore, the following restrictions will apply:

1. Relatives of the Chief Executive Officer and Board Officers of the VVTA shall not be eligible for VVTA employment in any capacity.
2. Relatives of VVTA employees shall not be placed or allowed to work in a position which exercises supervisory authority over a relative or places an undue hardship on other employees within the particular work unit and such employment is detrimental to the supervision, safety, security or morale of the particular work unit as determined by the Chief Executive Officer.
3. In no event shall an employee participate directly or indirectly in the recruitment or selection process for a position in which an employee's relative may have filed an official employment application.
4. Any exceptions shall be pre-approved by the Chief Executive Officer/CEO.

**Section 3.12 Notice of Resignation**

Employees who wish to voluntarily terminate employment with VVTA ~~are requested to should~~ provide a minimum of two weeks' ~~advance~~ written notice to their immediate supervisor/Human Resources. Resignation shall be deemed ~~final and~~ accepted upon submission. The written resignation shall be forwarded immediately to the Chief Executive Officer ~~or their designee~~ for approval. Any employee failing to provide VVTA with ~~the requested a minimum of two weeks advance~~ written notice may be ~~designated as~~ ineligible ~~for consideration for future employment or rehire with VVTA unless this requirement is~~ mutually waived ~~in writing by the Chief Executive Officer~~.

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**Section 3.13 Death of Employee**

In the event of a death of a VVTA employee, payment of all earned wages due shall be in accordance with the laws of the State of which the deceased employee was a legal resident at the time of death.

Unless otherwise provided by law, payment of any funds due to the deceased employee will be paid to the beneficiary so designated in writing by the employee. If no beneficiary has been designated, any funds due shall be paid to the deceased employee's surviving spouse. In the absence of a surviving spouse, such payment shall be made to the employee's children. In the absence of children, such payment shall be made to the estate of the deceased employee.

**Section 3.14 Personnel Files**

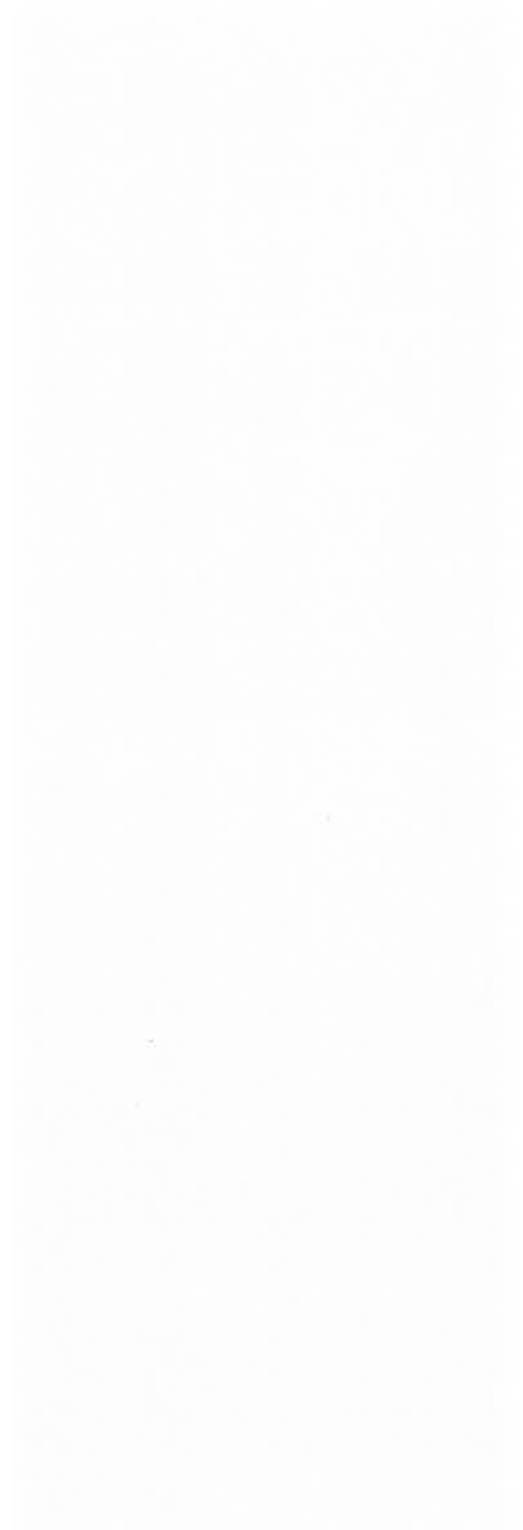
Human Resources shall maintain a personnel record for each employee in the service of VVTA showing the name, title of position held, the department to which assigned, salary, changes in employment status, and such other information as may be considered pertinent by the Chief Executive Officer. Personnel records are confidential and access to personnel records shall be limited to the Chief Executive Officer and any authorized representatives. Additionally, you have a right to inspect certain documents in your personnel file, as provided by law, in the presence of a VVTA representative at a mutually convenient time. No copies of documents in your file may be made, except for documents that you have previously signed. You may add your comments to any disputed item in the file.

**Section 3.15 Identification Cards**

Employee identification cards shall be issued to all employees of VVTA. Employee identification cards are to be used by employees in conducting business on behalf of VVTA. Employee identification cards are the property of VVTA and shall be surrendered to the VVTA upon demand or termination of employment. Employees shall be required to immediately report lost or stolen identification cards to Human Resources.

**Section 3.16 Keys**

Keys to VVTA facilities, vehicles, and equipment will be issued to employees so designated by the Chief Executive Officer. Keys are the property of VVTA and shall be surrendered to VVTA upon demand or upon termination of the employee. Employees shall be required to immediately report lost or stolen keys to Human Resources. Under no circumstances shall any employee make a copy of any VVTA keys without the express permission of the Chief Executive Officer. Making copies of VVTA keys without permission could result in disciplinary action up to and including termination.



## Your Time and Pay

### 4.0 Compensation and Hours

#### Section 4.1 Compensation

~~The Chief Executive Officer or a designated representative shall be responsible for preparing and maintaining an employee compensation plan for VVTA. The employee compensation plan shall be approved by the Board of Directors of VVTA.~~

~~Employees may be eligible for a salary merit increase, within their respective salary range, upon completion of the introductory period or any extension thereof, and at twelve-month intervals thereafter. A completed performance evaluation with a satisfactory or higher rating shall be required for all salary increase recommendations.~~

~~**NOTE: Favorable performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of VVTA and depend upon many factors in addition to performance.**~~

~~All salary merit increases shall be approved by the Chief Executive Officer~~

#### **1. Purpose**

VVTA Compensation Policy establishes the framework for administering employee compensation at the Victor Valley Transit Authority (VVTA), including cost-of-living adjustments (COLA), merit-based salary increases, and related pay practices for all eligible employees. The policy aligns with VVTA's compensation philosophy and ensures that compensation decisions remain consistent with the organization's financial funding resources. The policy ensures:

- Fair, equitable, and consistently applied compensation practices
- Objective, non-discretionary criteria for determining merit increases and pay adjustments
- Transparency and public accountability consistent with the Brown Act
- Compliance with California Code of Regulations (CCR) Title 2, Sections 571(b) and 571.1(a)
- Accurate and proper reporting of compensation to CalPERS
- Efficient and flexible administration of personnel matters enabling timely decisions regarding salary adjustments to performance, promotions, and organizational needs, consistent with industry best practices.

#### **2. Scope:**

- This policy applies to all regular, full-time and part-time (if applicable) VVTA employees.

#### **3. Compliance With CalPERS Regulations:**

##### **3.1 CCR 571(b) – Publicly Available Pay Schedule**

- All compensation elements, including base salary ranges, CPI increase and merit-based increase structures must be formally approved by the VVTA Board of Directors during a duly noticed public meeting in compliance with open meeting laws
- Documented in a publicly available pay schedule adopted by the Board

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- The adopted pay schedule shall be made publicly available by posting it on the VVTA official website and maintaining it for public inspection in accordance with transparency requirements.
- Reported to CalPERS in accordance with applicable regulations.

**3.2 CalPERS Governance Requirements for Compensation Changes:**

CPI increase, merit increase structure, and revisions to the compensation plan must be:

- Approved by the Board of Directors before becoming effective
- Adopted or amended during a properly noticed public meeting
- Reflected in the official meeting minutes

**3.3 CCR 571.1(a) - Pensionable Compensation Requirements for PEPRA Members:**

Under CCR 571.1(a), compensation items reported as pensionable for PEPRA members must meet the following criteria:

- The item must be part of the employee’s normal monthly rate of pay or base pay
- It must be paid for normally required duties of the position
- It must be historically consistent with prior payments for the classification
- It must be reported periodically as earned

The above standards apply specifically to PEPRA members and ensure that only regular, recurring, and job-related compensation is reported as pensionable.

**3.4 Classic Versus PEPRA Members:**

VVTA employs both Classic (prior to January 1, 2013) and PEPRA (on or After January 1, 2013) CalPERS members. While CCR 571.1(a) applies only to PEPRA members, Classic members are subject to the broader definitions of pensionable compensation found in Government Code 20636 and 20636.1 and the “special compensation” rules in CCR 571. Accordingly:

- **PEPRA members** are limited to the stricter pensionable compensation rules under CCR 571.1(a).
- **Classic members** may have additional pay items reported as pensionable if they meet the requirements of “special compensation” under CCR 571 and applicable Government Code sections.

VVTA will ensure that compensation reporting follows the correct rules for each membership category and that Classic and PEPRA members are reported in accordance with their respective statutory and regulatory requirements.

**4. Roles and Responsibilities:**

**4.1 Human Resources**

Under the supervision of the Chief Financial Officer (CFO), Human Resources is responsible for:

- Preparing, administering, and maintaining the VVTA Compensation Plan
- Ensuring compliance with applicable regulations, including CCR 571(b), CCR 571.1(a), and requirements of the CalPERS, as well as all other applicable federal, state, and local laws
- Developing and maintaining official pay schedules in accordance with regulatory requirements
- Conducting compensation analyses and preparing recommendations for salary structures, adjustments, and policy updates

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- Submitting compensation recommendations to the CFO for review and consideration

#### 4.2 Chief Financial Officer (CFO)

The Chief Financial Officer is responsible for:

- Reviewing compensation plans, salary schedules, and recommended adjustments for each new fiscal year
- Ensuring that all compensation recommendations align with the proposed and/or adopted annual budget
- Verifying fiscal sustainability and compliance with financial policies
- Submitting reviewed compensation recommendations to the Chief Executive Officer (CEO) for final consideration
- Presenting the VVTA annual Capital and Operating Budget to the Board of Directors for review and approval

#### 4.3 Chief Executive Officer (CEO)

The Chief Executive Officer is responsible for:

- Reviewing and approving compensation recommendations as delegated by the Board of Directors
- Approving individual employee compensation actions, including:
  - Merit increases
  - Promotional salary placements
  - Step advancements
  - Internal equity adjustments
  - Position reclassifications
- Ensuring all compensation actions are consistent with Board-approved policies, salary schedules, and budgetary constraints.

#### 4.4 Accounting

- Ensure accurate and timely submission of all required compensation and payroll-related reports to CAPERS in accordance with established deadlines and reporting requirements.

#### 4.5 Board of Directors

The Board of Directors is responsible for:

- Approving the classification structure, salary ranges, and official pay schedules
- Approving Cost-of-Living Adjustments (COLA/CPI adjustments) and overall compensation policy
- Adopting the annual VVTA budget

All approvals shall:

- Occur during a properly noticed public meeting
- Be included as a formal agenda item
- Be documented in official meeting minutes
- Be adopted by a majority vote in open session

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**5. Delegation Of Authority:**

The Board of Directors delegates to the Chief Executive Officer the authority to administer and approve all individual salary actions, including merit increases based on the established performance evaluation system and performance matrix, promotional salary placements, step advancements, internal equity adjustments, and reclassifications provided such actions are consistent with the Board-approved classification structure, salary schedules, compensation policy, and approved annual budget.

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**6. Guiding Principles and Compensation Structure:**

The Victor Valley Transit Authority (VVTA) compensation system is designed to attract and retain qualified employees, reward performance in a fair and equitable manner through objective performance evaluation criteria, maintain internal equity and external competitiveness, ensure compliance with all applicable state and federal laws, and prevent compensation decisions based solely on the discretion of any single individual.

To maintain a well-defined and market-responsive compensation structure, VVTA conducts a comprehensive compensation survey every three to five years by partnering with an external consultant. This survey evaluates comparable industries and labor markets to monitor changes and ensure that all positions are assigned equitably based on benchmarked job classifications.

VVTA currently utilizes the compensation structure developed by the consultant Evergreen Solutions, LLC and approved by the Board of Directors on October 21<sup>st</sup>, 2024. To align with the Board-approved compensation structure, the following guidelines apply:

**6.1 New Hires:** A new employee’s starting salary is based on the level of education and experience the individual possesses beyond the minimum requirements for the position.

- Candidates who meet only the minimum qualifications are typically placed at the minimum of the salary range.
- The midpoint is commonly used as the maximum starting salary for most classifications, based on the candidate’s experience and qualification.
- If an applicant possesses qualifications that are extraordinary for the position—defined as education, experience, and/or skills significantly exceeding those typically required—the Chief Executive Officer may authorize placement at any point within the approved salary range.
- Starting salaries must consider internal equity, ensuring new hires are placed comparably to existing employees with similar qualifications and experience.
- Employees may be eligible for a merit increase within their salary range upon completion of the introductory period (or any extension) and at twelve-month intervals thereafter. A completed performance evaluation with a satisfactory or higher rating is required for all merit increase recommendations.
- Employees hired on or after April 1 of the current fiscal year, being in their probationary period, will not be eligible for the CPI increase nor the merit increase that takes effect as of the first full pay cycle of the new fiscal year.

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**6.2 Promotions:** Employees who are promoted shall receive a salary increase to at least the minimum of the new position salary range or a higher placement within the range based on qualifications and experience. No employee may be placed above the maximum of the new position salary range.

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**6.3 Demotions:** Employees who are demoted shall receive a salary reduction equal to the midpoint progression between the employee's current grade and the new grade, unless this reduction would place the salary below the new range minimum.

- If the employee's salary exceeds the new range maximum after the reduction, the salary shall be frozen until the range increases sufficiently to allow adjustments, ~~however approved CPI increase will be applied.~~

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**6.4 Transfers:** Employees transferring to a different classification within the same pay grade, or to another department in the same classification, generally do not receive a salary adjustment.

## **7. Compensation and Salary/Wage Review and Administration:**

Victor Valley Transit Authority (VVTA) utilizes two primary components in employee compensation: Cost of Living Adjustments (COLA) and Merit-Based Increases based on annual performance evaluation. Together, these components support a competitive, equitable, and performance-driven compensation system.

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### **7.1 Cost-of-Living Adjustments (COLA):**

#### **Determination of COLA**

- COLA is based on the annual Consumer Price Index (CPI) published each March for San Bernardino County. The approved CPI percentage is applied uniformly to all eligible classifications and is not tied to individual performance.
- Beginning in Fiscal Year 2027, CPI will be approved as a separate line item, while still incorporated into the publicly presented VVTA Annual Capital and Operating Budget. The CPI adjustment is intended to maintain compensation ranges, offset inflationary impacts, and ensure the publicly available pay schedule remains current.
- The CPI percentage adjustment becomes effective on the first full pay cycle of each fiscal year following Board approval, unless otherwise specified.

### **7.2 Merit-Based Increase and Performance Evaluation System:**

- Merit-based increases are performance-driven and aligned with the established performance matrix. To comply with CCR 571(b), VVTA maintains a performance evaluation system that measures employee performance using objective, documented criteria. This system includes annual performance reviews, defined performance categories and competencies, a standardized rating scale that is tied to individual performance and relative salary placement within the approved salary range and required documentation. To determine the final performance rating tied to a merit increase, VVTA assigns a point value to each rating category and calculates a weighted average based on the evaluated competencies.

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- The rating scale and corresponding merit increase structure shall be included in the publicly adopted pay schedule approved by the Board of Directors.

• Rating Scale and Corresponding Merit Increase:

Each half step of the step and range table is calculated at 1.5%

- Outstanding (5): 2 steps – 6%
- Exceeds Expectations (4): 1.5 steps – 4.5%
- Meets Expectations (3): 1 step – 3%
- Needs Improvement (2): ½ step – 1.5%
- Unacceptable (1): No merit increase

Rating Scale	Description	Rating Score	Merit Increase Range
<b>Outstanding (5)</b>	Performance significantly exceeds standards and expectations; delivers substantial value and benefit to the organization. Excelled in all facets of the work assignments. Exemplary role model and demonstrates exceptional initiative, innovation and impact. This rating is used sparingly.	≥ 96	Increase 2 Steps in salary range
<b>Exceeds Expectations (4)</b>	Performance frequently surpasses standards and expectations; many commitments were completed above and beyond standards. Often takes initiative and delivers results that exceed what is typically expected for the role.	≥88 - ≤95	Increase 1.5 Steps in salary range
<b>Meets Expectations (3)</b>	Performance is fully satisfactory and consistent with the defined performance expectations; competently fulfills responsibilities, reliably delivers expected results. Generally met all commitments. Shows solid and dependable performance. This is the rating that should be used most often.	≥78 - <88	Increase 1 Step in salary range
<b>Needs Improvement (2)</b>	Performance occasionally fell short of expectations; required additional guidance, coaching, mentoring and direction to meet expectations.	≥70 - <78	Increase 0.5 Step in salary range
<b>Unacceptable (1)</b>	Performance does not meet minimum standards and has shown little improvement after repeated discussions and explanations of the need to show progress. Corrective action may be necessary.	Below 70	No Merit Increase apply

- **Eligibility:** Merit increases are not automatic. Employees become eligible upon completion of the annual performance evaluation cycle, conducted between May and June of each fiscal year. During this process, supervisors review and document performance ratings with each employee.

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- Merit increases are included as part of the Board-approved VVTA Capital and Operating Annual Budget and are available only to employees who are not at the maximum of their salary range.
- **Merit Increase Basis of Calculation:**
  - **Step 1:** Current Employee Base Salary/Wage x CPI% = New Employee Base Pay with COLA
  - **Step 2:** New Employee Base Pay with COLA x Merit Increase % (based on Performance Rating) = New Employee Annual Base Salary/Wage
- Merit percentage increases become effective on the first full pay cycle of each fiscal year following Board approval, unless otherwise specified.

**7.3 Total Salary/Wage Increase Percentage:**

- The total annual salary/wage increase is the sum of the approved CPI percentage, plus the merit increase percentage based on individual performance, if applicable.

**8. Compensation Policy Review & Integration Statement:**

Victor Valley Transit Authority (VVTA) shall review this Compensation Policy at least once every three (3) years, or more frequently as required, to ensure continued compliance with all applicable federal, state, and local laws, including but not limited to the California Code of Regulations (CCR) Title 2, Sections 570.5, 571, 571.1(a), and all CalPERS reporting requirements. The policy shall also be updated as necessary to reflect changes in industry standards, regulatory guidance, or organizational needs.

Any material revisions, including changes to the compensation structure, salary ranges, merit increase methodology, or any other provisions requiring governing-body approval, shall be presented to the VVTA Board of Directors for review and formal adoption during a publicly noticed meeting in accordance with the Brown Act.

This Compensation Policy shall be read in conjunction with the VVTA Employee Handbook, which provides additional details regarding payroll-related policies, including but not limited to pay practices, vacation, sick leave, holidays, and other forms of compensation. To the extent that any of these items are pensionable under CalPERS rules, they shall be administered and reported in accordance with applicable statutes, regulations, and CalPERS guidance.

**Section 4.2 Payment of Wages**

**Pay Days:**

All employees of VVTA are paid every other Friday for work performed during the previous two-week pay period. If a regular payday falls on a holiday, employees will be paid on the last day worked before the holiday.

**Paychecks:**

~~Paychecks are normally available by 12 p.m. and are distributed by your supervisor. If you observe an error on your check, please report it immediately to your manager or the payroll department.~~

**Direct Deposit:**

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VVTA offers automatic payroll deposit for employees. Pursuant to California law, enrollment in direct deposit is completely voluntary. You may begin and stop automatic payroll deposit at any time. Forms are available electronically or in paper format from the payroll or human resources department to begin or stop automatic deposit. It usually takes one up to three pay periods, depending on your financial institution, before the automatic deposit becomes active. You should carefully monitor your payroll deposit statements (paycheck stubs) for the first two pay periods after the service begins. Deductions required by law and those which employees have authorized will be accurately itemized on the paycheck stub, which will be provided in a compliant written or electronic format with a secure, accessible method to view and print. If there are ever any questions regarding paychecks or itemized deductions, or electronic access, please immediately contact the Human Resources Department, payroll representative.

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### Section 4.3 Employment Hours

The official workweek for VVTA shall be 8 hours a day or 40 hours a week. General office hours are from 8:00a.m to 5:00p.m. Monday through Friday. There are some staff that have work schedules and duties that do not align with general office hours depending on department work needs. Alternate work schedules due to personal circumstances may be authorized by the immediate supervisor and the Chief Executive Officer.

### Section 4.4 Meal and Rest Periods

Employees of VVTA shall be allowed to receive one rest period not to exceed fifteen minutes in any three (3) consecutive hours of work. ~~Non-exempt and hourly employees who work more than 5 hours in a day must, by law, take a minimum 30-minute lunch break.~~ ~~Non-exempt employees of VVTA (whether paid an hourly wage or a salaried non-exempt basis) shall be allowed to receive one net ten (10) minute paid rest period for each four (4) hours of work, or major fraction thereof, to the extent practicable in the middle of each work period. Non-exempt employees who work more than five (5) hours in a workday must take a minimum 30-minute duty-free, unpaid meal break, which must commence before the end of the employee's fifth hour of work.~~ The employee's immediate supervisor shall coordinate the scheduling of rest periods.

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To ensure organization-wide consistency, operational harmony and employee wellness, VVTA expects and encourages exempt employees to incorporate similar periods of rest into their professional schedules. Exempt employees are fully authorized to take 10-minute rest intervals and reasonable meal periods throughout the workday as their independent workflow and operational responsibilities permit.

**You are expected to observe your assigned working hours and the time allowed for meals and breaks.**

### Section 4.5 Overtime and Compensatory Time for Non-exempt hourly Employees

Employees may be required to work overtime as necessary. Non-exempt employees of VVTA shall not exceed forty (40) hours in one workweek without prior authorization from their immediate supervisor. Only actual hours worked in each workday or workweek can apply in calculating overtime. VVTA provides compensation for all overtime hours worked by non-exempt employees (whether compensated on an hourly or salaried non-exempt basis) in accordance with state and federal overtime laws - as follows:

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- All hours worked in excess of 8 hours in a workday or 40 hours in one workweek up to twelve (12) hours in a workday, will be treated as standard overtime (one and a half times the employee's regular rate). All hours worked in excess of twelve (12) hours in a single workday will be treated as double-time overtime.
- ~~Compensation for hours in excess of 40 hours for the workweek, shall be paid at a rate one and a half times the employee's regular rate of pay;~~ Compensation for authorized overtime hours shall be paid at the legally mandated premium rates based on the employee's regular rate of pay.
- ~~Paid time off such as vacation and sick time is not considered actual hours worked and will are-not used in calculations of overtime.~~
- Compensatory Time-Off (Comp Time): VVTA offers non-exempt employees the option to receive Compensatory Time Off in lieu of cash overtime compensation by entering into a voluntary, written individual agreement prior to the performance of any overtime work. Comp Time will accrue at the exact legally mandated premium rate applicable to the hours worked.
- Supervisor Mandate for Schedule Management to Cover Special Events: When employees are required to adjust their regular work schedules to cover outside events, weekend assignments, or operational shifts outside their standard routine, supervisors are required to actively manage the employee's schedule. Supervisors will work with affected employees to adjust or substitute regular weekday hours within the same workweek to accommodate these special assignments, preserving operational continuity while managing overall agency hours.

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#### Section 4.6 Advances

VVTA does not permit advances against paychecks or against un-accrued vacation/sick leave.

#### Section 4.7 Time Reports

All VVTA employees shall complete an electronic timesheet currently using Net Suite Oracle software system. These include recording all hours worked per cycle, requests for vacation, sick, and, administrative leave, etc. All completed timesheets and time off requests should be submitted by the employee and electronically approved by his/her supervisor using the current timesheet system. Specifically for non-exempt hourly employees and non-exempt salaried employees, a log sheet shall be completed, reviewed, and approved by the Supervisor prior to completing the electronic timesheet in NetSuite. The log sheet shall include the employee's employees' start time, end time, meal periods, and any overtime hours worked, based on prior supervisory approval, in compliance with applicable California wage and hour laws.

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#### Section 4.7A Hybrid/Remote Work Schedule

##### 1. Telework Eligibility

VVTA may authorize a hybrid or remote work schedule for specific positions where it is advantageous to both the organization and the employee. This arrangement is subject to ongoing review to ensure it continues to meet business and operational needs.

##### 2. Telework Guidelines

- **Purpose:** Telework is an option offered to eligible full-time employees where there is mutual benefit for both VVTA and the employee.

- **Conditions of Employment:** Telework is not an entitlement, nor does it alter any existing employment terms and conditions. All teleworking employees will continue to have the same compensation, benefits, work status, and responsibilities.
  - **Accountability:** Employees must submit a daily report detailing tasks completed during each telework day to their supervisor to ensure alignment with performance expectations.
3. **Compliance**  
Teleworkers are expected to comply fully with all organizational rules, policies, and procedures as they would on-site.
  4. **Work Hours and Availability**
    - **Schedule:** A consistent schedule, specifying designated telework days and hours, must be created and approved by the Department Head.
    - **Availability:** Teleworkers are required to be reachable by phone, email, or other agreed-upon communication methods during established work hours, with exceptions for scheduled breaks and lunch periods.
  5. **Workspace Requirements**  
Teleworkers must have a dedicated and ergonomically suitable workspace at their remote location. This space should be free of excessive noise, disruptions, and include appropriate lighting, reliable internet, power sources, and climate control. Specific workspace requirements may vary based on the nature of the employee's work and necessary equipment.
  6. **Equipment and Supplies**
    - **Usage:** VVTA-owned equipment may be used off-site with prior supervisory approval and should only be used for VVTA work. The availability of this equipment should not disrupt office operations.
  7. **Office Supplies:** Standard office supplies will be provided by VVTA and should be obtained during the employee's in-office days. **Hybrid Schedule Flexibility**  
Hybrid schedules are subject to change based on VVTA's business needs. The Department Director may alter or discontinue a hybrid schedule at any time to accommodate VVTA work requirements.
  8. **Illness on a Telework Day**
    - **Sick Leave:** If an employee is ill on a scheduled telework day, they must report the illness and use accrued sick leave as they would on an in-office day.
    - **Optional Work-from-Home Day:** Employees may discuss the option of an additional work-from-home day with their Department Director/Department Head if warranted and operationally feasible.
  9. **Safety and Liability**  
It is the teleworker's responsibility to ensure that their remote work environment is safe and free from hazards. Teleworkers must complete a safety checklist to confirm that their workspace meets these standards and to mitigate potential safety risks.

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These guidelines aim to support a structured yet flexible telework experience, balancing the organization's needs with the convenience and productivity benefits for employees.

#### **Section 4.8 Attendance and Tardiness**

Employees shall be in attendance at their work in accordance with the rules regarding hours of work, holidays, and leaves. Employees shall make every effort to schedule personal

appointments outside their working hours. VVTA will maintain records of employee attendance through the current timesheet system. Employee attendance will be reviewed and evaluated during the employee's annual performance evaluation. All employees are expected to be at work on time, on a regular basis. Unsatisfactory attendance will result in discharge. Unnecessary absenteeism and tardiness will impact any promotion considerations. For non-exempt employees, each employee's general attendance record may be examined whenever an incident of absence or tardiness is posted on the employee's time sheet. The employees' records will be reviewed for the previous twelve (12) months. The number of absences and tardies will be combined in determining the proper discipline. Each unexcused absence will be considered an one attendance incident. Two tardies will also be treated as one attendance an incident for purposes of this policy. Incidents will accumulate, and disciplinary action will be. VVTA, however, reserves the right to take appropriate disciplinary action, up to and including discharge, for any incident based on specific facts and circumstances. Nothing in this policy is intended to interfere with or diminish any rights provided under applicable federal or California law, including protected leave rights and legally protected absences. Protected leave or legally protected absences will not be counted as attendance violations under this policy.

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#### **Section 4.9 Inclement Weather/Natural Disasters**

In the event of severe weather or a natural disaster that prevents employees from safely traveling to and from work, the following leave policies will apply:

**Inclement weather:** Conditions that could excuse absence from work include snow, road closure, announced mud slide danger, heavy rain, and severe flooding. If weather conditions prevent you from safely traveling to work, you must notify your immediate supervisor by phone, if telephone service is functional, or by any other available means, such as email or cell phone. Accumulated Vacation time may be used to cover absences, or the time will be unpaid.

**Natural disasters:** In the event of a natural disaster such as earthquake, fire, or explosion, the office will be closed if the building is damaged or highways leading to the office are damaged. For instructions on facility operating status and reporting, contact the office immediately, if possible. VVTA is a first responder in emergency situations.

#### **Section 4.10 Expense Reimbursement**

##### **Travel Expenses**

VVTA shall reimburse employees and officers of VVTA for approved (Netsuite Oracle) travel, lodging and other expenses directly related to the conduct of VVTA business provided such expenses have been previously approved by the appropriate supervisor and/or the Chief Executive Officer. Only expenses necessary to conduct company business will be reimbursed.

##### **Travel Reimbursement**

Employees shall be required to complete an electronic expense reimbursement form in Netsuite Oracle in order to obtain reimbursement for expenses. The expense reimbursement form shall be submitted to the appropriate supervisor. Supporting original receipts and documentation shall be attached to the expense reimbursement form. For all conferences, training, or meetings proof of attendance shall be required. **All requests for reimbursement**

**should be submitted as soon as possible following the dates of travel but in no instance should they be submitted later than 30 days following the dates of travel. Reimbursements not submitted in a timely manner may be subject to denial.**

**Personal Automobile Travel**

Employees are not permitted to use their personal automobile in conducting VVTA business without approval of the appropriate supervisor. Prior to authorizing the use of a personal automobile for VVTA business, each supervisor shall determine the validity of the business purpose and availability of a VVTA owned vehicle.

If VVTA owned vehicles are available and are equally convenient to the performance of VVTA business, the supervisor shall not authorize the use of an employee's personal automobile for business purposes.

The reimbursable mileage rate for travel by personal automobile shall be set in accordance with the annual IRS mileage rate.

**Other Official Expense Reimbursements**

Other official expenses of a non-personal nature may be approved if supported by receipts and a justification for the charge. In all cases, work related expenses that you will be seeking reimbursement for, should be preapproved before the expenditure is made in order to assure reimbursement will be approved. Please reference separate credit card usage agreement.

## Employee Benefits

Eligible employees at VVTA are currently provided with a wide range of benefits. Several of the programs (such as workers' compensation, and unemployment insurance) cover employees in the manner prescribed by law.

**VVTA reserves the right to modify, supplement or delete employee benefits at any time. Neither this Rule, nor any other provision of these Rules, is intended to constitute a promise or guarantee that any particular benefit program, or level of benefits will be maintained permanently.**

Benefits eligibility is dependent upon a variety of factors, including employee category. **Employees classified as Part-Time are generally not eligible for most benefits offered at VVTA.** Information as to eligibility should be directed to Human Resources.

**FMLA/CFRA NOTICE:** The FMLA and CFRA provide eligible employees with a right to leave, health insurance benefits and, with some limited exceptions, job restoration. To be an "eligible employee" you must (1) have been employed by the Authority for at least 12 months (which need not be consecutive); (2) have worked for at least 1250 hours during the 12-month period immediately preceding the commencement of the leave; and (3) at a worksite where 50 or more employees are located within 75 miles of the worksite. **Because the Authority does not have a worksite where 50 employees are located, the FMLA and CFRA are not applicable to the Authority,** but the Authority has included this information in the policies as required by law.

### Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA) Notice

**Entity Coverage:** As a public agency, VVTA is a covered employer under both the federal Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA), regardless of our total number of employees.

**Employee Eligibility:** To be eligible for job-protected leave, an employee must meet specific statutory criteria:

- **Under the CFRA (California Law):** You are eligible for up to 12 weeks of job-protected leave if you have (1) been employed by VVTA for at least 12 consecutive months, and (2) worked for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave. There is no geographic or worksite employee-count restriction for CFRA leave.
- **Under the FMLA (Federal Law):** In addition to the 12-month and 1,250-hour requirements, federal law requires that an employee work at a worksite where 50 or more employees are located within a 75-mile radius. Because VVTA currently

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employs fewer than 50 employees in total, employees are generally not eligible for federal FMLA leave.

**Policy Application:** Because California’s CFRA provides expansive job-protected leave to all qualifying VVTA employees without regard to worksite employee counts, VVTA provides family and medical leave in strict accordance with CFRA guidelines. Eligible employees retain full rights to unpaid leave, health insurance benefit maintenance during leave, and job restoration.

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### Section 5.1 Insurance Benefits

It is the policy of VVTA to sponsor participation in employee insurance and other benefit programs for regular full-time employees and their dependents, subject to available funding, workforce, and work needs. Current benefits are set forth in this section.

**NOTE:** Only a partial description of benefits follows. Please see your Human Resources representative for more detailed explanation of the benefits and benefit rules.

#### 5.11 Health Insurance Benefits:

Participation in VVTA sponsored health insurance programs is effective after hiring based on the benefits date and any applicable waiting period required under the health insurance program.

##### 1. Insurance Premiums

VVTA pays a defined contribution towards insurance premiums for combined costs of Health, Dental and Vision insurance for each employee based on the following table:

**As of January 01, 2025:** ~~Effective July 1, 2027~~

Employee, employee + 1 and employee plus Family: up to ~~\$2,500~~ \$2,000 per month.

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##### 2. Deductibles and Copayments

Some benefit programs require additional contributions from the employee such as insurance “deductibles” and “co-payments” for services received. To help defray the costs of these types of payments, VVTA provides an elective Flexible Spending Account where the employee can elect to have pre-tax earnings allocated to pay for a variety of medical related expenses excluding insurance premiums.

##### 3. Medical care plan provided through CalPERS:

- a. Comprehensive medical, hospital, surgical, and prescription drug coverage for you and your eligible dependents.
- b. Extensive PPO/HMO Networks. Access to a large variety of physician services.
- c. ~~Cafeteria Plan. Choose the plan that is right for you.~~

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4. **Dental care plan:**
  - a. Employee choice of eligible provider.
  - b. Dental checkups and teeth cleaning services including x-rays are provided.
  - c. Benefits include minor and major oral care services as well as a limited benefit for orthodontics.
5. **Vision Service Plan:**
  - a. Employee choice of eligible provider.
  - b. Benefits include examinations, frames, lenses and contact lenses.
  - c. These benefits have co-pay requirements covered by the employee.
6. **Flexible Spending Account (FSA)**
  - a. Each employee may designate a yearly pre-tax FSA amount to contribute toward eligible health care expenses (health, dental, vision) and dependent care expenses up to legal maximum per calendar year.
  - b. ~~There are no claims to file if the employee uses an FSA debit card (FLEX Card) to pay the provider directly, but the employee may still need to submit receipts to verify for~~ qualified expenses.
  - c. **Estimate carefully – use it or lose it.** Amounts deducted from your pay must be used by the plan year end (there is a 90-day grace period following fiscal year end to submit documents related to the previous plan year) or they will be forfeited. Additionally, amounts set aside but not used may be subject to repayment of tax liability.
7. **Benefits Continuation (COBRA)**
  - a. The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under VVTA's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, separation from employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage (insurance premiums) at VVTA's group rates plus an administration fee. VVTA provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under VVTA's health insurance plan. The notice contains important information about the employees' rights and obligations.

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**NOTE:** Part-time employees do not receive Health, Dental or Vision b-Benefits from VVTA.

**5.12 Long/Short Term Disability:**

1. A long/short-term disability plan has been established by which an employee is eligible to receive disability payments 90 days after continuous disability.
2. Disability payments are based on a percentage of your annual salary
3. Long term disability payments will continue to age 65.
4. Premiums are paid entirely by VVTA.
5. The specific terms are set forth in the long/short-term disability plan itself.

**NOTE:** Part-time employees do not receive Disability benefits from VVTA.

**5.13 Basic Life Insurance:**

1. Each regular full-time employee's beneficiary shall receive a up to \$100,000 term life insurance, depending on age, currently at 100% VVTA expense.

**NOTE:** Part-time employees do not receive a life insurance benefit from VVTA.

**5.14 Workers Compensation:**

VVTA provides a comprehensive workers' compensation insurance program in accordance with state law. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment.

**Employees who sustain work-related injuries or illnesses, no matter how minor they may appear, should inform their supervisor immediately.**

**To ensure that you receive any workers' compensation benefits to which you may be entitled, you will need to:**

- Immediately report any work-related injury to your supervisor and human resources.
- Seek medical treatment and follow-up care if required; your VVTA supervisor will designate a medical facility for your initial visit and care and arrange transportation if you are unable to transport yourself. You are expected to cooperate fully with all medical advice and treatment plans.

- Complete a written Employee's Claim Form (DWC Form 1) and return it to the Human Resources Department ~~as soon as possible, within 3 days of following the injury.~~
- Provide VVTA with a certification from your health care provider regarding the need for workers' compensation disability leave, as well as your eventual ability to return to work from the leave.
- VVTA will pay a full day's wage on the date of injury based on the employee's normal workday schedule. Thereafter, all missed work hours due to a reportable workers compensation claim will be paid by VVTA's workers compensation insurance company. Any waiting time requirements, or coverages of less than 100% of the employee's normal pay rate covenanted in VVTA's insurance policy, can be supplemented by the employee's available sick or vacation time benefit.
- In accordance with the California Workplace Know Your Rights Act (SB 294), VVTA distributes an official "Know Your Rights" notice to all employees upon hire and on an annual basis to ensure ongoing awareness of workers' compensation benefits and other statutory protections.
- Continuation of Employee's medical insurance benefits will be in accordance with section 6.8 of the PPP.

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**IMPORTANT:** The law requires VVTA to notify the workers' compensation insurance company of any concerns of false or fraudulent claims.

~~Any person who makes or causes to be made any knowingly false or fraudulent material statement or material misrepresentation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony. A violation of this law is punishable by imprisonment for one to five years, or by a fine not exceeding \$150,000 or double the value of the fraud, whichever is greater, or both. Additional civil penalties may also apply.~~

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Any person who knowingly makes or causes to be made any false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments may be guilty of a felony under California law. A violation may result in criminal penalties, including imprisonment, fines, or both, as well as additional civil penalties as permitted by law.

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**NOTE:** Worker's compensation benefits are available to all classes of employees.

## Section 5.2 Retirement Deferred Compensation (Retirement) Program (CalPERS)

### 5.2.1 Retirement Program (CalPERS)

○ VVTA participates in the California Public Employees' Retirement System (CalPERS), which is a defined benefit pension plan. This program provides fixed monthly lifetime payments to eligible VVTA employees who retire after accumulating sufficient service credits and meeting statutory program qualifications. Participation is mandatory for all regular, full-time employees of VVTA. There is a thirty (30) day waiting period before participation begins. While VVTA makes mandatory employer contributions to CalPERS, participating employees are also required to contribute a percentage of their pre-tax earnable compensation toward their retirement benefits as mandated by law and CalPERS contract terms. Benefits eligibility, including specific hour thresholds and tracking rules for part-time employees, are determined by CalPERS guidelines, and applicable coverage options will be reviewed in detail during your onboarding process.

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○ Specific benefits, employee contribution rates, employer contribution rates, service credit accruals, retirement eligibility dates, and other program specifications are strictly governed by California law and the specific CalPERS contract terms in force. Each new hire will receive a detailed explanation of their specific CalPERS membership tier, benefits, and requirements during employee orientation.

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#### **5.2.2 Retirement Program Voluntary Supplemental 457(b) Deferred Compensation Plan (CalPERS)**

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○ In addition to the mandatory CalPERS retirement program, the Authority offers a voluntary Supplemental 457(b) Deferred Compensation Plan. This plan allows eligible employees to save and invest extra money for retirement through pre-tax or Roth (after-tax) payroll deductions, up to the annual limits established by the Internal Revenue Service (IRS).

○ Participation in the 457(b) plan is completely optional. Because this is a defined contribution plan, the retirement benefits you receive will depend entirely on the amount of money contributed to your individual account and the performance of your chosen investments over time. Employees may enroll, change their contribution amounts, or alter their investment allocations at any time during their employment, subject to plan administration rules. The Authority does not provide investment or financial advice. Detailed information regarding enrollment, investment options, administrative fees, and current IRS contribution limits is available through Human Resources or during employee orientation.

## **6.0 LEAVE, VACATION AND HOLIDAYS**

### **Section 6.1 Sick Leave**

#### **6.11 Accrual:**

~~**Regular, full-time employees** of VVTA, including employees in the introductory period, shall accrue sick leave for each payroll period completed at the accrual rate of 4 hours per pay period. Earned sick~~

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leave shall be available for use on the first day following the payroll period in which it is earned. ~~Each full-time employee shall accrue no more than three hundred sixty (360) hours of sick leave. Regular full-time employees of VVTA, including employees in the introductory period, shall accrue sick leave for each completed payroll period at the accrual rate of four (4) hours per pay period. Earned sick leave shall be available for use on the first day following the payroll period in which it is earned, subject to applicable eligibility requirements under California law. Employees in the introductory period shall not be eligible to use accrued sick leave until completion of ninety (90) days of employment. Any absence due to illness or other qualifying sick leave reason occurring prior to an employee's eligibility to use accrued sick leave shall be treated as an unpaid leave of absence, unless otherwise required by applicable law or approved leave provisions. Each full-time employee shall accrue no more than three hundred sixty (360) hours of sick leave.~~

**Part-time employees** shall accrue sick leave at a rate of one (1) hour for each thirty (30) hours worked to a maximum of forty-eight (48) hours, in accordance with applicable California law. In no event shall an employee be entitled to receive sick leave with pay in excess of the number of sick leave days accrued at the time of illness. Therefore, an employee who has exhausted sick leave accrual and who is unable to work due to illness or injury will be placed on unpaid leave status for the duration of the employee's sick leave, unless the employee is eligible for other available paid leave benefits or protected leave rights under applicable law.

When absenteeism reaches a level of disruption to the operation of business, the Human Resources Department may:

- a. Request a doctor's note for absences in excess three (3) consecutive days or excessive use of single days off missed due to sick leave.

**NOTE:** Employees on unpaid leave do not accrue sick time.

6.12 Use: The following are considered appropriate uses of sick leave accrual:

Sick leave may be used for the diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member or designated person. For purposes of this policy, "family member" means any of the following: (1) a child which means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status; (2) a biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; (3) a spouse; (4) a registered domestic partner; (5) grandparents; (6) grandchildren; ~~and (7) siblings; and (8) a designated person~~

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identified by the employee at the time leave is requested in accordance with applicable law. Sick leave may also be used by an employee who is a victim of domestic violence, or whose family member is a victim of domestic violence, sexual assault, or stalking, or other violent crimes or for related absences that are due to: seeking medical attention or treatment; psychological counseling; obtaining services from a domestic violence shelter, program or rape crisis center; safety planning or relocation; obtaining or attempting to obtain a temporary restraining order, restraining order, or other injunctive relief or seeking judicial relief arising from domestic violence, sexual assault, or stalking or attending judicial or legal proceedings related to the incident or resulting legal matters, as permitted by applicable law. To the extent required by applicable law, employees may also use sick leave for qualifying public health emergencies, including preventive care, vaccinations, or when the employee is unable to work due to closure of the workplace or a family member's school or place of care for health or safety reasons.

**Bereavement Leave.** Bereavement leave is limited to five (5) days, three (3) of which are paid, two (2) days may be eligible from available sick leave, if needed and may be used only in the loss of a spouse or domestic partner, children, parents, parents of current spouse, sister, brother, grandparents, step-parents, half-brother, half-sister, sister-in-law, brother-in-law, or any individual who may have a true parental relationship to the employee, consistent with the applicable law. Employees may use sick leave accruals if bereavement leave is not eligible or if Bereavement days exceed the five days.

6.13 **VVTA Leave Consumption (Minimum Charge):** The minimum charge against accumulated sick leave shall be Thirty (30) minutes.

6.14 **Notice of Illness:** VVTA must be notified within one-half (1/2) hour before the start of the employee's scheduled workday of an illness on the first day of absence, or as soon as reasonably possible thereafter. It is the responsibility of the employee to keep VVTA informed as to continued absence beyond the first day for reasons due to illness. Failure to make such notification may result in disciplinary action up to and including termination.

6.15 **Illness during vacation leave:** Employees who become ill while on approved vacation leave may request to have vacation time converted to sick leave. Approval may be granted only when the employee presents a doctor's certificate verifying an illness or injury. Such conversion shall require approval of the Chief Executive Officer.

6.16 **Misuse:** Evidence substantiating the abuse and misuse of the sick leave benefit shall result in denial of sick leave with pay for the identified

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period of abuse and may result in disciplinary action up to and including termination.

6.17 Sick Leave Conversion: In the event that an employee reaches their maximum allowed accrual of 360 hours sick time they may then convert up to 40 hours to vacation time at 100%, or payout at 50%. If an employee already is at their maximum vacation accrual, then they must take the payout option.

6.18 Termination: Accrued sick leave will be forfeited by the employee at the time of termination of employment at VVTA. If, however, the same employee is hired back within one (1) year, then the prior accrued sick leave will be restored and the accrual rate at the time of termination will continue.

### **Section 6.2 Holiday Leave**

Eligible full-time employees shall receive twelve (12) paid holidays per year. Six of these holidays are fixed by the employer as follows: New Year's, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. Additionally, the employee may choose six (6) additional holidays from the list below.

- (1). Martin Luther King, Jr. Day.
- (2). Presidents Day.
- (3). Indigenous Peoples Day.
- (4). Veterans Day.
- (5). The day after Thanksgiving Day.
- (6). December 24th.
- (7). December 31st.
- (8). Floating day / Employee Birthday.
- (9). Juneteenth.

All full-time employees of VVTA who are on the payroll the day before and the day after a designated fixed holiday and were paid for at least one-half (1/2) of the accountable hours on those days or were on approved leave for any unpaid hours, shall be paid for said holiday. Employees shall receive eight (8) hours' holiday pay for that date. Non-fixed "additional" holidays will be awarded on a prorated basis from date of hire until calendar year end and then awarded in full starting the next calendar year.

Holidays which fall on Saturday shall be observed on the preceding working day. Holidays which fall on Sunday shall be observed on the following working day. When a holiday falls within a vacation period, the holiday time shall not be charged against the employee's earned vacation benefits.

**NOTE:** Part-time employees do not receive holiday benefits.

**Section 6.3 Vacation Leave Benefits**

6.31 Accrual: Full-time employees of VVTA shall be entitled to paid annual vacation at an accrual as set forth in the table below. Vacation accruals begin on each employee's benefit date. During your first year of employment, such vacation allowance shall be available for use on the first day following the pay period in which it is earned after the employee has completed six (6) months of continuous service from the employee's benefit date (Introductory period). Vacation leave will accrue at an even rate each pay period based on the years of service.

Schedule of vacation accruals:

One (1) year of service:	10 days (80 hours) annually
Five (5) years of service:	15 days (120 hours) annually
Ten (10) years of service:	20 days (160 hours) annually

**Maximum accrual**: No employee shall earn or accrue more than three hundred twenty (320) hours (40 workdays) at any fiscal year end.

**NOTE**: Employees on unpaid leave do not accrue vacation time.

6.32 Use: Earned vacation leave may be taken in multiples of one hour with the approval of the employee's immediate supervisor and at such time as will not impair the work schedule and efficiency of the department. Should employee vacation requests conflict with staffing requirement, supervisors shall arrange a mutually acceptable vacation schedule based on length of employee service and the order in which employee vacation requests were submitted. Whenever possible, a vacation should be requested a minimum of two weeks in advance. **It is recommended that an employee not purchase non-refundable tickets or make non-refundable deposits prior to receiving an approved vacation request.**

**NOTE**: An employee may not use vacation time before it is accrued.

6.33 Conversion: Employees leaving the active payroll at any time shall receive payment for unused vacation accrued during their tenure with VVTA. All employees with vacation hours accrued in excess of three hundred twenty (320) hours (40 workdays) at the fiscal year end (June 30th), shall have their excess hours above 320 hours, cashed out at the end of the fiscal year.

**NOTE**: Part-time employees of VVTA shall not be eligible for vacation leave benefits.

**Section 6.4 Military Leave**

Military leave shall be granted in accordance with the provisions of state law. All employees entitled to military leave shall give VVTA an opportunity, within the limits of military regulations, to determine when such leave shall be taken. Employees who have one year of service are entitled to 30 days' pay when on

military leave. A military leave is defined as time off when the employee is ordered to active military duty as a member of the reserve component of the armed forces of the United States, the National Guard or Naval Militia or when an employee is inducted, enlists, enters or is otherwise ordered or called into active duty as a member of the armed forces of the United States or of America.

#### **Section 6.5 Pregnancy Disability Leave / Child Bonding Leave**

Employees of VVTA may be granted a leave of absence for a maximum of four (4) months due to a disability based on pregnancy, childbirth, or other related medical condition, consistent with California Pregnancy Disability Leave (PDL) requirements.-

Employees shall submit a request for pregnancy leave to their immediate supervisor. The request shall state the estimated length of absence. The supervisor shall inform Human Resources and the Chief Executive Officer immediately of the request. VVTA can require medical documentation. Upon approval of the employee's request by the Chief Executive Officer, the employee shall be placed on Pregnancy Leave of Absence without Pay for a period not to exceed four (4) months, or for the duration of the medically certified disability, whichever is shorter.-

The Chief Executive Officer may grant an accommodation of extended leave of absence provided appropriate medical documentation indicating a continuation of pregnancy leave would be in the best interest of the employee. Determination of this extension shall be solely based on medical necessity and in accordance with applicable state law.

Employees returning to work after a disability based on pregnancy, childbirth or a related medical condition shall submit a letter from a licensed physician indicating that they may return to work and may be required to satisfactorily complete a physical examination administered by a VVTA retained physician. Employees shall not be permitted to return to work without the medical authorization of the employee's treating physician.

Employees who do not return to active employment or fail to provide medical evidence to support continuation prior to the expiration of an approved Pregnancy Disability Leave of Absence, and after all applicable protected leave entitlements have been exhausted shall be terminated in accordance with VVTA's Termination Policy and applicable law. No employee will be disciplined, terminated, or otherwise retaliated against for exercising their rights under PDL, CFRA, or any other protected leave laws. Employees terminated from Pregnancy Leave of Absence status shall receive payment for accrued vacation unless payment for such vacation accrual was exhausted prior to the effective date of the approved Pregnancy Leave. Employees have the choice of using their accrued sick and/or vacation time during their pregnancy leave if they so desire.

Employees on Pregnancy Leave of Absence may also be eligible for benefits provided by California State Disability Insurance (SDI) and Paid Family Leave (PFL), as administered by the State of California.

**Child Bonding Leave (CFRA):** ~~Effective January 1, 2018, Consistent with the California Family Rights Act (CFRA) as updated through 2026, any VVTA employee may take up to 12 weeks of job-protected leave for new child bonding by birth, adoption, or foster care. Child Bonding Leave is generally unpaid; however, employees may be eligible for state Paid Family Leave wage-replacement benefits. At the end of the leave period, the employee will be reinstated to their same or comparable position at the time of the leave in accordance with CFRA requirements. ~~An employee not returning to work following Child Bonding Leave for the full 12-week period without prior written consent by the Chief Executive Officer, may be subject to termination in accordance with VVTA's Termination Policy. Employees are expected to communicate their anticipated return-to-work date and any changes to that date as soon as practicable. Failure to return to work at the conclusion of the approved Child Bonding Leave, and after all applicable protected leave entitlements have been exhausted, may result in separation from employment in accordance with VVTA's Termination Policy and applicable law. No employee will be disciplined, terminated, or otherwise retaliated against for exercising their rights under CFRA or other protected leave laws.~~~~

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~~All Employees placed on approved pregnancy leave of absence status Pregnancy Disability Leave or Child Bonding Leave shall have sick and vacation benefit accruals cease at the beginning of the unpaid leave of absence and be reinstated at the time of upon return to active status. Employees placed on approved pregnancy or /child bonding leave must continue to pay their employee share of insurance premiums during the leave of absence and shall be responsible for all health insurance premiums, life insurance premiums, long term disability premiums and other monthly benefit payments under the provisions of COBRA after 12 weeks of continued absence. Failure to pay the employee share of the premium may result in cancellation of the company sponsored insurance. VVTA will continue its employer contribution toward group health insurance for the duration of Pregnancy Disability Leave and for up to twelve (12) weeks of CFRA Child Bonding Leave, consistent with state law.~~

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### Section 6.6 Jury Duty Leave

In accordance with California labor law code 230, all employees called for jury duty service will be allowed to serve their full required term without discrimination. Employees in regular full-time positions who are ordered to serve jury duty including grand jury, shall be entitled to base pay for those hours of absence from work for up to one work week, forty (40) hours of pay, provided the employee waives fees for service, other than mileage. In all cases and for all types of employees, VVTA requires a copy of the jury summons once received by the employee. Such employees will further be required to deliver a "jury duty certification" form at the end of the required jury duty to verify such service. Employees required to serve on a jury must report to work before and after jury duty provided there is an opportunity for at least two (2) hours of actual work

time. Regular full-time employees may use all available vacation time accrual to compensate them for extended jury duty beyond the first forty hours. All other hours served on jury duty will be without pay. Employees volunteering to serve on a grand jury may be granted a leave of absence without pay to perform the duties of a member of the grand jury.

#### **Section 6.7 Time Off for Voting**

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two hours combined. Under these circumstances, an employee will be allowed a maximum of two hours of time off during an election day. When possible, an employee requesting time off to vote shall give his or her supervisor at least two days' notice. Accrued vacation time benefits may be used to compensate the employee for this time if they so choose.

#### **Section 6.8 Leave of Absence Without Pay**

The Chief Executive Officer may grant a regular or introductory employee leave of absence without pay, benefits accrual or seniority accrual, for a period not to exceed three months. After three months, the leave of absence may be extended if so authorized. No such leave shall be granted except upon written request of the employee, setting forth the reason for the request. The approval will be in writing. Upon expiration of a regularly approved leave or within a reasonable period after notice to return to duty, the employee shall be reinstated in the position held at the time leave was granted. Failure on the part of an employee on leave to report promptly at its expiration, or within a reasonable time after notice to return to duty, shall be deemed to be terminated. The depositing in the United States mail of a first class letter, postage paid, addressed to the employee's last known place of address, shall be reasonable notice.

Supervisors may grant a regular or introductory employee leave of absence without pay for a period not to exceed one calendar week. Such leaves shall be reported to the Chief Executive Officer prior to approval. Under normal circumstances, personal leave of absence shall be granted only after an employee has exhausted all vacation entitlement.

All employees placed on approved leave of absence status without pay shall not accrue credited service for salary review, vacation, retirement, and sick leave purposes for the duration of the leave of absence without pay. Seniority for salary review, retirement, as well as vacation and sick leave accruals shall be extended by the number of days an employee has been on approved leave of absence without pay. All benefit accruals will cease at the beginning of the leave of absence and be reinstated at the time of return to active status. Employees placed on approved leave of absence without pay shall be responsible for all health insurance premiums, life insurance premiums, long term disability

premiums and other monthly benefit payments under the provisions of COBRA. Failure to pay the employee share of the premium may result in cancellation of the company sponsored insurance. The Human Resources department can give you additional information.

#### **Section 6.9 Unauthorized Leave of Absence**

Any employee who is absent without authorization for three (3) working days shall be considered to have resigned from their position with the VVTA by reason of abandonment. An unauthorized leave of absence during part of a day constitutes an unauthorized absence for the entire day.

Nothing in this section shall limit the Chief Executive Officer's authority to discipline or terminate an employee due to an unauthorized absence.

#### **Section 7.0 TUITION AND PROFESSIONAL ORGANIZATION DUES REIMBURSEMENT PROGRAM**

7.1 Eligibility: Regular full-time employees of VVTA not or under disciplinary action and who have successfully completed their introductory period, shall be eligible to receive financial assistance for approved courses completed at an accredited educational institution provided:

1. Courses are satisfactorily completed with, where applicable, a grade of "C" or better or "pass".
2. The request for reimbursement must be **preapproved** by the Chief Executive Officer before registering for classes.
3. Course of instruction will enable the employee to perform their present duties more effectively or will prepare them for future opportunities into which they could reasonably expect promotion or transfer with VVTA.
4. The hours of instruction for the course do not conflict with the employees' regularly scheduled workday.
5. Reimbursement is limited to a maximum of one course per semester or quarter and a maximum reimbursement of \$2,00.00 per fiscal year.
6. Appropriate proof of successful completion including course transcripts and a receipt for tuition paid, is submitted to Human Resources within three (3) months of course completion.

**NOTE:** For the purpose of this policy, an accredited educational institution shall be defined as any technical, vocational, college, university, business or high school which has been accredited by a recognized governmental or professional accrediting body and has been approved by the Chief Executive Officer.

7.2 Application Preapproval Process: Employees shall submit a Tuition Reimbursement Request to their immediate supervisor for approval **prior to** registration for the course. If the request is denied, the

immediate supervisor will state the reason for denial in the appropriate box. Upon approval, the employee will receive one copy of the completed/approved form.

**7.3 Outside Tuition Sources:** Employees who are eligible for educational assistance from sources outside VVTA shall be restricted in their participation in this program. Such restriction shall be limited to an amount which is the difference between the maximum amount available under this program less the amount the employee is eligible for from outside sources. Financial assistance from outside sources shall include scholarships, fellowships, educational grants and benefits payable from the federal, state, and local government.

**7.4 Reimbursable Expenses:** Employees shall be eligible for reimbursement of tuition, textbooks, registration fees and laboratory fees related to an approved course of instruction. Employees shall be limited to a maximum reimbursement of \$2,000.00 per fiscal year, or actual eligible costs incurred, whichever is the lesser.

**7.5 No Reimbursable Expenses:** Employees shall not be eligible for reimbursement of late registration penalties or fees, transportation costs, parking, interest or any other charge not specified as reimbursable in Section 7.4 of these rules.

**7.6 Application for Reimbursement:** Employees who successfully complete an approved course shall submit a request for reimbursement to Human Resources. Such request must include receipts for all eligible items for which the employee wishes to be reimbursed and a copy of the final grade report with a grade of C or higher or "pass" for courses that offer no letter grade. Human Resources shall attach the required documentation to the Tuition Reimbursement Request and forward a request for reimbursement to the Chief Executive Officer for approval and distribution to the employee.

**7.8 Reimbursement of Professional Organization Dues:** Regular full-time employees may be eligible for reimbursement of professional organization dues for membership in professional organizations, whose purpose is directly related to the employees' job duties. All such reimbursements are subject to pre-approval and are at the sole discretion of the Chief Executive Officer.

## Employment Policies and Practices

### 8.0 EQUAL EMPLOYMENT OPPORTUNITY-NON-DISCRIMINATION

It is the policy of VVTA to provide equal employment opportunity to all job applicants and all employees and shall comply with applicable Federal and State laws governing fair employment practice and equal opportunity. VVTA recruits, hires, trains, and promotes employees without regard to race ~~(including traits historically or culturally associated with race, such as hair texture and protective hairstyles)~~, religious creed ~~(including religious dress and grooming practices)~~ or, color, creed, national origin, ancestry, ~~political opinion~~, physical or mental disability, medical condition, marital status, sex, ~~biological sex~~, gender (including sexual harassment, pregnancy, childbirth, ~~breastfeeding, reproductive health decision-making~~ or related medical conditions), age (40 and older), sexual orientation, gender identity, ~~gender expression, military or veteran status~~, genetic characteristics, or ~~any other characteristic, legally protected able class as defined by applicable federal, state laws, in Title VI and Title VII of the Civil Rights Act of 1964, the California Fair Employment and Housing Act ("FEHA"), and any other applicable provisions of federal and/or state law.~~

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~~This policy strictly prohibits discrimination, harassment, or retaliation based on a single protected characteristic, an intersectional combination of two or more protected characteristics prohibiting discrimination based on combined traits even if no discrimination exists against those groups or individuals), or the utilization of automated-decision systems and artificial intelligence in employment screening and selection criteria that result in an unlawful discriminatory bias or impact.~~

~~VVTA fully complies, comply with Title VI and Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA) (as amended), the California Fair Employment and Housing Act ("FEHA"), California Civil Rights Department (CRD) Regulations, Federal Transit (FT) laws, U.S. Department of Transportation (DOT) regulations, and any other applicable provisions of federal and state law. VVTA is dedicated to providing reasonable accommodation to qualified individuals with disabilities or for deeply held religious beliefs, in accordance with both the ADA and FEHA, unless doing so would impose an undue hardship, the provisions of) and FEHA with respect to persons with disabilities and FEHA with respect to providing reasonable accommodations to persons with disabilities.~~

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This policy applies to all employment terms and conditions, including recruitment, hiring, promotions, compensation decisions, benefits, discipline, separations, and training.

#### Section 8.1 Complaint Reporting Procedures:

1. Any employee who contends that he/she has been subjected to unlawful discrimination, harassment, or retaliation in violation of

- 2. federal or state law, may use the internal complaint procedure set forth in section 15.0, Grievance Procedure.
- 2. Employees can raise concerns and make reports without fear of reprisal.
- 3. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including dismissal from employment.
- 4. Nothing herein is intended to modify the at-will status of all employees of VVTA.

**9.0 AFFIRMATIVE ACTION PLAN STATEMENT**

~~In compliance with VVTA Resolution 3109, which commits the Victor Valley Transit Authority (VVTA) commits to a policy of Affirmative Action in accordance with the Equal Opportunity Act of 1972, it is the continuing policy of the Victor Valley Transit Authority (VVTA) to actively seek, recruit and employ qualified persons in all job classifications. Affirmative action in VVTA focuses systematically on robust outreach, the expansion of qualified applicant pools, and the identification and elimination of artificial barriers of employment in a manner in which will ensure equal employment opportunity, and to administer all personnel actions in a manner which will not discriminate against any person in any policy, practice or procedure on the basis of race, color, national origin, religion, age (40 and older), physical or mental disability, medical condition, marital status, sex, biological sex, gender identity, or expression, or sex. Nor will sexual harassment, in any form, be tolerated.~~

VVTA also endeavors to comply with Proposition 209 ~~as it amends~~ of the California Constitution ~~to which~~ prohibits public entities from using race, sex, color, ethnicity, or natural origin as a criterion for either discriminating against or granting preferential treatment to any individual or groups in the operation of the State's system of public employment, public education, or public contracting.

VVTA will continue to require its Operations Contractor to ~~continuously monitor its compliance obligations by ensuring they~~ base all ~~hiring, training, decisions on~~ employment and promotion ~~decisions~~ to further the principle of equal employment opportunity by imposing only valid, ~~job-related~~ requirements for such opportunities.

Our organization fully supports, ~~and values, and respects~~ all employees. As part of that commitment, ~~VVTA we will recognize, respects, and uses the accurate names, preferred names, and use the name~~ and pronouns that match ~~each individual's professional and personal~~ an employee's identity, and expect all employees to do the same ~~in the workplace~~.

Finally, VVTA will continue to ensure that all personnel actions with regard to selection, ~~recruitment, testing,~~ promotions, terminations, compensation, benefits, transfers, layoffs, and training shall be administered to further the principle of equal employment opportunity. A copy of VVTA's comprehensive affirmative ~~action plan statement~~ is available to all employees upon request.

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## **10.0 EMPLOYEE RELATIONS AND OPEN-DOOR POLICY**

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that VVTA amply demonstrates its commitment to employees by responding effectively to employee concerns.

VVTA believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other public employers in this area. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

## **11.0 DISABILITY ACCOMMODATION**

VVTA is committed to complying fully with the Americans with Disabilities Act (ADA), and the Fair Employment and Housing Act ("FEHA") and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

### **Section 11.1 Recruitment and Hiring**

Hiring procedures have been reviewed and provide persons with disabilities with meaningful employment opportunities. Pre-employment medical examinations may be required for those positions in which there is a bona fide job-related physical requirement. They may be given to all people entering the position only after conditional job offers have been made. The purpose of the medical examinations will be to determine whether the applicant can perform the essential functions of the position with or without reasonable accommodations. Medical records will be kept separate from the employee's personnel file and will be confidential.

All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

### **Section 11.2 Accommodation**

VVTA will provide reasonable accommodations to qualified employees with disabilities unless it determines that doing so will impose an undue burden on VVTA or impose a health and safety risk to the employee or to others.

### **Section 11.3 Pay and Benefits**

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. Leave of all types will be available to all employees on an equal basis.

This policy is neither exhaustive nor exclusive. VVTA is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

## 12.0 POLICY ON INFECTIOUS AND COMMUNICABLE DISEASES, INCLUDING AIDS.

VVTA is committed to protecting the rights of individuals with infectious and communicable diseases, including Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS) persons with AIDS, and those who interact with them, during their normal activities. VVTA strictly prohibits discrimination, harassment, or retaliation does not discriminate in its employment practices, policies, or benefits based on an individual's known or perceived solely based on exposure to infectious or communicable diseases, or any the physical or mental conditions resulting from produced by such a disease.

- Definitions:** Infectious or communicable diseases include, but are not limited to, Human Immunodeficiency Virus (HIV) infection HTLV-III virus or HIV (the virus which causes AIDS) infection, ARC (Aids Related Condition), AIDS (Acquired Immune Deficiency Syndrome), Tuberculosis (TB), Cytomegalovirus (CMV), Herpes Simplex Virus (HSV Type I and Type II), HSV related diseases such as chickenpox, shingles and infectious mononucleosis, Hepatitis-B, Hepatitis C, and any other contagious diseases or aerosol transmissible pathogens as defined by the California Department of Public Health (CDPH) and local public health mandates
- Working Conditions and Participation:** Employees diagnosed with HIV, AIDS, or any other infectious or communicable disease AIDS Related Complex, or a positive HTLV-III antibody test should be afforded normal attendance, and working conditions, and participation in an unrestricted manner, provided they are qualified and able to safely if they are physically and psychologically able to perform the essential functions duties of their job in accordance with the VVTA's standards, ensuring their continued employment does not pose a direct threat, (defined as a significant risk of substantial harm and without undue risk to their own health and safety or the health and safety of other employees, or the public that cannot be eliminated by reasonable accommodation.)
- Reasonable Accommodation and Interactive Process:** Upon receiving notice of a medical restriction or a request for accommodation, VVTA will engage in a timely, good-faith, collaborative interactive process with the employee to identify effective reasonable accommodations that allow the employee to perform the essential functions of their position in a manner consistent with the law. VVTA shall provide reasonable

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accommodation to employees with infectious diseases, including AIDS and related illnesses.

- 4. **Employee Concerns and Co-Worker Relations:** If an employee has expresses concerns about the presence or health status of a co-worker of a person with HIV/AIDS virus, or any other infectious disease, that the employee individual should be directed to Human Resources a knowledgeable counselor or a designated manager to receive objective, medically accurate information help allay fears. If necessary, referrals should may be made to appropriate community public health agencies for these individuals persons with continuing fears or concerns about the disease. Under California law, a co-worker's fear of a disease does not justify a refusal to work or a modification of working conditions. Further VVTA will generally not grant be made accommodations or transfers for to such employees based solely on their refusal to work with an individual who has an infectious or communicable disease will generally not be made, unless the requesting a particular employee presents evidence satisfactory, objective medical evidence from their healthcare provider to the VVTA and its advisors establishing a specific that they have a medical justification or heightened vulnerability that requires accommodation. for refusing to work with an employee who has an infectious or communicable disease.

- 5. **Administrative Procedures and Assessments:** Employees with Infectious or Communicable Diseases —

- a. If VVTA receives objective medical notice or has a reasonable, fact-based belief that an employee's is suffering from an infectious or communicable disease may impair their ability to perform essential job duties or may pose a direct threat to workplace safety, VVTA will it shall make all employment and operational decisions based on an individualized assessment. This assessment will rely on reasonable medical judgment, current medical knowledge, and the best available objective evidence regarding the nature, duration, and severity of the risk, the probability that the potential injury will occur, and whether reasonable accommodations can mitigate the risk. To evaluate fitness for duty, job limitations, or return-to-work status, VVTA may require the employee to provide periodic medical certifications from their treating physician, strictly limited to the functional limitations of the condition. regarding the employee's continued employment based on the behavior, neurological development and physical condition of the employee, and the health and safety of other persons with whom the employee will interact. VVTA may require the employee to provide VVTA periodic physician reports and medical records needed for the decision regarding job assignments, job limitation, ability to continue working, ability to return to work, and potential risk to the employee or

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others. ~~To the extent permitted by the ADA, FEHA, and California law, VVTA may also require the employee to be examined from time to time by an independent, qualified healthcare provider, physician selected and paid for by the VVTA.~~

- b. Each instance of ~~involving~~ an employee ~~with suffering from~~ an infectious or communicable disease shall be ~~evaluated on an individual, considered on a case-by-case basis. The Supervisor or Department Head where the employee is assigned, in strict coordination where the employee is assigned, in conjunction with the Chief Executive Officer and Human Resources, shall determine~~ decide to the best of their ability whether the employee ~~can safely perform their duties,~~ is free of transmissible infection and does not pose a risk to the public or other employees. ~~As necessary, this determination will be made in consultation, as necessary, with public health officials personnel, the employee's healthcare provider, physician and the employee.~~

- c. ~~All~~ VVTA personnel and others involved with the employee shall respect the employee's right to privacy and ~~statutory right to need for confidentiality. In accordance with the California Confidentiality of Medical Information Act (CMIA) and applicable federal laws, all medical information, records, and test results obtained by VVTA shall be maintained in a secure file separate from the employee's general personnel file. Access to these files will be restricted strictly to authorized Human Resources personnel, except where supervisors need to be informed of required work restrictions or accommodations. The employees' records shall be kept confidential.~~

6. Any employee who believes that their rights under these guidelines have been violated ~~is strongly encouraged to report the matter to Human Resources should be directed to pursue the matter or utilize VVTA's internal~~ accordance with all applicable grievance procedures.
7. Nothing in this policy is intended to deprive an employee of any rights, ~~and protections~~ under applicable Federal or State laws, rules and/or regulations.

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### 13.0 OUTSIDE EMPLOYMENT AND ACTIVITIES

#### Section 13.1 Authorization for Outside Employment

Although we recognize the employee's right to engage in private and/or commercial activities outside the normal working hours, VVTA expects each employee to avoid those outside employment activities that are a conflict of interest, or which may potentially become a conflict of interest.

### **Section 13.2 Prohibited Activities**

Employees shall avoid outside employment activity with individuals or companies doing business with or soliciting business from VVTA. Employees shall not engage in outside employment activity which may unduly influence professional decisions, actions or judgment made on behalf of VVTA. Employees shall not engage in outside employment activity which may deprive VVTA of their time, attention, and loyalty during normal working hours. Employees shall not engage in outside employment activity which may require confidential information disclosure concerning VVTA. Employees shall avoid significant financial interest in companies doing business with or soliciting business from VVTA. Employees shall not engage in outside employment activity requiring the use of VVTA property, equipment, or supplies. Employees shall not use VVTA letterhead, forms or equipment, including telephones and postage, in any capacity not directly related to the performance of assigned duties with VVTA. The employees outside employment activity shall not negatively affect the performance of their duties, nor attendance with VVTA.

### **Section 13.3 Conflicting Employment Activity**

Employees conducting outside employment activities conflicting with, compromising, or reflecting unfavorably upon VVTA interests shall be requested to terminate such activities. Employees continuing to conduct outside employment activities conflicting with, compromising or reflecting unfavorably upon VVTA interests, after a request to terminate such activities, shall be subject to disciplinary action up to and including termination.

## **14.0 SEPARATION FROM EMPLOYMENT**

All employment with VVTA is at-will and may be terminated by the employee or VVTA at any time, with or without prior notice or cause. Separation from employment may be voluntary or involuntary. As used in this Rule, the term "separation" shall mean and include "termination."

### **Section 14.1 Types of Separation**

All separations of employees shall be designated as one of the following types: resignation, disability, death, retirement, layoff, or dismissal.

### **Section 14.2 Resignation**

1. An employee may resign by submitting a written resignation to the Chief Executive Officer.
2. Two weeks' notice is desired. Failure to provide two weeks' notice may be cause for denying future employment with VVTA.
3. VVTA reserves the right to accept a resignation effective immediately and to accelerate the final date of employment. The decision to accelerate the final day of employment upon an employee's resignation will be made by the Chief Executive Officer.
4. As soon as the manager or supervisor is aware that an employee is resigning from employment, he or she should advise the Chief Executive Officer and the division or department.

### **Section 14.3 Disability**

1. An employee may be separated from employment due to his/her disability when the employee cannot perform the essential duties of the position because of a disability and no reasonable accommodation can be made to enable the employee to perform the essential duties of the position or any vacant positions. Alternatively, the employee could elect to take a leave of absence in accordance with the guidelines of the PPP.
2. The employee, the employee's representative, or VVTA may initiate separation from employment.

### **Section 14.4 Death**

Separation shall be effective as of the date of an employee's death. All compensation due under these Personnel Rules shall be paid in accordance with section 3.13 and all applicable laws.

### **Section 14.5 Retirement**

1. Whenever an employee meets the conditions set forth in any retirement plan offered by VVTA, the employee may elect to retire and receive benefits earned under the plan.
2. Nothing herein is intended to preclude any employee from retiring under any other retirement plan from such employee's prior employment, for which such employee may be eligible.
3. An employee should provide VVTA with a reasonable notice of intent to retire, or at a minimum 90 days' notice, in writing, to give VVTA time to fill and train a new employee for the vacated position.

### **Section 14.6 Layoffs or Reduction in Force**

1. VVTA reserves the right to lay off employees due to reorganization, position elimination, declining operations, loss or reduction in funding or other financial reasons, elimination of departments or programs, and similar reasons.
2. In the event of layoff, it is the intent of VVTA to retain the most qualified employees. In determining how to implement the layoff, the needs of VVTA, the qualifications and ability of the affected employee to perform the responsibilities of the position, current and past performance evaluations, and length of service with VVTA will be the primary criteria for retention of employees.
3. The duties performed by any employee laid off may be reassigned to other employees.
4. VVTA reserves the right to contract out or privatize any work, at its sole discretion.
5. When a layoff or reduction in force is required, layoff notices shall be issued not later than ten (10) workdays prior to the effective date of the layoff. VVTA reserves the right to pay any affected employee with ten days pay in lieu of ten days' notice.
6. Reemployment following layoff

- a. A layoff is a permanent separation from employment. Reinstatement following layoff is solely within the discretion of VVTA.
- b. Employees previously separated from employment based on a layoff or reduction in force may be required to complete the recruitment process to be considered for any vacancy.
- c. The decision to lay off an employee or employees is not subject to appeal.

#### **Section 14.7 Dismissal**

1. The Chief Executive Officer may dismiss or discharge any employee of VVTA at any time, without notice or cause. There is no right of appeal.
2. All involuntary separations must be approved by the Chief Executive Officer. If a manager or supervisor believes that an employee should be separated from employment, the supervisor shall discuss and refer the issue to the Chief Executive Officer.
3. The payroll division under the supervision of the Chief Executive Officer will be responsible for preparing the final paycheck and other documentation.
4. At termination of employment, the employee shall return all VVTA-furnished property, equipment, documentation and electronic data (including but expressly not limited to, tools, equipment IT equipment and electronic devices such as but not limited to mobile phones, laptops, computers, monitors, tablets, chairs and furniture, I.D. cards, keys, and credit cards), if such equipment, property or documentation has not been previously returned to VVTA. Any such property not returned will have its book value deducted from the last paycheck.

#### **15.0 GRIEVANCE PROCEDURE**

##### **Section 15.1 Policy**

VVTA encourages open communication between all staff in resolving personal work-related issues covered by the PPP, at the lowest level possible. In the event an employee feels that they have raised an issue that is not being reasonably addressed, VVTA has established a grievance procedure. Employees of VVTA shall be required to comply with the procedures set forth regarding items which are considered a grievance under these policies.

##### **Section 15.2 No Retaliation**

Employees of VVTA who pursue grievances according to the provisions of this policy shall be free of harassment by fellow employees, supervisors and administration and shall in no way affect their present or future employment status.

##### **Section 15.3 Right to File Grievance**

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Any regular employee has the right to file a grievance regarding a dispute arising out of the interpretation or application of the PPP. The grievance procedure shall not be applicable to the appeal of any disciplinary action.

**Section 15.4 Process for Filing Grievances**

Grievances shall be processed in accordance with the procedure set forth below:

- Step 1. The grievance shall be presented orally or in writing to the employee's immediate supervisor within five (5) working days of the occurrence or from the date the employee reasonably should have known of the occurrence. The supervisor shall promptly inform Human Resources of the grievance. If the grievance is against the immediate supervisor, ~~then the employee shall present the grievance to Human Resources.~~ If the grievance is against the Chief Executive Officer, ~~then the employee shall present the grievance to Human Resources.~~ The supervisor, or the designated individual to whom the matter was reported ~~person reported to~~, shall reply orally or in writing within five (5) working days thereafter as to the status and/or resolution of the grievance.
- Step 2. The supervisor receiving a formal grievance ~~the report~~ will immediately report the matter to the Human Resources Department, unless the Human Resources is the subject of the grievance, ~~accused~~, ~~then the report shall~~ will be made to the Chief Executive Officer.
- Step 3. If the reply in Step 1 is not satisfactory, within five (5) working days after such reply, the grievance shall be presented, in writing, to Human Resources. Human Resources shall reply, in writing, to the grievance within five (5) working days thereafter, unless the grievance is against the HR, then the reply will be in accordance with step 1 only.
- Step 4. If the employee is not satisfied with the reply in Step 2, within five (5) working days thereafter, the written grievance may be presented to the Chief Executive Officer, or their designated representative. The Chief Executive Officer shall, upon request, meet promptly with the employee during regular business hours to discuss the grievance, and shall reply, in writing, to the employee within ten (10) working days thereafter. If the grievance is against the Chief Executive Officer, ~~then the employee must provide a written complaint directly to Human Resources.~~ If the response from Human Resources was not satisfactory then the employee will file a complaint with the CFO or any member of the VVTA Executive Team with whom they feel comfortable. The HR Department, the CFO, or the designated Executive Team member handling the matter will ensure the complaint is investigated promptly, objectively, and thoroughly (which may include the retention of an independent, third-party

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~~investigator), will respond to the complaint promptly and will keep the employee informed of the status of the investigation and/or the results. The parties agree to cooperate fully in investigating the facts surrounding grievances, and also agree to produce relevant, non-privileged all-evidence necessary to substantiate their respective positions regarding any such grievances. Such exchange of information shall be between the Chief Executive Officer or designee and the employee, or between the HR or the designated investigating Executive Team member in the case of an executive-level and the employee in the case of a grievance against the Chief Executive Officer which was not resolved successfully by the Deputy Director.~~

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~~This procedure, which we believe is important for both you employee relations and VVTA operational integrity, cannot guarantee that every problem will be resolved to an employee's to your absolute satisfaction. However, VVTA values internal feedback and your observations. Employees are encouraged, and you should feel free to raise issues of concern, in good faith. In compliance with California Labor Code Section 1102.5, Section 98.6, and the Fair Employment and Housing Act (FEHA), VVTA maintains a zero-tolerance policy for retaliation. No employee will face discharge, demotion, suspension, or any form of workplace retaliation or adverse employment action for filing a grievance, reporting a suspected violation of law, or participating in a grievance investigation, without the fear of retaliation.~~

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## Standards of Conduct

### 16.0 PROFESSIONAL CODE OF ETHICS AND PRACTICES

The purpose of the code of professional ethics and practices is to establish high professional standards and ethical conduct for all employees. Each employee will be held accountable for following these principles and is expected to edify and promote the image and integrity of the organization. Failure to follow these principles may lead to discipline, including dismissal.

Each employee shall exhibit and uphold the highest ethical and professional standards by conducting oneself appropriately to ensure the integrity and advancement of VVTA.

Each employee shall ensure and maintain public trust by being responsive to public needs.

Each employee shall maintain professional competency and demonstrate commitment through professional development.

Each employee shall collaborate and cooperate with colleagues, other public agencies, consultants, contractors, and the public, to maximize provision of transit services to the community served by VVTA.

Each employee shall respect and uphold high standards of integrity when assisting members of the public.

Each employee shall protect and respect the privacy of colleagues and members of the public when handling personal and confidential information.

Each employee shall recognize the uniqueness of each member of the community and be respectful of the cultural, social, economic, physical, and mental challenges faced by each person.

Each employee shall refrain from using his/her position for personal or political gain and benefit beyond the compensation and benefits provided for their position by the terms of their employment with VVTA.

## **17.0 POLICY PROHIBITING EMPLOYEE HARASSMENT**

VVTA strongly disapproves of any form of unlawful discrimination against its employees. This includes discriminatory harassment of VVTA employees. It can result in high turnover, absenteeism, low morale, and an uncomfortable work environment. Since Federal and State law prohibits harassment, employee harassment may constitute a criminal offense.

### **Section 17.1 Policy**

VVTA strictly prohibits unlawful harassment. This includes harassment on the basis of sex, sexual orientation, gender expression or identity, race, color, military or veteran status, ancestry, genetic information, religious creed, handicap or disability, medical condition, age (over forty), marital status, or any other protected class under applicable law.

### **Section 17.2 Application**

This policy applies to all phases of the employment relationship, including recruitment, testing, hiring, upgrading, promotion/demotion, transfer, layoff, termination, rates of pay, benefits, and selection for training.

This policy applies to all officers, Board members and employees of VVTA, including, but not limited to, full and part-time employees, temporary employees, and persons working under contract for VVTA. Additionally, it applies to all vendors, members of the public, job applicants, volunteers, or any other third party.

### **Section 17.3 Harassment Defined**

Harassment may consist of offensive verbal, physical or visual conduct when such conduct is based on or related to an individual's sex, and/or membership in one of the above-described protected classifications, and:

- a. Submission to the offensive conduct is an explicit or implicit term or condition of employment;
- b. Submission to or rejection of the offensive conduct forms the basis for an employment decision affecting the employee; or
- c. The offensive conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creates an intimidating, hostile or offensive working environment.

**Section 17.4 Examples of Harassment**

Examples of what may constitute prohibited harassment include, but are not limited to, the following:

- a. Kidding or joking about sex or membership in one of the protected classifications;
- b. Hugs, pats, and similar physical contact;
- c. Assault, impeding or blocking movement, or any physical interference with normal work or movement;
- d. Cartoons, posters, and other printed or visual materials or music, referring to sex or membership in one of the protected classifications;
- e. Threats intended to induce sexual favors;
- f. Continued suggestions or invitations to social events outside the workplace after being told such suggestions are unwelcome;
- g. Degrading words or offensive terms of a sexual nature or based on the individual's membership in one of the protected classifications;
- h. Prolonged staring or leering at a person;
- i. Similar conduct directed at an individual based on race, color, ancestry, religious creed, handicap, or disability, medical condition, age (over forty), marital status, sexual orientation, or any other protected classification under applicable law.

**Section 17.5 Reporting Procedure**

17.51 Internal Reporting Procedure

- a. Any employee who believes he/she has been the victim of sexual or other prohibited harassment by co-workers, supervisors, clients or customers, visitors, vendors, members of the public, or others should immediately notify their supervisor, or in the alternative, the Chief Executive Officer, or Human Resources, depending on which individual the employee feels most comfortable contacting.
- b. Additionally, supervisors that observe or otherwise become aware of harassment that violates this policy have a mandatory duty to immediately report the matter to the Human Resources Department so that VVTA can take steps to investigate and remedy such harassment and prevent its recurrence.
- c. The employee should provide the following information:
  - 1. The employee's name, department, and position;

2. The name of the person or persons committing the harassment, including their title(s), if known;
3. The specific nature of the harassment, how long it has gone on, and any other information that tends to support the charge of harassment;
4. Witnesses to the harassment;
5. Whether you have previously reported such harassment and, if so, when and to whom.

17.52 External Reporting Procedure

Any employee who believes that he/she has been the victim of sexual or other prohibited harassment by co-workers, supervisors, clients or customers, visitors, vendors or others may file a complaint with the California ~~Department of Fair Employment and Housing (DFEH)~~ Civil Rights Department (CRD). Instructions for filing a complaint are posted in a prominent location in the VVTA offices as required by law. Employees who believe they have been subjected to harassment, discrimination, or retaliation may file a complaint with the California Civil Rights Department (CRD). Complaints may be filed online through the California Civil Rights System (CCRS), by calling 800-884-1684, or by contacting the CRD Riverside Regional Office at 1325 Spruce Street, Suite 320, Riverside, CA 92507, which serves San Bernardino County. ~~Employees may contact DFEH CRD at 1845 South Business Center Drive, Room 127, San Bernardino, California or file a complaint online at www.dfeh.ca.gov/complaints.~~

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**Knowingly and falsely accusing someone of harassment or otherwise knowingly giving false information in an investigation of harassment shall be grounds for disciplinary action, up to and including termination of employment.**

**Section 17.6 Investigation**

Upon the filing of a complaint with the Employer, the complainant will be provided with a copy of this policy. The Chief Executive Officer will assign a person or a team to investigate and report on the complaint. In the event the harassment complaint is against Chief Executive Officer, the Human Resources or an independent external investigator appointed by the Board shall conduct the investigation.

**NOTE:** Charges filed with the California Civil Rights Department (CRD), ~~Department of Fair Employment and Housing (DFEH)~~ are investigated by the DFEH:CRD.

**Section 17.7 Confidentiality**

All records and information relating to the investigation of any alleged harassment and resulting disciplinary action shall be confidential, except to the extent disclosure is required by law, as part of the investigatory or disciplinary process, or as otherwise reasonably necessary.

**Section 17.8 Remedies**

17.81 Disciplinary Action

- a. If Human Resources determines that the complaint of harassment is valid, Human Resources shall cause to be taken immediate and appropriate disciplinary action consistent with the requirements of law and the PPP sections pertaining to employee discipline. Other steps may be taken to the extent reasonably necessary to prevent recurrence of the harassment and to remedy the complainant's loss, if any.
- b. Disciplinary action shall be consistent with the nature and severity of the offense, the rank of the harassed, and any other factors relating to the fair and efficient administration of the Employer's operations.

**Section 17.9 Retaliation**

Retaliation against anyone for opposing conduct prohibited by this policy or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by the Employer, ~~DFEH or CRD or FEHC~~ is strictly prohibited and may subject the offending person to, among other things, disciplinary action, up to and including termination of employment.

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**Section 17.10 Employee Obligation**

Employees are not only encouraged to report instances of harassment, but they are also obligated to report instances of harassment. Employees are obligated to cooperate in every investigation of harassment, including, but not necessarily limited to:

- A. Coming forward with evidence, both favorable and unfavorable, to a person accused of harassment; and
- B. Fully and truthfully making a written report or verbally answering questions when required to do so during an Employer investigation of alleged harassment.
- C. Employees are obligated to participate in periodic harassment prevention training provided by VVTA.

**18.0 ALCOHOL AND DRUG POLICY**

**Summary:** There is a zero-tolerance policy covering this transit system and is applicable to all Victor Valley Transit Authority employees.

VVTA is concerned about the use of alcohol, illegal drugs, or controlled substances as it affects the workplace. Use of these substances, whether on or off the job can detract from an employee's work performance, efficiency, safety, and health, and therefore seriously impair the employee's value to VVTA. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes VVTA to the risks of property loss or damage, or injury to other persons.

Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect an employee's job performance and may seriously impair the employee's safety and ability to perform the functions within the scope of their position at VVTA. **All VVTA employees are required to participate in the VVTA Drug Free Workplace Awareness program.**

Examples of behavior that violates this policy include but are not limited to:

- Possession or use of an illegal or controlled substance not directly prescribed to the employee, or being under the influence of an illegal substance while on the job, or a controlled substance where job performance is impaired;
- Driving an VVTA vehicle while under the influence of alcohol, and/or illegal substance or controlled substances where driving ability is impaired; and
- The unlawful manufacture, distribution, sale, dispensing, use or purchase of an illegal or controlled substance while on duty, on VVTA property, representing VVTA in an event in or outside the premises, or while operating its vehicle/equipment or off the job, unless a controlled substance is legally prescribed to the employee and its use does not impair the employee's ability to perform all job functions while on the job.
- The use of cannabis/marijuana. Although the recreational and medical use of cannabis/marijuana is legal under California law, it is illegal under federal law and its use, possession, sale and distribution is prohibited by this policy. In accordance with Federal Transit Administration (FTA) and Department of Transportation (FTA), testing positive for cannabis or its metabolics at any /marijuana is also a violation of this policy for safety-sensitive positions. For positions not subject to federal safety mandates, testing positive for cannabis metabolics shall not be the sole basis for disciplinary action unless test utilizes an approved method that detects active impairment (THC) or the employee is found to be actively impaired while on duty.

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**Violation of these rules and standards of conduct will not be tolerated.** All employees of VVTA must abide by the terms of this policy statement as a condition of employment. If convicted of a drug statute violation occurring in the workplace, VVTA employees are required to report such to the Chief Executive Officer, in writing, no later than five (5) days after such a conviction. VVTA also may bring the matter to the attention of appropriate law enforcement authorities. In order to enforce this policy, VVTA reserves the right to conduct searches of VVTA property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy. Violation of

this policy may result in disciplinary action up to and including termination of employment. For further and complete information Refer to VVTA Drug & Alcohol Manual.

## **19.0 PROHIBITED CONDUCT**

### **Section 19.1 Policy**

The purpose of VVTA's discipline policy is to ensure appropriate employee conduct in the workplace. Discipline shall be administered in a fair and consistent manner and without regard to sex, sexual orientation, race, color, ancestry, religious creed, handicap or disability, medical condition, age (40 or older), marital status or any other protected classification under applicable law.

### **Section 19.2 Cause for Disciplinary Action**

All employees of VVTA may be demoted, suspended, reduced in pay, or terminated for cause. All suspensions, demotions, reductions in salary for a specified time period, and terminations of employees with regular status shall be made according with the PPP.

Examples of violations of VVTA standards, conduct, and rules which may be cause of immediate dismissal are identified below to promote understanding of what is considered unacceptable conduct and to encourage consistent action by VVTA in the event of violations. However, it is impossible to provide an exhaustive list of every type of conduct that may result in disciplinary action. The following list therefore contains some examples of conduct that may lead to the imposition of discipline, including the possibility of immediate dismissal:

1. Failure to meet work performance standards and requirements.
2. Discourteous treatment of the public or other employees.
3. Willful or negligent disobedience of any law, ordinance, VVTA rule or regulation, or superior's lawful order.
4. Misappropriation or damage of VVTA property or waste of public funds or property through negligent or willful misconduct, carelessness, unauthorized or improper use, or for private purposes.
5. Failure to exhibit acceptable behavior either during or outside duty hours such that the employee's ability to perform their duties is impaired, or the behavior otherwise reflects adversely on VVTA, or the ability of VVTA to perform its' mission is or may be impaired.
6. Absence without approved leave.
7. Tardiness or absenteeism.
8. Practicing deception or fraud in the securing of a job appointment or promotion.
9. Working unauthorized overtime.
10. Failure to supply full information as to character, reputation, or acts which, if known at the time of appointment might

have resulted in a disqualification of the employee for the job to which appointment was made.

11. Falsification of a relevant official statement or document, including employment applications, timecards, or other VVTA records.
12. Neglect of duties.
13. Possessing or using narcotics or alcohol in VVTA offices, vehicles or facilities, or being present at work under influence of same.
14. Improper withdrawal or limitation of service or any action that interferes with or is disruptive of the VVTA mission or the public service.
15. Insubordination.
16. Any action inconsistent with the PPP or officially approved VVTA rules and regulations.
17. Intimidation, coercion, harassment or other unwelcome, offensive or threatening behavior, including but not limited to any act or threat of workplace violence, bullying or fighting on the job.
18. Bribery or the receiving of or the giving of other unlawful gifts or gratuities.
19. Conviction of a crime affecting the employee's suitability for employment with VVTA.
20. Dishonesty.
21. Failure to maintain grooming, clothing, or uniform standards.
22. Gross negligence.
23. Non-compliance with applicable Conflict of Interest provisions
24. Sleeping on the job.
25. Theft of VVTA equipment or supplies, or theft from a co-worker.
26. Unauthorized release of confidential information from official records.
27. Willful failure to observe VVTA safety rules.
28. Other grounds as determined by VVTA.

**NO MODIFICATION OF AT-WILL STATUS:**

**Nothing in this Discipline Policy modifies the at-will status of all employees of VVTA, by which all employees serve at-will. The discretionary use of any corrective action or level of discipline is not intended to modify the at-will status of any employee, nor does the use of any corrective action or level of discipline constitute any express or implied contract modifying the at-will employment relationship or otherwise creating any terms or conditions of employment.**

**Section 19.3 Procedures**

- a. In the event of violations of VVTA rules, policies, or standards, VVTA may choose, in its sole discretion, to use corrective action or discipline.
- b. Corrective action may include any of the following: verbal counseling, verbal warning, written warning, written reprimand; suspension with or without pay; demotion; reduction in pay; transfer; and/or dismissal from employment. VVTA further reserves the right to develop other methods of corrective action as appropriate.
- c. VVTA may use any form of corrective action that VVTA deems appropriate under the circumstances. The use of corrective action, and any specific type of corrective action, is in the sole discretion of VVTA. VVTA does not have a policy of "progressive discipline", and VVTA reserves the right to use any of the types of corrective action listed above on a first-time basis. The imposition of corrective action is not intended to, nor shall it modify the at-will status of any employee.
- d. A written record of any corrective action or discipline imposed on any employee shall be maintained in the employee's personnel file, and a copy shall also be given to the employee. Verbal counseling and warnings should be memorialized by a memorandum placed in the employee's personnel file. The employee should be requested to sign an acknowledgment of receipt of any written corrective action or discipline, but their failure to sign any such acknowledgment shall have no effect on the corrective action or discipline.
- e. Managers must keep the Chief Executive Officer informed of all disciplinary actions to be taken beyond verbal counseling. Imposition of demotions, transfers, reductions in pay, and dismissals, shall require the prior approval of the Chief Executive Officer.

## **20.0 POLITICAL ACTIVITY**

Political activities of officers and employees of VVTA while on duty and/or on the premises of the VVTA is prohibited. In accordance with the California Government Code the following shall be prohibited.

- 1. An officer or employee of the VVTA shall not, directly or indirectly, solicit political funds or contributions, knowingly, from other officers or employees of the VVTA or from persons on the employment lists of the VVTA. (Government Code Section 3205)
- 2. No officer or employee of the VVTA shall participate in political activities of any kind while in uniform. (Government Code Section 3206)
- 3. No officer or employee of the VVTA shall engage in political activity during working hours. (Government Code Section 3207)
- 4. No signs, posters or other political advertising materials shall be posted upon VVTA property at any time.

5. With Board approval, VVTA may take positions on pending legislation impacting transit.

## 21.0 MISCELLANEOUS

### Section 21.1 Dress Code and Other Personal Standards

VVTA observes a business casual dress work environment. Employees are expected to wear clothing appropriate for the nature of our business and the type of work performed. Clothing and grooming should be neat, clean and tasteful and in strict compliance with VVTA safety standards. Acceptable casual dress excludes ripped, torn, ~~or~~ unwashed clothing or graphic clothing displaying images, artwork, slogans, logos, symbols, or messages that are non-work-related or inappropriate to the workplace. Avoid clothing that can create a safety hazard. Department Directors/Heads managers may issue more specific guidelines tailored to the operational and safety needs of their respective departments.

This policy shall be applied and enforced neutrally, equally, and in strict compliance with the California Fair Employment and Housing Act (FEHA), the California CROWN Act, and applicable federal civil rights mandates. VVTA administers its standards in a manner that respects all protected classes recognized under applicable state and federal jurisdictions, ensuring a workplace free from unlawful discrimination.

### Section 21.2 Confidentiality

Each employee is responsible for safeguarding the confidential information obtained during employment. In the course of your work, you may have access to confidential information regarding VVTA, its suppliers, its customers, or perhaps even fellow employees. You have a responsibility to prevent revealing or divulging any such information unless it is necessary for you to do so in the performance of your duties, and it has been authorized by VVTA. Access to confidential information should be on a "need-to-know" basis and must be authorized by your supervisor. Any unauthorized breach of this policy will not be tolerated, and legal action may be taken by VVTA. All VVTA employees are required to sign a Confidentiality Agreement upon hire.

Nothing in this policy or the signed Confidentiality Agreement restricts an employee's right to disclose information protected under California law, including the California Public Records Act. Additionally, in compliance with California Government Code Section 12964.5, nothing in this policy prohibits or restricts employees from discussing or disclosing information regarding underlying unlawful acts in the workplace, such as harassment, discrimination, retaliation, or any other conduct they have reasonable cause to believe is a violation of state or federal law.

## Operational Guidelines and Policies

### 22.0 SMOKING POLICY

VVTA is dedicated to protecting the health and safety of all VVTA employees from unhealthful conditions. The Surgeon General has stated that "cigarettes are the most important individual health risk in this country responsible for more premature deaths and disability than any other known agent," and that "cigarette smoking can make a significant measurable contribution to the level of indoor air

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pollution at levels of smoking and ventilation that are common in indoor environments," and that "there was a provable relation between such "passive" smoke from smokers and illness and deaths among non-smokers."

**In accordance with California State law, smoking is prohibited in any VVTA owned or leased vehicle or building specifically utilized for the administration of VVTA business.**

This shall include, but is not limited to, offices, lobbies, hallways, conference rooms, restrooms, common work areas, vehicles and Board Chambers. Each supervisor shall be responsible for enforcing this smoking prohibition within their area of responsibility. Any VVTA employee violating this policy may be subject to disciplinary action, up to and including termination. There are designated smoking areas outside the building that the employees may utilize. Such areas meet State of California rules, regulations, codes, and requirements such as no smoking area shall be within 20 feet of any building entrance or exit or operable window. This policy includes and applies to e-cigarettes, nicotine delivery devices such as vaporizers.

**23.0 SAFETY**

It is the policy of VVTA to maintain an active safety program designed to identify and eliminate occupationally related illness and injury hazards among VVTA employees. Every employee of VVTA shall be required to observe all VVTA health and safety procedures.

**Each employee of VVTA shall receive a copy of VVTA's Safety Policies and Procedures and shall be responsible for complying with said policies. Failure to observe VVTA safety policies and procedures may result in disciplinary action in accordance with the PPP.**

**24.0 VEHICLE OPERATION POLICY**

**Section 24.1 Policy**

During employment with VVTA, if no VVTA vehicle is available, employees may be required to operate their personal vehicles to perform their assigned duties. If an employee objects to the use of their personal vehicle, VVTA shall make reasonable effort to find another employee to perform the task at issue. If VVTA is unable to reasonably accomplish the task with another employee, the employee may be required to use their personal vehicle, provided it is available. In such cases the employee shall be reimbursed for mileage in accordance with /IRS guidelines. Because of this requirement, a valid California driver's license, a satisfactory driving record, and proof of insurance may be made conditions of employment with VVTA. No employee shall operate or drive any motor vehicle on behalf of VVTA unless the employee is licensed for the class of vehicle to be driven, maintains a satisfactory driving record and maintains adequate insurance.

**Section 24.2 Driver's License**

All applicants for employment and current employees hired in positions where driving is a designated job function, and for which alternative transportation options are not operationally feasible, shall be required to acquire and maintain a

valid California driver's license. The ~~official job position~~ description for ~~a each~~ position shall specify whether a driver's license is required.

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If an employee ~~has been was~~ hired for a position prior to the effective date of these rules and in which driving is ~~a~~ required ~~job function~~, ~~and they do not possess a valid California driver's license~~, the employee shall be given six months ~~from the effective date~~ to acquire ~~one~~. Some positions may require a commercial driver's license ~~(CDL) endorsement in strict accordance with Department of Transportation (DOT) and Federal Transit Administration (FTA) safety regulations.~~

**Section 24.3 ~~Driving er's Record and Employer Pull Notice (EPN) Program Standards:~~**

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~~All applicants for employment with VVTA, whose duties may require the use of a personal or company vehicle while on duty, are required to possess a satisfactory driving record with less than 3 points in 3 years.~~

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~~For positions where operating a VVTA owned or personal vehicle is a designated, essential job function, applicants must possess and maintain a satisfactory driving record.~~

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**Pre-Employment Screening:**

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~~Following a conditional offer of employment, VVTA will conduct a review of the applicant's motor vehicle record (MVR). A driving record reflecting three (3) or more negligent operator points within the preceding thirty-six (36) months, or any major driving conviction (such as a DUI or reckless driving), may result in the withdrawal of the conditional job offer. VVTA will conduct an individualized assessment of the record against the specific operational safety requirements of the position before making a final determination.~~

**Current Employees and EPN Monitoring:**

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~~All employees in positions requiring regular driving duties shall be enrolled in the California DMV Employer Pull Notice (EPN) Program. In accordance with California Vehicle Code Section 1808.1, the Agency monitors these records electronically. Accumulating three (3) or more points within a three-year period, or receiving a license suspension or revocation, may result in the immediate loss of driving privileges on behalf of VVTA reassignment, or disciplinary action up to and including termination of employment based on operational necessity and safety.~~

**Section 24.4 Motor Vehicle Insurance**

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~~Employees of VVTA, whose duties may require the use of a personal vehicle while on duty, must provide to VVTA proof of insurance at the minimum limit required by law. Applicants may not be hired, and employees may not be eligible for continued employment unless their insurance coverage is verified.~~

~~For VVTA positions where operating a personal vehicle is a designated, essential job function, or when an employee is explicitly authorized in advance by their supervisor to conduct VVTA business using a personal vehicle, the employee must maintain valid automobile liability insurance.~~

Prior to utilizing a personal vehicle for VVTA business, employees must provide the Human Resources Department with proof of a valid California driver's license and a current auto insurance policy meeting the minimum liability limits required by the State of California.

Employees who fail to provide or maintain verified proof of insurance shall not be authorized to operate a personal vehicle for VVTA business. Unauthorized driving may result in disciplinary action. Employees authorized to utilize their personal vehicles shall be reimbursed for mileage at the approved IRS standard rate in accordance with California Labor Code Section 2802, which serves as full compensation for all vehicle operating costs, including fuel, maintenance, and insurance.

This policy applies strictly to the authorized use of a personal vehicle for official VVTA business while on duty, and does not apply to an employee's ordinary, daily commute to and from their regularly assigned VVTA work location.

## 25.0 SECURITY

### **Plant Facility and Property Security-General**

VVTA has developed guidelines to help maintain a secure workplace. The security of facilities as well as the welfare of our employees depends upon the alertness and sensitivity of every individual to potential security risks and adherence to company security guidelines.

### **Section 25.1 Employer and Employee Property**

Desks, lockers, computers, equipment, and company vehicles are VVTA property and must be maintained according to VVTA rules and regulations. They must be kept clean and are to be used only for work-related purposes. VVTA reserves the right to inspect all VVTA property, digital system, and storage areas to ensure compliance with its operational rules and regulations. Inspections may occur with or without notice to the employee and at any time, not necessarily in the employee's presence or consent. Employees have no expectation of privacy regarding their use of VVTA owned property, equipment, or electronic systems.

Prior written authorization must be obtained before any VVTA property may be removed from the premises.

For security reasons, employees should not leave personal belongings of value in the workplace or VVTA vehicles. ~~The company~~ VVTA assumes no liability for lost, damaged or stolen personal items an employee may bring to the workplace. While VVTA respects employee privacy, personal items brought into the workplace may be ~~are~~ subject to inspection and search only when there is a reasonable suspicion of violation of VVTA policy, a threat to workplace safety or a violation of law, and such searches shall be conducted in accordance with applicable legal standards., ~~with or without notice, with or without the employee's prior consent.~~

Terminated or separating employees must ~~should~~ remove all ~~any~~ personal items at the time they leave VVTA. Personal items left in the workplace following an

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~~employee's separation will be held securely by VVTA. The company will provide written notice to the former employee at their last known address, allowing a minimum of fifteen (15) days from the date of the notice for the individual to claim their property before are it is subject to disposal or donation in accordance with applicable law. if not claimed within one week of an employee's termination.~~

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## Section 25.2 Computer and Information Security

VVTA uses various forms of electronic communication including, but not limited to computers, e-mail, cellular devices, telephones, and Internet. All electronic communications, including all software, databases, hardware, network infrastructure, electronic mail, voicemail, and all digital files, remain the sole property of VVTA and are to be used only for Company business purposes.

~~VVTA voice mail and/or electronic mail (e-mail) are to be used for business purposes only. In accordance with applicable law, VVTA reserves the right to monitor voice mail messages and e-mail messages, and all other digital communications relayed through VVTA's network to ensure compliance with this rule, with or without notice to the employee and at any time, not necessarily in the employee's presence or consent.~~

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All electronic information created using, edited with, or transmitted through, any VVTA network or system is the confidential and proprietary property of VVTA. Personal pass codes may be used for purposes of security, but the use of a personal password does not affect VVTA's ownership of such electronic information.

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Employees may not use VVTA networks and systems for the dissemination or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (such as viruses or self-replicating code), political material, or any use not specifically authorized by company policy. No employee shall knowingly transmit from, receive from, access from, or store on, any VVTA network or system, material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful.

Limited, appropriate personal use of VVTA's networks and systems is allowed provided (1) such use does not impact the work performance of any employee; (2) such use does not have any undue impact on any other network or system; and (3) such use does not violate any policy of VVTA. VVTA reserves the right to restrict and/or eliminate an employee's ability to use any network or system, at any time, and for any reason.

Employees may not connect any computer system or peripheral to any VVTA-owned network or system without the prior permission of the I.T. department. This includes, but is not limited to, computers, laptops, PDAs, storage devices, recording devices and software, printers, scanners, and portable music players.

All software installed on Company computer systems must be properly licensed to VVTA and authorized by the IT Department. Employees may not, under any circumstances, download, install, modify, copy from, tamper with, ~~or remove, bypass, or disable cybersecurity controls, firewalls~~ software on any ~~company~~ VVTA computer system, unless specifically authorized by the IT Department.

All computers connecting to VVTA networks and systems are required to have computer virus protection software installed and running at all times. Employees may not, under any circumstances, tamper with or otherwise alter or disable virus protection software on any computer system.

Employees are not permitted access to any IT equipment room unless authorized and escorted by a member of the IT Department.

~~The Company~~ VVTA reserves the right to monitor an employee's usage of company networks and systems, and the data contained therein, at any time, ~~for legitimate business purposes, for any reason, and without prior individual~~ notification of such monitoring. ~~There is no expectation of privacy regarding the usage of VVTA-owned technology infrastructure or systems.~~ Employees found in violation of any Company policy will be subject to disciplinary action up to and including termination of employment.

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**For additional information about Computer and Information Security policies, please contact the IT Department.**

#### **26.0 News Media Contacts**

Employees may be approached for interviews or comments by the news media. Only contact people designated by the Chief Executive Officer may comment to news reporters on VVTA policy or events relevant to VVTA.

#### **27.0 Representation and Contracts**

No employee may enter any type of contract or business obligation on behalf of VVTA without prior written authorization for VVTA.

### **28.0 MISCELLANEOUS**

#### **Section 28.1 Housekeeping**

All employees are expected to keep their work areas clean and organized. People using common areas such as lunchrooms, outdoor eating areas, locker rooms, and restrooms are expected to keep them sanitary. Please clean up after meals and dispose of trash properly.

#### **Section 28.2 Parking**

Employees may park their vehicles in designated areas. Employees may not use parking areas specifically designated for customers, vendors, or VVTA vehicles ~~or reserved for managers~~. VVTA is not responsible for any loss or damage to employee vehicles or contents while parked on VVTA property.

#### **Section 28.3 Solicitation and Distribution of Literature**

To prevent unnecessary disruption to employees, solicitation and distribution of literature on VVTA property is prohibited during work hours. **Use of company email for personal solicitation is prohibited.**

Passive solicitation in an employee's own work area, such as posting a notice for sale of cookies, candies or similar items to support a school or other community organizations is acceptable.

Non-employees will not be permitted to solicit or to distribute written material for any purpose on VVTA property without prior permission from the company.



**ACKNOWLEDGMENT OF AT-WILL STATUS**

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

Re: Appointment to Position of \_\_\_\_\_

Dear \_\_\_\_\_:

The Victor Valley Transit Authority ("VVTA") has offered you the position of \_\_\_\_\_. You should be aware that by accepting this position, you are an at-will employee of VVTA. All employment with VVTA is at-will. As an at-will employee, you serve at the pleasure of VVTA. This means that your employment is at the mutual consent of you and VVTA, and that either you or VVTA may terminate your employment at any time without notice or cause. Thus, VVTA may terminate you at any time, with or without cause or reason.

No reason need be given to you if your employment is terminated. As an at-will employee, you do not hold a property right in your employment, and you do not have the right to continuing or long-term employment. This at-will relationship also permits VVTA to change the terms and conditions of your employment at any time, with or without notice or cause, including, but not limited to dismissal, demotion, promotion, transfer, compensation, benefits, duties, and location of work. The provision of any performance evaluation or review, or any transfer or promotion, or change in job duties or benefits, shall not modify your at-will status with VVTA. No representative of VVTA has made or can make any oral statements, promises or representations which modify your status as an at-will employee. As an employee of VVTA, you do not have a contract of employment. Your status as an at-will employee cannot be changed by any written agreement or other written document. No other written or verbal agreement may otherwise arise that modifies your status as an at-will employee, or that you are hired or retained with VVTA under any terms other than those set forth above.

Only the Board of Directors may amend your at-will status in a written agreement that has been approved by the Board at a duly noticed public meeting. This policy supersedes all written and oral representations to the contrary.

*I have read the foregoing statement. I understand that my employment with the Victor Valley Transit Authority ("VVTA") is at-will, and that my employment may be terminated at any time by VVTA, with or without cause or notice, either at my option or at the option of VVTA.*

\_\_\_\_\_  
Employee's signature/Print name

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

\_\_\_\_\_  
Authorized VVTA representative

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

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VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**VVTA RFP 2026-06 San Bernardino Regional Vanpool Providers Award to Commute by Enterprise.**

**SUMMARY STATEMENT**

On February 17, 2026, the Victor Valley Transit Authority (VVTA) Board of Directors approved the release of Request for Proposals (RFP) 2026-06 for San Bernardino Regional Vanpool Providers.

The RFP was officially issued on April 1, 2026, and posted on the VVTA website bid page as well as PublicSurplus.com. Notices were also distributed to vendors who had previously expressed interest in participating. Additionally, advertisements were published in local newspapers of general circulation and in industry-related transit publications to encourage participation.

A final addendum addressing all submitted questions was released on April 27, 2026. Proposals were due on April 30, 2026, and only one (1) proposal from Commute by Enterprise was received.

The receipt of a single proposal reflects significant changes within the vanpool industry that have substantially reduced competition nationwide and within California. On September 11, 2025, Green Commuter, one of the primary competitors in the Vanpool market, discontinued its Vanpool operations. Subsequently, on January 26, 2026, AVR Vanpool announced the closure of its business. As a result, the number of qualified providers capable of delivering large-scale vanpool services in the region has diminished considerably, leaving limited competition for this specialized service.

Continued

**RECOMMENDED ACTION**

Award Contract 2026-06 to Commute with Enterprise.

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Sandye Martinez Procurement Supervisor	Not to Exceed \$1,872,000	June 15, 2026	10

VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**VVTA RFP 2026-06 San Bernardino Regional Vanpool Providers Award to Commute by Enterprise.**

**SUMMARY STATEMENT**

The FY 2026–2027 Vanpool Program budget is projected to increase by 17% compared to the prior fiscal year. This growth is primarily driven by higher-than-anticipated program utilization, with van deployment increase from approximately 220 to 260 vehicles. The proposed budget reflects current service demand.

The Fiscal Impact calculation is an annual estimate based on a 3-year contract using the last fiscal year's cost with room for growth. This contract will be a 3-year period with 2 one-year option to extend

This project will be financed with LCTOP and LTF funds.

**AGENDA ITEM  
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VICTOR VALLEY TRANSIT AUTHORITY

**AGENDA MATTER**

**Board Discussion Regarding Amending the Calendar Year 2026 Calendar of Meetings.**

**SUMMARY STATEMENT**

At the May 18, 2026, Board Meeting, the Board Chair requested that the Board consider reducing the number of in-person meetings scheduled to take place in Barstow.

The current approved Calendar of meetings has four meetings scheduled in Barstow: February, May, August and November.

**RECOMMENDED ACTION**

Follow the Direction of the Board, if any.

<b>PRESENTED BY</b>	<b>FISCAL IMPACT</b>	<b>MEETING DATE</b>	<b>ITEM NUMBER</b>
Nancie Goff, CEO	N/A	June 15, 2026	11

VICTOR VALLEY TRANSIT AUTHORITY  
BOARD OF DIRECTORS  
CALENDAR OF MEETINGS 2026

**Tuesday, January 20<sup>th</sup> 9:30 a.m.**  
*(Monday, 19<sup>th</sup> Martin Luther King Jr. Day)*

**Tuesday, February 17<sup>th</sup>, 9:30 a.m.**  
*(Monday, 16<sup>th</sup> Presidents Day)*  
To be held at Barstow City Council Chambers.

**Monday, March 16<sup>th</sup>, 9:30 a.m.**

**Monday, April 20<sup>th</sup>, 9:30 a.m.**

**Monday, May 18<sup>th</sup>, 9:30 a.m.**  
To be held at Barstow City Council Chambers.

**Monday, June 15<sup>th</sup>, 9:30 a.m.**

**Monday, July 20<sup>th</sup>, 9:30 a.m.**

**Monday, August 17<sup>th</sup>, 9:30 a.m.**  
To be held at Barstow City Council Chambers.

**Monday, September 21<sup>st</sup>, 9:30 a.m.**

**Monday, October 19<sup>th</sup>, 9:30 a.m.**

**Monday, November 16<sup>th</sup>, 9:30 a.m.**  
To be held at Barstow City Council Chambers.

**Monday, December 21<sup>st</sup>, 9:30 a.m.**

All meetings are on the third Monday of the month except January and February due to holidays.