

**VICTOR VALLEY TRANSIT AUTHORITY
SPECIAL MEETING OF
THE BOARD OF DIRECTORS
MONDAY, DECEMBER 5, 2011, 9:30 A.M.**

Victor Valley Transit Authority
Board Room
17150 Smoketree Street,
Hesperia, CA 92345

Victor Valley Transit Authority Board of Directors

Barb Stanton, Chair, Town of Apple Valley
Angela Valles, Vice-Chair, City of Victorville
Mike Leonard, Director, City of Hesperia
Steve Baisden, Director, City of Adelanto
Laurie Hunter, Alternate Director, County of San Bernardino

MISSION STATEMENT

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

AGENDA

The Board of Directors meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the Clerk of the Board at least three (3) business days prior to the Board meeting. The Clerk's telephone number is 760-948-3262 (voice) or 760-948-3990 (TTD) and the office is located at 11741 East Santa Fe Ave., Hesperia, CA. This agenda available and posted: Thursday December 1, 2011.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

PUBLIC COMMENTS

This is the time the Board will hear public comments regarding items not on the agenda or the consent calendar. Individuals who wish to speak to the Board regarding agenda items or during public comments should fill out a comment card and submit it to the Clerk of the Board.

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 on November 21, 2011.***

Recommendation: Move for approval.

Pg. 17 ***Item #2: Warrants, October, 2011.***

Recommendation: Move for approval.

Pg. 23 ***Item #3: VVTA Board of Directors Calendar of Meetings for 2012.***

Recommendation: Move for approval.

ACTION ITEMS

POSSIBLE CONFLICT OF INTEREST NOTICE

Note agenda item #4 contractors, subcontractors and agent, which may require member abstentions due to conflict of interest and financial interests. Board Member abstentions shall be stated under this item for recordation on the appropriate item.

Pg. 31 ***Item #4: Award (RFP) # 11-08 for a Comprehensive Operations Analysis and Short Range Transit Plan.***

Recommendation: Award the contract for RFP #11-08 Comprehensive Operations Analysis and Short Range Transit Plan to AECOM Technical Services Inc., and to authorize the VVTA Executive Director to enter into negotiates, sign a contract and issue a notice to proceed (NTP).

CORRESPONDENCE AND PRESS CLIPS

BOARD OF DIRECTORS COMMENTS

DATE OF NEXT MEETING

Tuesday, January 24th at 9:30 AM
Victor Valley Transit Authority, Board Room
17150 Smoketree Street, Hesperia, CA 92345

ADJOURNMENT

Victor Valley Transit Acronym List
Page 1 of 2

ACT	Association for Commuter Transportation
ADA	Americans with Disabilities Act
APTA	American Public Transit Association
AQMP	Air Quality Management Plan
DBE	Disadvantaged Business Enterprise
BAFO	Best and Final Offer
BOE	Board of Equalization
CALCOG	California Association of Councils of Governments
CALTRANS	California Department of Transportation
CARB	California Air Resources Board
CEQA	California Environmental Quality Act
CHP	California Highway Patrol
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
CTSGP-CTAF	California Transit Security Grant Program-California Transit Assistance Fund
DBOM	Design, Build, Operate, and Maintain
DMO	Data Management Office
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
EV	Electric Vehicle
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
ICMA	International City/County Management Association
ICTC	Interstate Clean Transportation Corridor
IIEP	Inland Empire Economic Partnership
ITS	Intelligent Transportation Systems
IVDA	Inland Valley Development Agency
JPA	Joint Powers Authority
LACMTA	Los Angeles County Metropolitan Transportation Authority
LD	Liquidated Damages
LEED	Leadership in Energy and Environmental Design
LNG	Liquefied Natural Gas
LTF	Local Transportation Fund
MARTA	Mountain Area Regional Transportation Authority

Victor Valley Transit Acronym List

Page 2 of 2

MBTA	Morongo Basin Transit Authority
MDAQMD	Mojave Desert Air Quality Management District
MDT	Mobile Display Terminal
MIS	Major Investment Study
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MSA	Metropolitan Statistical Area
MSRC	Mobile Source Air Pollution Reduction Review Committee
MTP	Metropolitan Transportation Planning
OCTA	Orange County Transportation Authority
OOM	Order of Magnitude
OWP	Overall Work Program
PASTACC	Public and Specialized Transportation Advisory and Coordinating Council
PDT	Project Development Team
PM	Particulate Matter
PTMISEA	Public Transportation Modernization Improvement and Service Enhancement
POP	Program of Projects
PVEA	Petroleum Violation Escrow Account
RCP&G	Regional Comprehensive Plan and Guide
RCTC	Riverside County Transportation Commission
RDA	Redevelopment Agency
RESC	Regional Economic Strategies Consortium
RSA	Regional Statistical Area
RTAC	Regional Transportation Agencies' Coalition
RTAP	Rural Technical Assistance Program
RTIP	Regional Transportation Improvement Program
RTP	Regional Transportation Plan
RTPA	Regional Transportation Planning Agencies
SANBAG	San Bernardino Associated Governments
SCAG	Southern California Association of Governments
SCAQMD	South Coast Air Quality Management District
SCRRA	Southern California Regional Rail Authority
SOV	Single-Occupant Vehicle
SRTP	Short Range Transit Plan
SSTAC	Social Service Technical Advisory Committee
STAF	State Transit Assistance Funds
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TCM	Transportation Control Measure
TDA	Transportation Development Act
TEA	Transportation Enhancement Activities
TEA-21	Transportation Equity Act for the 21 st Century
TEAM	Transportation Electronic Award and Management
TMEE	Traffic Management and Environmental Enhancement
TOCP	Transit Operating and Capital Plan
TREP	Transportation Reimbursement Escort Program
TSSSDRA	Transit System Safety, Security and Disaster Response Account
TSM	Transportation Systems Management
ULEV	Ultra Low Emission Vehicle
UZAs	Urbanized Areas
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, 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 11741 East Santa Fe Ave. 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 excludes 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**

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Minutes From the Regular Meeting of the Board of Directors Conducted on November 21, 2011.

SUMMARY STATEMENT

Following are copies of the minutes from the regular meeting of the Board of Directors conducted on November 21, 2011.

RECOMMENDED ACTION

Move for approval.

PRESENTED BY
Debi Raymond,
Clerk of the Board

FISCAL IMPACT
N/A

MEETING DATE
December 5, 2011

ITEM NUMBER
1

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

**NOVEMBER 21, 2011
MINUTES**

CALL TO ORDER

The Regular Meeting of the Board of Directors of the Victor Valley Transit Authority was called to order at 9:33 a.m. by Chair Stanton in the Victorville City Hall Council Chambers, located at 14343 Civic Drive, Victorville, California.

ROLL CALL

Board Members Present: Chair Barb Stanton
Vice-Chair Angela Valles
Alternate Director Laurie Hunter
Director Mike Leonard
Director Steven Baisden

Staff Members Present:
Kevin Kane, VVTA
Diana McKeen, Town of Apple Valley
Doug Matthews, City of Victorville
Eduardo Espiritu, Veolia
Beth Kranda, SANBAG
Debi Raymond, Clerk of the Board
Ro Ratliff, City of Victorville
Doug Lewis, County of SB
Simon Herrera, Veolia
Monica Morales, SANBAG

PLEDGE OF ALLEGIANCE

Alternate Director Hunter led the audience in the pledge of allegiance.

ANNOUNCEMENTS

Mr. Kane announced that over the weekend, VVTA moved into their new facility. He also wished to thank everyone from VVTA and Veolia that worked so hard to make it happen.

Director Leonard announced that the Board is losing a good person with the resignation of Beth Kranda from SANBAG. Chair Stanton congratulated Ms. Kranda, thanking her for her hard work and expertise.

Alternate Director Hunter announced that VVTA is privileged to have Michelle Kirkoff at the helm of the recently formed van pool program. Chair Stanton asked where the van pools are going; Alternate Director Hunter stated that the plan is to have the van pools originate in the Victor Valley and end wherever the employment/scholastic needs are.

Mr. Kane thanked SANBAG for writing and submitting the grant application for the van pool project on behalf of VVTA.

PUBLIC COMMENTS

Speaker: Marilyn Berchtold 11375 Winter Place, Adelanto

Ms. Berchtold wished to compliment driver Lucy on route 31 for always being very polite to her passengers.

Speaker: Julie Williams, Rolling Start

Ms. Williams requested an application for the iPhone for routing purposes. Additionally, Ms. Williams requested that the vehicles used in the upcoming van pool are ADA accessible.

CONSENT CALENDAR

1. **Minutes From the Regular Meeting of the Board of Directors Conducted on September 19, 2011.**
Recommendation: Move for approval.
2. **Warrants, August 2011.**
Recommendation: Move for approval.
3. **Warrants, September 2011.**
Recommendation: Move for approval.
4. **Resolution to approve Capital Projects Submitted for Proposition 1B Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) Funding.**
Recommendation: Adopt Resolution 12-01 to approve capital projects submitted for PTMISEA funding.

A MOTION WAS MADE BY Director Leonard to approve the Consent Calendar. Seconded by Alternate Director Hunter. The motion passed unanimously.

REPORTS

5. **Meeting Notes from the Technical Advisory Committee Meeting Conducted on November 2, 2011.**
6. **Management Report.**

Mr. Kane pointed out significant increases in ridership for both August and September.

VVTA received six (6) proposals for the Comprehensive Operations Analysis, Mr. Kane announced. The potential award will be presented at the December 2011 Board meeting.

ACTION/DISCUSSION ITEMS

7. **VVTA Facility Project – Approval of Maintenance Building Floor Epoxy Floor Coating Sole-source Contract to Lennova.**

Recommendation: Approve sole-source contract to Lennova for epoxy coating of the Maintenance Building Floor in an amount not to exceed \$205,365; and ratify Executive Director's Notice to Proceed to Lennova.

Mr. Kane reviewed the history of the maintenance building floor, touching on the vague specifications, negotiations with the sub-contractor for an acceptable solution, and the final solution through Lennova. Mr. Kane explained per FTA Circular 4220.D that the unusual and compelling urgency to have this project completed prior to VVTA's move is the justification for FTA.

A MOTION WAS MADE BY Director Leonard to approve the recommended action. Seconded by Vice Chair Valles. The motion passed unanimously.

8. **Exercise First Option Year for Printing Services for VVTA for One Twelve (12) Month Period.**

Recommendation: Approve first option year extension for printing services from Type-Set-Go for one twelve (12) month period.

Chair Stanton commented that the lack of a price increase is a very positive thing. Mr. Kane indicated that VVTA is happy with Type-Set-Go's services.

A MOTION WAS MADE BY Alternate Director Hunter to approve the recommended action. Seconded by Director Baisden. The motion passed unanimously.

9. **VVTA Facility Project – Approval of Decorative Asphalt Stamping Contract to Shariden Design Asphalt, Inc.**

Recommendation: Approve award of contract in the lump-sum amount of \$84,548.90 for decorative asphalt stamping to Shariden Design Asphalt, Inc.; and, ratify the Executive Director's issuance of the purchase order.

Mr. Kane provided pictures of the finished product to the Board; he explained that VVTA did receive three (3) quotes and chose Shariden as the lowest price. Mr. Kane stated that FTA requires 1% of the project total to be spent on art and amenities for the project.

A MOTION WAS MADE BY Director Leonard to approve the recommended action. Seconded by Alternate Director Hunter. The motion passed unanimously.

BOARD COMMENTS

Chair Stanton wished everyone happy holidays. Director Leonard and Chair Stanton thanked Mr. Kane and Mr. Hererra for a great time, and informative and rewarding experience at the APTA Expo in New Orleans. Vice Chair Valles inquired about a tour of the new facility; Mr. Kane announced that the Board is welcome to come by at any time.

Mr. Kane explained that the scheduled December Board meeting is usually dark; however, VVTA needs to have a Board meeting in December to award the COA contract. Consensus was the Board meeting shall take place on December 5, 2011

DATE OF NEXT MEETING

The next meeting will be held on Tuesday, January 24, 2011 at Victorville Valley Transit Authority Board Room

ADJOURNMENT

The meeting was adjourned at 10:14 a.m.

APPROVED: _____
Chair Barb Stanton

ATTEST: _____
Debi Raymond, Clerk of the Board

**AGENDA ITEM
TWO**

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Payrolls and Warrants for October, 2011.

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>
10/07/2011	\$ 18,041.35	PR0021-10-11
10/21/2011	\$ 19,675.98	PR0022-10-11
Total Payroll	\$ 37,717.33	

Agency's Register of Warrants

<u>Register Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Register #</u>
10/06/2011	\$ 42,038.93	3527-3538	AP00181AGW
10/12/2011	\$1,387,394.85	3539-3549	AP00184AGZ
10/21/2011	\$1,326,123.60	3550-3580	AP00188AHD
	\$2,755,557.38		

RECOMMENDED ACTION

Approve VVTA's expenditures for October, 2011.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Kevin Kane, Executive Director	\$2,793,274.71	December 5, 2011	2

<u>Check No.</u>	<u>Date</u>	<u>Payee Desc</u>	<u>Amount</u>	
3527	10/06/2011	Southern California Edison	\$ 11,714.50	
3528	10/06/2011	Egan	\$ 1,938.00	FF&E
3529	10/06/2011	HI-Desert Communications	\$ 650.00	
3530	10/06/2011	Independent Stationers	\$ 202.86	
3531	10/06/2011	Nevins Ltd.	\$ 9,017.60	FF&E
3532	10/06/2011	Nu-Way Security Investigative Serv	\$ 7,863.46	
3533	10/06/2011	Special District Risk Management	\$ 7,026.58	
3534	10/06/2011	TransitTalent.com	\$ 95.00	
3535	10/06/2011	Type-Set-Go	\$ 1,131.38	
3536	10/06/2011	Verizon-Security Phones	\$ 484.09	
3537	10/06/2011	City Of Victorville	\$ 1,415.46	
3538	10/06/2011	CalPERS Supplemental Income 457 Pln	\$ 500.00	
3539	10/12/2011	ADAride.com	\$ 7,104.00	
3540	10/12/2011	ANGI Energy Systems	\$ 327.75	
3541	10/12/2011	EDGE Development Inc - Torrey Pines	\$ 135,780.05	
3542	10/12/2011	Edge Development, Inc.	\$ 1,197,636.54	
3543	10/12/2011	Egan	\$ 150.20	FF&E
3544	10/12/2011	High Desert Bottled Water	\$ 40.75	
3545	10/12/2011	Majic Consulting Group	\$ 2,796.87	
3546	10/12/2011	Rotary Club Of Victorville	\$ 147.00	
3547	10/12/2011	South West Gas Corporation	\$ 40,658.71	
3548	10/12/2011	Type-Set-Go	\$ 1,627.03	
3549	10/12/2011	Veolia Transportation	\$ 1,125.95	
3550	10/21/2011	Arcadia	\$ 36,285.33	FF&E
3551	10/21/2011	Steven Baisden	\$ 576.91	APTA
3552	10/21/2011	State Of California B.O.E.	\$ 16.36	
3553	10/21/2011	Charter Communications	\$ 105.81	
3554	10/21/2011	CMI Software	\$ 295.00	
3555	10/21/2011	Cougar Mountain Software	\$ 1,983.00	Annual Support
3556	10/21/2011	Creative Bus Sales	\$ 550,797.92	
3557	10/21/2011	Dion And Sons, Inc.	\$ 2,516.89	
3558	10/21/2011	Edge Development, Inc.	\$ 11,889.32	
3559	10/21/2011	ESolutions	\$ 15.00	
3560	10/21/2011	Fastsigns	\$ 37.71	
3561	10/21/2011	Federal Express Corp.	\$ 21.87	
3562	10/21/2011	GAS Inc	\$ 82,216.20	
3563	10/21/2011	Greyhound Lines, Inc.	\$ 610.91	
3564	10/21/2011	Laurie Hunter	\$ 179.99	APTA
3565	10/21/2011	Independent Stationers	\$ 135.09	
3566	10/21/2011	Kevin Kane	\$ 7,455.67	APTA
3567	10/21/2011	Mastercard	\$ 39.21	
3568	10/21/2011	Mastercard	\$ 126.03	
3569	10/21/2011	Peter Pepper Products	\$ 1,956.00	FF&E
3570	10/21/2011	Powernet Global Communications	\$ 45.48	
3571	10/21/2011	Red Rose Transit Authority	\$ 100.00	
3572	10/21/2011	San Bernardino County	\$ 47.50	
3573	10/21/2011	Schwab	\$ 1,518.17	
3574	10/21/2011	Staples	\$ 302.99	

3575	10/21/2011	State Compensation Insurance Fund	\$	822.67
3576	10/21/2011	Department Of Aging & Adult Service	\$	562.00
3577	10/21/2011	Type-Set-Go	\$	26.94
3578	10/21/2011	VEOLIA Transportation	\$	624,177.73
3579	10/21/2011	Verizon-Office Lines	\$	327.24
3580	10/21/2011	City Of Victorville	\$	<u>932.66</u>

TOTAL **\$ 2,755,557.38**

**AGENDA ITEM
THREE**

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

VVTA Board of Directors Calendar of Meetings for 2012.

SUMMARY STATEMENT

Every year the third Monday in January and February fall on holidays (Martin Luther King Jr. Day and Presidents Day respectively). For 2012, the meetings have been scheduled for the fourth (4th) Tuesday for both January and February meetings. Otherwise all meetings are scheduled for the third Monday of the month. Meeting times (9:30 am) and the location has been changed to Victor Valley Transit Authority, Board Room, 17150 Smoketree Street, Hesperia, CA 92345.

RECOMMENDED ACTION

Move for approval.

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Debi Raymond, Clerk of the Board	N/A	December 5, 2011	3

VICTOR VALLEY TRANSIT AUTHORITY
BOARD OF DIRECTORS
CALENDAR OF MEETINGS 2012

Tuesday, January 24th, 9:30 a.m.
(Monday, 16th Martin Luther King Jr. Day)

Monday, July 16th, 9:30 a.m.

Tuesday, February 28th, 9:30 a.m.
(Monday, 20th Presidents Day)

Monday, August 20th, 9:30 a.m.

Monday, March 19th, 9:30 a.m.

Monday, September 17th, 9:30 a.m.

Monday, April 16th, 9:30 a.m.

Monday, October 15th, 9:30 a.m.

Monday, May 21st, 9:30 a.m.

Monday, November 19th, 9:30 a.m.

Monday, June 18th, 9:30 a.m.

Monday, December 17th, 9:30 a.m.

All meetings are the third Monday of the month except January and February due to holidays.

**DISCLOSURE
POTENTIAL
CONFLICTS OF
INTEREST ISSUES**



VICTOR VALLEY TRANSIT AUTHORITY

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

MEMORANDUM

Date: December 5, 2011

To: Victor Valley Transit Board of Directors

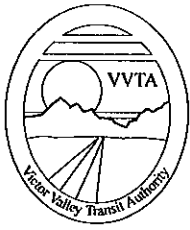
From: Victor Valley Transit Executive Director

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

Staff hereby provides the Victor Valley Transit Board of Directors with a listing of principals and subcontractors associated with action items on the agenda for the Board December 5, 2011 meeting.

Agenda Item No.	Contract No.	Principals and Agents	Subcontractors
4	RFP 2011-08 Comprehensive Operations Analysis	David Sampson AECOM 300 South Grand Avenue Los Angeles, CA 90071	N/A
		Paul Jewel Nelson Nygaard 1402 Third Avenue #1200 Seattle WA 98101	N/A
		Steve Schibuola IBI Group 18401 Von Karman #110 Irvine, CA 92612	N/A
		Jignesh Patel Lumenor Consulting Group 115 S. Smead Ct. Roswell, GA 30076	N/A
		Gordon Shaw LSC Transportation 2690 Lake Forest #C Tahoe City, CA 96145	N/A
		Belynda Johnson Majic Consulting 19425 Soledad Canyon #264 Santa Clarita, CA 91351	N/A

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



VICTOR VALLEY TRANSIT AUTHORITY

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

Conflict of Interest Form

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

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

I. Board Member Information

Board Member Name	City/County Name	Meeting Date

II. Campaign Contributions

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

III. Financial Interest

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

IV. Signature

Board Member Signature: _____ Date: _____

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

**AGENDA ITEM
FOUR**

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Award (RFP) # 11-08 for a Comprehensive Operations Analysis and Short Range Transit Plan.

SUMMARY STATEMENT

At its September 19, 2011 meeting the Board approved the release of (RFP) #11-08 for a Comprehensive Operations Analysis and Short Range Transit Plan for VVTA.

As the Board may recall, SANBAG recommends every transit agency conduct a Comprehensive Operations Analysis (COA) approximately every five (5) years. The VVTA Board approved the inclusion of same when they approved the VVTA FY 2011-2012 budget.

The purpose of a COA is to provide a thorough analysis of VVTA's transit services. A COA focuses on the customer's needs and includes an in-depth survey of VVTA riders and travel habits. The objective of the Comprehensive COA is to create the best transit network possible for VVTA customers within VVTA's available budget. Such a study should help maximize the impact of taxpayer funding for transit by gaining better knowledge of VVTA riders, improving efficiency, and directing transit investment where it is most needed and will be most productive.

VVTA received six (6) proposals from AECOM Technical Services, IBI Group, LSC Transportation Consultants, Lumenor Consulting Group, Majic Consulting, and Nelson Nygaard. An evaluation team composed of VVTA TAC Members, SANBAG, and the CEO of the Mountain Area Transportation Authority (MARTA) evaluated the proposals received and scored the three highest to be interviewed.

RECOMMENDED ACTION

Award the contract for RFP #11-08 Comprehensive Operations Analysis and Short Range Transit Plan to AECOM Technical Services Inc., and to authorize the VVTA Executive Director to enter into negotiates, sign a contract and issue a notice to proceed (NTP).

PRESENTED BY	FISCAL IMPACT	MEETING DATE	ITEM NUMBER
Kevin Kane, Executive Director	Not to exceed \$150,000	December 5, 2011	4

VICTOR VALLEY TRANSIT AUTHORITY

AGENDA MATTER

Award (RFP) # 11-08 for a Comprehensive Operations Analysis and Short Range Transit Plan.

SUMMARY STATEMENT

COA Proposal Evaluations						
	Majic	Nelson Nygaard	AECOM	LSC	IBI	Lumenor
Evaluator #1	48	87	90	41	84	25
Evaluator #2	53	89	76	63	90	53
Evaluator #3	73	81	79	63	57	56
Evaluator #4	66	74	72	57	84	79
Evaluator #5	69	77	90	61	87	50
TOTAL	309	408	407	285	402	263

Interviews were conducted on November 30, 2011 at VVTA's new headquarters. During the interviews the consulting firms made a 15 minute presentation followed by a series of six (6) questions which were asked of all firms and ending with a few questions directly to each firm's proposal.

At the conclusion of the interviews the evaluation committee discussed the strengths and areas for improvement of each firm. The consensus was that any of the three (3) firms could do the job. To arrive at a consensus each reviewer was asked to score their first, second and third firm based on proposal and interview. AECOM received the most first place votes.

COA Interview Evaluations			
	AECOM	Company Y	Company Z
Evaluator #1	2	3	1
Evaluator #2	1	2	3
Evaluator #3	1	2	3
Evaluator #4	2	1	3
Evaluator #5	1	2	3
TOTAL	7	10	13
Lowest number is the best score			

AECOM is the firm that conducted the 2007 VVTA Operations and Growth Study and VVTA was able to implement most of their recommendations. In addition, AECOM has conducted a COA for Barstow, and is conducting a SANBAG sponsored COA for Omnitrans. Their experience in this regard was advantageous.

**CORRESPONDENCE
/PRESS CLIPS**

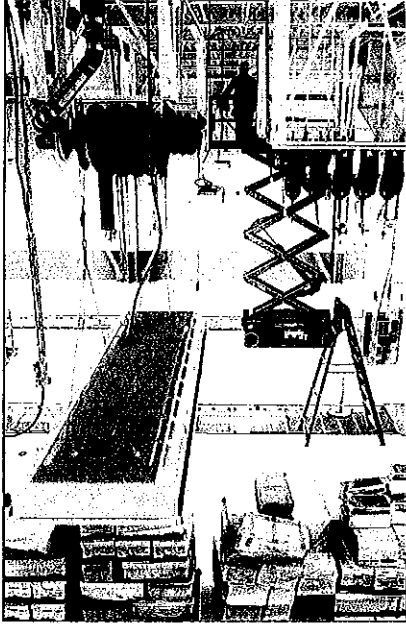


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VVTA gets final destination

Gretchen Losi

2011-11-18 17:24:29



HESPERIA • A new state of the art facility to house some 200 Victor Valley Transit Authority employees is set to open its doors on Monday.

"It's on 10 acres and will meet our needs for the next 25 years," said VVTA's Executive Director Kevin Kane.

The new 28,820-square-foot administration and operations building compliments the new 15,750 square foot maintenance facility as well as a CNG fueling station.

Kane said the agency has been working on getting a new facility since 1992. In 2006 VVTA's engineers put a hefty \$42 million price tag on the project, then slated for construction on the corner of Ottawa and Hesperia roads. VVTA parted ways with the design company. With the slump in construction and housing, the cost dropped to \$19 million.

The new building, on the corner of Avenue E and Smoketree Street, was originally slated to open last summer. While construction on the building has taken a few months longer than expected, the CNG fueling station has been open since 2009 and has cut the fuel costs

for the transit authority in more than half, said Kane.

"We've reduced our cost of fuel from \$2.20 a gallon to between .85 cents and \$1 a gallon. So we put that in first," Kane said.

The new station saved VVTA \$200,000 in fuel costs the first year compared to buying its CNG fuel at a retail station.

Another component that Kane is proud of is that the facility is expected to be totally self sufficient, using solar energy. The facility is on target for a LEED, Leadership in Energy & Environmental Design, Gold rating. The LEED rating system categorizes the level of sustainability of new construction in several groups including silver, gold and platinum. The points are given for major credit categories such as sustainable sites, water efficiency, energy and atmosphere to name a few.

The new facility will also include a 1-megawatt photovoltaic system designed to meet all of VVTA's electricity needs and provide shade for buses to reduce air conditioning cooling times, which will in turn save fuel consumption and reduce emissions, said Kane.

While the new building will have no monetary benefit for riders, it is expected to provide cleaner, safer and more streamlined scheduling for Victor Valley residents.

"I have been impressed with the highest possible ratings our buses receive for cleanliness," said VVTA board member Barb Stanton. "Clean buses that run efficiently, and a program with special pickup services for our disabled neighbors. It doesn't get much better than that."

Though VVTA employees are expected to start moving on Nov. 21st, Kane said it will be a year before everything is finalized.

Victor Valley Transit Authority is the second largest transit operator in San Bernardino County with over 1 million passengers a year, and provides bus service throughout the Victor Valley.

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