

AGENDA

Commuter Rail & Transit Committee Meeting

April 9, 2015

9:00 AM

Location

SANBAG

First Floor Lobby

1170 W. 3rd Street, San Bernardino, CA 92410

Commuter Rail & Transit Committee Membership

Chair

Mayor Paul Eaton
City of Montclair

Mayor L. Dennis Michael
City of Rancho Cucamonga

Vice Chair

Supervisor James Ramos
County of San Bernardino

Mayor Ray Musser
City of Upland

Mayor Pro Tem Jon Harrison
City of Redlands

Council Member Richard Riddell
City of Yucaipa

Mayor Pro Tem Bill Jahn
City of Big Bear Lake

Mayor Pro Tem Alan Wapner
City of Ontario

Council Member Mike Leonard
City of Hesperia

Mayor Deborah Robertson
City of Rialto

Mayor Larry McCallon
City of Highland

**San Bernardino Associated Governments
County Transportation Commission
County Transportation Authority
County Congestion Management Agency
Service Authority for Freeway Emergencies**

AGENDA

Commuter Rail & Transit Committee Meeting

April 9, 2015

9:00 AM

Location

SANBAG Office

First Floor Lobby

1170 W. 3rd Street, San Bernardino, CA 92410

CALL TO ORDER

(Meeting Chaired by Paul Eaton)

- i. Pledge of Allegiance
- ii. Attendance
- iii. Announcements
- iv. Agenda Notices/Modifications – Marleana Roman

Possible Conflict of Interest Issues

Note agenda item contractors, subcontractors and agents 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.

1. Information Relative to Possible Conflict of Interest

Note agenda items and contractors/subcontractors, which may require member abstentions due to possible conflicts of interest.

This item is prepared monthly for review by SANBAG Board and Committee members.

CONSENT CALENDAR

Items listed on the Consent Calendar are expected to be routine and non-controversial. The Consent Calendar will be acted upon as a single motion. Items on the Consent Calendar may be removed for discussion by Board Members.

Consent - Transit/Rail

2. Construction Contract Change Orders to on-going SANBAG Construction Contracts with Shimmick and Kemp Bros Construction

Receive and File Change Orders.

Mitch Alderman

This item is not scheduled for review by any other policy committee or technical advisory committee.

3. February 2015 Right-of-Way Grants of Use Report

That the Commuter Rail and Transit Committee receive February 2015 Right-of-Way Grants of Use Report.

Monica Morales

This item is not scheduled for review by any other policy committee or technical advisory committee.

DISCUSSION ITEMS

Discussion - Transit/Rail

4. Alabama - Colton Grade Crossing Improvement IFB

That the Commuter Rail and Transit Committee recommend the Board:

A. Approve the Plans, Specifications, and Engineer's Estimate for the Alabama Street and Colton Avenue Grade Crossing Improvement Project; and

B. Authorize the Executive Director to release an Invitation for Bids (IFB) for Contract No. 15-1001272 for the Alabama Street and Colton Avenue Grade Crossing Improvement Project, after the SANBAG Contracts Department and Legal Counsel approve the IFB; and

C. Approve taking the recommendation for award of the construction contract directly to the Board without prior Commuter Rail and Transit Committee review.

Justin Fornelli

This item is not scheduled for review by any other policy committee or technical advisory committee. SANBAG Procurement Manager has reviewed this item.

5. Negotiate a Cooperative Agreement with City of San Bernardino and the San Bernardino Railroad Historical Society

That the Commuter Rail and Transit Committee recommend the Board authorize staff to negotiate with the City of San Bernardino and the San Bernardino Railroad Historical Society for relocation of Santa Fe Locomotive 3751 to the San Bernardino Santa Fe Depot.

Mitch Alderman

This item is not scheduled for review by any other policy committee or technical advisory committee.

Discussion - Transportation Programming and Fund Administration

6. Fiscal Year 2014/2015 Transportation Development Act Unmet Transit Needs Public Hearings and Findings

That the Commuter Rail and Transit Committee recommend the Board, acting as the San Bernardino County Transportation Commission:

A. Adopt Resolution 15-001 of the San Bernardino County Transportation Commission adopting the Unmet Transit Needs Findings.

B. Review the testimony from the September 2014 Unmet Transit Needs Public Hearings.
Nancy Strickert

This item was reviewed by PASTACC (Public and Specialized Transportation Advisory and Coordination Council) on March 10, 2015. This item was reviewed by SANBAG's General Counsel.

7. Presentation from Mountain Transit (formally known as Mountain Area Regional Transit Authority)

That the Commuter Rail and Transit Committee receive and file a presentation from Mountain Transit discussing their agency.

Nancy Strickert

This item is not scheduled for review by any other policy committee or technical advisory committee.

8. Transportation Development Act Program Update and Database Development

That the Commuter Rail and Transit Committee recommend the Board, acting as the San Bernardino County Transportation Commission, approve Contract No. 15-1001099 with Pacific Municipal Consultants for the Transportation Development Act Program Update and Database Development project in an amount not to exceed \$119,990.

Vanessa Jezik

This item is not scheduled for review by any other policy committee or technical advisory committee. SANBAG's General Counsel has reviewed this item and the draft contract.

Comments from Board Members

Brief comments from Board Members

Public Comment

Brief comments from the General Public

ADJOURNMENT

Additional Information

Attendance

Entities

Meeting Procedures and Rules of Conduct

General Practices for Conducting Meetings

Acronym List

Mission Statement

The next Commuter Rail and Transit Committee Meeting will be May 14, 2015

Complete packages of the SANBAG agenda are available for public review at the SANBAG offices and our website: www.sanbag.ca.gov. Staff reports for items may be made available upon request. For additional information call (909) 884-8276.

Minute Action

AGENDA ITEM: 1

Date: April 9, 2015

Subject:

Information Relative to Possible Conflict of Interest

Recommendation:

Note agenda items and contractors/subcontractors, which may require member abstentions due to possible conflicts of interest.

Background:

In accordance with California Government Code 84308, members of the SANBAG Board may not participate in any action concerning a contract where they have received a campaign contribution of more than \$250 in the prior twelve months from an entity or individual, except for the initial award of a competitively bid public works contract. This agenda contains recommendations for action relative to the following contractors:

Item No.	Contract No.	Principals & Agents	Subcontractors
2	C14002	Kemp Bros. Construction Inc. <i>Steven R. Solaas</i>	Howard Contracting Harris Rebar Winegardner SCW Contracting Corp. KCB Towers Schmitt Contracting Crownier Sheet Metal MK Roofing Hutington Glazing Continental Marble & Tile Company Hamilton Ceiling Systems JH Bryant Signs & Lucite Products Landscape Forms Empyrean Plumbing Inc. Air Flow Safeway Electric A&S Cement Contractors Inc. Western Paving Contractors Inc. Century Fences Pacific Premier Landscape Robert B Longway Inc. DBC Inc.

Entity: CMA, COG, CTA, CTC, SAFE

Commuter Rail & Transit Committee Agenda Item

April 9, 2015

Page 2

2	C14001	Shimmick Construction Company Inc. <i>Paul Camaur</i>	Allied Steel Co., Inc. Marina Landscape, Inc. Innovative Concrete & Engineering Giroux Glass Winegardner Masonry Excelsior Elevator Fencecorp Inc. Ellis Excavating Gerdau Eberhard EMC Rutherford Co., Inc. M.B. Herzog Electric Hardy & Harper, Inc.
8	15-1001099	Pacific Municipal Consultants <i>Phillip O. Carter</i>	Patti Post and Associates James E. Brown and Associates

Financial Impact:

This item has no direct impact on the SANBAG budget.

Reviewed By:

This item is prepared monthly for review by SANBAG Board and Committee members.

Responsible Staff:

Mitch Alderman, Director of Transit and Rail Programs

Approved
Commuter Rail & Transit Committee
Date: April 9, 2015

Witnessed By:

Minute Action

AGENDA ITEM: 2

Date: April 9, 2015

Subject:

Construction Contract Change Orders to on-going SANBAG Construction Contracts with Shimmick and Kemp Bros Construction

Recommendation:

Receive and File Change Orders.

Background:

Of SANBAG's two on-going Transit and Rail Construction Contracts, neither had Construction Change Orders (CCO's) approved since the last reporting to the Commuter Rail & Transit Committee. The CCO's are listed below:

- A. Contract Number C14002 with Kemp Bros. Construction, Inc. for construction of the San Bernardino Transit Center project: No CCO this reporting period.
- B. Contract Number C14001 with Shimmick Construction Company, Inc. for construction of the Downtown San Bernardino Passenger Rail Project: No CCO this reporting period.

Financial Impact:

This item imposes no financial impact, as all CCOs are within previously approved contingency amounts under Task No's. 0322 and 0323.

Reviewed By:

This item is not scheduled for review by any other policy committee or technical advisory committee.

Responsible Staff:

Mitch Alderman, Director of Transit and Rail Programs

Approved
 Commuter Rail & Transit Committee
 Date: April 9, 2015

Witnessed By:

Entity: CTC

Rail and Transit Construction Contracts

San Bernardino Transit Center (C14002) – Executed Change Orders		
Number	Description	Amount
1	Removal and Disposal of man-made objects (CN 1-\$50,000), Remove & Replace AC (CN 7-\$31,000).	\$81,000.00
2	Additional Traffic Signal Conduit (CN 3-\$67,046.17), Install Interim Irrigation at Affaitati property (CN 4-\$9,144.15), New Block Wall Drain and Blockout (CN 5-\$9,763.87), Revised Roof Hatch and other Building Revisions (CN 8-\$10,547.77), Remove Buried Debris at Rialto (CN 9-\$5,185.96).	\$101,687.92
3	Affaitati Parking Lot Revisions (CN 2-\$88,941.45), Misc Building/Site Submittal and RFI changes (CN 8.1-\$48,238.58), Storm and Sewer Pipeline Revisions (CN 10-\$17,345.45), Utility Service Feeds (CN 12-\$46,600.00).	\$201,125.48
4	Affaitati Additional Parking Lot Revisions (CN 2.1-\$63,328.70), Armed Guard Services (CN 6-\$14,856.30), Misc Building/Site Submittal and RFI changes (CN 8.2-\$34,470.98).	\$112,655.98
5	Affaitati Parking Lot Landscape Revisions (CN 2.2-\$23,325.00).	\$23,325.00
6	Additional Parking Lot Paving (CN 2.3-\$14,831.81), Misc Building/Site Submittal and RFI changes (CN 8.3-\$13,665.02, CN 13-\$1,232.90), Additional Utility Service Feeds (CN 12.1-\$3,018.85), Unforeseen Concrete Removal (CN 14.1-\$8,038.23).	\$40,786.81
	CCO TOTAL	\$560,581.19
	APPROVED CONTINGENCY	\$631,175.00
	REMAINING CONTINGENCY	\$70,593.81

Attachment: Rail and Transit CCOs Matrix_Attachment-For Committee Mtg (1873 : Construction Contracts-CCOs)

Bold-Construction Change Orders approved since the last reporting to the Commuter Rail Transit Committee
 Amounts shown in parentheses represent a credit to the Agency

Rail and Transit Construction Contracts

Downtown San Bernardino Passenger Rail Project (C14001) – Executed Change Orders		
Number	Description	Amount
1	Replace Signals Mast at Depot for Tracks P5 and P6, (CN 5-\$60,761), Remove and Dispose of Debris (CN 6-\$27,000).	\$87,761.00
CCO TOTAL		\$87,761.00
APPROVED CONTINGENCY		\$2,981,464.00
REMAINING CONTINGENCY		\$2,893,703.00

Attachment: Rail and Transit CCOs Matrix_Attachment-For Committee Mtg (1873 : Construction Contracts-CCOs)

Bold-Construction Change Orders approved since the last reporting to the Commuter Rail Transit Committee
Amounts shown in parentheses represent a credit to the Agency

Minute Action

AGENDA ITEM: 3

Date: April 9, 2015

Subject:

February 2015 Right-of-Way Grants of Use Report

Recommendation:

That the Commuter Rail and Transit Committee receive February 2015 Right-of-Way Grants of Use Report.

Background:

The Board of Directors adopted the SANBAG Rail Property Policy (Policy No. 31602) on July 2, 2014. Within the policy under Section B - Policy Principals and Authority to Execute Grants of Right of Use, the Board authorized the Executive Director, or designee, to approve all grants of rights of use documents as approved to form by General Counsel.

There have been no grants of use approved since last reporting to the March Commuter Rail and Transit Committee.

Financial Impact:

This item imposes no impact on the Fiscal Year 2014/2015 budget. Presentation of the monthly Right-of-Way report demonstrates compliance with the SANBAG Rail Property Policy (Policy No. 31602).

Reviewed By:

This item is not scheduled for review by any other policy committee or technical advisory committee.

Responsible Staff:

Monica Morales, Transit Analyst

Approved
 Commuter Rail & Transit Committee
 Date: April 9, 2015

Witnessed By:

Entity: CTA, CTC

Minute Action

AGENDA ITEM: 4

Date: *April 9, 2015*

Subject:

Alabama - Colton Grade Crossing Improvement IFB

Recommendation:

That the Commuter Rail and Transit Committee recommend the Board:

- A. Approve the Plans, Specifications, and Engineer's Estimate for the Alabama Street and Colton Avenue Grade Crossing Improvement Project; and
- B. Authorize the Executive Director to release an Invitation for Bids (IFB) for Contract No. 15-1001272 for the Alabama Street and Colton Avenue Grade Crossing Improvement Project, after the SANBAG Contracts Department and Legal Counsel approve the IFB; and
- C. Approve taking the recommendation for award of the construction contract directly to the Board without prior Commuter Rail and Transit Committee review.

Background:

SANBAG staff has completed the design, specifications, and engineer's estimate to complete grade crossing improvements at Alabama Street and Colton Avenue in the City of Redlands, supporting the future implementation of the Redlands Passenger Rail Project (RPRP) and an ongoing City of Redlands street improvement project.

At the November 6, 2013 Board meeting, SANBAG approved Cooperative Agreement No. C14058 with the City of Redlands to complete mutually beneficial grade crossing and roadway improvements at Alabama Street and Colton Avenue. As part of this cooperative agreement, the City is currently constructing improvements at the intersections of Alabama Street – Redlands Boulevard and Colton Avenue – Redlands Boulevard to enhance vehicular traffic level of service at these intersections and improve traffic flow through the surrounding area. Since the City's project necessitates modifications to the railroad at-grade crossings at Alabama Street and Colton Avenue, SANBAG took the opportunity to complete grade crossing improvements that support the future Redlands Passenger Rail Project.

Staff is requesting that the Commuter Rail and Transit Committee recommend the Board approve the Plans, Specifications, and Engineer's Estimate for the Alabama Street and Colton Avenue Grade Crossing Improvements; authorize the Executive Director to advertise Invitation for Bids (IFB) 15-1001272, after approval by the Contract Department and Legal Counsel; and approval to take the recommendation for award of the contract directly to the Board without prior Commuter Rail and Transit Committee review.

Financial Impact:

This item is consistent with the Fiscal Year 2014/2015 Budget under Task 0324 for Redlands Passenger Rail Project.

Entity: *CMA*

Commuter Rail & Transit Committee Agenda Item

April 9, 2015

Page 2

Reviewed By:

This item is not scheduled for review by any other policy committee or technical advisory committee. SANBAG Procurement Manager has reviewed this item.

Responsible Staff:

Justin Fornelli, Chief of Transit and Rail Programs

Approved
Commuter Rail & Transit Committee
Date: April 9, 2015
Witnessed By:

Minute Action

AGENDA ITEM: 5

Date: April 9, 2015

Subject:

Negotiate a Cooperative Agreement with City of San Bernardino and the San Bernardino Railroad Historical Society

Recommendation:

That the Commuter Rail and Transit Committee recommend the Board authorize staff to negotiate with the City of San Bernardino and the San Bernardino Railroad Historical Society for relocation of Santa Fe Locomotive 3751 to the San Bernardino Santa Fe Depot.

Background:

In 1927 the Atkinson Topeka and Santa Fe Railway took delivery of the Baldwin locomotive 3751. The locomotive was primarily used for passenger service. With the advent of diesel, Santa Fe retired 3751 in 1954, donating it to the City of San Bernardino in 1958. The locomotive was placed on display in Viaduct Park, southwest of the San Bernardino Santa Fe Depot, currently being the location of the Metrolink parking structure. It sat on display until 1986. In 1981 the City of San Bernardino sold 3751 to the San Bernardino Historical Society (SBRHS) which was formed to restore the Santa Fe 3751. The group started its restoration in 1981 performing minor work until it was moved from Viaduct Park to California Steel Industries in Fontana where the locomotive was rebuilt. After 38 years, Santa Fe 3751 took its maiden to Sacramento for Railfair 1991. Over the years 3751 has made numerous trips around southern California including five to San Bernardino for Railroad Days as well as to San Diego, the Grand Canyon, and Chicago. In October 2000, 3751 was listed on the National Register of Historic Places.

For many years 3751 has been stored outside at Amtrak's 8th Street yard, 2.5 miles south of Los Angeles Union Station. The location is inaccessible to the public. Because of the City of San Bernardino's long railroad history with Santa Fe, the City would like 3751 to call San Bernardino home once again. To explore this possibility, the City represented by the Mayor and two council members, met in January with SBHRS and SANBAG to discuss possible locations for the locomotive at the Depot. SANBAG staff presented a potential location east of the Mt. Vernon bridge. As with most non-railroad right-of-ways around the Depot, SANBAG and the City are joint owners. The location is a parking lot with two tracks previously used by Metrolink for over-night train storage with a total area of about one acre. For the Downtown San Bernardino Passenger Rail Project (DSBPRP) various improvements are planned for this area including such items as track reconfiguration, fencing, and parking, the installation of storm drains and other underground utilities, and relocated signal houses.

For SBRHS to move 3751, in general they initially would need parking, two tracks, security surveillance, fencing, lighting, electrical power, a long term lease, and the ability to construct a

Entity: CTA, CTC

Commuter Rail & Transit Committee Agenda Item

April 9, 2015

Page 2

building for the locomotive as well as a turntable. To accommodate the needed initial improvements, much of the work for the DSBPRP can be altered together with shifting resources on the project to add two additional tracks. This shifting of resources would allow SANBAG and the City to have a return on investment on the improvements by receiving lease payments from SBRHS. Other potential sources of lease revenue may come from private rail car owners who are very interested in relocating to the Depot.

Staff is recommending that the Board authorize SANBAG staff to enter into negotiations with the City and SBRHS for a long term lease of the area east of the Mt. Vernon bridge as well as altering the DSBPRP design for the additional trackwork. Should SBRHS not execute a lease, the additional trackwork will provide more space and opportunity to receive additional revenue from private car owners.

Financial Impact:

There is no financial impact at this time.

Reviewed By:

This item is not scheduled for review by any other policy committee or technical advisory committee.

Responsible Staff:

Mitch Alderman, Director of Transit and Rail Programs

Approved
Commuter Rail & Transit Committee
Date: April 9, 2015

Witnessed By:

Minute Action

AGENDA ITEM: 6

Date: April 9, 2015

Subject:

Fiscal Year 2014/2015 Transportation Development Act Unmet Transit Needs Public Hearings and Findings

Recommendation:

That the Commuter Rail and Transit Committee recommend the Board, acting as the San Bernardino County Transportation Commission:

- A. Adopt Resolution 15-001 of the San Bernardino County Transportation Commission adopting the Unmet Transit Needs Findings.
- B. Review the testimony from the September 2014 Unmet Transit Needs Public Hearings.

Background:

During September 2014, public hearings were held for the Desert Regions in San Bernardino County in fulfillment of the Transportation Development Act's (TDA) requirement that SANBAG obtain testimony regarding unmet transit needs (California Public Utilities Code sections 99238.5 and 99401.5) and determine whether they can be reasonably met. The first meeting was held on September 15, 2014, in Hesperia covering the upper desert region, and the second meeting was held on September 25, 2014, in Joshua Tree covering the lower desert region. The governing bodies of the Victor Valley Transit Authority (VVTA) and the Morongo Basin Transit Authority (MBTA) served as the hearing boards.

Attachment A to this report is Resolution 15-001 adopting the formal unmet transit needs findings from the public hearing process. Attachment B provides a summary of the testimony received and recommended staff response. Below is a brief summary of the information contained in Attachment B.

Upper Desert Region Hearing

In the VVTA Service Area the following were items of concern for VVTA riders:

- BV Link, Down-the Hill, Commuter Service – Route changes, including frequency, span of service, and commuter service, will be addressed during the Comprehensive Operational Analysis that will be completed with the addition of the City of Barstow's service to VVTA.
- Bus Stop Improvements – VVTA, in cooperation with the Cities in the service area, has completed or will complete the bus stop requests that were identified at these hearings.
- Street Improvements – All street improvement requests were deferred to the City for their attention.

Entity: CTC

Commuter Rail & Transit Committee Agenda Item

April 9, 2015

Page 2

- Emergency Transportation – VVTA is unable to handle emergency transportation and will not be able provide for this type of service.
- Route, Frequency and other Service Changes/Requests – Route changes, including frequency, span of service, and commuter service, will be addressed during the Comprehensive Operational Analysis that will be completed with the addition of the City of Barstow's service to VVTA.
- School Bus Program – The school bus program will continue at Victor Valley College.
- Bus Buddy Program – VVTA will enhance their travel training and Ambassador program in lieu of a Bus Buddy program.
- TREP Program – VVTA will be continuing a TREP program it started for their service area.
- Partnering with the Community – VVTA will continue partnering with the community nonprofit organizations.

Lower Desert Region Hearing

In the MBTA Service Area the following were items of concern for MBTA Riders:

- Under-served Areas/Communities – Pioneer Town and Johnson Valley – MBTA met with Department of Aging and Adult services to discuss the issues with the under-served communities of Pioneer Town and Johnson Valley. Although MBTA would like to serve these areas, the distance and the ridership, at this time, does not justify adding new service. MBTA is required to keep a farebox recovery of 10% and with the added service it would compromise their ability to maintain this ratio. However, MBTA will be working with High Desert Medical, Reach-out 29 and VTrans to see if they can be a resource to these areas.
- Bus Stop Improvements – Amenities – Bus stop locations will be evaluated as part of MBTA's on-going bus stop improvement program.
- Fare Change - In January 2015, MBTA Board of Directors reduced their Ready Ride 10-ride punch card by \$2.50.
- Weekend Service – Weekend service, service frequency, and route changes will be reviewed and addressed during development of the short range transit plan, which is to be completed in FY2015/2016.
- Service to Copper Mountain College – Service to Copper Mountain College, service frequency, and route changes will be reviewed and addressed during development of the short range transit plan, which is to be completed in FY2015/2016.

During this hearing process, there were no unmet transit needs that staff determined can be reasonably met within the Victor Valley, High Desert Region or the Morongo Basin, Lower Desert Region. The findings and resolution recommended for adoption by the Commission are consistent with that determination.

Commuter Rail & Transit Committee Agenda Item

April 9, 2015

Page 3

Financial Impact:

This item has no financial impact on the Fiscal Year 2014/2015 budget.

Reviewed By:

This item was reviewed by PASTACC (Public and Specialized Transportation Advisory and Coordination Council) on March 10, 2015. This item was reviewed by SANBAG's General Counsel.

Responsible Staff:

Nancy Strickert, Management Analyst III

Approved
Commuter Rail & Transit Committee
Date: April 9, 2015
Witnessed By:

RESOLUTION NO. 15-001

**RESOLUTION OF THE SAN BERNARDINO COUNTY TRANSPORTATION
COMMISSION ADOPTING UNMET TRANSIT NEEDS FINDINGS BASED ON
HEARINGS HELD IN SEPTEMBER 2014**

WHEREAS, the San Bernardino County Transportation Commission (SANBAG) is the designated transportation planning agency for San Bernardino County, and is therefore, responsible for the administration of funds under the Transportation Development Act (TDA), as amended; and

WHEREAS, SANBAG adopted definitions of “unmet transit needs” and “reasonable to meet” during its regular meeting of July 10, 2013; and

WHEREAS, SANBAG conducted two public hearings in September, 2014, to obtain testimony regarding unmet transit needs in the Desert area of San Bernardino County; and

WHEREAS, SANBAG has given consideration to: the testimony received during the public hearing process pursuant to California Public Utilities Code (PUC) Sections 99238 and 99401.5; input from the Public and Specialized Transportation Advisory and Coordinating Council (PASTACC), the advisory council established pursuant to PUC Section 99238; the adequacy of public and specialized transportation contained in the most recently adopted Regional Transportation Plan; and the analysis of potential alternative public and specialized transportation services that would meet all or part of the transit demand.

NOW, THEREFORE BE IT RESOLVED, that the San Bernardino County Transportation Commission hereby finds:

1. There are no unmet transit needs that can be reasonably met within the Victor Valley, High Desert Region of San Bernardino County.
2. There are no unmet transit needs that can be reasonably met within the Morongo Basin, Lower Desert Region of San Bernardino County.

Passed and adopted by the San Bernardino County Transportation Commission at a regular meeting held May 6, 2015.

L. Dennis Michael, Commission Chairperson

ATTEST:

Clerk of the Commission

San Bernardino County – Unmet Transit Needs Hearings, 2014-2015 Victor Valley Region

Comments Received at the Public Hearing September 15, 2014 and Collected From Customer Comments Throughout the Year

2014-2015 Victor Valley Region	
Testimony	Responses
<p>B-V Link/ Down-the-Hill/ Commuter Service Topics On BV-Link’s Route #15 to Fontana: Request to be able to call ahead of time and request a stop at, say, Sierra and Baseline at the Omnitrans spot, it would save me having to transfer and risk accidents and things like that. Virginia Macy, Apple Valley</p> <p>BV-Link’s Route #15 needs an earlier bus. I take the 7:00 am to Metrolink, but do not get to LA until almost 11:00 am. This commute is making me late to work and that comes out of my paycheck. Request the commuter bus to San Bernardino be reinstated. Constance Carter, Victorville</p> <p>The B-V Link is really appreciated, but when it gets off the freeway in Fontana, it sits for 10 minutes in front of a hamburger stand and ends up missing the Metrolink train in San Bernardino. Maybe time points 6 and 7 can be switched for more convenience and so passengers can catch Metrolink. Renee Warren</p> <p>It makes no sense that the bus arriving in Barstow in the evening goes out of service, and then heads back to Hesperia. Request one of those last two buses stay in service back to Costco. Sheniqua Walker</p> <p>Request scheduled stop for B-V Link at the Outlet Center in Lenwood en route to Barstow. The bus currently goes by this work destination. Yvonne Tamarena, Victorville</p>	<p>Adding the BV Link stop sign is feasible and is recommended. Changing the sequencing of the stops is the prerogative of the operator. VVTA, the BV Link’s operator, can review this to determine if it is operationally feasible.</p> <p>The B-V Link has not been designed as a commuter service. While it does stop at Metrolink stations, it focus has been on providing lifeline connections to medical destinations. That said, the 10-minute layover time at 4th and G could be reviewed by VVTA to determine whether schedule revisions would enable connecting with that Metrolink departure time.</p> <p>Further commuter service connections can be considered in the context of VVTA’s forthcoming Comprehensive Operational Analysis (COA), expected to commence during the coming year. Any recommendations made will need to address the findings of VVTA’s 2008/2009 Intercity Commute Study.</p> <p>The BV Link goes out of revenue service at Lenwood because the potential added ridership does not warrant the extra expense of paying the operations contractor the cost for being in revenue service back to Hesperia.</p> <p>Adding a route segment to Costco, a stop in Lenwood, an additional run between Barstow and NTC and discounting fares all have budget implications and such modifications must be considered in relation ridership levels. We recommend that</p>

Attachment: Attachment B Unmet VVTA_MBTA Final Draft 030815 (1719 : Unmet Needs)

2014-2015 Victor Valley Region	
Testimony	Responses
<p>B-V Link/ Down-the-Hill/ Commuter Service, continued</p> <p>Request for earlier buses in Barstow. I ride the NTC at 4:30 am from Barstow Wal-Mart and am walking in the dark to get there. This is very scary. <div style="text-align: right;">Ms. Black</div> Request stop by B-V Link in Hesperia at the Super Target. It is an easy on and off for the freeway and other buses are going there already. <div style="text-align: right;">Sunny Gray, Hesperia</div> As VVTA has discounts on B-V Link for disabled passengers, it should also have discounted fares for San Bernardino County employees. <div style="text-align: right;">Marvelyn Pettaway, San Bernardino County employee</div> </p>	<p>SANBAG incorporate a review of the B-V Link service in its forthcoming COA, including a passenger survey to better understand the needs and requirements of its existing ridership base.</p> <p>Regarding bus stop improvements, including lighting, VVTA and its partner cities are encouraged to apply for forthcoming Article 3 funds, in a call to be released by SANBAG.</p> <p>Regarding discounted fares for San Bernardino County employees, the County may be interested in pursuing the “Transportation Fringe” program allowing employees to use up to \$125 per month in pretax dollars for transit pass expenses.</p>
<p>Weekend Down-the-Hill Service</p> <p>Requesting a bus on the weekend that goes down-the-hill, even if it is just one time in the morning and one time at night. <div style="text-align: right;">D. Gamble, Adelanto</div> </p>	<p>The B-V Link currently provides trips down-the-hill trips only on weekdays. The BV-Link, Route 15, was designed as a lifeline service to provide needed access to social services, the courts, and for medical appointments. These are not scheduled on the weekends. The demand for weekend service should be assessed as part of the COA.</p>
<p>Commuter Service to San Bernardino</p> <p>Request for early morning commuter service to San Bernardino. This is vital for family to secure and maintain employment opportunities in San Bernardino and Los Angeles Counties. Sara Sullivan</p>	<p>Assessment of need for weekend service, as well as for weekday commuter service, addressing the likelihood of sufficient demand to sustain such service should be incorporated into the COA assessment of the B-V Link. B-V Link was not designed to be commuter service but it may be possible to afford some basic connectivity to regional rail with some schedule modifications.</p> <p>Other options include Greyhound and vanpool -- Greyhound is running intercity bus service between the High Desert and San Bernardino on both weekdays and weekends with four southbound runs departing Victorville between 5</p>

Attachment: Attachment B Unmet VVTA_MBTA Final Draft 030815 (1719 : Unmet Needs)

2014-2015 Victor Valley Region	
Testimony	Responses
<p>B-V Link/ Down-the-Hill/ Commuter Service, continued</p>	<p>a.m. and 6:45 p.m. and three northbound runs departing between 9:30 a.m. and 5 p.m. The one way, web-only fare is approximately \$31 round-trip and varies. VVTA’s vanpool program is very active, now with 180 operating vanpools originating in the Victor Valley. For more information go to www.IVanpool.org</p>
<p>Hesperia - Bangor Street Bus Stop Need a bus stop and sign on Bangor Street and “E” Street: grandchildren have to walk all the way to school. One is hearing impaired and one has asthma. Rosana Delgaditto, Hesperia</p>	<p>Two options exist for this trip. Bangor and E Avenue is within the Route 46 zone for deviation and a pick-up could be scheduled by calling (760) 244-4000. A second option may be use of Direct Access. If one child is eligible for Direct Access, he or she may travel with an accompanying adult as the registered personal care attendant and potentially the second child as a fare-paying companion. The family can call (877) 232-7433 to explore eligibility for Direct Access [confirm this policy with VVTA] At this point, a fixed-route solution is not feasible although this can be reviewed in the context of VVTA’s Comprehensive Operational Analysis (COA).</p>
<p>Hesperia - Street-Related Pedestrian Improvements and Other Topics Need bus stop off of Bangor and "E" (and the route to go there) so it's easier for disabled husband to get to a bus stop. He currently has to push his manual wheelchair up “E” to get to the stop. The bus could go all the way down Danbury then turn down "E." Christina Rodriguez, Hesperia Lighting is needed on “E” Street. It's very dark there in the evening Rosana Delgaditto, Hesperia Subject to Flooding” sign on ‘E’ Street. When it does flood, how are my husband and I going to get to the market or get to his doctors' appointments? Christina Rodriguez, Hesperia</p>	<p>Consumers making these inquiries are encouraged to speak to the City of Hesperia Public Works Dept. for review as these are not transit related concerns that the VVTA organization can address. As noted, SANBAG will be releasing its Transportation Development Act, Article 3 Call for Projects for which pedestrian improvement projects of path-of-access and lighting are eligible. The City of Hesperia is encouraged to apply. With regard to the flooding inquiry, VVTA will follow direction from the City in concert with its own operating practices regarding safe operating practices.</p>

Attachment: Attachment B Unmet VVTA_MBTA Final Draft 030815 (1719 : Unmet Needs)

2014-2015 Victor Valley Region	
Testimony	Responses
<p>Emergency Transportation Outside VVTA Operating Hours</p> <p>Request for some kind of emergency number to call for transportation late at night when VVTA isn't running: My granddaughter has asthma attacks and we've had no means of transportation. Also my neighbor has had problems getting her husband home from the hospital.</p> <p style="text-align: right;">Rosana Delgaditto, Hesperia</p>	<p>VVTA has neither "after scheduled hours" nor emergency services capability. If any individual needs emergency health care, calling 9-1-1 remains the best option.</p> <p>For non-emergency transportation, VVTA's mobility manager is working to develop additional choices and may have more to report next fiscal year.</p>
<p>Lucerne Valley</p> <p>Request for Local Lucerne Trips</p> <p>Request for a circular route in Lucerne that stays in Lucerne. Not everyone wants to go into Apple Valley, as with the current Route 23 scheduling.</p> <p style="text-align: right;">Carlos Lopez, Lucerne</p> <p>Request for Sunday Lucerne Valley Service Changes</p> <p>Route #23 Lucerne Valley should start at 7:30 or 8:00 am at Trade post and Highway 18 on Sundays. Currently, the first bus from Lucerne Valley to Apple Valley Post Office does not arrive until 11:00 am and the last bus going to Lucerne Valley is at 5:00 pm. If Lucerne Valley passengers have to get to the far end of Hesperia and miss a connection along the way or back, they will miss the last #23.</p> <p style="text-align: right;">Robert Hanna</p>	<p>VVTA had operated local Lucerne Valley service during the past decade but there was insufficient ridership to sustain it. As the current service is a deviated fixed-route, an advance trip request reservation may be placed by calling (877) 545-8000, at least the day before. The trip pick-up and drop-off points must be within ¼ mile of the existing Route #23 routing on paved roads.</p> <p>The Deviated fare is \$2.00 per one-way trip, plus the Adult or Student fare. Deviated fares for older adults and persons with disabilities or those holding Medicare cards is \$1.00 plus the Senior/Disabled/Medicare fare.</p> <p>The first stop at Hwy 18 and Trade Post on Route #23 is at 10:33 on Sundays. Current scheduling can be reviewed in the forthcoming COA to determine feasibility of earlier service to expand the day in Apple Valley, decreasing the risk of missing the 5 p.m. return to Lucerne Valley.</p>
<p>Route, Frequency and Other Changes to the Existing Route Structure</p> <p>Need for Earlier/ Later Starts, Increased Frequency, Expanded Service Area</p> <p>Buses need to start earlier than 6 am Monday-Friday as it takes 3 hours to get to work by 7 am.</p> <p style="text-align: right;">Francisco Reyes</p>	<p>VVTA customers and others have provided a number of route-level comments. These are catalogued here and VVTA is encouraged to include these within the Scope of Work of its forthcoming Comprehensive Operational Analysis.</p>

Attachment: Attachment B Unmet VVTA_MBTA Final Draft 030815 (1719 : Unmet Needs)

2014-2015 Victor Valley Region	
Testimony	Responses
<p>Route and Other Comments, continued</p> <p>Buses should run more frequently than once an hour, at least every 30 minutes, or every 15 to 20 minutes.</p> <p style="text-align: right;">Kristina Mellon, Laguna Hills, CA (visitor to high desert area)</p> <ul style="list-style-type: none"> - Throughout the VVTA service area - buses should run from 4 am to 11 pm Monday –Saturday and 5 am to 10 pm Sunday to serve the new places opening in the Victor Valley area. - Victorville to Lancaster - Buses should run every 2 hours and travel from Victorville to Lancaster and the cities in between. - Phelan, Pinion Hills, Oak Hills and surrounding areas - Buses should run every hour. - Silver Lake, Helendale - Buses should run every hour and cover Silver Lakes, Helendale and its surrounding areas, including El Mirage. - High Desert areas north of the Victor Valley - Buses should run every two hours. - High Desert areas south of the Victor Valley - Buses should run every 2 hours. - Holiday service - People work on holidays, so the buses should run on holidays from 7 am – 11 pm every two hours. - Victor Valley Community College -- Buses going to Victor Valley College should run every 15 minutes, every 30 minutes going to the mall, and every 30 minutes to the mini hubs. <p style="text-align: right;">BJ Harold Prinze</p> <p>Requesting half-hour service on Route #45 or #55. The bus is packed in the morning because of the college kids—both the routes. If there were either the 45 or the 55 at half-hour service, again, that would be greatly appreciated.</p> <p style="text-align: right;">Terry Martini</p> <p>Route #22 should make hourly trips instead of every two hours. Also, the bus should travel around the lake at least 4 times per day.</p> <p style="text-align: right;">Patricia Jiles</p>	<p>VVTA has used the COA adopted in 2013 with most data gathering work done during 2011 and 2012. This COA has guided VVTA expansion and modification of services since. The next COA is scheduled to being in the summer/ fall of 2015 and will identify and recommend improvements that are financially and operationally feasible for the next five to seven year period.</p> <p>Each of these comments will be referred to the COA process for review and consideration in revised routing recommendations. Regarding Route #45, when it ran on each ½ hour, ridership was much lower on the ½ hour with non-connecting trips. Route 55 allows currently allows two options to get the Victor Valley College (VVC). Additionally, VVTA staff is seeking grant funds for a demonstration of express trips from between the transfer location at Costco to VVC.</p>

Attachment: Attachment B Unmet VVTA_MBTA Final Draft 030815 (1719 : Unmet Needs)

2014-2015 Victor Valley Region	
Testimony	Responses
<p>Route and Other Comments, continued</p> <p>Route #48 should be extended to Rancho. I have to walk ¼ miles and I am 66 years old. Also, the Hesperia transfer point should not move from the Post Office.</p> <p style="text-align: right;">Stormi Gray, Oak Hills</p> <p>Request that Route #55 run at half hour frequencies as passengers get stranded for an hour at the college daily. If there were a bus every half hour, passengers would also be able to get to Costco earlier and not worry about missing that connection.</p> <p style="text-align: right;">Taryn Lord</p> <p>Request for additional service on Routes 31, 41, 22 and 52. Right now there is half-hour service during peak periods. Is it possible to extended the peak ½ hour service for another hour or two during the rush hour when people are going back home from work?</p> <p style="text-align: right;">Virginia Macy, Apple Valley</p> <p>Responses to Recent VVTA Service Changes</p> <p>Route #54 changed and now riders have to ride the bus an extra 10 minutes to get off the bus and catch Route #31. Request route be changed back.</p> <p style="text-align: right;">Lisa</p> <p>Request for Route #53 to be changed back to the original route prior to the October 2013 changes. Now that it serves Wal-Mart, it no longer stops at the Starbucks on Bear Valley Road and is very inconvenient now. The BV also goes down Jasmine and doesn't stay on Bear Valley Road all the way to Victorville College.</p> <p style="text-align: right;">Maria Mayer, Victorville</p>	<p>Regarding Route #48, there are plans from the most recent COA to remove the Escondido section from Route #48 and create a new route #24. Route 24 will cover the Oak Hills area including Rancho Road. This positive change cannot be made until the Hesperia transfer point is moved from its current location at the post office to the Civic Center on Juniper.</p> <p>Regarding the Hesperia transfer point referenced in the Route #48 comment, moving this to the Hesperia Civic Center to a new transit center facility, from the Post Office, was a recommendation of VVTA's most recent Short Range Transit Plan. Currently there is no funding budgeted to implement. Alternatives are currently being considered.</p> <p>These comments will be reviewed within the forthcoming COA process.</p>

Attachment: Attachment B Unmet VVTA_MBTA Final Draft 030815 (1719 : Unmet Needs)

2014-2015 Victor Valley Region	
Testimony	Responses
<p>Route and Other Comments, continued</p> <p>Request revision to bus schedule to accommodate students at Serrano High School. Since COA changes have been implemented, students now have to wait an hour on minimum days before the bus arrives. It used to be there right after they were released.</p> <p style="text-align: right;">Joseph, student</p> <p>-Stop requested at Stevens and Kemper. Stop was removed and should be put back as it is now a long way to go.</p> <p style="text-align: right;">Customer service voice mail</p>	<p>Serrano High School is on Route 21 and VVTA may be able to adjust the route to accommodate the minimum day schedule. Encourage VVTA to coordinate with school officials on scheduling.</p> <p>This Stevens and Kemper stop was removed in response to a larger re-alignment and route adjustments from the last COA. This can certainly be added to the list of items to review in the forthcoming COA.</p>
<p>Need for Increased Coverage</p> <p>Request for a bus route down Apple Valley Road between Highway 18 and Bear valley. I am disabled and currently have to walk all the way to Bear Valley to go shopping or to get on a bus.</p> <p style="text-align: right;">Denise White, Apple Valley</p> <p>Create a bus route that runs east to west and west to east (not a loop) along Bear Valley Road from Highway 395 in Apple Valley. Bear Valley Road is a busy street with many business and places of interest. A bus running along the street would be convenient and practical.</p> <p style="text-align: right;">Kristina Mellon, Laguna Hills, CA (visitor to high desert area)</p> <p>Far out in West Victor Valley there have been homes there for 7 years and there is no public transit service. It takes an hour to walk to the closest stop at Highway 395 and Palmdale.</p> <p style="text-align: right;">Tyesna Moore, Victorville</p>	<p>This specific service change regarding Apple Valley Road had been proposed in the most recent Short Range Transit Plan. It has not yet been budgeted for implementation by the VVTA Board of Directors. It can be re-considered, in the context of the forthcoming COA, to prioritize service expansion towards those segments and areas likely to realize the greatest ridership gains.</p> <p>Any service expansion will involve County review of its resources in relation to needs and feasible responses that the COA might identify. VVTA should involve County representatives centrally in a COA advisory group to ensure that findings and recommendations developed in response understood by the County policy makers.</p>
<p>Accessibility Topics – Service</p> <p>Need a bus route on E Ave and Lime Street in Hesperia. Myself and other disabled individuals can no longer ride because we can't walk to the bus stop.</p> <p style="text-align: right;">Johnny Garcia, Hesperia</p>	<p>This area is within the Route 46 deviated route pick-up service area. Commenters can request a deviation pick-up in advance by calling (760) 244-4000 at least one day ahead.</p> <p>The Americans with Disabilities Act (ADA) requires complementary paratransit service in relation to local fixed route service. It does not require that for long distance, inter-</p>

Attachment: Attachment B Unmet VVTA_MBTA Final Draft 030815 (1719 : Unmet Needs)

2014-2015 Victor Valley Region	
Testimony	Responses
<p>Accessibility Topics - Service, continued</p> <p>Direct Access should be extended to go down the hill as some certified clients can't do the transfers.</p> <p style="text-align: right;">Robert Kaiser</p> <p>Regarding the small buses: Wheelchairs are right behind the back wheels and if the driver, isn't aware they have a wheelchair rider on there, when they slow down for the bigger bumps, it can cause damage. I've ridden Route 47, from Apple Valley Post Office; sometimes my rear will leave the seat of my wheelchair. And I'm thinking in terms of my getting a sore back, but if I had a spinal injury which had put me in the wheelchair, that could aggravate the injury.</p> <p style="text-align: right;">Virginia Macy, Apple Valley</p> <p>Since you don't have any idea if someone who is deaf is going to show up at the meetings, say, for the first time who may decide to make a comment, how are they going to be heard that time, instead of having to wait for the next meeting if they have to make a special request for an interpreter? Aren't you obligated under the ADA to have a sign person to interpret the Board Meeting as its happening?</p> <p style="text-align: right;">Virginia Macy, Apple Valley</p>	<p>city services such as Route 15, the B-V Link. However, its vehicles are lift-equipped and larger vehicles are on order, making it easier for persons in mobility devices to board and transfer.</p> <p>This Apple Valley deviated fixed-route service, Route 47, does use a 32 foot bus, and customers may feel the bumps more than on larger vehicles. VVTA is directed to review with drivers in its safety meetings and driver training sessions, the driving strategies that can minimize these effects for riders using mobility devices and others.</p> <p>As typical with many public agencies, VVTA requires a 72 hour notice to provide for reasonable accommodation, with notice of this published on the first page of each Board meeting agenda. Given that notice, VVTA will provide a professional to 'sign' for the hearing impaired or other translation. It was regrettable at the fall public hearing that an individual who was hearing impaired was present but because the agency was unaware of his planned attendance, no arrangements had been made for a professional 'signer.' Individuals requiring some accommodation are asked to contact VVTA administration at (760) 948-4021: Customer Service or TTY (760) 948-3990 by that 72 hour timeframe.</p>
<p>Accessibility Topics – Bus Stops</p> <p>The bus stop on the east side of Aster and Chamberlaine is not accessible for my disabled son's wheelchair.</p> <p style="text-align: right;">Loretta Luke</p> <p>Request a pad on Central at Paiute. Wheelchair gets stuck in gravel. The Southbound bus should also stop across from the one going Northbound.</p> <p style="text-align: right;">Angel</p>	<p>VVTA personnel are working actively to research these identified bus stops, amenities and accessibility requests, to make immediately those adjustments that are feasible and can be afforded within existing budgets.</p> <p>VVTA does now have a full bus stop inventory and anticipates using that to prioritize stop improvements and to build a full application for Transportation Development Act Article 3 funds when SANBAG releases this call.</p>

Attachment: Attachment B Unmet VVTA_MBTA Final Draft 030815 (1719 : Unmet Needs)

2014-2015 Victor Valley Region	
Testimony	Responses
<p>Accessibility Topics – Bus Stops</p> <p>Mobility devices cannot get on the bus at the stop at Eucalyptus and Cottonwood. <div style="text-align: right;">Customer service voice mail</div></p> <p>The stop at Stevens and Kemper should be put back as the new stop is not wheelchair accessible and turns to a mud puddle when it rains. <div style="text-align: right;">Leanne</div></p> <p>Adelanto is very dangerous. It floods when it rains. And the wheelchairs will get stuck there. It needs to be wheelchair accessible. <div style="text-align: right;">Virginia Macy, Apple Valley</div></p> <p>Bus Stop Accessibility Topics, continued</p> <p>Requesting update on the possible wheelchair pad near or on the stop at Nisqually Road and the Santiago Apple Valley Estates. Currently, people in wheelchairs must roll all the way down to a driveway and then come back up. Otherwise, wheels get stuck in very soft dirt because they can't roll over the gravel. Also, the bus driver has to go past the stop to pick them up. <div style="text-align: right;">Florence Macy, Apple Valley</div></p>	<p>Staff is also working to identify those locations, including possibly some identified here, where use of the “Mobi-Mat” will be appropriate. This easy-to-place mat material provides good traction and creates firm and stable service to aid boarding of passengers using mobility devices. With a 7 to 10 year life, VVTA is piloting use of this material that, because of its moderate cost, has potential for addressing “path of travel” concerns that go beyond the immediate bus stop.</p> <p>See above comments regarding piloting use of the Mobi-Mat.</p>
<p>Adelanto Route #32, Route #33</p> <p>Request for later #32 buses in the evening. The 8:15 left Costco earlier than the scheduled time and I was stranded and had to walk to Chamberlaine and Bellflower, which was very unsafe for a girl. <div style="text-align: right;">Erin</div></p> <p>Adelanto’s Route #33 runs late in the evening. <div style="text-align: right;">Customer Service voicemail</div></p>	<p>These comments will be incorporated into the forthcoming COA.</p>

Attachment: Attachment B Unmet VVTA_MBTA Final Draft 030815 (1719 : Unmet Needs)

2014-2015 Victor Valley Region	
Testimony	Responses
<p>Request that on its way to Adelanto, Route #32 make a turn on Llandada off Village Drive to get to Vasquez or Clovis OR install bus stop on the corner of Village Dr. and Vasquez heading towards Adelanto. Route #32 only stops at Orick /Vasquez once, on the way back from Adelanto to Victorville. I, like many others, have health issues and it is too far to walk to the Manning and Village Dr. stop, where the bus stops twice. It takes 1 hour and 27 minutes to arrive at my stop (Orick and Vasquez).</p> <p style="text-align: right;">Paul Jones</p>	<p>This request was previously investigated by Victorville’s traffic engineering department and deemed unsafe. At this time, further action can’t be recommended given the City’s determination.</p>
<p>School Bus Pass Program Bus pass program for school is really great and would like the program to happen for the Fall and the Spring. Lia Hamilton, Apple Valley</p>	<p>VVTA has entered into an agreement with the Victor Valley College and this program has been initiated, with the current agreement in place until June of 2025.</p>
<p>Bus Buddies Program Requesting a Bus Buddies program where seniors accompany other seniors to show them how to use the bus for their transportation needs. A lot of people need to go to the market. And they have to wait for somebody to take them, particularly seniors. And people are afraid to take the bus. Nothing has happened regarding the program.</p> <p style="text-align: right;">Lia Hamilton, Apple Valley</p>	<p>VVTA currently provides “Travel Training” for those who wish to or need to learn how to negotiate the VVTA bus system. Beginning in July 2015 VVTA will be recruiting additional persons to further enhance the program. In addition VVTA has developed an Ambassador program to pair volunteers with older adults and persons with disabilities for accompanied trips.</p> <p>Any person wishing to volunteer to become a travel trainer or interested in the Ambassador program should contact VVTA’s Customer Service at (760) 948-4021 and ask to speak to VVTA’s Mobility Manager.</p>

Attachment: Attachment B Unmet VVTA_MBTA Final Draft 030815 (1719 : Unmet Needs)

2014-2015 Victor Valley Region	
Testimony	Responses
<p>Continued and Enhanced Need for TREP</p> <p>I am particularly concerned about the residents of Hesperia, Victorville, and Apple Valley that [do not have] access to trip due to Measure A funding not being made available in that Area. Many of the residents live in areas without paved roads, where buses and paratransit will not travel. It is clear that TREP has greatly improved mobility for seniors, persons with disabilities, and low income individuals in San Bernardino County. DAAS would like to thank SANBAG for its support of this project and strongly urge that continued support.</p> <p style="text-align: right;">Ron Buttran, Director, San Bernardino County , Dept. of Aging and Adult Services (DAAS)</p>	<p>Historically, DAAS originated and funded this rural mileage reimbursement program, focused on unincorporated county areas and consumers meeting certain eligibility criteria. As DASS funding ended, the program transitioned to VTrans for administration but with financial support provided by VVTA.</p> <p>Now as VVTA’s specialized transportation program matures under the guidance of its own Mobility Manager, VVTA seeks to continue this important program that it has been funding within the urban area with local administration. VVTA has a grant request in to Caltrans for funding support for TREP rural service, pending at the time of this writing.</p> <p>VVTA indicates that it is committed to developing this key service project locally and to continue its support. As noted, staff is currently in the process of developing its own regional volunteer driver reimbursement program modeled after the TRIP program in Riverside County. VVTA continues to have funding sources available to launch a VVTA Regional TRIP program within the urbanized area, and in concert with the Caltrans grant request, the program will provide transportation reimbursement for trips for individuals in the Greater Victor Valley and the North Desert service area.</p>
<p>Partnership and Coordination</p> <p>Victor Valley Community Services Council provides transit program for seniors and persons with disabilities. Services provided through the great donation we got from VVTA and through grant funding.</p> <p>Midge Nicosia, Executive Director – Victor Valley Community Service Council</p>	<p>As another dimension of its specialized transportation program, VVTA is working proactively with area nonprofit organizations to cooperatively provide transportation for consumers beyond what VVTA can do on its own.</p>

Attachment: Attachment B Unmet VVTA_MBTA Final Draft 030815 (1719 : Unmet Needs)

**San Bernardino County- Unmet Transit Needs Hearings, 2014-2015
Lower Desert / Morongo Basin Region
Helen Gray Education Center, September 25, 2014**

2014-2015 Morongo Basin Region	
Testimony	Response
<p>Trips To and From Unserved Areas/Communities</p> <p>Reach Out 29 is serving trips from Pioneer Town, Wonder Valley, Landers and into the Yucca Mesa and Copper Mesa areas. More need exists for individuals to get from these communities into services in Twenty-nine Palms, Yucca Valley and along the Highway 62 corridor. Reach Out 29 would like to be able to provide transportation throughout the basin to those who cannot drive themselves.</p> <p align="right">Robin Schlosser, Reach Out 29 - 29 Palms</p> <p>The <i>Dept. of Aging and Adult Services</i> reports on transportation needs of its consumers that it hears about:</p> <ul style="list-style-type: none"> • Morongo Valley residents to get into Yucca Valley; and increased service in the afternoon, in addition to the 4:30 bus. • Persons living along Tamarisk which does not go to the highway • Community members of Johnson Valley would like to see a once-weekly service between the Johnson Valley Improvement Center and Yucca Valley. <p align="right">Attica Baig, DAAS - Yucca Valley</p> <p>We used to have bus service to Pioneer Town, in 1992. Requesting that this be reinstated as both parties were hospitalized during this past year; no way to visit hospitalized spouse without assistance from friends.</p> <p align="right">Monika Kegrone, Pioneer Town</p> <p>Requesting services to Morongo Valley and to Johnson Valley. Lots of seniors are living there, persons who now no longer drive and who need transportation.</p> <p align="right">Lib Koenig, Seniors Affairs Commission – Yucca Valley</p>	<p>A coordinated response with social service groups in coordination with MBTA may be a solution to partially serve the requests for service to outlying areas that are uneconomical for MBTA to address.</p> <p>MBTA convened and SANBAG participated in a December 2014 meeting of key stakeholders about strategies for coordinating trips that cannot easily be served by MBTA. With a particular focus on the outlying areas that include many identified by persons here, some possibilities for coordinated service exist.</p> <p>Continued work is indicated, for which MBTA can take the lead and should involve area stakeholders that include the San Bernardino County Dept. of Aging and Adult Services, High Desert Medical Center, Reach-Out 29 and V-Trans, among others. This ad hoc group can determine what can be crafted with existing resources and what additional support may be needed.</p> <p>SANBAG recommends that this ad hoc group and any other parties that can be identified as partners be consulted for opportunities to address unmet needs during this coming year.</p>

Attachment: Attachment B Unmet VVTA_MBTA Final Draft 030815 (1719 : Unmet Needs)

2014-2015 Morongo Basin Region	
Testimony	Response
<p>Provided a petition with 32 names, presumably Pioneer Town residents although no addresses provided, requesting transportation bus service to and from Pioneer Town. Jacqueline Armitage - Pioneer Town</p> <p>Trips To and From Unserved Areas/Communities, continued</p> <p>Would like to see lift-equipped buses coming to and from Pioneer Town. No way to travel in from there if using a wheelchair and relying upon friends for transportation. Monika Legrone - Pioneer Town</p>	<p>See comment preceding page.</p>
<p>Bus Stop Locations and Bus Shelters/ Amenities</p> <ul style="list-style-type: none"> • Morongo Valley bus stops are not shown on the MBTA riders guide map. It would be helpful to show the stops. • DAAS offices on Pima Trail in Yucca Valley do not have a bus bench or shelter. Persons visiting two County Departments – DAAS and the Dept. of Family and Children Services come through here. Visitors are mostly disabled seniors and children who sometimes sit in the dirt to wait for the bus. • Yucca Valley, on Highway 62 between 247 Highway and Elway Avenue, there is a surgical center, imaging center and physician’s clinic with no stop near these offices. Atia Baig, DAAS - Yucca Valley <p>Concern about where the Ready Ride drops passengers; it’s just a sand berm. There is no curb or sidewalk. Rider fell when getting of the bus. Would like to see a stable surface of some type at the bus stop. Shade would be nice too as there is nowhere to wait for the bus.</p> <p>Would like to see a stop at the Dept. of Family and Children Services, Yucca Valley. Cynthia Kyzer - Joshua Tree</p>	<ul style="list-style-type: none"> • MBTA is addressing bus stop-level detail in the service map in its next publication of the MBTA Riders Guide. • The request for a bus stop at DPSS has been investigated in detail Installing a bus shelter at DAAS would trigger ADA issues for the County as the building and property may be substantially out of compliance with current ADA standards, in particular excessive parking lot slope and non-compliant ramps. A meeting with Public Works or responsible party at the County to discuss is planned. • The Yucca Valley locations requested will be evaluated as part of MBTA’s ongoing bus stop improvement program.

Attachment: Attachment B Unmet VVTA_MBTA Final Draft 030815 (1719 : Unmet Needs)

2014-2015 Morongo Basin Region	
Testimony	Response
<p>Expanded Service Area</p> <p>Route needed from Yucca Mesa and Aberdeen East serving Border, Sunburst, Joshua Tree and Yucca Valley. There have been a lot of homes built here near Sunny Vista.</p> <p style="text-align: right;">Brad A. Hardy - Yucca Valley CA</p>	<ul style="list-style-type: none"> • This request can be included among others to be examined during MBTA’s next Short Range Transit Plan development. While not planned for the coming year, it is likely to be undertaken during FY 2016/2017. At the present time there is not sufficient budget to expand service to these new residences.
<p>Fare Change</p> <p>The increase in fare by 25 cents has been noted and had an impact on ability to purchase a 10-trip ticket which increased \$2.50. That extra \$2.50 is a problem and doesn’t seem fair. It was never explained.</p> <p style="text-align: right;">Rick Benson - Joshua Tree</p> <p>Appreciate that MBTA kept the senior fare down in recent fare increase.</p> <p style="text-align: right;">Lib Koenig, Senior Affairs Commission - Yucca Valley</p>	<ul style="list-style-type: none"> • The Ready Ride 10-Ride Punch card was discounted by \$2.50 at MBTA Board meeting of January 22, 2015 that equalizes the cost, making it comparable to the 20-Ride Punch Card. • MBTA staff and policy makers worked to ensure an equitable fare increase for all users. In this recent increase, that meant not increasing the senior/ disabled fare.
<p>Weekend Services</p> <p>DAAS has received requests from consumers for that Ready Ride services operate on the weekends.</p> <p style="text-align: right;">Attica Baig, DAAS</p>	<ul style="list-style-type: none"> • Existing Ready Ride services already operate well below the state mandated TDA requirements for farebox recovery. At this time, MBTA cannot take on expansion of the Ready Ride program until its weekday fare ratio increases sufficiently to accommodate the always expected lower farebox recovery of weekend service.
<p>Services to Copper Mountain College</p> <p>Currently taking classes at Copper Mountain College and to get there from Terrace Drive, Joshua Tree, rider has to take Ready Ride to the Highway Bus and on the way home, transfer from the Highway Bus to Ready Ride to get home.</p> <p>1. Why can’t Ready Ride drop people off directly at Copper</p>	<ul style="list-style-type: none"> • The Route 50 Ready Ride servicing Joshua Tree cannot readily serve CMC without significantly compromising existing services to the community due to distance and time constraints.

Attachment: Attachment B Unmet VVTA_MBTA Final Draft 030815 (1719 : Unmet Needs)

2014-2015 Morongo Basin Region	
Testimony	Response
<p>Mountain College?</p> <p>2. Or if not, would it be possible to pay one fare to Ready Ride to go onto Highway Bus, a combination fare of some type?</p> <p>3. On returning home, the 3:22 Highway bus from Copper Mountain arrives at 3:31 p.m., after the Ready Ride leaves Yucca Valley, starting about 3 p.m. It is tough to make a connection. Consider a change to the schedule to make it possible for the two services to meet?</p> <p style="text-align: right;">Chuck Gollnick, Joshua Tree</p> <p>Concerned about paying the extra cost from the Ready Ride onto the Highway Bus to make a trip to Copper Mountain College.</p> <p style="text-align: right;">Cynthia Kyzer, Joshua Tree</p>	<ul style="list-style-type: none"> • The proposed combination fare involves utilization of separate modes of services. Therefore, the existing policy of charging separate fares is an appropriate policy. • Transfer from Highway Bus to JT Ready Ride. MBTA Operations staff investigated this. Synchronizing a fixed route pickup off a demand response bus will always be a challenge, however staff will continue to take all reasonable efforts to ensure the transfer takes place. The customer has never missed a ride, however delays may, from time to time, naturally occur.
<p>Compliments to MBTA</p> <p>MBTA does a commendable job in delivering public transportation. It is just that more services are needed.</p> <p style="text-align: right;">Robin Schlosser, Reach Out 29,29 Palms</p> <p>The MBTA bus means a very great to this participant and to others who have difficulty walking and cannot drive themselves. Drivers are very helpful and friendly. Appreciated the opportunity to be an MBTA Ambassador.</p> <p style="text-align: right;">Marie Barr, Yucca Valley</p> <p>After my car broke down, I began taking the bus and I never wanted another car. It's my social life.</p> <p style="text-align: right;">-Rick Benson, Joshua Tree</p> <p>MBTAS has done a tremendous job of providing me with mobility, after a car accident some years ago.</p> <p style="text-align: right;">Chuck Gollnick, Joshua Tree</p>	<p>These are always appreciated and reflect the community support for MBTA and its programs.</p>

Attachment: Attachment B Unmet VVTA_MBTA Final Draft 030815 (1719 : Unmet Needs)

Minute Action

AGENDA ITEM: 7

Date: April 9, 2015

Subject:

Presentation from Mountain Transit (formally known as Mountain Area Regional Transit Authority)

Recommendation:

That the Commuter Rail and Transit Committee receive and file a presentation from Mountain Transit discussing their agency.

Background:

In San Bernardino County, there are six transit operators and one consolidated transportation service agency. These agencies have continually strived to make their agency a success. The Fund Administration and Programming Department, along with these agencies, will be providing a series of presentations highlighting the exciting things happening in various parts of the county.

This presentation will be by Kathy Hawksford, the General Manager of Mountain Transit (MT), formally known as Mountain Area Regional Transit Authority. MT headquarters is located in the City of Big Bear Lake, which is approximately 39 miles from downtown San Bernardino. Kathy Hawksford has been the General Manager for MT for eight years.

MT currently has four intercity routes, two off-the-mountain routes, Dial-A-Ride service, and a weekend trolley service. Annual total MT ridership is approximately 180,000. Although MT is one of the County's smaller transit agencies, their trolley service, which serves visitors and locals during the weekend to the popular destinations within the City of Big Bear Lake, has been very successful. Their off-the-mountain routes also allow residents of the mountain areas to come down to the valley, connecting them to Metrolink, Omnitrans and Victor Valley Transit Authority.

Financial Impact:

This item is consistent with the FY14/15 SANBAG budget.

Reviewed By:

This item is not scheduled for review by any other policy committee or technical advisory committee.

Responsible Staff:

Nancy Strickert, Management Analyst III

Approved
 Commuter Rail & Transit Committee
 Date: April 9, 2015

Witnessed By:

Entity: CTC

Minute Action

AGENDA ITEM: 8

Date: April 9, 2015

Subject:

Transportation Development Act Program Update and Database Development

Recommendation:

That the Commuter Rail and Transit Committee recommend the Board, acting as the San Bernardino County Transportation Commission, approve Contract No. 15-1001099 with Pacific Municipal Consultants for the Transportation Development Act Program Update and Database Development project in an amount not to exceed \$119,990.

Background:

On February 5, 2015, the SANBAG Executive Director authorized the advertisement of Request for Proposals (RFP) 15-1001099 for Professional Services for the Transportation Development Act (TDA) Program Update and Database Development in accordance with SANBAG Contracting Procurement Policy 11000, Section VII.B.1. The scope of work for the RFP as described in Exhibit A of the Contract includes updating the TDA Manual, policies, procedures, and procedural documents. SANBAG may also transition to utilizing a web and user-based database with online reporting to administer TDA funds, instead of administering the funds using manual spreadsheets.

On February 5, 2015, RFP 15-1001099 was released and published on Planet Bids and SANBAG's website. Thirty-five firms were notified of the RFP and 28 firms downloaded the RFP from Planet Bids. On February 26, 2015, one proposal was received from Pacific Municipal Consultants (PMC). Since only one proposal was received, staff contacted approximately 10 firms that downloaded the RFP but did not submit a bid. The firms indicated that they did not provide all of the services identified in the RFP scope of work, or they did not provide any of the services at all. One firm, with a staff of two, noted an issue with the timeframe to submit the proposal and indicated they typically need a minimum of 4-6 weeks to prepare a proposal. The deadline to submit a proposal was February 26.

An evaluation committee consisting of two SANBAG representatives and one representative from Riverside County Transportation Commission evaluated the proposal based on the following evaluation criteria and weight:

- Qualifications of the Firm (20%)
- Proposed Staffing and Project Organization (35%)
- Technical Approach/Work Plan (35%)
- Cost (10%)

Entity: CTC

Commuter Rail & Transit Committee Agenda Item

April 9, 2015

Page 2

The weight of each criteria was identified in the RFP. The RFP identified that overall scoring would weigh an interview as 60% and the technical proposal as 40%, for a maximum possible score of 100%. On March 3, 2015, the evaluation committee reviewed and scored the proposal based on the evaluation criteria. The overall score given to PMC was high and the selection panel agreed on recommending PMC to implement the TDA Program Update and Database Development project. The proposal submitted by the PMC team indicated a superior knowledge of TDA fund administration and a comprehensive understanding of the purpose and desired outcomes of the project. Since one proposal was received and the evaluation committee was familiar with PMC, interviews were not held as part of the evaluation process. Staff is requesting approval to award Contract 15-1001099 to PMC in the not to exceed amount of \$119,990, to be funded with Local Transportation Fund (LTF) Administration funds.

Financial Impact:

This item is consistent with the Fiscal Year 2014/2015 SANBAG approved budget. The contract is to be funded with LTF Administration funds, which are allocated off the top of the LTF apportionment for the purpose of administering the LTF.

Reviewed By:

This item is not scheduled for review by any other policy committee or technical advisory committee. SANBAG's General Counsel has reviewed this item and the draft contract.

Responsible Staff:

Vanessa Jezik, Transportation Programming Analyst

Approved
Commuter Rail & Transit Committee
Date: April 9, 2015
Witnessed By:

Contract Summary Sheet

General Contract Information

Contract No: 15-1001099 Amendment No.: _____ Vendor No.: 2481
 Vendor/Customer Name: Pacific Municipal Consultants (PMC) Sole Source? Yes No
 Description: TDA Program Update and Database Development for TDA Funds
 Start Date: 05/06/2015 Expiration Date: 06/30/2016 Revised Expiration Date: _____
 Has Contract Term Been Amended? No Yes - Please Explain _____
 List Any Related Contracts Nos.: _____

Dollar Amount			
Original Contract	\$ 119,990.00	Original Contingency	
Revised Contract (Inclusive of Prior Amendments)		Revised Contingency (Inclusive of Prior Amendments)	
Current Amendment		Contingency Amendment	
TOTAL CONTRACT VALUE	\$ 119,990.00	TOTAL CONTINGENCY VALUE	
		TOTAL DOLLAR AUTHORITY (Contract Value and Contingency)	\$ 119,990.00

Contract Authorization

Executive Director Date: _____
 Executive Director Action: _____
 Board of Directors Date: 05/06/2015
 Board of Directors Action: Approve contract with PMC for not to exceed amount of \$119,990.

Contract Management: Payable/Miscellaneous

Invoice Warning: 20% Renewals: _____ Type: Capital PAA Other
 Retention: _____ % Maximum Retention: \$ _____ -
 Services: Construction Intrgrnt/MOU/COOP A & E Services Other Professional Services
 Disadvantaged Business Enterprise (DBE) Goal _____ %

Contract Management: Receivable

E-76 and/or CTC Date _____ (Attach Copy) Program Supplement No.: _____
 Finance Letter Reversion Date: _____ EA No.: _____

All of the above MUST be submitted to FINANCE including originals, amendments and miscellaneous transaction changes

Additional Information

Project Manager: Vanessa Jezik

Attachment: SANBAG Contract Summary Sheet [Revision 2] (1780 : TDA Manual Update)

ATTACHMENT A – “SCOPE OF WORK”

TRANSPORTATION DEVELOPMENT ACT PROGRAM UPDATE AND DATABASE DEVELOPMENT

OVERVIEW

As a County Transportation Commission (CTC), the San Bernardino Associated Governments (SANBAG) is responsible for administration and implementation of the State of California Transportation Development Act (TDA) programs. The TDA programs include both the Local Transportation Fund (LTF) and State Transit Assistance Fund (STA) and at an annual combined apportionment of approximately \$87 million, collectively comprise the majority of revenue for transit operations, transit capital assistance, regional planning and non-motorized transportation improvements within San Bernardino County.

The process for obtaining funds from the LTF is three-steps (1) apportionment, (2) allocation, and (3) disbursements, which consist of submission of claims and disbursement requests. Annually the SANBAG Board approves the apportionment for each area of the County, which includes the San Bernardino Valley, Adelanto, Apple Valley, Barstow, Big Bear Lake, Hesperia, Needles, Twentynine Palms, Victorville, Yucca Valley and the County unincorporated areas of the Mountain/Desert region. Once funds are apportioned to a given area, they are available for allocation to claimants of that area. Payment is authorized by allocation instructions issued by the CTC and disbursed on a quarterly basis or as requested by the claimant. The hyperlink to the LTF and STAF apportionment items approved by the SANBAG Board in March 2014 is available on www.planetbids.com.

STA is appropriated to the State of California Controller by the Legislature, for allocation by formula to the CTC. Fifty percent of STA is allocated according to population (STA-Population) and fifty percent is allocated according to operator revenues (STA-Operator) from the prior fiscal year. Historically SANBAG has apportioned the STA-Population funds 75% to the San Bernardino Valley and 25% to the Mountain/Desert Region. Starting in Fiscal Year 2015 SANBAG staff recommended, and the SANBAG Board approved, adjusting the apportionment split to be based on current population data. Upon apportionment to the specific area, individual allocations are made to six operators within the County: Omnitrans, Victor Valley Transit Authority (VVTA), Morongo Basin Transit Authority (MBTA), Mountain Area Regional Transit Authority (MARTA), Barstow Area Transit (BAT), and Needles Area Transit (NAT). In Fiscal Year 2015 it is expected that BAT will be absorbed into VVTA.

The FY 2009-2011 Triennial Performance Audits identified a number of non-material findings within SANBAG's TDA program. The auditors made recommendations to correct the deficiencies, including the update to the SANBAG TDA manual itself. SANBAG is using this opportunity to update its policies, procedures, and procedural documents. SANBAG may transition from administering the program with manual submittals and excel spreadsheets to a user based database and online reporting.

All work for this task will be performed under the direction of the Director of Fund Administration and Programming or her designee. The selected consultant will provide the necessary staff time to complete this task through a combination of on-site meetings, training workshops, and off-site staff.

DETAILED SCOPE OF SERVICES

Task 1.0 – Transportation Development Act Program Update

1.1 Workshops

Provide up to three (3) one day training workshops on the TDA to SANBAG staff, using the most current State of California Transportation Development Act Statutes and California Code of Regulations (TDA Statutes) as well as the TDA Performance Audit Guidebook as the foundation. In particular, the workshops will be rooted in expounding on the specific language contained in the Public Utilities Code and California Code of Regulations. The workshops will also function as a quasi-technical advisory committee for purposes of development of policies and procedures as well as vetting and reviewing the final SANBAG TDA manual. A proposed timeline and thematic content for each of the workshops is discussed below.

The workshops should address the following topics:

- a. Definition of roles and responsibilities of the County Transportation Commission (CTC);
- b. Definition, guiding legislation, and content of performance and fiscal audits; including discussion and information on the differences;
- c. Description of the structure of a performance audit;
- d. Definition of applicable Articles in relationship to transit providers within the County; and
- e. Review of TDA Guidebook and Triennial Performance Audit Guidebook chapters as requested by staff

Workshops should include, but are not limited to, the below material:

Workshop 1

The first workshop should include an overview of TDA and requirements for the performance audit, including review of the TDA Statutes as they pertain to SANBAG's administration of the TDA fund. County Transportation Commissions such as SANBAG are designated by State law to administer TDA locally. The statutes provide general guidance of the allocation process and SANBAG's TDA administrative process in relation to the statute will need to be discussed in addition to the findings following the 2011 Triennial Performance Audit.

The workshop should include review of TDA allocation policies for the Local Transportation Fund (LTF) and the State Transit Assistance Fund (STAF). LTF follows an allocation process described in law but can be tailored to meet local conditions and needs in the County. The role and responsibilities of SANBAG as a CTC will need to be reviewed in relation to the LTF allocation process, eligible uses of the revenue, and the TDA claims process including required submittals by the claimants. In addition, the session should outline and present the current STAF allocation process for revenues provided to SANBAG as the County Transportation Commission by the State Controller's Office under Public Utilities Code Section 99313.

STAF revenue under PUC Section 99313 is regional revenue that may be allocated in a manner determined by SANBAG but following state provisions guiding use of the revenue. Currently, SANBAG does not use a formalized allocation process for this revenue and distributes in large part on need by the transit systems under its jurisdiction, both in the Valley and in the desert regions. Issues and concerns regarding the current allocation process should be discussed amongst workshop participants in Workshop #1. Feedback on both LTF and STAF allocation processes will provide a basis for developing updated policies.

An overview of the requirements for TDA performance auditing and the Caltrans Performance Audit Guidebook should be conducted in order to provide education of the audit requirements. A brief discussion about the difference between the TDA performance audit and the TDA financial and compliance audit should take place. Expected participants include SANBAG department staff from Fund Administration, Finance, and Transit and Rail.

Additional concepts of TDA administration for discussion should be introduced at Workshop #1 including LTF and STAF reserves and evaluations of claims filed under Article 4.5. Placing TDA funds in reserves as part of the apportionment process is a growing practice given the recent economic recession and the impact reductions in funding has on transit services. Claims filed under Article 4.5 of the statute (PUC Section 99275.5) are restricted to certain claimants including a Consolidated Transportation Services Agency (CTSA).

The 2011 Triennial Performance Audit findings include the following:

- Update the checklist contained in the TDA claim form for submittal of required attachments
- Update the SANBAG TDA application manual
- Formalize the allocation procedures for State Transit Assistance Funds
- Develop TDA Fund Reserve Policy
- Develop and adopt TDA Article 4.5 evaluation criteria

Workshop 2

The second workshop should include follow up to the materials presented in Workshop #1 as identified by SANBAG and presentation of draft TDA policies such as for allocation procedures and reserve funds based on input received from Workshop #1. Through Workshop #2, the TDA allocation options should be narrowed to a preferred option that accounts for meeting the administrative and operational needs of SANBAG and the claimants. Feedback on the preferred LTF and STAF allocation processes should be documented in developing the final TDA policies. Additionally, SANBAG needs related to a possible development of a database should be discussed. Database needs include, but are not limited to, report features, including ad hoc reporting if possible, and both external and internal password-restricted user access.

Workshop 3

The third workshop should be conducted later in the process to incorporate discussion of all task deliverables including updated TDA policies, updated TDA manual, the specifications of a TDA fund administration database, and development of a TDA fund administration database (optional). It is at the option of SANBAG to proceed with the development of a database. The development of a database is not a guaranteed task to be completed under RFP 15-1001099.

The timing of this workshop should be relative to the development of the policies, manual and database (if developed) so that the purpose and value of the workshop are maximized. For example, the workshop may take place after certain milestones are met in the policy and manual update to ensure its consistency with the TDA policies. Feedback on each of the task deliverables by SANBAG staff should be documented in finalizing the TDA policies.

Task 2.0 – TDA Manual and Official Documents Update

2.1 – Update SANBAG TDA Documents, Policies, and Procedures

Tasks to be completed include administrative recommendations made in the most recent Triennial Performance Audit, including, but not limited to:

- a. Update SANBAG's current TDA checklist and claim forms for claimants
- b. Aide in the development of allocation procedures for State Transit Assistance – Population Formula Funds
- c. Aide in the development of a fund reserve policy for both Local Transportation Funds and State Transit Assistance Population Formula Funds
- d. Develop TDA Article 4.5 evaluation criteria

This task will codify the results of the workshops conducted in Task 1.1. The SANBAG TDA documents, policies and procedures are elements that will feed into the updated manual. Key policy and procedural areas will need to be agreed upon by SANBAG staff for efficient implementation of the updated TDA regulations. These areas include TDA fund allocations between the Valley and desert regions, required information to be included in the transit claim submittals, criteria for allocation of population-based STAF revenue, and criteria for evaluating eligible Article 4.5 claims.

2.2 – Update TDA Manual

An update of the 2002 SANBAG TDA Administration Manual was recommended in recent TDA triennial performance audits to reflect the changing nature of eligible programs in San Bernardino County, as well as new statute language and audit guidelines. The update to the manual should encompass the updated TDA policies, roles and responsibilities of SANBAG and the claimants, claims processes, claims forms, and fund disbursement. The update shall include all necessary documents and procedures for administration of the TDA Program including claims form adjustments and allocation instruction to the claimants. The manual update shall include SANBAG claims processed under Articles 3, 4, 4.5, 6.5, and 8, or as needed. Work conducted in the prior task should feed into the manual update including working with SANBAG to identify and assist in the creation of new procedural documents, including a new claim checklist, claim form, standard assurances, capital project forms, financial reporting form, allocation instruction and disbursement instruction for each of the programs, as needed. This task may include creating new forms and/or updating forms currently in use.

Timing of the manual update is suggested to be in parallel to the development of TDA policies, to ensure that the policies, procedures, forms and database have been vetted and work together. Should SANBAG choose to develop a TDA fund administration database, the database should be developed in conjunction with the manual, policies, procedures and forms, as well.

2.3 – TDA Automation (at SANBAG's option)

Should SANBAG choose to move forward with the development of a TDA fund administration database, information gathered throughout the process of updating the manual and revising forms will be used to develop a browser based database that will allow SANBAG to manage the funding allocations for each of its operators and that will enable efficient tracking of apportionments, allocations, disbursements, rescissions and fund balances for both Local Transportation Funds and State Transit Assistance Funds. Further, the operators should be able to submit claim forms electronically via the database application. SANBAG, transit operator staff, and member agency employees should be able to easily add and revise information as necessary, subject to permissions, or save their work for future visits. The database should include features such as auto correction or information validation based on regulations concerning all aspects of TDA. Database shall be secure and comply with standard web security protocols. Database needs include report availability and both external and internal user access. SANBAG anticipates approximately 5 internal users and 15 external users. Reports desired should include the below data. Electronic copies of the current TDA Microsoft Excel

workbooks, which include data entered and tracked, are being made available for your reference. This data will need to be captured in database modules and reports. Additional reports may be needed; therefore, an ad hoc reporting feature is preferred.

- Fiscal Year Apportionments
- Unallocated Apportionments
- Area Balances and Area Split Amounts
- Cash Flow Reporting, Monthly Disbursements and Monthly Schedules
- Article 3 Awards and Disbursements
- Allocations and Disbursements (Capital and Operating)

Item 2.3, TDA Automation, will be added to the contract at the option of SANBAG. In no way is this portion of work guaranteed to be part of the contract.

Deliverables

In general, deliverables will include but not be limited to:

- Three Workshops, Agendas, and Minutes
- Updated paper and electronic TDA Manual that includes policy and procedural documents
- TDA automated database system specification document and logical design (at SANBAG's option)
- TDA automated database (at SANBAG's option)

COMMUTER RAIL AND TRANSIT POLICY COMMITTEE ATTENDANCE RECORD – 2015

Name	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Paul Eaton City of Montclair	X	X	X									
James Ramos County of San Bernardino	X	X	X									
Jon Harrison City of Redlands	X	X	X									
Bill Jahn City of Big Bear Lake	X	X	X									
Mike Leonard City of Hesperia	X	X	X									
Larry McCallon City of Highland	X											
L. Dennis Michael City of Rancho Cucamonga	X		X									
Ray Musser City of Upland		X	X									
Richard Riddell City of Yucaipa	X	X	X									
Alan Wapner City of Ontario		X	X									
Deborah Robertson City of Rialto	X	X										

X = Member attended meeting.

Empty box = Member did not attend meeting.

Crossed out box = Not a member at the time.

CRTC-ATT15

Communication: Attendance (Additional Information)

San Bernardino Associated Governments (SANBAG) is a council of governments formed in 1973 by joint powers agreement of the cities and the County of San Bernardino. SANBAG is governed by a Board of Directors consisting of a mayor or designated council member from each of the twenty-four cities in San Bernardino County and the five members of the San Bernardino County Board of Supervisors.

In addition to SANBAG, the composition of the SANBAG Board of Directors also serves as the governing board for several separate legal entities listed below:

***The San Bernardino County Transportation Commission**, which is responsible for short and long range transportation planning within San Bernardino County, including coordination and approval of all public mass transit service, approval of all capital development projects for public transit and highway projects, and determination of staging and scheduling of construction relative to all transportation improvement projects in the Transportation Improvement Program.*

***The San Bernardino County Transportation Authority**, which is responsible for administration of the voter-approved half-cent transportation transactions and use tax levied in the County of San Bernardino.*

***The Service Authority for Freeway Emergencies**, which is responsible for the administration and operation of a motorist aid system of call boxes on State freeways and highways within San Bernardino County.*

***The Congestion Management Agency**, which analyzes the performance level of the regional transportation system in a manner which ensures consideration of the impacts from new development and promotes air quality through implementation of strategies in the adopted air quality plans.*

*As a **Subregional Planning Agency**, SANBAG represents the San Bernardino County subregion and assists the Southern California Association of Governments in carrying out its functions as the metropolitan planning organization. SANBAG performs studies and develops consensus relative to regional growth forecasts, regional transportation plans, and mobile source components of the air quality plans.*

Items which appear on the monthly Board of Directors agenda are subjects of one or more of the listed legal authorities. For ease of understanding and timeliness, the agenda items for all of these entities are consolidated on one agenda. Documents contained in the agenda package are clearly marked with the appropriate legal entity.

Meeting Procedures and Rules of Conduct

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 Board of Directors in accordance with the Brown Act, Government Code 54950 et seq., and shall apply at all meetings of the Board of Directors and Policy Committees.

Accessibility

The SANBAG 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 (909) 884-8276 and office is located at 1170 W. 3rd Street, 2nd Floor, San Bernardino, CA.

Agendas – All agendas are posted at 1170 W. 3rd Street, 2nd Floor, San Bernardino at least 72 hours in advance of the meeting, Staff reports related to agenda items may be reviewed at the SANBAG offices located at 1170 W. 3rd Street, 2nd Floor, San Bernardino and our website: www.sanbag.ca.gov.

Agenda Actions – Items listed on both the “Consent Calendar” and “Items for Discussion” 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.

Closed Session Agenda Items – Consideration of closed session items *excludes* members of the public. These items include issues related to personnel, pending 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.

Public Testimony on an Item – Members of the public are afforded an opportunity to speak on any listed item. Individuals wishing to address the Board of Directors or Policy Committee Members should complete a “Request to Speak” form, provided at the rear of the meeting room, and present it to the Clerk prior to the Board's consideration of the item. A "Request to Speak" 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.

The Consent Calendar 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.

Agenda Times – The Board is concerned that discussion take place in a timely and efficient manner. Agendas may be prepared with estimated times for categorical areas and certain topics to be discussed. These times may vary according to the length of presentation and amount of resulting discussion on agenda items.

Public Comment – At the end of the agenda, an opportunity is also provided for members of the public to speak on any subject within the Board's authority. *Matters raised under “Public Comment” may not be acted upon at that meeting. “Public Testimony on any Item” still apply.*

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 person 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 meetings. Your cooperation is appreciated!*

SANBAG General Practices for Conducting Meetings of Board of Directors and Policy Committees

Attendance - The Chair of the Board or a Policy Committee (Chair) has the option of taking attendance by Roll Call or Self-Introductions. If attendance is taken by Roll Call, the Clerk of the Board will call out by jurisdiction or supervisorial district. The Member or Alternate will respond by stating his/her name. If attendance is by Self-Introduction, the Member or Alternate will state his/her name and jurisdiction or supervisorial district.

- A Member/Alternate, who arrives after attendance is taken, shall announce his/her name prior to voting on any item.
- A Member/Alternate, who wishes to leave the meeting after attendance is taken but before remaining items are voted on, shall announce his/her name and that he/she is leaving the meeting.

Basic Agenda Item Discussion.

- The Chair announces the agenda item number and states the subject.
- The Chair calls upon the appropriate staff member or Board Member to report on the item.
- The Chair asks members of the Board/Committee if they have any questions or comments on the item. General discussion ensues.
- The Chair calls for public comment based on “Request to Speak” forms which may be submitted.
- Following public comment, the Chair announces that public comment is closed and asks if there is any further discussion by members of the Board/Committee.
- The Chair calls for a motion from members of the Board/Committee.
- Upon a motion, the Chair announces the name of the member who makes the motion. Motions require a second by a member of the Board/Committee. Upon a second, the Chair announces the name of the Member who made the second, and the vote is taken.
- The “aye” votes in favor of the motion shall be made collectively. Any Member who wishes to oppose or abstain from voting on the motion, shall individually and orally state the Member’s “nay” vote or abstention. Members present who do not individually and orally state their “nay” vote or abstention shall be deemed, and reported to the public, to have voted “aye” on the motion.

The Vote as specified in the SANBAG Bylaws - Each Member of the Board of Directors shall have one vote. In the absence of the official representative, the alternate shall be entitled to vote. (Board of Directors only.) Voting may be either by voice or roll call vote. A roll call vote shall be conducted upon the demand of five official representatives present, or at the discretion of the presiding officer.

Amendment or Substitute Motion - Occasionally a Board Member offers a substitute motion before the vote on a previous motion. In instances where there is a motion and a second, the maker of the original motion is asked if he/she would like to amend the motion to include the substitution or withdraw the motion on the floor. If the maker of the original motion does not want to amend or withdraw, the substitute motion is not addressed until after a vote on the first motion. Occasionally, a motion dies for lack of a second.

Call for the Question - At times, a Member of the Board/Committee may “Call for the Question.”

- Upon a “Call for the Question,” the Chair may order that the debate stop or may allow for limited further comment to provide clarity on the proceedings.
- Alternatively and at the Chair’s discretion, the Chair may call for a vote of the Board/Committee to determine whether or not debate is stopped.
- The Chair re-states the motion before the Board/Committee and calls for the vote on the item.

The Chair - At all times, meetings are conducted in accordance with the Chair’s direction. These general practices provide guidelines for orderly conduct. From time-to-time circumstances require deviation from general practice. Deviation from general practice is at the discretion of the Chair.

Courtesy and Decorum - These general practices provide for business of the Board/Committee to be conducted efficiently, fairly and with full participation. It is the responsibility of the Chair and Members to maintain common courtesy and decorum.

This list provides information on acronyms commonly used by transportation planning professionals. This information is provided in an effort to assist SANBAG Board Members and partners as they participate in deliberations at SANBAG Board meetings. While a complete list of all acronyms which may arise at any given time is not possible, this list attempts to provide the most commonly-used terms. SANBAG staff makes every effort to minimize use of acronyms to ensure good communication and understanding of complex transportation processes.

AB	Assembly Bill
ACE	Alameda Corridor East
ACT	Association for Commuter Transportation
ADA	Americans with Disabilities Act
ADT	Average Daily Traffic
APTA	American Public Transportation Association
AQMP	Air Quality Management Plan
ARRA	American Recovery and Reinvestment Act
ATMIS	Advanced Transportation Management Information Systems
BAT	Barstow Area Transit
CALACT	California Association for Coordination Transportation
CALCOG	California Association of Councils of Governments
CALSAFE	California Committee for Service Authorities for Freeway Emergencies
CARB	California Air Resources Board
CEQA	California Environmental Quality Act
CMAQ	Congestion Mitigation and Air Quality
CMIA	Corridor Mobility Improvement Account
CMP	Congestion Management Program
CNG	Compressed Natural Gas
COG	Council of Governments
CPUC	California Public Utilities Commission
CSAC	California State Association of Counties
CTA	California Transit Association
CTC	California Transportation Commission
CTC	County Transportation Commission
CTP	Comprehensive Transportation Plan
DBE	Disadvantaged Business Enterprise
DEMO	Federal Demonstration Funds
DOT	Department of Transportation
EA	Environmental Assessment
E&D	Elderly and Disabled
E&H	Elderly and Handicapped
EIR	Environmental Impact Report (California)
EIS	Environmental Impact Statement (Federal)
EPA	Environmental Protection Agency
FHWA	Federal Highway Administration
FSP	Freeway Service Patrol
FRA	Federal Railroad Administration
FTA	Federal Transit Administration
FTIP	Federal Transportation Improvement Program
GFOA	Government Finance Officers Association
GIS	Geographic Information Systems
HOV	High-Occupancy Vehicle
ICTC	Interstate Clean Transportation Corridor
IEEP	Inland Empire Economic Partnership
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
IIP/ITIP	Interregional Transportation Improvement Program
ITS	Intelligent Transportation Systems
IVDA	Inland Valley Development Agency
JARC	Job Access Reverse Commute
LACMTA	Los Angeles County Metropolitan Transportation Authority
LNG	Liquefied Natural Gas
LTF	Local Transportation Funds

MAGLEV	Magnetic Levitation
MARTA	Mountain Area Regional Transportation Authority
MBTA	Morongo Basin Transit Authority
MDAB	Mojave Desert Air Basin
MDAQMD	Mojave Desert Air Quality Management District
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MSRC	Mobile Source Air Pollution Reduction Review Committee
NAT	Needles Area Transit
NEPA	National Environmental Policy Act
OA	Obligation Authority
OCTA	Orange County Transportation Authority
PA&ED	Project Approval and Environmental Document
PASTACC	Public and Specialized Transportation Advisory and Coordinating Council
PDT	Project Development Team
PNRS	Projects of National and Regional Significance
PPM	Planning, Programming and Monitoring Funds
PSE	Plans, Specifications and Estimates
PSR	Project Study Report
PTA	Public Transportation Account
PTC	Positive Train Control
PTMISEA	Public Transportation Modernization, Improvement and Service Enhancement Account
RCTC	Riverside County Transportation Commission
RDA	Redevelopment Agency
RFP	Request for Proposal
RIP	Regional Improvement Program
RSTIS	Regionally Significant Transportation Investment Study
RTIP	Regional Transportation Improvement Program
RTP	Regional Transportation Plan
RTPA	Regional Transportation Planning Agencies
SB	Senate Bill
SAFE	Service Authority for Freeway Emergencies
SAFETEA-LU	Safe Accountable Flexible Efficient Transportation Equity Act – A Legacy for Users
SCAB	South Coast Air Basin
SCAG	Southern California Association of Governments
SCAQMD	South Coast Air Quality Management District
SCRRA	Southern California Regional Rail Authority
SHA	State Highway Account
SHOPP	State Highway Operations and Protection 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
TCIF	Trade Corridor Improvement Fund
TCM	Transportation Control Measure
TCRP	Traffic Congestion Relief Program
TDA	Transportation Development Act
TEA	Transportation Enhancement Activities
TEA-21	Transportation Equity Act for the 21 st Century
TMC	Transportation Management Center
TMEE	Traffic Management and Environmental Enhancement
TSM	Transportation Systems Management
TSSDRA	Transit System Safety, Security and Disaster Response Account
USFWS	United States Fish and Wildlife Service
VCTC	Ventura County Transportation Commission
VVTA	Victor Valley Transit Authority
WRCOG	Western Riverside Council of Governments

San Bernardino Associated Governments



MISSION STATEMENT

To enhance the quality of life for all residents, San Bernardino Associated Governments (SANBAG) will:

- Improve cooperative regional planning
- Develop an accessible, efficient, multi-modal transportation system
- Strengthen economic development efforts
- Exert leadership in creative problem solving

To successfully accomplish this mission, SANBAG will foster enhanced relationships among all of its stakeholders while adding to the value of local governments.

Approved June 2, 1993
Reaffirmed March 6, 1996