



AGENDA

COASTAL EXPRESS POLICY ADVISORY COMMITTEE

Friday December 11, 2015, 11:00 a.m.

Carpinteria City Hall

5775 Carpinteria Ave, Carpinteria CA 93013

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in a Committee meeting, please contact the Clerk of the Committee at (805) 642-1591 ext. 111. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting.

Item #1 **CALL TO ORDER**

Item #2 **INTRODUCTIONS**

Item #3 **PUBLIC COMMENTS**

Each speaker is limited to three minutes. The Committee may, either at the direction of the Chair or by majority vote, waive this three minute time limitation. Under the Brown Act, the Committee should not take action on or discuss matters raised during the Public Comment portion of the agenda which are not listed on the agenda.

Item #4 **MARCH 25, 2015 MEETING MINUTES – PG. 2**

- Approve the March 25, 2015 meeting minutes.

Item #5 **AGENCY EXECUTIVE DIRECTOR'S REPORT**

- Receive and file verbal report form Agency Executive Directors.

Item #6 **VCTC INTERCITY CONTRACT UPDATE – PG. 4**

- Receive and file.

Item #7 **QUARTERLY SERVICE UPDATE – PG. 5**

- Receive and file.

Item #8 **ADJOURNMENT**

**MINUTES OF THE
VENTURA COUNTY TRANSPORTATION COMMISSION (VCTC)
COASTAL EXPRESS POLICY ADVISORY COMMITTEE (CEPAC)
March 25, 2015**

1. Call to Order

Chairperson Steve Bennett called the meeting to order at 11:09 a.m.

2. Introductions

Self-introductions were performed. The following Policy Advisory Committee (PAC) members were present:

Steve Brown	GCTD (ex-officio)	Bryan MacDonald	Oxnard
Helene Schneider	Santa Barbara	Salud Carbajal	Santa Barbara County
Jerry Estrada	SBMTD (ex-officio)	Carl Morehouse	Ventura
Steve Bennett	Ventura County		

The following staff members were also present:

Denis Jackson	Roadrunner	Jim Kemp	SBCAG
Gregg Hart	SBCAG	Scott Spaulding	SBCAG
Steve VanDenburgh	SBCAG	Mayor Cheryl Heitmann	Ventura
Martin Erickson	Ventura County	Kathy Connell	Ventura County
Darren Kettle	VCTC	Vic Kamhi	VCTC
Aaron Bonfilio	VCTC	Treena Gonzalez	VCTC
Kara Elam	VCTC	Fran Farina	Senator Jackson
Hillary Blackerby	Assemblyman Williams		

3. Public Comment

No public comments were made.

4. January 30, 2015 Meeting Minutes – Action

Salud Carbajal moved to approve the January 30, 2015 meeting minutes. Carl Morehouse seconded the motion. A voice vote was taken and the motion passed unanimously.

5. Agency Executive Director's Report

Stage Two of the US 101 Carpool Lane Improvement Project was recently completed. SBCAG will likely publish RFP/RFQ for consultant services to move into Stage Four of the project. VCTC staff will propose to the Commission (potentially in June) the development of a bus advertisement sales program. It was noted that the Coastal Express has a new stop (timed to connect with certain GCTD routes) at the Riverpark Collection in Oxnard and VCTC recently released the RFP for on board video surveillance system for all vehicles.

6. Draft Fiscal Year 2015/16 Coastal Express Budget – Action

Staff presented the draft FY 15/16 Coastal Express Budget. Staff will research potential future cost saving measures (fares, an advertising program and/or route optimizations). Helene Schneider moved to recommend, for SBCAG and VCTC action, the draft FY 15/16 Coastal Express Budget. Carl Morehouse seconded the motion. A voice vote was taken and the motion passed unanimously.

7. VCTC Coastal Express Fare Recommendation – Action

Discussions were had regarding fare price adjustments. VCTC's Short Range Transit Plan (SRTP), which includes a fare policy component, is scheduled to go before the Commission at the June 2015 meeting. Salud Carbajal moved to recommend maintaining the current passenger fare pricing for one year, through FY 15/16. Carl Morehouse seconded the motion. A voice vote was taken and the motion passed unanimously.

8. Adjournment

Chair Steve Bennett moved to adjourn the meeting at 11:23 a.m. A voice vote was taken and the motion passed unanimously.



Item #6

December 11, 2015

MEMO TO: COASTAL EXPRESS POLICY ADVISORY COMMITTEE

FROM: AARON BONFILIO, VCTC TRANSIT PROGRAM MANAGER

SUBJECT: VCTC INTERCITY CONTRACT UPDATE

RECOMMENDATION:

- Receive and file

BACKGROUND

On June 2, 2015, Roadrunner advised VCTC that Roadrunner's costs of performing under the Transit Services Agreement were in excess of its bid amounts and contract payments, and, therefore, that Roadrunner was operating the services at a negative cash flow, which might impact Roadrunner's ability to continue performing under the Transit Services Agreement.

After receiving Roadrunner's June 2, 2015 letter, VCTC and Roadrunner entered into a series of discussions to discuss interim resolution of the issues raised in Roadrunner's letter and to avoid any interruption in transit services in the County. After extensive negotiations, Roadrunner and VCTC agreed on terms to an Agreement for Temporary Adjustment Related to Intercity Transit Services, which was approved by the Commission at the September 11, 2015, Commission meeting. Subsequently, VCTC amended the budget for its VCTC Intercity transit program to fund the additional contract operations costs as well as anticipated legal expense. A summary of the terms of the agreement and the adjusted rate schedule are provided below.

VCTC has elected to fully absorb the additional expense associated with the Agreement for Temporary Adjustment and will not request any additional contribution from VCTC's Intercity funding partners, including from SBCAG.

(Continued)

Summary of Major Terms

The Agreement for Temporary Adjustment Related to Intercity Transit Services does the following:

- Augments the fixed monthly rates paid to Roadrunner under the Transit Services Agreement as follows:
 - For August, 2015, by \$31,407.
 - From September 1, 2015 through January 31, 2016, by \$23,400 per month, which amount may be increased by up to \$8,050 per month if Roadrunner hires and retains a qualified and experienced full-time transit manager, acceptable to VCTC's Executive Director, to serve as transit manager to administer the Transit Services Agreement.
- Augments the "gate-to-gate" rate in the Transit Services Agreement by a fixed, monthly amount from August 1, 2015 to January 31, 2016 by \$37,820.
 - The augmented payments are intended to pay for Roadrunner's asserted cost increases for bus leases, auto insurance, wages, maintenance costs and project management during the six-month time period that Roadrunner seeks a third party operator or investor to purchase it or an interest in Roadrunner and/or its assets and thereafter complete the work under the Transit Services Agreement. Roadrunner is required to provide verifying documentations to support the proposed additional payment.
- Roadrunner agrees that it will continue to provide the level of service required under the Transit Services Agreement.
- VCTC agrees not to engage in discussions with any third party transit operators about completing the Transit Services Agreement before January 1, 2016 to provide Roadrunner with an opportunity to locate a third party operator or investor to purchase it or an interest in Roadrunner and/or its assets.
- After January 1, 2016, if VCTC reasonably determines that Roadrunner may not be able to provide the services required pursuant to the Transit Services Agreement during the following six (6) months, VCTC is authorized to engage in discussions with third party providers of transit services related to the services that Roadrunner is required to provide pursuant to Transit Services Agreement. This right to engage in discussion continues after March 1, 2016 if VCTC believes, in its sole discretion, that Roadrunner may not be able to continue to provide the services required.
- Roadrunner is required to maintain the performance bond required under the Transit Services Agreement.

- All other terms of the Transit Services Agreement remain in force and the augmented payments will revert to the existing rates on February 1, 2016.

VCTC obligations set forth in the agreement are contingent upon Roadrunner continuing to operate the Intercity bus service pursuant to the terms of the Transit Services Agreement through, at minimum, February 28, 2016. The agreement also expressly provides that any potential modification to the Transit Services Agreement that may be requested by Roadrunner for a third-party provider shall be subject to VCTC's approval and its sole discretion.

Adjusted Rate Schedule – VCTC Intercity Transit Service: Contract Services

<u>Month</u>	<u>Maximum Fixed Fee Adjustment</u>	<u>Maximum Gate to Gate Adjustment</u>
August 2015	\$31,407	\$37,820
September 2015	\$31,450	\$37,820
October 2015	\$31,450	\$37,820
November 2015	\$31,450	\$37,820
December 2015	\$31,450	\$37,820
January 2016	\$31,450	\$37,820
Subtotal	\$188,657	\$226,920
Total		\$415,577



Item #7

December 11, 2015

MEMO TO: COASTAL EXPRESS POLICY ADVISORY COMMITTEE

FROM: AARON BONFILIO, VCTC TRANSIT PROGRAM MANAGER

SUBJECT: QUARTERLY SERVICE UPDATE (JULY 1, 2015 – SEPTEMBER 30, 2015)

RECOMMENDATION:

- Receive and file

BACKGROUND

Staff presents the quarterly service performance data related to the Coastal Express route. This data reflects the year over year performance data with respect to Passenger Trips, Fare Revenue, Hours of Service, Passengers Productivity, and Budget.

KEY INDICATORS:

- *Ridership increased 12.40% over the same period last year;*
- *Fare revenue increased 17.91% over the same period last year;*
- *Passenger productivity increased 7.41%; from 13.66 to 14.54 passengers served per hour.*
- *Operating expenditures trending 12.03% over budget; largely due to delays related to increased travel times (i.e. congestion).*

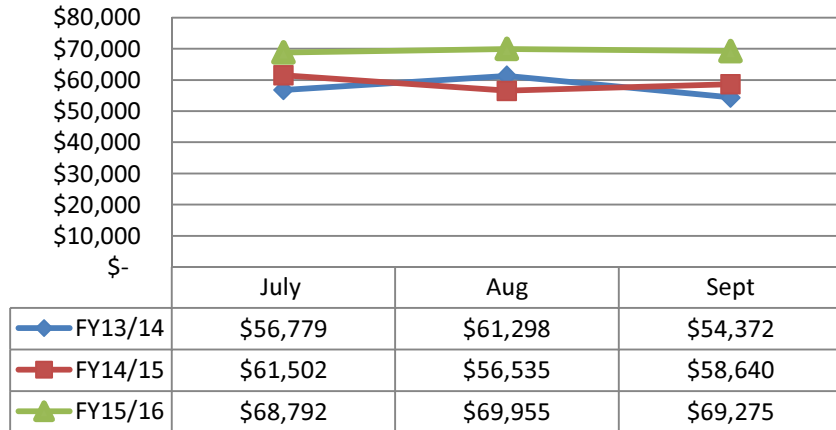
FUTURE ACTIONS:

Using performance metrics of the Coastal Express 10-Year Service Plan, and guidance from the VCTC Short-range Transit Plan, implement service modifications to improve schedule adherence and reduce low-ridership trips; thereby controlling costs and improving passenger productivity.

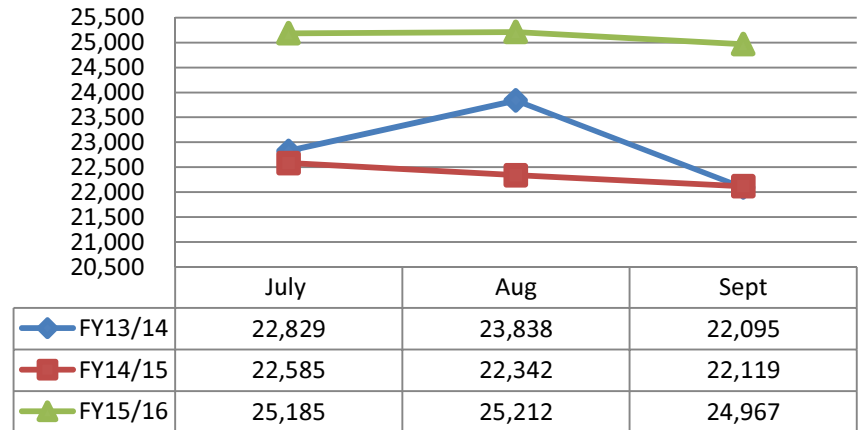
Targeted service modifications include: minimum 25-35% service reduction based on on-time performance and stop-level analysis, with goal to speedup/improve service delivery, and eliminate duplicative service. Targeted implementation is by 3rd Quarter/Spring 2016, following return of key planning staff at SBCAG. Modifications will include among other areas, goal of improved service for UCSB-bound buses.

Quarterly Performance Report
July 1, 2015 – September 30, 2015
VCTC Intercity: Coastal Express

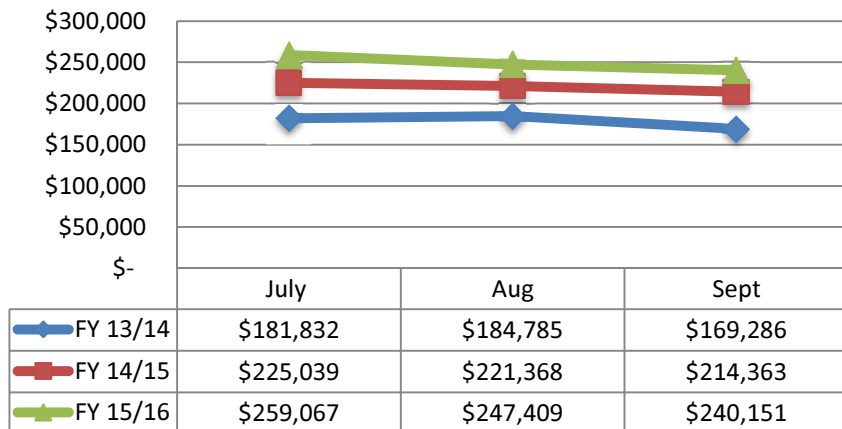
Farebox Revenues



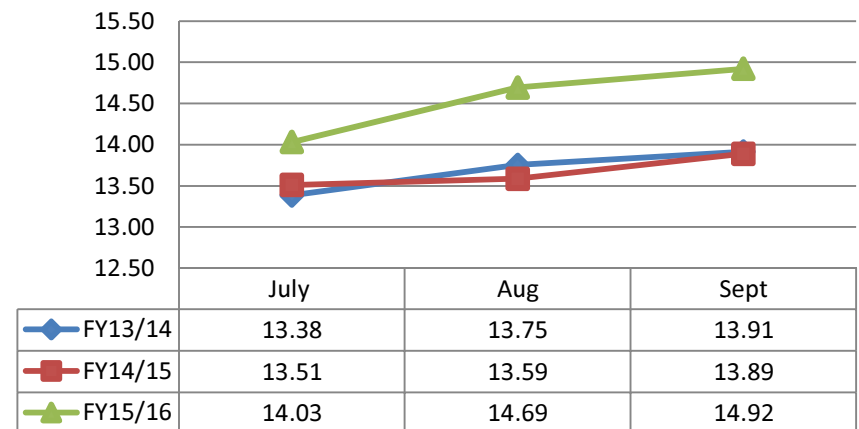
Ridership



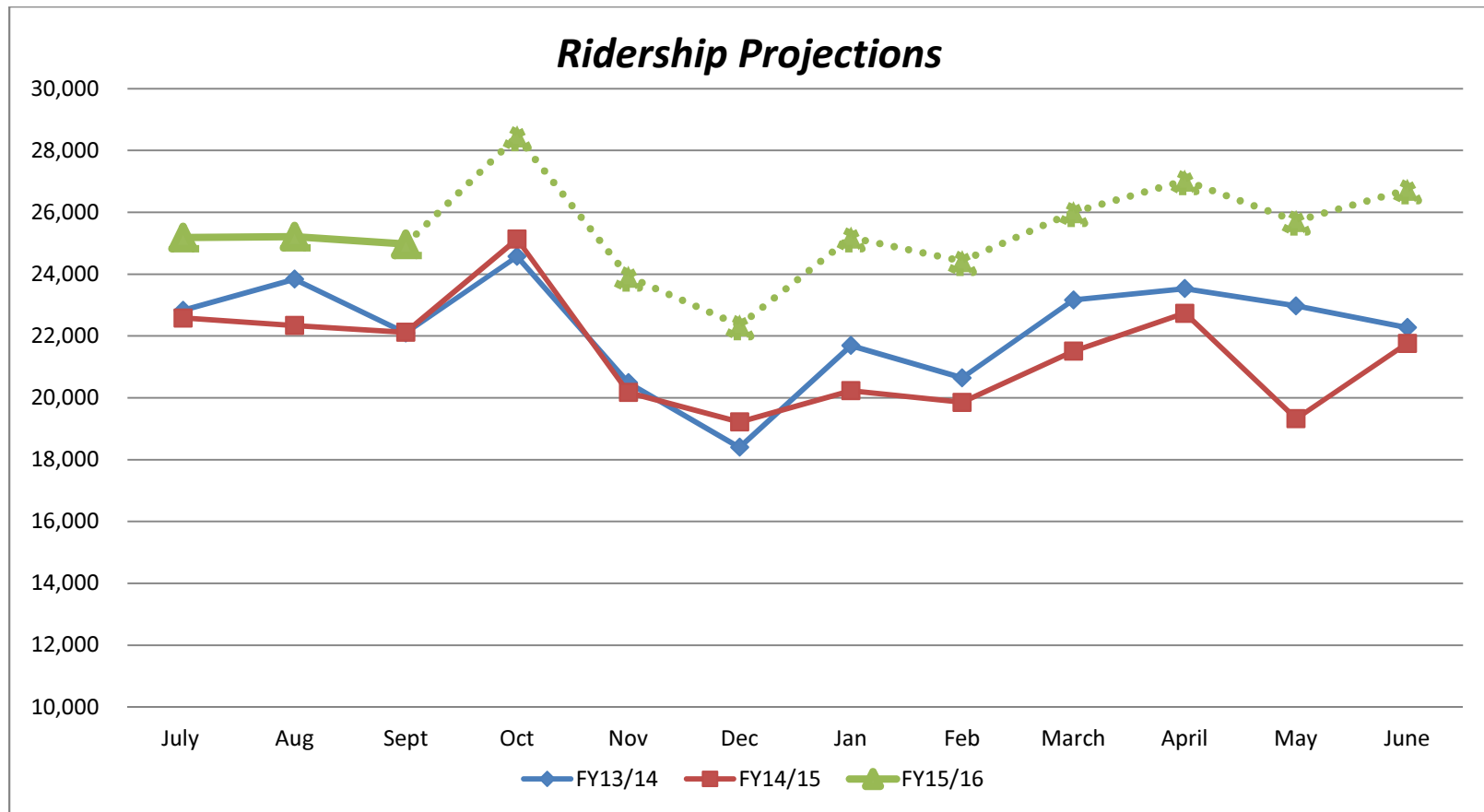
Monthly Operating Cost



Passengers Per Hour



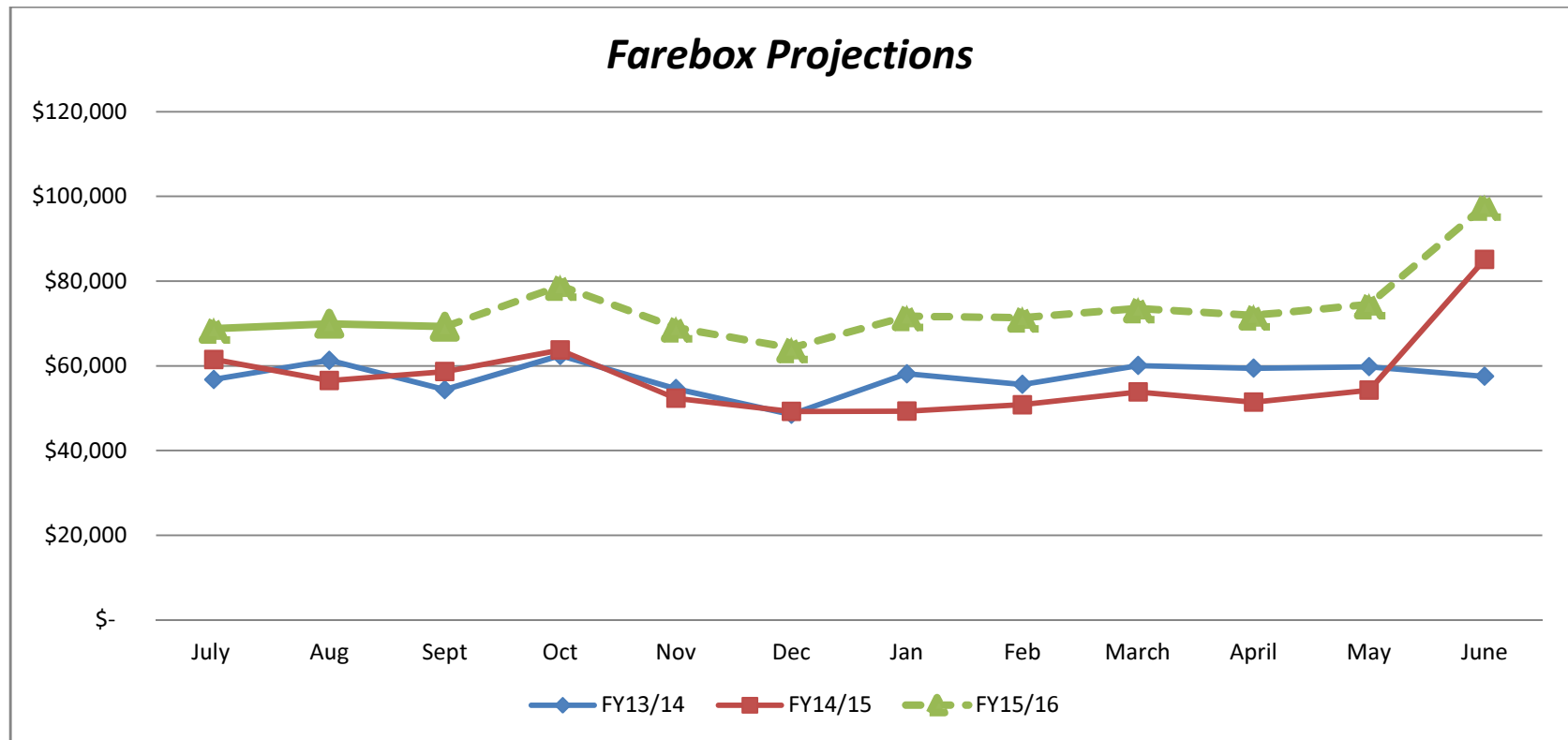
Quarterly Performance Report
 July 1, 2015 – September 30, 2015
Year-end Projections¹
 VCTC Intercity: Coastal Express



Current ridership trend indicates potential 18% increase in ridership by year-end.

¹ Projections based on historical trends in month-over-month fluctuations weighted by current year-over-year increases.

Quarterly Performance Report
 July 1, 2015 – September 30, 2015
Year-end Projections²
 VCTC Intercity: Coastal Express



Current farebox revenue trend indicates potential 28% increase in fare revenues by year-end.

² Projections based on historical trends in month-over-month fluctuations weighted by current year-over-year increase.