VENTURA COUNTY TRANSPORTATION COMMISSION

AIRPORT LAND USE COMMISSION
SERVICE AUTHORITY FOR FREEWAY EMERGENCIES
CONSOLIDATED TRANSPORTATION SERVICE AGENCY
CONGESTION MANAGEMENT AGENCY

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AGENDA*

***Actions may be taken on any item listed on the agenda**

CAMARILLO CITY HALL
601 CARMEN DRIVE
CAMARILLO, CA
FRIDAY, DECEMBER 7, 2012
9:00 AM

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in a Commission meeting, please contact the Clerk of the Board at (805) 642-1591 ext 101. 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.

1. **CALL TO ORDER VENTURA COUNTY TRANSPORTATION COMMISSION**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **PUBLIC COMMENTS** – *Each individual speaker is limited to speak three (3) continuous minutes or less. The Commission may, either at the direction of the Chair or by majority vote of the Commission, waive this three minute time limitation. Depending on the number of items on the Agenda and the number of speakers, the Chair may, at his/her discretion, reduce the time of each speaker to two (2) continuous minutes. In addition, the maximum time for public comment for any individual item or topic is thirty (30) minutes. Also, the Commission may terminate public comments if such comments become repetitious. Speakers may not yield their time to others without the consent of the Chair. Any written documents to be distributed or presented to the Commission shall be submitted to the Clerk of the Board. This policy applies to Public Comments and comments on Agenda Items.*

   Under the Brown Act, the Board should not take action on or discuss matters raised during Public Comment portion of the agenda which are not listed on the agenda. Board members may refer such matters to staff for factual information or to be placed on the subsequent agenda for consideration.

5. APPROVE SUMMARY FROM NOVEMBER 2, 2012 VCTC MEETING – PG. 5

6. CALTRANS REPORT
This item provides the opportunity for the Caltrans representative to give update and status reports on current projects.

7. COMMISSIONERS / EXECUTIVE DIRECTOR REPORT
This item provides the opportunity for the commissioners and the Executive Director to report on attended meetings/conferences and any other items related to Commission activities.

8. ADDITIONS/REVISIONS – *The Commission may add an item to the Agenda after making a finding that there is a need to take immediate action on the item and that the item came to the attention of the Commission subsequent to the posting of the agenda. An action adding an item to the agenda requires 2/3 vote of the Commission. If there are less than 2/3 of the Commission members present, adding an item to the agenda requires a unanimous vote. Added items will be placed for discussion at the end of the agenda.*

9. CONSENT CALENDAR
All matters listed under the Consent Calendar are considered to be routine and will be enacted by one vote. There will be no discussion of these items unless members of the Commission request specific items to be removed from the Consent Calendar for separate action.

9A. MONTHLY BUDGET REPORT – PG. 9
Recommended Action:
Receive and File
Responsible Staff: Sally DeGeorge

9B. RAIL OPERATIONS UPDATE – PG. 15
Recommended Action:
Receive and File
Responsible Staff: Mary Travis

9C. INSURANCE COVERAGE – PG. 23
Recommended Action:
Amend the VCTC 2012/2013 operating budget increasing the insurance line item by $57,725 for a total insurance line item of $187,725. The increased expenditure will be offset first by other indirect operating items that are expended under budget at yearend and then from the Local Transportation Fund (LTF) reserve not to exceed $57,725.
Responsible Staff: Sally DeGeorge

9D.APPLICATION SUBMISSION OF EXTENSION REQUEST FOR LEWIS ROAD WIDENING PROJECT - PG. 27
Recommended Action:
Authorize the Chair to sign a request to Caltrans to extend the close-out date for the Lewis Road Widening project until April 1, 2015.
Responsible Staff: Peter De Haan

9E. COMMUTER SERVICES QUARTERLY REPORT – pg. 29
Recommended Action:
Receive and File
Responsible Staff: Alan Holmes

9F. REVISION TO VENTURA COUNTY SURFACE TRANSPORTATION PROGRAM FUNDS AND THOUSAND OAKS CONGESTION MITIGATION AND AIR QUALITY FUNDS - PG. 35

Recommended Action:

- Approve shifting $335,000 in STP funds from the Pleasant Valley/Sturgis Project to the Pleasant Valley/Fifth Street Project.
- Approve shifting $260,000 in CMAQ funds from the Thousand Oaks Transit Center Parking Expansion project to the Thousand Oaks Municipal Service Center Expansion project.

Responsible Staff: Stephanie Young

9G. REMOVAL OF FUTURE PROPOSITION 1B PROJECTS- PG. 37

Recommended Action:

Remove the Newbury Park transit center and Fleet Maintenance Facility Expansion from the list of potential Proposition 1B projects.

Responsible Staff: Stephanie Young

9H. AGREEMENT TO SWAP FEDERAL TRANSIT ADMINISTRATION SECTION 5309 RAIL FUNDS WITH RIVERSIDE COUNTY TRANSPORTATION COMMISSION - PG. 39

Recommended Action:

Authorize the Executive Director and General Counsel to sign the attached Memorandum of Understanding (MOU) memorializing the swap of $1.5 million in Fiscal Year (FY) 2008/09 Federal Transit Administration Section 5309 funds apportioned to the Riverside County\ Transportation Commission (RCTC) for $1.5 million in FY 2010/11 funds apportioned to VCTC.

Responsible Staff: Peter De Haan

9I. TDA FY13/14 UNMET TRANSIT NEEDS PUBLIC HEARING SCHEDULE/DEFINITIONS- PG. 49

Recommended Action:

Review and approve the schedule, procedures and definitions of “Unmet Transit Needs” and “Reasonable to Meet” for the FY 2013/14 TDA Unmet Transit Needs Public Hearing.

Responsible Staff: Mary Travis

9J.TDA FY 13/14 ARTICLE 3 BICYCLE/PEDESTRIAN FUND GRANT APPLICTIONS- PG. 55

Recommended Action:

Review and approve the schedule and evaluation criteria for FY 2013/14 Transportation Development Act Article 3 Bicycle and Pedestrian funds.

Responsible Staff: Mary Travis

9K. LEGISLATIVE UPDATE- PG. 59

Recommended Action:

Receive and File

Responsible Staff: Peter De Haan

10. COMPREHENSIVE ANNUAL FINANCIAL REPORT FY 2010/11 – PG. 63

Recommended Action:

Approve the audited Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2011/2012.

Responsible Staff: Sally DeGeorge

11. STATE ADVOCACY SERVICES CONTRACT AWARD – PG. 65
Recommended Action:
Approve attached agreement with Gonzalez, Quintana & Hunter for State Advocacy Services for a two-year period, with a two-year extension option, with the initial cost to be $4,000 per month plus expenses, increasing to $4,500 per month plus expenses on January 1, 2015, should the two-year option be exercised.
Responsible Staff: Peter De Haan

12. VISTA ONBOARD SURVEY RESULTS– PG. 77
Recommended Action:
Receive results of the 2012 VISTA On-Board Rider Survey
Responsible Staff: Vic Kamhi

13. VISTA TRANSITION UPDATE– PG. 79
Recommended Action:
Receive and File.
Responsible Staff: Vic Kamhi

14. REVISION TO STATE HIGHWAY PROJECT PLANNING STUDY SCOPE AND FUNDING – PG. 81
Recommended Action:
- Approve preparation by Caltrans of an updated Project Study Report – Project Design Support (PSR-PDS) for the Route 118 Widening from Tapo Canyon Road to Los Angeles Avenue, and preparation by Caltrans of a new PSR-PDS for the Route 101 HOV Lane from Moorpark Avenue to Route 33, for a total cost not to exceed $300,000, to be funded from Planning, Programming and Monitoring funds and Calleguas Water District pipeline easement revenue.
- Authorize the Executive Director to enter into a Cooperative Agreement with Caltrans to provide up to $300,000 for this work.
- Deprogram the $500,000 in Surface Transportation Program funds for the Highway Investment Study, reserving the funds for the Route 101/23 Improvements project if required subject to future Commission approval.

Responsible Staff: Peter De Haan

15. VCTC GENERAL COUNSEL'S REPORT
This item provides the opportunity for General Counsel to give update and status reports on any legal matters related to Commission activities.

16. AGENCY REPORTS

17. VCTC CLOSED SESSION

18. ADJOURN
The next VCTC Commission meeting is scheduled to be held at 9:00 a.m. Friday**, January 4, 2013**, Camarillo City Hall, City Council Chambers, 601 Carmen Drive, Camarillo.

Item #5

Meeting Summary

VENTURA COUNTY TRANSPORTATION COMMISSION

AIRPORT LAND USE COMMISSION
SERVICE AUTHORITY FOR FREEWAY EMERGENCIES
CONSOLIDATED TRANSPORTATION SERVICE AGENCY
CONGESTION MANAGEMENT AGENCY

CAMARILLO CITY HALL
601 CARMEN DRIVE
CAMARILLO, CA
FRIDAY, NOVEMBER 2, 2012
9:00 AM

Members Present:

John Zaragoza, Chair, County of Ventura
Steve Sojka, Vice Chair, City of Simi Valley
Steve Bennett, County of Ventura
Claudia Bill-de la Peña, City of Thousand Oaks
Jamey Brooks, City of Fillmore
Betsy Clapp, City of Ojai
Ralph Fernandez, City of Santa Paula
Peter Foy, County of Ventura
Brian Humphrey, Citizen Rep, Cities
Kathy Long, County of Ventura
Jan McDonald, City of Camarillo
Keith Millhouse, City of Moorpark
Carl Morehouse, City of San Buenaventura
Linda Parks, County of Ventura
Irene Pinkard, City of Oxnard
Jon Sharkey, City of Port Hueneme
Jim White, Citizen Rep, County
Terry Abbott, Caltrans District 7

Call To Order

Pledge of Allegiance

Roll Call

Public Comments for those items not listed in this agenda - ***None***

<u>APPROVE SUMMARY FROM OCTOBER 5, 2012 VCTC MEETING</u> – *Approved (Commissioners Foy and Pinkard abstained)*

<u>CALTRANS REPORT</u>
The current total of projects in Ventura County is $457 million.

<u>EXECUTIVE DIRECTOR REPORT</u>

Special Hearing of California Senate Committee on Transportation and Housing – As was reported last month the State of California Senate Transportation and Housing Committee has scheduled a hearing on Implementation of the Transportation Development Act in Ventura County for Tuesday November 27th. The informational hearing will start at 10a.m. and will be held at the Ventura County Government Center Board of Supervisors Hearing Chambers. The Committee has asked that I provide testimony of the actions of the Commission adopting the Countywide Transit Plan and Report submitted to the Legislature as called for by Senate Bill 716. The actions approved by the Commission at its April 2012 meeting were:

- Support creation of a Gold Coast Transit District (GCTD) to assume the responsibilities for West County public transportation services. Cities and communities in West County (including Heritage Valley) would be provided with the opportunity to join the District.
- Transition authority for VISTA services in West County to the new District, with services in the Heritage Valley subject to negotiation and participation by those communities and California State University Channel Islands (CSUCI) and Santa Barbara County Association of Governments (for Coastal Express) pending continued funding agreements with those entities.
- Support creation of a Memorandum of Understanding (MOU) in East County between the cities of Camarillo, Moorpark, Simi Valley and Thousand Oaks and the County of Ventura for unincorporated East County, to further coordination of individual services.
- Transition authority for VISTA East service to the East County MOU.
- Support legislation to allow the use of TDA funds for Article 8 purposes, including streets and roads, and continued return to source of Local Transit Funds.
- Use VCTC discretionary transit funds to deliver sustainable levels of transit service.
- Support the objective of further consolidation over time as needed to improve connectivity and customer service.

CTC Approval of Funding for 101/23 Interchange – Last week staff communicated with the Commission that on October 27th we reached another milestone on funding of the 101/23 Freeway Interchange, with the California Transportation Commission acting to approve placing nearly $12 Million of Prop 1B Trade Corridor Improvements Funds onto the project. This is very good news as it keeps the progress towards getting the project to construction this summer on schedule and allowed Ventura County to retain $12 million of State transportation funds that would have been redistributed to other parts of the southern California region had we not been able to convince the CTC that the 101/23 project was a freight movement/mobility project.

VISTA Intercity Bus Contract Update - To follow up on Commission direction last month to request Federal Transportation Administration's concurrence with extending the Roadrunner VISTA contract for 12 months, staff has initiated communication with the FTA Region 9 Administrator making this request, and has followed up with staff by phone. Our request is currently in FTA's internal review, but FTA staff has assured us that they understand the urgency of our request. We have also requested a meeting with them involving Commission officers, including the Chair, Vice-Chair, and most immediate past chair and myself, but FTA wants to further discuss the matter internally before scheduling the meeting.

"Citizen" Member City Selection Committee Appointment - Just a reminder: As was referenced in the October Executive Director's report, the current term of Citizen Representative for the Cities for Ventura County Transportation Commission will expire January 31, 2013. We have sent a message to all city clerks requesting that this position be advertised within their communities. Those residents who are interested in being considered for the position should send a letter to their respective Mayor by November 30th. The Clerk of the Board of Supervisors will be scheduling a meeting of the Cities Selection Committee in December or January. At that time the Committee will consider all prospective candidates and make the appointment.

Metrolink Holiday Train - Metrolink is running its annual Holiday Toy train in this County on December 1st and 2nd – on the 1st, it will be in Camarillo at 5 PM, Oxnard 6 PM and then to Moorpark at 7 M. On December 2nd, the train starts in Van Nuys at 5 PM, then stops at Northridge at 5:45, and finishes the trip in Simi Valley at 6:45 PM. If any Commissioners would like to ride these special trains or would like to speak at one of the stations, please let Mary Travis know and she will make arrangements.

ADDITIONS/REVISIONS

CONSENT CALENDAR-*All Items on Consent Calendar were Approved as recommended by Staff*

9A. <u>MONTHLY BUDGET REPORT</u> – *Receive and file*

9B. **<u>RAIL OPERATIONS UPDATE</u> –** *Receive and file*

9C. <u>EXTENSION OF VCTC MARKETING AND PUBLIC OUTREACH CONTRACT</u> –
Approve an 18 month extension of the current marketing and public outreach contract with Moore and Associates at a cost not to exceed $300,000.

9D. <u>LEGISLATIVE UPDATE</u> – *Receive and file*

9E. <u>ROUTE 101/23 INTERCHANGE PRIORITY FINDING AND STATE TRANSPORTATION IMPROVEMENT PROGRAM AB 3090 AMENDMENT</u> –
Approve the attached resolution finding that the Route 101/23 Project is the Commission's highest priority State Transportation Improvement Program (STIP) project, and authorizing the Executive Director to apply to the California Transportation Commission (CTC) for an AB 3090 STIP Amendment.

9F. <u>REVISION TO OJAI CONGESTION MITIGATION AND AIR QUALITY FUNDS</u> –
Approve shifting $25,000 in CMAQ funds from the Fox Canyon Bike/Pedestrian Trail project in Ojai to the Ojai Bus Shelters project.

9G. <u>VISTA SERVICE BUDGET AMENDMENT</u> –
Amend 2012/13 VISTA Fixed Route Budget increasing revenues and expenditures in the amount of $35,000 to pay for legal costs not anticipated in the 2012-13 Budget due to issues regarding a replacement Contractor and the Coach Bankruptcy, and the related issues regarding securing compensation for VCTC owned Particulate Traps. The recommended source of funds is the VCTC State Transit Assistance funds.

10. <u>INSURANCE COVERAGE UPDATE</u> – *Received and filed*

11. **NAVAL BASE VENTURA COUNTY JOINT LAND USE STUDY** – ***Approved***
Authorize the Executive Director in consultation with VCTC's General Counsel to negotiate and execute a standard contract for consultant services not to exceed $225,000 funded through the Department of Defense Office of Economic Adjustment (DoD, OEA).

12. **SANTA PAULA BRANCH LINE RAIL BRIDGE REPAIRS AND ADMINISTRATION –**

- *The Santa Paula Branch Line Advisory Committee (SPBLAC) recommends approval of using $75,000 in State Transit Assistance (STA) funds to repair the Ellsworth Barranca railroad bridge on the Santa Paula Branch Line (SPBL).-* ***Approved***

- *Consider direction to staff for repair the other three SPBL railroad bridges listed in the JL Patterson bridge inventory report.-* ***Staff was directed to review the revised estimates and return with a recommendation in December or January***

13. **VENTURA COUNTY FREIGHT MOVEMENT – JOINT MEETING WITH OXNARD HARBOR DISTRICT–*Received Presentation from VCTC and OHD Staff and Freight Movement Partners.***

14. **AGENCY REPORTS -** ***None***

15. **VCTC CLOSED SESSION**
CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION
(Subdivision (a) of Section 54956.9)

1. *Beserra, et al. v Griffin Industries Inc., et al. Ventura Superior Court Case No. 56-2010-00373718-CU-OE-VTA- (**This Item Was Not Discussed in Closed Session)***

2. *Coach Am Group Holdings Corp., et al., Debtors, Chapter 11 Case No. 12-10010 (KG)-* ***(Counsel was given direction to proceed)***

16. **ADJOURN**

Item # 9A

December 7, 2012

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: SALLY DEGEORGE, FINANCE DIRECTOR

SUBJECT: MONTHLY BUDGET REPORT

RECOMMENDATION:

- Receive and file the monthly budget report for October 2012

BACKGROUND:

The monthly budget report is presented in a comprehensive agency-wide format with the investment report presented at the end. The Annual Budget numbers are updated as the Commission approves budget amendments or administrative budget amendments are approved by the Executive Director.

The October 31, 2012 budget reports indicate that revenues were approximately 27.69% of the adopted budget while expenditures were approximately 18.46% of the adopted budget. The revenues and expenditures are as expected. Although the percentage of the budget year completed is shown, be advised that neither the revenues nor the expenditures occur on a percentage or monthly basis. For instance, some revenues are received at the beginning of the year while other revenues are received after grants are approved by federal agencies. In many instances, VCTC incurs expenses in advance of the revenues.

VENTURA COUNTY TRANSPORTATION COMMISSION
BALANCE SHEET
AS OF OCTOBER 31, 2012

ASSETS

Assets:	
Cash and Investments - Wells Fargo Bank	$ 4,936,849
Cash and Investments - County Treasury	21,354,631
Petty Cash	50
Receivables/Due from other funds	1,446,552
Prepaid Expenditures	803,347
Deposits	12,754
Total Assets:	**$28,554,183**

LIABILITIES AND FUND BALANCE

Liabilities:	
Accrued Expenses/Due to other funds	$ 1,081,701
Deferred Revenue	1,152,957
Deposits	400
Total Liabilities:	**$ 2,235,058**
Net Assets:	
Fund Balance	**$26,319,125**
Total Liabilities and Fund Balance:	**$28,554,183**

For Management Reporting Purposes Only

VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
FOR THE FOUR MONTHS ENDING OCTOBER 31, 2012

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	Fund Totals Actual	Annual Budget	Variance Over (Under)	% Year to Date
Revenues								
Federal Revenues	$ 1,973,306	$ 0	$ 0	$ 0	$ 1,973,306	$ 14,756,644	(12,783,338)	13.37
State Revenues	56,576	9,023,320	0	131,384	9,211,280	34,196,169	(24,984,889)	26.94
Local Revenues	3,689,320	0	0	10,717	3,700,037	4,653,002	(952,965)	79.52
Other Revenues	0	0	0	0	0	1,600	(1,600)	0.00
Interest	162	0	0	20	182	140,000	(139,818)	0.13
Total Revenues	**5,719,364**	**9,023,320**	**0**	**142,121**	**14,884,805**	**53,747,415**	**(38,862,610)**	**27.69**
Expenditures								
Administration								
Personnel Expenditures	735,515	0	0	0	735,515	2,456,119	(1,720,604)	29.95
Legal Services	3,300	0	0	0	3,300	35,000	(31,700)	9.43
Professional Services	37,597	0	0	0	37,597	98,200	(60,603)	38.29
Office Leases	41,970	0	0	0	41,970	137,865	(95,895)	30.44
Office Expenditures	22,737	0	0	0	22,737	185,235	(162,498)	12.27
Total Administration	**841,119**	**0**	**0**	**0**	**841,119**	**2,912,419**	**(2,071,300)**	**28.88**
Programs and Projects								
Transit & Transportation Program								
Senior-Disabled Transportation	25,313	0	0	0	25,313	260,855	(235,542)	9.70
Go Ventura Smartcard	79,481	0	0	0	79,481	265,700	(186,219)	29.91
VISTA Fixed Route Bus Service	1,992,891	0	0	0	1,992,891	5,702,930	(3,710,039)	34.95
VISTA DAR Bus Services	853,385	0	0	0	853,385	2,507,300	(1,653,915)	34.04
Nextbus	34,060	0	0	0	34,060	172,400	(138,340)	19.76
Trapeze	5,683	0	0	0	5,683	30,900	(25,217)	18.39
Transit Grant Administration	260,200	0	0	0	260,200	7,112,255	(6,852,055)	3.66
Total Transit & Transportation	**3,251,013**	**0**	**0**	**0**	**3,251,013**	**16,052,340**	**(12,801,327)**	**20.25**

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	Fund Totals Actual	Annual Budget	Variance Over (Under)	% Year to Date
Highway Program								
Congestion Management Program	0	0	0	0	0	30,000	(30,000)	0.00
Motorist Aid Call Box System	0	0	0	94,640	94,640	434,000	(339,360)	21.81
SpeedInfo Highway Speed Sensor	0	0	0	35,300	35,300	144,000	(108,700)	24.51
Total Highway	**0**	**0**	**0**	**129,940**	**129,940**	**608,000**	**(478,060)**	**21.37**
Rail Program								
Metrolink & Commuter Rail	532,331	0	0	0	532,331	2,776,372	(2,244,041)	19.17
LOSSAN & Coastal Rail	0	0	0	0	0	16,500	(16,500)	0.00
Santa Paula Branch Line	139,433	0	0	0	139,433	581,900	(442,467)	23.96
Total Rail	**671,764**	**0**	**0**	**0**	**671,764**	**3,374,772**	**(2,703,008)**	**19.91**
Commuter Assistance Program								
Transit Information Center	8,586	0	0	0	8,586	38,600	(30,014)	22.24
Rideshare Programs	4,536	0	0	0	4,536	53,500	(48,964)	8.48
Total Commuter Assistance	**13,122**	**0**	**0**	**0**	**13,122**	**92,100**	**(78,978)**	**14.25**
Planning & Programming								
Transportation Development Act	48,706	4,835,291	0	0	4,883,997	27,822,897	(22,938,900)	17.55
Transportation Improvement Program	4,350	0	0	0	4,350	1,323,975	(1,319,625)	0.33
Regional Transportation Planning	10,367	0	0	0	10,367	320,000	(309,633)	3.24
Airport Land Use Commission	469	0	0	0	469	228,600	(228,131)	0.21
Regional Transit Planning	10,272	0	0	0	10,272	119,150	(108,878)	8.62
Freight Movement	0	0	0	0	0	12,500	(12,500)	0.00
Total Planning & Programming	**74,164**	**4,835,291**	**0**	**0**	**4,909,455**	**29,827,122**	**(24,917,667)**	**16.46**
General Government								
Community Outreach & Marketing	109,453	0	0	0	109,453	554,500	(445,047)	19.74
State & Federal Relations	25,931	0	0	0	25,931	71,770	(45,839)	36.13
Management & Administration	10,733	0	0	0	10,733	470,117	(459,384)	2.28
Total General Government	**146,117**	**0**	**0**	**0**	**146,117**	**1,096,387**	**(950,270)**	**13.33**
Total Expenditures	**4,997,299**	**4,835,291**	**0**	**129,940**	**9,962,530**	**53,963,140**	**(44,000,610)**	**18.46**

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	Fund Totals Actual	Annual Budget	Variance Over (Under)	% Year to Date
Revenues over (under) expenditures	**722,065**	**4,188,029**	**0**	**12,181**	**4,922,275**	**(215,725)**	**5,138,000**	**(2,281.74)**
Other Financing Sources								
Transfers Into GF from LTF	1,651,131	0	0	0	1,651,131	1,657,631	(6,500)	99.61
Transfers Into GF from STA	323,710	0	0	0	323,710	2,996,566	(2,672,856)	10.80
Transfers Into GF from SAFE	4,793	0	0	0	4,793	61,800	(57,007)	7.76
Transfers Out of LTF into GF	0	(1,651,131)	0	0	(1,651,131)	(1,651,131)	0	100.00
Transfers Out of STA into GF	0	0	(323,710)	0	(323,710)	(2,902,791)	2,579,081	11.15
Transfers Out of SAFE into GF	0	0	0	(4,793)	(4,793)	(162,075)	157,282	2.96
Total Other Financing Sources	**1,979,634**	**(1,651,131)**	**(323,710)**	**(4,793)**	**0**	**0**	**0**	**0.00**
Net Change in Fund Balances	**2,701,699**	**2,536,898**	**(323,710)**	**7,388**	**4,922,275**	**(215,725)**	**5,138,000**	
Beginning Fund Balance	**1,587,577**	**5,442,517**	**11,137,704**	**3,229,052**	**21,396,850**	**14,617,258**	**6,779,592**	
Ending Fund Balance	**$4,289,276**	**$7,979,415**	**$10,813,994**	**$3,236,440**	**$26,319,125**	**$14,401,533**	**$11,917,592**	

VENTURA COUNTY TRANSPORTATION COMMISSION
INVESTMENT REPORT
AS OF OCTOBER 31, 2012

As stated in the Commission's investment policy, the Commission's investment objectives are safety, liquidity, diversification, return on investment, prudence and public trust with the foremost objective being safety. Below is a summary of the Commission's investments that are in compliance with the Commission's investment policy and applicable bond documents.

Institution	Investment Type	Maturity Date	Interest to Date	Rate	Balance
Wells Fargo – Checking	Government Checking	N/A	$182.05	0.02%	$4,936,848.93
County of Ventura	Treasury Pool	N/A	$0.00	0.00%	$21,324,926.62
Total			**$ 182.05**		**$26,261,775.55**

Because VCTC receives a large portion of their state and federal funding on a reimbursement basis, the Commission must keep sufficient funds liquid to meet changing cash flow requirements. For this reason, VCTC maintains checking accounts at Wells Fargo Bank.

The Commission's checking accounts for the General Fund are swept daily into a money market account. The interest earnings are deposited the following day. The first $250,000 of the combined deposit balance is federally insured and the remaining balance is collateralized by Wells Fargo Bank.

The Commission's Local Transportation Funds (LTF), State Transit Assistance (STA) funds and SAFE funds are invested in the Ventura County investment pool. Interest is apportioned quarterly, in arrears, based on the average daily balance. The investment earnings are generally deposited into the accounts in two payments within the next quarter. Amounts shown are not adjusted for fair market valuations.

For Management Reporting Purposes Only

Item #9B

December 7, 2012

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: MARY TRAVIS, MANAGER, TRANSPORTATION DEVELOPMENT ACT AND RAIL PROGRAMS

SUBJECT: RAIL OPERATIONS UPDATE

RECOMMENDATION:

- Receive and file.

DISCUSSION:

Metrolink Ridership:

Attached are a graph and tables that summarize the Ventura Line Metrolink ridership for the first quarter of this fiscal year, along with the first quarter of the past ten years for comparison. Based on the 2012 passenger counts made by conductors on the Ventura Line, about 50% of the passengers on the Line boarded at Ventura County stations. It is encouraging to see the Ventura County boardings continue to increase albeit slowly.

Metrolink On-Time Performance:

The Ventura Line's on-time performance (trains arriving within five minutes of scheduled time) continued to be very good. Overall, during the month of November, 96% of the inbound trips and 97% of the outbound trips ran on-time.

Holiday Trains:

Ventura County is fortunate to have two railway operators providing Holiday "Santa Claus" trains visiting train stations and collecting toys for distribution during the holidays. On the early evening of November 24th, the Fillmore and Western (F&W) Railway carried Santa Claus and crew along the Santa Paula Branch Line from Montalvo to Fillmore. Then, the following weekend, Metrolink's decorated train set traveled to Camarillo, Oxnard and Moorpark, and then to Simi Valley, on the respective days of December 1st and 2nd.

Ventura County Marketing Campaign:

In October, Metrolink began a three-month pilot direct mail campaign aimed at boosting ridership on the Ventura County Line. A free Metrolink trial ride ticket coupon is included in a Valpak (a packet of coupons and offers) that was/will be distributed to 120,000 Ventura County residents during the months of October, November and January; note the packets aren't mailed out in December because of holiday mail volume.

The trial offer is bilingual, containing special offer codes for both English and Spanish speaking residents. Ventura County residents interested in redeeming their free Metrolink trial ticket can either contact the Metrolink Call Center or log onto a special Metrolink web page that will contain information in English or Spanish depending on the code entered. Once they log onto the website or contact the Call Center, they will be asked for basic contact information which will enable Metrolink to build a relationship with the residents by sending Metrolink offers and news if interest is expressed.

Residents can redeem one trial ride offer per household which can be used within 60 days after receipt. Those who redeem their tickets will receive a timetable and how-to-ride guide with their tickets to familiarize them with the Metrolink system. They will also get an electronic survey 60 days after their trial tickets are mailed requesting feedback on their Metrolink experience. VCTC marketing consultants Moore & Associates are working closely with Metrolink staff to promote this offer and assess its effectiveness over the next three months.

LOSSAN Strategic Plan Update/Governance Discussion:

In addition to participating in Metrolink commuter rail operations, VCTC is one of eight transportation agencies providing local input to Amtrak on LOSSAN intercity passenger rail operations. LOSSAN is the name of the Los Angeles-San Diego-San Luis Obispo Joint Powers Agency. The other agencies involved in LOSSAN are the Los Angeles County Metropolitan Transportation Authority (METRO), the North San Diego Transit District (NCTD), the Orange County Transportation Authority (OCTA), the San Diego Association of Governments, (SANDAG), the San Diego Metropolitan Transit System (MTS), the Santa Barbara Association of Governments (SBCAG), and the San Luis Obispo Council of Governments (SLOCOG).

Late last year, the LOSSAN Board voted unanimously to move forward with a recommendation to take control of the LOSSAN intercity train operations from the State. At the same time, a similar action was taken by local agencies on the San Joaquin rail corridor in the Central Valley. These efforts are akin to the local takeover in 1998 of the Capitol Corridor rail service operated between Sacramento and the Bay Area. Legislation was introduced to accomplish this change via SB 1225 for the LOSSAN corridor and AB 1979 for the San Joaquin corridor. Both bills passed and were signed by the Governor.

There are many details that need to be worked through as this legislation is implemented including State funding guarantees, Board structure and voting, administrative arrangements, etc. The CEO’s from the member agencies are finalizing these arrangements for a Joint Powers Agreement (JPA) to guide the new agency. It is expected staff will bring the MOU to the Commission for consideration in January.

Santa Paula Branch Line (SPBL) Operations:

Staff is continuing to work with Fillmore and Western Railway (F&W) and Union Pacific Railroad (UP), the two operators on the SPBL, on generating additional revenues with the goal of making this vital asset self-sustaining in the near future. We are also working with General Counsel to update the existing VCTC/F&W agreement to reflect the current arrangements more accurately.

To assist in these update efforts, rail consultant Thomas J. Egan will be working with staff and General Counsel beginning in mid-December to ensure all appropriate agreements are industry standard and to the extent possible provide a mechanism for a positive cash flow from the SPBL.

FRA Required Bridge Inventory Project

The FRA required inventory report was completed on time in September and is available for review at the VCTC office. Because there are several bridges that need repair, the issue was referred to the Santa Paula Branch Line Advisory Committee (SPBLAC) by the Commission for consideration. At the last meeting, the Commission reviewed the bridge repair report on four bridges that were highlighted in the bridge inventory report as needing repair in the immediate or near future.

Repairs to one of the bridges, over the Ellsworth Barranca, must be made before freight can be moved from Montalvo east along the SPBL to Santa Paula. As reported to the Commission, the October 30, 2012 JL Patterson estimate of the repair cost is $41,856 and the Commission authorized the expenditure of State Transit Assistance (STA) funds to make this repair. It is expected the repair will take about six weeks. Discussion on the other three bridges was postponed until updated information on repair costs and timing could be presented to the Commission, likely in January.

Property Leases

Staff has been working with F&W to review the existing SPBL leases to determine if additional revenues can be generated to offset the ongoing maintenance work. F&W staff is currently following up on letters sent to all leaseholders asking for their cooperation to review their lease agreement, and also, to make sure safe operations are in place for people working near the rail line.

While it does not appear that significant additional revenues can be found at this time, there is some opportunity to approach leaseholders about adding property to their existing leases and bringing in more money; we will continue working on this effort with the new consultant, Thomas Egan.

Union Pacific (UP) Railroad

Despite the loss of the only freight customer on the SBPL, VCTC continues to work with F&W to transfer any future freight operations from Union Pacific to F&W. To keep the momentum going with the discussion with UP on this issue, a letter was recently sent requesting their support for the freight service modifications as allowed under the VCTC/UP shared-use agreement. We have not as yet received a written response, but telephone discussions with UP have been positive, and UP has requested F&W prepare an operating plan for the freight transfer.

Although the International Paper shipments have ceased, it is possible UP has another freight customer, a wind turbine company, who is interested in regular service on the SPBL. Staff will continue to facilitate F&W efforts to be the sole freight carrier on the SPBL in support of the Commission’s goals for the SPBL to become self-sustaining from the revenues generated by SPBL activities.

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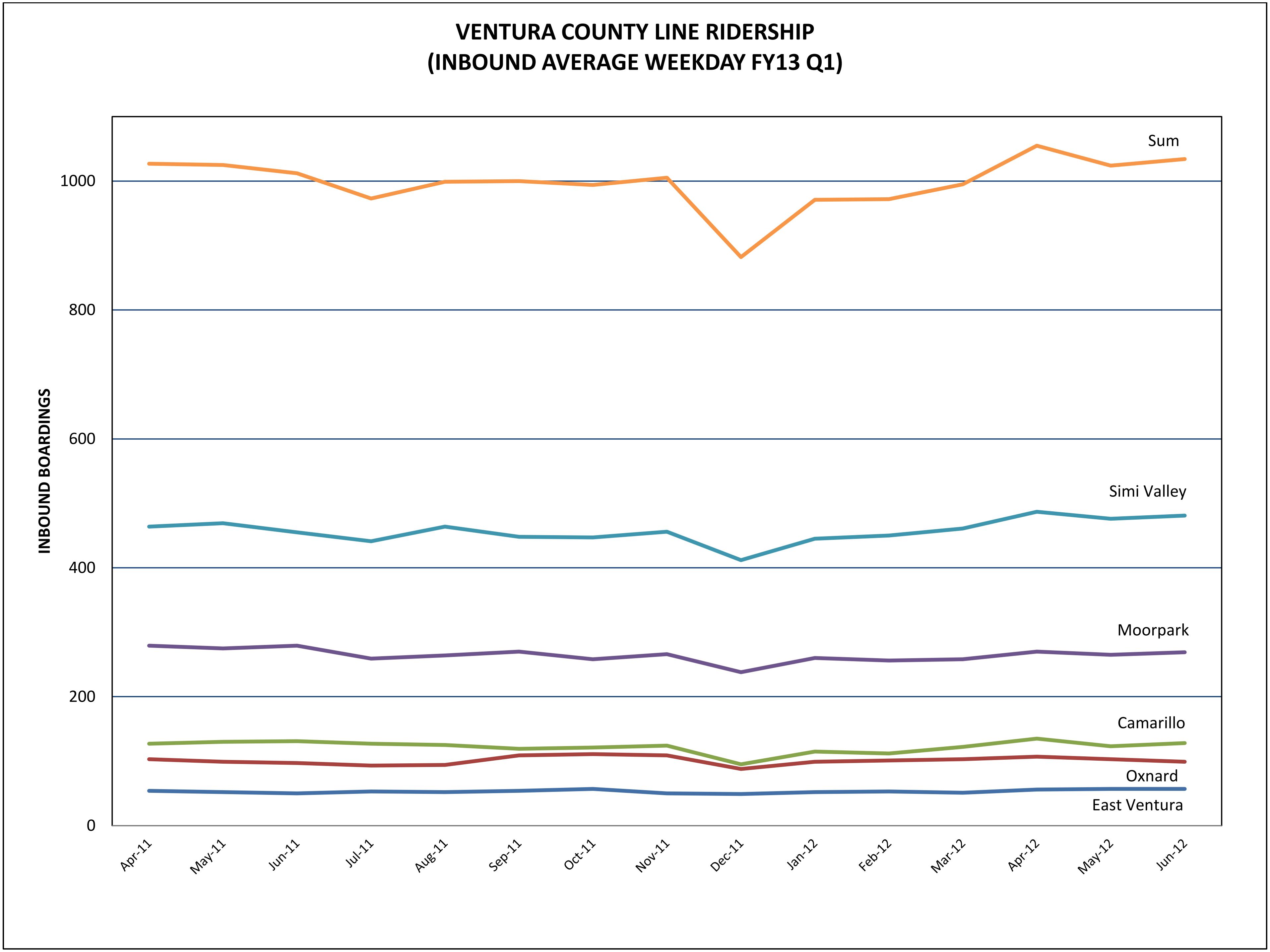
VENTURA COUNTY LINE RIDERSHIP
(INBOUND AVERAGE WEEKDAY FY13 Q1)
INBOUND BOARDINGS
1000
800
600
400
200
0
Sum
Simi Valley
Moorpark
Camarillo
Oxnard
East Ventura
Apr-11
May-11
Jun-11
Jul-11
Aug-11
Sep-11
Oct-11
Nov-11
Dec-11
Jan-12
Feb-12
Mar-12
Apr-12
May-12
Jun-12

TOTAL BOARDINGS (INBOUND and OUTBOUND)

MO/YR	Ventura County Line	VC County Portion	System Grand Total	Metrolink Rail 2 Rail on Amtrak North of LA
Jul-12	3,723	1,897	41,970	189
Jul-11	3,803	1,948	41,050	241
Jul-10	3,609	1,981	38,709	289
Jul-09	3,833	2,143	40,313	337
Jul-08	4,556	2,542	48,289	313
Jul-07	3,984	2,137	41,680	266
Jul-06	4,000	2,028	41,908	215
Jul-05	3,868	1,744	38,380	269
Jul-04	3,829	1,866	37,237	128
Jul-03	3,624	1,674	34,464	100
Jul-02	3,681	1,735	33,721	9

TOTAL BOARDINGS (INBOUND and OUTBOUND)

MO/YR	Ventura County Line	VC County Portion	System Grand Total	Metrolink Rail 2 Rail on Amtrak North of LA
Aug-12	3,674	1,954	42,335	149
Aug-11	3,974	2,010	41,711	282
Aug-10	3,505	1,925	38,275	287
Aug-09	3,658	2,106	39,802	307
Aug-08	4,511	2,570	47,111	338
Aug-07	4,042	2,169	41,357	297
Aug-06	3,940	2,109	41,390	262
Aug-05	3,835	1,499	39,057	253
Aug-04	3,822	1,857	37,086	128
Aug-03	3,714	1,609	34,653	102
Aug-02	3,506	1,617	33,485	8

TOTAL BOARDINGS (INBOUND and OUTBOUND)

MO/YR	Ventura County Line	VC County Portion	System Grand Total	Metrolink Rail 2 Rail on Amtrak North of LA
Sep-12	3,880	2,046	43,135	175
Sep-11	4,066	1,984	42,007	276
Sep-10	3,600	2,076	39,068	285
Sep-09	3,782	2,052	40,878	298
Sep-08	4,260	2,317	47,416	300
Sep-07	4,053	2,159	42,373	258
Sep-06	4,031	2,043	42,357	279
Sep-05	3,969	1,945	40,078	254
Sep-04	3,954	2,023	37,982	135
Sep-03	3,883	1,761	36,264	111
Sep-02	3,689	1,734	34,109	48

INBOUND BOARDINGS*

MO/YR	East Ventura	Oxnard	Camarillo	Moorpark	Simi Valley	VTA Cnty Total	Total Line
Jul-12	50	93	126	261	458	988	1,939
Jul-11	53	93	127	259	441	973	1,900
Jul-10	30	76	97	203	296	702	1,279
Jul-09	40	80	116	190	330	756	1,352
Jul-08	58	110	134	272	457	1,031	1,848
Jul-07	45	90	89	153	373	750	1,398
Jul-06	50	79	92	175	367	763	1,505
Jul-05	38	73	66	182	274	633	1,404
Jul-04	20	77	86	176	331	690	1,416
Jul-03	21	60	49	165	275	570	1,234
Jul-02	0	94	71	189	235	589	1,249

* on Metrolink trains

INBOUND BOARDINGS*

MO/YR	East Ventura	Oxnard	Camarillo	Moorpark	Simi Valley	VTA Cnty Total	Total Line
Aug-12	59	99	119	268	451	996	1,873
Aug-11	52	94	125	264	464	999	1,975
Aug-10	37	95	82	206	305	725	1,320
Aug-09	43	87	113	170	366	779	1,353
Aug-08	60	123	127	272	465	1,047	1,838
Aug-07	35	91	87	184	379	776	1,446
Aug-06	37	86	91	206	384	804	1,502
Aug-05	34	74	58	111	206	483	1,236
Aug-04	19	60	66	141	318	604	1,243
Aug-03	21	64	47	151	263	546	1,260
Aug-02	0	94	71	165	238	568	1,232

* on Metrolink trains

INBOUND BOARDINGS*

MO/YR	East Ventura	Oxnard	Camarillo	Moorpark	Simi Valley	VTA Cnty Total	Total Line
Sep-12	61	107	130	275	465	1,038	1,968
Sep-11	54	109	119	270	448	1,000	2,049
Sep-10	44	86	97	229	331	787	1,365
Sep-09	40	68	120	174	311	713	1,314
Sep-08	58	78	103	248	397	884	1,625
Sep-07	42	92	92	179	387	792	1,487
Sep-06	37	86	91	206	371	791	1,561
Sep-05	40	88	113	163	318	722	1,473
Sep-04	40	89	88	178	306	701	1,370
Sep-03	21	61	44	164	294	584	1,288
Sep-02	0	94	71	182	240	587	1,250

* on Metrolink trains

Item #9C

November 2 , 2012

MEMO TO: **VENTURA COUNTY TRANSPORTATION COMMISSION**

FROM: **SALLY DEGEORGE**

SUBJECT: **INSURANCE COVERAGE**

RECOMMENDATION:

- Amend the VCTC 2012/2013 operating budget increasing the insurance line item by $57,725 for a total insurance line item of $187,725. The increased expenditure will be offset first by other indirect operating items that are expended under budget at yearend and then from the Local Transportation Fund (LTF) reserve not to exceed $57,725.

BACKGROUND:

Over the normal course of business, the Commission is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; errors or omissions; and natural disasters. The Commission protects itself against such losses by a balanced program of risk retention, risk transfer and the purchase of commercial insurance. Capital projects and rail properties are protected through a combination of commercial insurance, insurance required by Commission consultants and a self-insurance fund established by the Southern California Regional Rail Authority (SCRRA). The Commission's worker's compensation insurance is covered through the State Compensation Insurance Fund.

VCTC's insurance policies with Scottsdale Insurance Company for its property and electronic data processing, general liability, excess liability and crime insurance and with Westchester Surplus Lines Insurance Company for its public entity errors and omissions and employment practices liability insurance expired on November 20, 2012. Costs for insurance from November 2011 to November 2012 totaled $123,583.

In anticipation of the new insurance period and to evaluate the insurance brokerage services available to VCTC, staff issued a request for proposals in June 2012 for insurance brokerage services. In September 2012 the Commission engaged Alliant Insurance Services, Inc. because of its significant public entity insurance experience including transit, transportation and rail experience throughout California.

As staff reported at the November meeting, due to Scottsdale Insurance Company deciding not to renew VCTC's coverage and recent claims from Tillery and Beserra, staff was prevented from presenting a final insurance proposal to the Commission before the renewal period. At the meeting, staff updated the Commission on the status of the insurance proposals received to-date, the anticipated increased costs and answered Commissioner's questions along with Mr. Seth Cole from Alliant Insurance Services, Inc. who was present. Staff informed the Commission that an item would be brought back in December to indicate the insurance purchased, final costs and funding to cover the additional costs.

DISCUSSION:

Alliant Insurance Services, Inc. aggressively marketed VCTC's insurance coverage to over 30 insurance agencies with the general and excess liability insurances being the most challenging. Alliant worked hard to obtain coverage for VCTC that was comparable and in some cases improved to what VCTC previously had.

Alliant received and presented to VCTC staff proposals for General liability, Excess liability, Public Officials Liability and Employment Practices Liability, Crime, Property, Terrorism and Railroad Owners Insurance. In consultation with Alliant Insurance Services, VCTC's current insurance broker, it was concluded that terrorism insurance was not necessary so coverage was not purchased. It was also decided that VCTC would not purchase a railroad owners policy since VCTC is covered for rail operations on the Moorpark Line by Metrolink, covered on the Santa Paula Branch Line by contract requirements with Fillmore and Western to carry $1 million/$2million aggregate limits and $5 million limits of coverage and because the premium was quiet expensive at $46,463.

The cost for the new insurance policies is $187,725.96. The VCTC operating budget only includes $130,000 for insurance. The $57,725 increase in expenditures will first be covered by other indirect operating line items that come in under budget at yearend with any remaining balance covered by the LTF reserve.

Below is a summary of the insurance policies obtained by VCTC (a detailed proposal is included as a separate attachment).

- General Liability – The new general liability policy is with Navigators Specialty Insurance through November 20, 2012. Of the available options, this policy was the most comprehensive and comparable to VCTC's previous coverage. This policy excludes claims arising out of train operations, but VCTC is covered through Metrolink and Fillmore and Western's policies. This general liability policy includes assault and battery coverage which the previous policy lacked. The premium is $82,440, an increase of $34,274 from the previous year primarily due to the issues mentioned above.

- Excess Liability – The new excess liability policy is with American Safety Indemnity Company through November 20, 2012. Of the available options, this policy was the best match for VCTC balancing needs against cost. This policy is for $10 million in excess coverage as opposed to $15 million last year. The premium is $41,300, an increase of $25,816 the previous year primarily due to the issues mentioned above.

- Public Officials Liability and Employment Practices Liability – The policy was renewed with ACE Westchester through November 20, 2013. They continue to be the most competitive option for VCTC's public official's liability and employment practices liability insurance. Although ACE Westchester increased their renewal premium to $58,784 (previously $56,578), Alliant was able to negotiate several enhancements including inclusion of general counsel and non cancellable clause except for nonpayment.

- Crime – The new crime policy is with National Union Fire Insurance Company through November 20, 2012. Of the available options, this policy was the best fit for VCTC with improved coverage including funds transfer fraud, forgery and additional fraud coverage. The premium is $2,442, an increase of $1,277.

- Property Insurance – The new property policy is with Lexington Insurance Company through July 1, 2013 as this policy runs on the fiscal year. This policy now includes the Santa Paula Mill Building, a historical building, which contributed to the challenge of finding coverage and increased the total insured value from $396,000 to $2,596,000. Alliant's Special Property Insurance Program was the best option with a prorated premium of $2,759.

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Item #9D

December 7, 2012

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: APPROVE SUBMISSION OF EXTENSION REQUEST FOR LEWIS ROAD WIDENING PROJECT

RECOMMENDATION:

- Authorize the Chair to sign a request to Caltrans to extend the close-out date for the Lewis Road Widening project until April 1, 2015.

BACKGROUND:

Through an agreement between VCTC and the County of Ventura, the County Public Works Agency implemented the widening of Lewis Road from Route 101 in Camarillo to Hueneme Road near the campus of California State University at Channel Islands, using $45 million in funds administered by VCTC. The funds included State Transportation Improvement Program (STIP), Surface Transportation Program (STP), and Congestion Mitigation and Air Quality (CMAQ) funds. Although the construction was completed in October, 2010, the project cannot yet be closed for two reasons, (1) a contractor claim dispute with the County that was recently settled but has not yet been invoiced for federal reimbursement, and (2) Caltrans not having completed right-of-way acceptance for the state highway segment of the project. Meanwhile, there is a balance of $448,421 in unexpended CMAQ funds where the state Cooperative Work Agreement authority will lapse June 30, 2013 unless spent or granted an extension. The remaining project funds are anticipated to be sufficient for all outstanding project items including the settled contract dispute.

Although it is likely that all outstanding items can be completed by the deadline, staff believes it is prudent to submit a Cooperative Work Agreement extension request. Since only one extension can be granted, staff is requesting the extension be through April 1, 2015, to allow ample time to resolve any unforeseen issues. Although the extension request is submitted to Caltrans, the Department of Finance will make the decision whether to grant the extension. The state requires that the request be signed by the Board Chair.

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Item # 9E

December 7, 2012

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: ALAN HOLMES, TRANSPORTATION DEMAND MANGEMENT PROGRAM MANAGER

SUBJECT: COMMUTER SERVICES QUARTERLY REPORT

RECOMMENDATION:

- Receive and file

DISCUSSION:

To improve reporting of Ventura County Rideshare activities, staff prepares and submits to the Commission quarterly reports for review, a year-end report summarizing Rideshare activities for the previous fiscal year and will establish annual goals and objectives for the upcoming year. The quarterly and fiscal year-end report, found in Table 1, contains the following information for the Commission's review:

- Total registrants on file
- Current number of Guaranteed Ride Home (GRH) Program registrants and program usage
- Registrants with 'Active' ridematching interest
- Company worksites on file
- Average home to work commute distance
- Number of carpool matches attempted, separated by source
- Number of RideGuides generated that contained at least one match
- Average age of data for matches
- Average number of matches per RideGuide
- Estimated Program benefits
- Marketing activities
- Vanpool activities
- Call volume

The primary focus of the Commuter Services program is to reduce traffic congestion and improve air quality by a voluntary reduction of single occupant vehicle (SOV) commute trips in Ventura County. SOV trips are reduced by offering direct assistance to employers located in Ventura County and through the provision of services to county residents, promoting carpooling, vanpooling, bus pooling, transit, walking, biking and other Transportation Demand Management (TDM) commute alternatives.

Table 1 Services by Quarter

Database	FY 11/12 2nd Quarter	FY 11/12 3rd Quarter	FY 11/12 4th Quarter	FY 12/13 1st Quarter	FY 12/13 YTD
Commuters on file	32,331	33,141	33,240	30,123	30,123
Commuters active for matching	6,208	6,358	6,401	5,892	5,892
Company worksites on file	381	371	369	358	358
Avg. Home to work distance	14.24	15.51	15.83	16.22	16.22
AVR reports generated	9	9	9	5	5
Matching Transactions					
Number of carpool matches attempted:					
Public (web)	222	443	589	412	412
Staff	851	1,883	852	183	183
Total	1,073	2,326	1,441	595	595
Number receiving at least one match	775	1,837	1,122	425	425
Average age of matching record (days)	106	67	97	261	261
Average number of matches/RideGuide	7	9	9	7	7
Avg. distance home/work	12.7	14.7	19	16.4	16.4
RideSmart Tips generated	1,959	4,322	2,193	725	725
Incoming Call Volume	29	98	87	45	45
Guaranteed Ride Home Program Usage					
Rental Car Trips	7	10	14	13	13
Taxi Rides	5	7	10	13	13
Total	12	17	24	26	26
Estimated Program Benefits:					
	FY 11/12 2nd Quarter	FY 11/12 3rd Quarter	FY 11/12 4th Quarter	FY 12/13 1st Quarter	FY 12/13 YTD
Reduction in Vehicles Miles of Travel	867,514	2,459,808	1,884,716	614,923	614,923
Reduction in Commuting cost (in $s)	468,436	1,328,270	1,017,712	332,027	332,027
Reduction in carbon monoxide (tons)	13.41	38.04	29.15	9.51	9.51
Reduction in volatile organic compounds (tons)	1.76	4.99	3.82	1.25	1.25
Reduction in Oxides of Nitrogen (tons)	2.16	6.13	4.70	1.53	1.53

<u>Marketing Activities</u>:

In the first quarter of FY 2012/2013, VCTC's Commuter Services Program focused on updating employer resources while continuing its mission of promoting ridesharing in Ventura County.

Employer Support

- **Commuter eblast** – Five Rideshare-related eblasts were distributed to approximately 135 rideshare coordinators and various employers throughout Ventura County who had requested to be included in such communications. Topics included "Ride, White & Blue," "Road Rules of Carpooling," and "Team Up for Rideshare Week."
- **Commuter Services (Employer) brochure** – 500 brochures were ordered as restock. Distributed in employer packets and during Rideshare Week events.
- **Employer Call-Outs** – In July, initiated call-outs to various employers throughout Ventura County using approved script. Specifically targeted employers with large amounts of employees (defined as 50 or more), very little on-site or local parking, and virtually little to no participation thus far in the Commuter Services program.
- **Employer Packets** – In conjunction with Rideshare callouts, assembled packets including information about the Commuter Services program and Rideshare materials. Included were a cover letter, VCTC brochure, Employer Rideshare brochure, activity sheet, pledge card return form, English-language poster, Spanish-language poster, three Employee Rideshare brochures, and five each of the Spanish-language and English-language pledge cards.
- **Rideshare Week 2012** – Materials for distribution and promotion of Rideshare Week 2012 were approved in late August. Every rideshare coordinator received a packet containing promotional and informational materials. Postcards were also sent out to more than 650 Ventura County employers.

Outreach and Promotion

- **Promotional items** – Commuter Services promotional items were distributed at events hosted in July, August, and September. At the Baxter events in Thousand Oaks and Westlake Village as well as Ojai Inn and Spa, we engaged employees with informational brochures and Rideshare-specific giveaways. At the Ventura County Fair, engaged nearly 5,000 visitors. At the Simi Valley Senior Expo we were able to reach out to seniors specifically looking to carpool from Ventura County to hospitals and physicians in Los Angeles.
- **Bike to Work Week** – Distributed the balance of Bike to Work Week prizes.
- **Rideshare Week 2012** – Placed follow-up phone calls regarding the Rideshare Week packets sent out to ensure delivery and satisfaction with the materials. Placed media buy through Gold Coast Broadcasting to promote Rideshare Week via radio. Staffed two workplace events the first week of October as part of Rideshare Week.
- Promotion of rideshare as possible "safety net" in connection with possible VISTA service interruption

Social Media

- **Twitter and Facebook** – Promotion of rideshare continued via nineteen Facebook and Twitter postings.

Print Media

- **Rideshare Week 2012 Packet Materials** – Materials promoting Rideshare Week 2012 were created to include in packets sent out to rideshare coordinators throughout Ventura County. Materials included a cover letter, VCTC brochure, Employer Rideshare brochure, activity sheet, pledge card return form, English-language poster, Spanish-language poster, three Employee Rideshare brochures and five each of the Spanish and English pledge cards.
- **Rideshare Week postcard** – Developed a postcard specific to Rideshare Week 2012. Contained basic information about the event, and where to find more resources to promote the event in a workplace. It specifically addressed a database of employers we have had only minimal contact with previously.
- **Rideshare Pennant** – Design was created as a supplementary promotion for participants to display on their vehicles, or employers to display in the workplace.

Second Quarter Activities

The following Commuter Services activities are planned for the period October-December 2012:

- Rideshare Week 2012.
- Follow up on Rideshare Week.
- Continue rideshare prospecting calls.
- Promotional item(s) for Rule 211.
- Regularly scheduled monthly commuter eblasts.
- Increased social media representation.

<u>California Vanpool Authority (CalVans):</u>

CalVans Quarterly Update
July - September 2012

Farm Labor

During the last quarter there were between 14 and 16 agricultural vans working in Ventura County. A total of 32,876 miles were driven, down from 42,940 in the previous quarter. There were 12,346 vanpool passengers, down from 15,548 the previous quarter. And passenger lane mile totals were 403,516, down from last quarter's total of 512,882. Most vans continue to work locally, in Santa Paula, Piru, Somis and Oxnard. A few vans are travelling to Goleta and the north coast south of Gaviota. We continue active outreach throughout Ventura County.

Commuter Vanpools

The original commuter vanpool traveling from the Ventura County Government Center and the Santa Barbara County Complex disbanded but re-formed under a new driver with many of the same passengers, 13 riders in total. We continue active outreach through Ventura County.

CalVans provided the information on the following tables detailing monthly passenger boardings, miles traveled and passenger lane miles as provided to NTD. The NTD-approved system was brought online during the second quarter of FY 2011-2012.

	Passengers			
Month	**Weekdays**	**Sat**	**Sun**	**Total**
July	3,509	590	242	4,341
August	3,828	616	167	4,611
September	2,692	568	134	3,394
Quarterly Total	**10,029**	**1,774**	**543**	**12,346**

	Miles			
Month	**Weekdays**	**Sat**	**Sun**	**Total**
July	11,072	1,536	236	12,844
August	9,817	1,339	197	11,353
September	7,117	1,352	150	9,219
Quarterly Total	**28,606**	**4,227**	**583**	**32,876**

	Passenger Lane Miles			
Month	**Weekdays**	**Sat**	**Sun**	**Total**
July	138,708	18,551	2,383	159,642
August	123,842	18,101	2,599	144,542
September	82,039	15,690	1,603	99,332
Quarterly Total	**344,589**	**52,342**	**6,585**	**403,516**

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Item #9F

December 7, 2012

MEMO TO: **VENTURA COUNTY TRANSPORTATION COMMISSION**

FROM: **STEPHANIE YOUNG, PROGRAM ANALYST**

SUBJECT: **REVISION TO VENTURA COUNTY SURFACE TRANSPORTATION PROGRAM (STP) FUNDS AND THOUSAND OAKS CONGESTION MITIGATION AND AIR QUALITY (CMAQ) FUNDS**

RECOMMENDATION:

- Approve shifting $335,000 in STP funds from the Pleasant Valley/Sturgis Project to the Pleasant Valley/Fifth Street Project.
- Approve shifting $260,000 in CMAQ funds from the Thousand Oaks Transit Center Parking Expansion project to the Thousand Oaks Municipal Service Center Expansion project.

BACKGROUND:

In the most recent cycle of the Highway Safety Improvement Program, the County of Ventura received funding from Caltrans for the Pleasant Valley at Sturgis Road Intersection Project. This project had previously been awarded $335,000 in STP funds in the 2012 Mini-Call for Projects. The County would now like to shift the $335,000 of STP previously programmed for this project to the Pleasant Valley at Fifth Street Intersection Project. This project is partially funded with STP from the 2012 Mini-Call and the additional $335,000 would allow the project to be almost fully funded.

The City of Thousand Oaks has awarded the contract for its project to expand the parking at its transportation center. The majority of the project funding is from Proposition 1B Transit Capital funds, but there was also $260,000 of CMAQ funds. Based on the lower than anticipated contract award, the CMAQ funds programmed for the project will not be required. Since the project to expand the Municipal Service Center, which serves at the Thousand Oaks Transit operations base, currently has unfunded contract options, the City has requested the $260,000 in CMAQ money not required for the Transportation Center Expansion be transferred to the Municipal Service Center Expansion. This reprogramming of funds will enable the City to pay for additional transit-related contract options. The Municipal Service Center project is currently funded in part with CMAQ funds.

The staff recommendation regarding the county STP projects was approved by TTAC at the November 15, 2012 meeting. Due to the fact that there was no November TRANSCOM meeting, the recommendation to shift Thousand Oaks CMAQ funds was not reviewed by TRANSCOM. However, since the Municipal Service Center project is now under construction, the project has use for the additional CMAQ funds now and staff recommends that the Commission approve the fund shift at this time.

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Item #9G

December 7, 2012

MEMO TO: **VENTURA COUNTY TRANSPORTATION COMMISSION**

FROM: **STEPHANIE YOUNG, PROGRAM ANALYST**

SUBJECT: **REMOVAL OF FUTURE PROPOSITION 1B PROJECTS**

RECOMMENDATION:

- Remove the Newbury Park transit center and Fleet Maintenance Facility Expansion from the list of potential Proposition 1B projects.

BACKGROUND:

At the April 13, 2012 meeting, the Commission approved a call for projects for Proposition 1B Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA) funds. At the October 5, 2012 meeting, the Commission approved the programming of $867,000 in PTMISEA to projects that would be ready to proceed within the next 12 months. The Commission also voted to reserve $13.9 million of PTMISEA for future bus replacement and the Gold Coast Operations Facility projects. Staff plans to work with TRANSCOM to review and prioritize the remaining project proposals, since there will still be a balance of PTMISEA funds available after the bus replacements and Gold Coast facility are funded. Included on this list of potential projects are the following Thousand Oaks projects:

- $3,500,000 to construct a new Newbury Park transit center or expand the parking structure and administration buildings of the existing facility
- $1,000,000 to expand the fleet maintenance facility and add bus lifts to accommodate expanding fleet

At this time, the City of Thousand Oaks requests that these projects be removed from the list of potential projects so that they can be further evaluated as part of the city's long-term plan for transit operations and services.

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Item #9H

December 7, 2012

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: AGREEMENT TO SWAP FEDERAL TRANSIT ADMINISTRATION SECTION 5309 RAIL FUNDS WITH RIVERSIDE COUNTY TRANSPORTATION COMMISSION

RECOMMENDATION:

- Authorize the Executive Director and General Counsel to sign the attached Memorandum of Understanding (MOU) memorializing the swap of $1.5 million in Fiscal Year (FY) 2008/09 Federal Transit Administration Section 5309 funds apportioned to the Riverside County Transportation Commission (RCTC) for $1.5 million in FY 2010/11 funds apportioned to VCTC.

BACKGROUND:

Each year VCTC receives an apportionment of rail funds from the Federal Transit Administration, based on the amount of Metrolink service within the County. Since these funds can only be used for rail capital purposes, VCTC programs the funds for Metrolink capital projects which are counted as credit towards VCTC's Metrolink operating cost contribution, through a swap of non-federal capital funds available to Metrolink. Until FY 2011/12 these funds were referred to as Section 5309 Fixed Guideway Modernization funds, but under the new Moving Ahead for Progress in the 21st Century Act (MAP-21), the name has been changed to Section 5337 State of Good Repair.

During the summer of 2011 VCTC staff received a request that $1.5 million of VCTC's Metrolink contribution of FY 2010/11 Section 5309 funds be swapped with an equal amount of FY 2008/09 Section 5309 funds apportioned to RCTC, since the RCTC funds were about to lapse if not obligated. Staff approved this request with the result that the RCTC funds were counted towards VCTC's annual Metrolink contribution, and the VCTC funds were provided to upcoming rail capital projects in Riverside County. RCTC made similar swaps with the San Bernardino Associated Governments (SANBAG) and the Orange County Transportation Authority (OCTA), also to avoid the lapse of RCTC funds. Through these two swaps VCTC, SANBAG and OCTA helped avoid a loss in the overall funding available to Metrolink and the region.

The RCTC Board has now approved the attached MOU memorizing what occurred. Staff recommends that VCTC authorize the signatures on this agreement.

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Agreement No. 12-25-107-00

FTA SECTION 5309 MEMORANDUM OF UNDERSTANDING

BY AND BETWEEN THE

ORANGE COUNTY TRANSPORTATION AUTHORITY

AND

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

AND

SAN BERNARDINO ASSOCIATED GOVERNMENTS

AND

VENTURA COUNTY TRANSPORTATION COMMISSION

AND

SOUTHERN CALIFORNIA REGIONAL RAIL AUTHORITY

FOR APPROVAL OF

SOUTHERN CALIFORNIA REGIONAL RAIL AUTHORITY USES OF MEMBER AGENCY FTA SECTION 5309 FUNDS

This Memorandum of Understanding (“MOU”) is effective as of June 30, 2012, by and between the Orange County Transportation Authority, 550 South Main Street, P.O. Box 14184, Orange, California 92863-1584 (hereinafter referred to as "OCTA"), Riverside County Transportation Commission, 4080 Lemon Street, 3rd Floor, P.O. Box 12008, Riverside, CA 92502 (hereinafter referred to as “RCTC”), San Bernardino Associated Governments, 1170 West 3rd Street, San Bernardino, CA 92410 (hereinafter referred to as “SANBAG”) and Ventura County Transportation Commission, 950 County Square Drive, Ventura, CA 93003 (hereinafter referred to as “VCTC”), (collectively, the “Member Agencies”), and the Southern California Regional Rail Authority, One Gateway Plaza, 12th Floor, P.O. Box 531776 Los Angeles, CA 90053-1776, (hereinafter referred to as “SCRRA”), (collectively, the “Parties” and individually a “Party”).

RECITALS:

WHEREAS, SCRRA was in the process of executing Federal Transit Administration ("FTA") Section 5309 grant CA-05-0235-04 with the FTA which includes formula FTA Section 5309 funds from OCTA, SANBAG and VCTC; and

WHEREAS, FTA has informed RCTC that $5.2 million of RCTC's Fiscal Year ("FY") 2009 formula FTA Section 5309 funds from Urbanized Area ("UZA") 25 will lapse and no longer be available to the region if not executed in a grant by September 30, 2011; and

WHEREAS, the parties wish to ensure the RCTC FTA Section 5309 funds do not lapse; and

WHEREAS, FTA and Southern California Association of Governments ("SCAG") have both provided approval for SCRRA to substitute $5.2 million of the RCTC FY 2009 UZA 25 FTA Section 5309 funds for $5.2 million of the OCTA, SANBAG, and VCTC FY 2010 FTA Section 5309 funds in grant CA-05-0235-04; and

WHEREAS, the change to grant CA-05-0235-04 will not result in a significant delay in execution of this grant beyond September 30, 2011; and

WHEREAS, the parties agree that the OCTA, SANBAG, and VCTC FY 2010 FTA Section 5309 funds originally included in grant CA-05-0235-04 will be entered into and utilized for the FY 13 grants for RCTC rail rehabilitation/renovation and/or OCTA Rotem Reimbursement efforts, to be executed before September 30, 2012; and

WHEREAS, the local match funds already included in grant CA-05-0235-04 will remain in grant CA-05-0235-04 providing match to the substituted RCTC FTA Section 5309 funds; and

NOW, THEREFORE, it is mutually understood and agreed by the PARTIES as follows:

ARTICLE 1. APPROVAL OF USES OF FUNDS

A. The Parties approve the substitution of OCTA, SANBAG, and VCTC FY 2010 FTA Section 5309 funds originally included in grant CA-05-0235-04 with the RCTC FY 2009 FTA Section 5309 funds as detailed in Attachment A, attached hereto and incorporated herein by reference.

B. The Parties agree that OCTA, SANBAG, and VCTC FY 2010 FTA Section 5309 funds originally included in grant CA-05-0235-04 will be entered into the FY 13 grants for RCTC rail rehabilitation/renovation and/or OCTA Rotem Reimbursement efforts.

ARTICLE 2. TERM

A. The term of this MOU is from the initial FY10 Rehab grant approval date until the funds are expended in both grant CA-05-0235-04 and the FY 13 grants for RCTC rail rehabilitation/renovation and/or OCTA Rotem Reimbursement efforts are completed, any required audits are completed, and the grants are closed.

ARTICLE 3. ENTIRE AGREEMENT

A. This MOU, along with its Attachments, constitutes the entire understanding between the Parties with respect to the subject matter herein. The MOU shall not be amended, nor any provisions or breach hereof waived, except in writing signed by the individuals who agreed to the original MOU or someone with the same level of authority.

B. If any term, provision, covenant or condition of this MOU is held to be invalid, void or otherwise unenforceable, to any extent, by any court of competent jurisdiction, the remainder to this MOU shall not be affected thereby, and each term, provision, covenant or condition of this MOU shall be valid and enforceable to the fullest extent permitted by law.

C. This MOU may be executed and delivered in any number of counterparts, each of which, when executed and delivered shall be deemed an original and all of which together shall constitute the same agreement. Facsimile signatures will be permitted.

D. This MOU shall be governed by California law. The covenants and agreements of this MOU shall inure to the benefit of, and shall be binding upon, each of the Parties and their respective successors and assigns.

ARTICLE 4. NOTICE

Any notices or correspondences in connection with this MOU shall be sent to:

OCTA:
Jennifer Bergener
550 South Main Street,
P.O. Box 14184,
Orange, California 92863-1584

E-mail: jbergener@octa.net

RCTC:
Sheldon Peterson
4080 Lemon Street, 3rd Floor,
P.O. Box 12008,
Riverside, CA 92502

E-mail: speterson@rctc.org

SANBAG:
Mitch Alderman
1170 West 3rd Street,
San Bernardino, CA 92410

E-mail: malderman@sanbag.ca.gov

VCTC:
Mary Travis
950 County Square Drive,
Ventura, CA 93003

E-mail: mtravis@goventura.org

SCRRA:
Karen Sakoda
SCRRA
One Gateway Plaza, 12th Floor
P.O. Box 531776
Los Angeles, CA 90053-1776
E-mail: sakodak@scrra.net

Notice will be given to the Parties at the address specified above or by e-mail with hard copy to follow, unless otherwise notified in writing of a change of address.

ARTICLE 5. INDEMNIFICATION, DEFAULT

A. No Party nor any officer or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or committed to be done by another Party in connection with any funds approved to be used or used by the Party accepting the funds, its officers, agents, employees, contractors and subcontractors under this MOU. Each Party shall, in connection with any funds used or approved to be used hereunder by such Party, fully indemnify, defend and hold the other Parties, and their officers, agents and employees, harmless from and against any liability and expenses, including without limitation, defense costs, any costs or liability on account of bodily injury, death or personal injury of any person or for damage to or loss of risk of property, any environmental obligation, any legal fees and any claims for damages of any nature whatsoever arising out of or related to the funds approved to be used or used hereunder by such Party, including without limitation: (i) misuse of the funds by the Party accepting the funds, or its officers, agents, employees, contractors or subcontractors; or (ii) breach of such a Party's obligations under this MOU.

B. The SCRRA in using the funds as described in this MOU is not a contractor nor an agent or employee of the Member Agencies. The SCRRA attests to no organizational or personal conflicts of interest and agrees to notify the Member Agencies immediately in the event that a conflict or the appearance thereof, arises. The SCRRA shall not represent itself as an agent or employee of the Member Agencies and shall have no powers to bind the Member Agencies in contract or otherwise.

C. No Party hereto shall be considered in default in the performance of its obligation hereunder to the extent that the performance of any such obligation is prevented or delayed by unforeseen causes including acts of God, acts of a public enemy, and government acts beyond the control and without fault or negligence of the affected Party. Each Party hereto shall give notice promptly to the other of the nature and extent of any such circumstances claimed to delay, hinder, or prevent performance of any obligations under this MOU.

ARTICLE 6. SIGNATURE AUTHORITY

Each person signing this MOU has the full authority to sign this MOU on behalf of the Party for which he or she is signing and also has the ability to bind that Party to the obligations and commitments set forth in this MOU.

[Signatures on following page]

SIGNATURE PAGE TO
THE FTA SECTION 5309 MEMORANDUM OF UNDERSTANDING

IN WITNESS WHEREOF, the PARTIES hereto have caused this MOU to be executed on the date first above written.

ORANGE COUNTY TRANSPORTATION AUTHORITY

____
Will Kempton, Chief Executive Officer

Approved as to form:

____
Legal Counsel to OCTA

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

____
Anne Mayer, Executive Director

Approved as to form:

____
Legal Counsel to RCTC

SAN BERNARDINO ASSOCIATED GOVERNMENTS

____
Ray Wolfe, Executive Director

Approved as to form:

____
Legal Counsel to SANBAG

SIGNATURE PAGE TO
THE FTA SECTION 5309 MEMORANDUM OF UNDERSTANDING
[continued]

VENTURA COUNTY TRANSPORTATION COMMISSION

____
Darren Kettle, Executive Director

Approved as to form:

____
Legal Counsel to VCTC

SOUTHERN CALIFORNIA REGIONAL RAIL AUTHORITY

By: ______________________________

Its: ______________________________

Approved as to form:

____
Legal Counsel to SCRRA

Agreement No. 12-25-107-00

Attachment A

RCTC 5309 SWAP OVERVIEW						
Start: FY10-11 Rehabilitation Grants: CA-05-0235-04 5309						
Finish: FY 13 Rehab & OCTA Rotem Reimbursement						
		Amounts in Grant		Amounts to be replaced with RCTC FY09 uza25 (1)	Amount Available for RCTC use in FY13	Planned use of Funds
OCTA tip# ora37111 2008 -11 approved 03/02/09 = $7,200,000.						
fy09 uza 2 la-lb (Metrolink)		$2,937,640				
fy10 uza 2 la-lb (Metrolink)		$1,036,906		$500,000	$500,000	FY 13 RCTC Rotem Reimbursement to OCTA
	total	$3,974,546				
VCTC tip# ven990609 2008 -38 approved 02/17/10 = $2,988,000.						
fy10 uza 143 thousand oaks		$876,659		$500,000	$500,000	FY 13 RCTC's Share of Annual Rehab
fy10 uza 91 oxnard		$1,579,744		$1,000,000	$1,000,000	FY 13 RCTC's Share of Annual Rehab
	total	$2,456,403				
SANBAG tip# ven990602 2008 -16 approved 06/30/09 = $3,078,000 (fy11) + $3,286,000 (fy12) = $6,364,000.						
fy09 uza 2 la-lb		$54,586				
fy10 uza 25 riv-sb		$1,924,244		$1,700,000	$1,700,000	FY 13 RCTC Rotem Reimbursement to OCTA
fy10 uza 2 la-lb		$1,981,414		$1,500,000	$1,500,000	FY 13 RCTC Rotem Reimbursement to OCTA
	total	$3,960,244				
All FY 10 funds		**$7,398,967**		**$5,200,000**	**$5,200,000**	

1. These funds that RCTC is providing to avoid lapsing of these FY 09 5309 funds will be repaid through a new grant & reimbursement activity for $5.2 million using the original OCTA, VCTC and SANBAG FY 10 funds

Item #9I

December 7, 2012

MEMO TO: **VENTURA COUNTY TRANSPORTATION COMMISSION**

FROM: **MARY TRAVIS, MANAGER, TRANSPORTATION DEVELOPMENT ACT AND RAIL PROGRAMS**

SUBJECT: **FY 2013/14 TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET TRANSIT NEEDS PUBLIC HEARING SCHEDULE, PROCEDURES AND DEFINITIONS OF "UNMET TRANSIT NEEDS" AND "REASONABLE TO MEET"**

RECOMMENDATION:

- Review and approve the schedule, procedures and definitions of "Unmet Transit Needs" and "Reasonable to Meet" for the FY 2013/14 TDA Unmet Transit Needs Public Hearing.

DISCUSSION:

Each year, the State Transportation Development Act (TDA) requires a public hearing be held to discuss public transit. The purpose of the annual public hearing is to take testimony on local and/or regional transit needs, and then develop findings that ensure that all reasonable transit needs are satisfied before TDA funds can be allocated for street and road purposes. The testimony is reviewed against adopted definitions describing what are "unmet transit needs" and what is "reasonable to met".

A schedule for the FY 2013/14 public hearing is attached. A Hearing Board will be appointed by the VCTC Chair at the January Commission meeting, and they will hold the public hearing Monday, February 4, 2013 at 1:30 PM at Camarillo City Hall. The Hearing Board will then review the testimony and draft staff findings/recommendations at the same time and place on April 22, 2013, and forward their recommendations to the Commission at its May 3, 2013 meeting.

The procedures for the hearing will be the same as in past years, that is, testimony will be collected from the public and all local agencies interested in transportation. Testimony can be submitted by letter, email, telephone call to VCTC's toll-free "800" number, by appearing at an East County or West County evening public meeting and/or at the February 4 public hearing. The testimony will be reviewed by VCTC staff and transit providers and analyzed in the context of the adopted definitions of "unmet transit needs" and "reasonable to meet".

At their November 13, 2012 meeting, the CTAC/SSTAC reviewed the schedule, process and definitions for the 2013/2014 public hearing, and recommended the Commission approve the staff recommendations. Because of the fiscal year time constraints, staff concurs with the CTAC/SSTAC recommendation, and the suggested definitions follow.

<u>"Unmet Transit Need":</u>

"Unmet transit needs" are, at a minimum, those public transportation services that have been identified by substantial community input through the public hearing process or are identified in a Short Range Transit Plan, in local Americans with Disabilities Act (ADA) paratransit plans and/or in the Regional Transportation Plan that have not yet been implemented or funded.

<u>"Reasonable to Meet":</u>

Following is the VCTC adopted definition of "Reasonable to Meet" including the recommended benchmarks for the passenger farebox recovery ratio for new transit services in Ventura County.

An unmet transit need shall be considered "reasonable to meet" if the proposed service *(1)* is in general compliance with the following criteria:

<u>Equity</u>

- The proposed service will not cause reductions in existing transit services that have an equal or higher priority.
- The proposed service will require a subsidy generally equivalent to other similar services.

<u>Timing</u>

- The proposed service is in response to an existing rather than future transit need.

<u>Feasibility</u>

- The proposed service can be provided within available funding. *(2)*
- The proposed service can be provided with the existing fleet or by contract to a private provider.

<u>Performance</u>

- The proposed service will not unduly affect the operator's ability to maintain the required passenger fare ratio for its system as a whole.
- The proposed service will meet the scheduled passenger fare ratio standards as described in the recommended benchmarks for the passenger farebox recovery ratio for new transit services in Ventura County.
- The estimated number of passengers to be carried will be in the range of other similar services, and/or, the proposed service provides a "link" or connection that contributes to the effectiveness of the overall transit system.

<u>Community Acceptance</u>

- The proposed service has community acceptance and/or support as determined by the unmet needs public hearing record, inclusion in adopted programs and plans, adopted governing board positions and other existing information.

(1) Proposed Service is defined as the specific transit service identified as an unmet need (as defined) and which requires evaluation against this definition of "reasonable to meet".
(2) The lack of available resources shall not be the sole reason for finding that a transit need is not reasonable to meet.

RECOMMENDED BENCHMARKS FOR PASSENGER FAREBOX RECOVERY RATIO FOR NEW TRANSIT/PARATRANSIT SERVICES IN VENTURA COUNTY

TDA regulations have established a basic requirement in Section 99268 of the Public Utilities Code for all proposed new transit services in urban areas; this requirement states a 20% passenger fare ration by the end of the third year of operations. A similar target passenger fare ratio of 10% exists for special services (for seniors or persons with disabilities) and rural area services.

VCTC has established more detailed interim passenger fare ratio standards, which will be used to evaluate new services as they are implemented, which are described below. Transit serving both urban and rural areas, per State law, may obtain an "intermediate" passenger ratio. *(1)*

AT END OF TWELVE MONTHS OPERATION

Performance Level		Recommended Action
Urban Service	**Special/Rural Service**	
Less than 6%	Less than 3%	Provider may discontinue service
6% or more	3% or more	Provider will continue service with modifications if needed

AT END OF TWO YEARS OPERATION

Urban Service	Special/Rural Service	Recommended Action
Less than 10%	Less than 5%	Provider may discontinue service
10% or more	5% or more	Provider will continue service with modifications if needed

AT END OF THREE YEARS OPERATION *(2)*

Urban Service	Special/Rural Service	Recommended Action
Less than 15%	Less than 7%	Provider may discontinue service
15 – 20%	7 – 10%	Provider may consider modifying and continuing service
20% or higher	10% or higher	Provider will continue service with modifications as needed

(1) Per statute the VCTC may establish a lower fare ratio for intermediate area transit services.
(2) A review will take place after 2 ½ years operation to develop a preliminary determination regarding the modification or discontinuation of the service.

NEXT STEPS:

Because of the fiscal year timing, staff recommends that the FY 2013/14 process move forward. However, the last time the Commission did an extensive review of the VCTC definitions and unmet transit needs process was in 1998. It is simply good government practice to regularly evaluate how the agency's responsibilities are fulfilled and to ensure meeting all legal requirements. The unmet transit needs process review is particularly important within the context of SB 716 and the reorganization of transit services in Ventura County, and the development of the Ventura County Comprehensive Transportation Plan. Accordingly, staff will include a task in the FY 2013/14 TDA budget for consultant assistance to review of the Commission's annual unmet transit needs assessment procedures and definitions.

Fiscal Year 2013/14 Unmet Transit Needs Public Hearing and Process Schedule

November 13, 2012	CTAC/SSTAC reviews FY 13/14 unmet transit needs public hearing definitions
December 7, 2012	VCTC approves FY 13/14 unmet transit needs public hearing schedule and definitions
December 10, 2012	Letters/flyers are sent to community groups, social service agencies, transit operators, and the general public to announce the public hearing and information is posted on the www.goventura.org website
January 4, 2013	Legal notice for public hearing published
January 9 and 16, 2013	Display advertisements on public hearing published in local English and Spanish language newspapers
January 23, 2013	East County public meeting, 6:30 PM, at Moorpark City Hall
January 24, 2013	West County public meeting, 6:30 PM, in Oxnard
January 25, 2013	Reminder notices on the public hearing sent to agencies/citizens
February 4, 2013	Public Hearing, 1:30 p.m. at Camarillo City Hall
February 11, 2013	5 p.m. hearing record closed - no further public testimony accepted
March 14, 2013	Transit Operators Advisory Committee (TRANSCOM) reviews testimony and makes recommendations regarding the staff proposed findings
March 22, 2013	(Tentative Date) Managers Policy Advisory Committee (MPAC) reviews testimony and makes recommendations regarding the proposed findings
April 9, 2013	CTAC/SSTAC reviews testimony and makes recommendations regarding the staff proposed findings
April 22. 2013	1:30 p.m. at Camarillo City Hall - Hearing Board reviews and approves findings
May 3, 2013	9 a.m. at Camarillo City Hall - VCTC adopts Unmet Transit Needs Public Hearing Findings
May 6, 2013	Adopted findings are forwarded to the State for review
August 15, 2013	Deadline for State review of findings

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Item # 9J

December 7, 2012

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: MARY TRAVIS, MANAGER, TRANSPORTATION DEVELOPMENT ACT AND RAIL PROGRAMS

SUBJECT: FY 2013/14 TRANSPORTATION DEVELOPMENT ACT (TDA) ARTICLE 3 BICYCLE/PEDESTRIAN FUND GRANT APPLICATIONS

RECOMMENDATION:

- Review and approve the schedule and evaluation criteria for FY 2013/14 Transportation Development Act Article 3 Bicycle and Pedestrian funds.

DISCUSSION:

Pursuant to California PUC Section 99233.3, a portion of the available Transportation Development Act (TDA) Local Transportation Funds each year must be used for planning, maintaining and constructing facilities for the exclusive use of pedestrians and bicyclists. In FY 2013/14, we expect about $550,000 will be available for these purposes. About 15% or $82,500 of the total will be allocated to the cities/County based on the Class I Bike Trail mileage the agency maintains under the Commission's Class I Bicycle Trail Maintenance program. After this is deducted, there should be about $467,500 remaining for allocation to the cities/County for local bicycle or pedestrian projects on a competitive basis.

VCTC has established an annual process for the cities/County to submit projects and compete for the available funds; please see the recommended FY 2013/14 Article 3 allocation schedule (Attachment # 1) and project evaluation criteria (Attachment #2). VCTC has assigned the responsibility to the Citizen's Transportation Advisory Committee/Social Services Transportation Advisory Council (CTAC/SSTAC) for reviewing the applications and making application ranking order recommendations to the Commission.

Each city and the County are allowed to submit one project for funding consideration. The applicants are informed that it is strongly recommended they provide a 50/50 match with local and/or other grant funds to augment the Article 3 funds being requested. Every application must include a written response to the each of evaluation criteria as part of the request for funds and a clear 8 ½ x 11 map with directions to the project is requested to facilitate field visits. Applicants are also asked to report on the status of projects for which they were awarded past Article 3 allocations.

In discussing past allocations, CTAC/SSTAC felt the submittals were mostly for routine projects such as curb cuts. While this example is a worthwhile activity, the Committee felt the Article 3 funds should be used for more innovative and exciting projects, and also, for bigger projects that might involve more than one city or just the County. This point will therefore be emphasized when the FY 2013/14 application packets are distributed in January.

With that additional comment, the CTAC/SSTAC recommended forwarding the FY 2013/14 Article 3 bicyclist/pedestrian allocation schedule and evaluation criteria to the Commission for approval

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Attachment # 1

FY 2013/14 TDA ARTICLE 3
BICYCLE/PEDESTRIAN FUND ALLOCATION SCHEDULE

November 11, 2012	CTAC/SSTAC reviews draft FY 2013/14 schedule and evaluation criteria
December 7, 2012	VCTC reviews/approves schedule and evaluation criteria
January 14, 2013	County Auditor estimates FY 2013/14 TDA funds available
January 21, 2013	Article 3 application packets sent to cities/County for their consideration
February 5, 2013	Applicant workshop 3 PM at VCTC conference room
February 25, 2013	**Noon - City/County applications due at VCTC office** (Note: resolutions authorizing the claims may be submitted at a later date but must be received at the VCTC before any funds will be allocated to the claimant.)
March 12, 2013	**CTAC/SSTAC review project applications and interview project applicants**
April 9, 2013	CTAC/SSTAC meeting with general discussion of projects and field visits
May 14, 2013	CTAC/SSTAC meeting to rank projects and make funding recommendation to VCTC
June 7, 2013	VCTC reviews recommendation and approves FY 2013/14 Article 3 project funding allocations
November, 15. 2013	Instructions sent to County Auditor allocating FY 2013/14 Article 3 funds
December 15, 2013	Instructions sent to County Auditor allocating FY 2013/14 Class I Bike Trail maintenance funds

Attachment # 2

TDA ARTICLE 3 GRANT EVALUATION CRITERIA

1. Matching Funds (Yes or No)		**2. Safety (30 points possible)**	
This criterion evaluates local support for the proposed project in terms of financial partnership. It is highly recommended that there be a minimum 50/50 match of the request. **Is the City/County willing to match its request at 50 % or greater? Yes or No?**		This criterion evaluates how the proposed project will effect safety at existing facilities or improve safety by building new facilities. When describing the project conditions include any accident statistics and how the project will improve or correct the situation. **Will the proposed project improve safety or correct an existing safety problem including providing secure parking for bicycles?**	
3. Project Readiness (15 points possible)		**4. Special Considerations (15 points possible)**	
This criterion evaluates deliverability of a proposed project. Please note that, funds not used within two years must be returned for redistribution the following year or a City and/or County may request that the project readiness be reevaluated so that the City and/or County may retain their allocation. **Is this a new or continuing project and is the proposed project ready for construction in the fiscal year of allocation? Have past allocations been fully spent; please report on past allocations.**		This criterion is designed to add flexibility and allows cities and/or agencies to be creative and discuss any other ways in which the proposed project will benefit City/County residents, for example, improving air quality, reducing VMT, serving older areas without recent improvements, making major improvements to accessibility and/or to serve lower income residents. When discussing this criterion please be specific! **Does the proposed project provide a benefit to City/County residents that has not been discussed elsewhere?**	
5. Maintenance of Facility (10 points possible)		**6. Connectivity (5 points possible)**	
This criterion evaluates whether a proposed project will be maintained at an appropriate level after the project is completed. Please discuss whether the proposed project has a long range maintenance plan associated with it. **How will the proposed project be maintained?**		This criterion evaluates the proposed project's relationship to regional and/or local planned pathway systems. When discussing this criterion please include an 8 1/2 " x 11" map illustrating the existing plan and the proposed project. **Will the proposed project close a missing link in an existing local or regional bike or pedestrian plan?**	
7. Involvement of Other Agencies (10 points possible)		**8. Traffic Generators (5 points possible)**	
This criterion evaluates whether the proposed project has local and/or regional significance. When discussing this issue please list all other agencies and/or special districts involved and their roles. **Are any other agencies outside the applicant's jurisdiction involved in planning or constructing any phase of this proposed project?**		This criterion evaluates the proposed project's usefulness in serving major traffic generators. **Will the proposed project serve major bicycle or pedestrian traffic generators such as schools, libraries, work sites, downtown areas, retail centers, transit nodes?**	
9. Expected Utilization Rate (5 points possible)		**10. Multi-Modal Interface (5 points possible)**	
This criterion evaluates the proposed project's usage. The project should be discussed in terms of the usage as a percentage of the applicant's population or as a percentage of the population the project affects.		This criterion evaluates the proposed project's connectivity to transit modes and other forms of transportation. **How will the project encourage multi-modal travel?**	

Item #9K

December 7, 2012

MEMO TO: **VENTURA COUNTY TRANSPORTATION COMMISSION**

FROM: **PETER DE HAAN, PROGRAMMING DIRECTOR**

SUBJECT: **LEGISLATIVE UPDATE**

RECOMMENDATION:

- Receive and file.

BACKGROUND:

State Issues

Attached is the monthly report from Tim Egan, VCTC state representative. Other than the election, the only significant news at this time is the California Air Resources Board “Cap and Trade” auction.

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ATTACHMENT

Capital
Representation Group

November 27, 2012

To: Ventura County Transportation Commission
Darren Kettle
Peter DeHaan

From: Tim Egan

Subject: **LEGISLATIVE REPORT**

FINAL REPORT

As presented in another agenda item, the Commission will consider the retention of another state advocacy firm beginning with the New Year. While we are disappointed we will not have the opportunity to continue our work for the Commission, we do though take comfort in the 23 years the Capital Representation Group has had the privilege to represent VCTC in the State Capitol. We have thoroughly enjoyed the time we have had to work with and the friendships we have established with the very talented VCTC staff – Darren, Pete, Vic, Mary and Donna, as well as the previous executive leadership, and the many VCTC Commissioners we have worked with over the years. Thank you to all of you and best wishes for continued success and good health.

A couple of quick items and updates:

DEMOCRATIC SUPER MAJORITY

The Legislative Democrats will enter the 2013-2014 Session with super majorities in the Senate with 29 Members and the Assembly with 54 Members. Last week the final Senate race was declared with Assemblywoman Cathleen Galgiani besting Assemblyman Bill Berryhill for the open Senate seat in the Central Valley. There remains one Assembly seat to be determined with Assemblywoman Betsy Butler trailing her Democratic opponent by 74 votes. With these new super majorities, we anticipate the introduction by Legislative Democrats of some significant measures, such as the re-introduction of a Constitutional Amendment to drop the threshold from 2/3rds to 55% for voter approval of local transportation sales tax measures. There is also some talk, though it has died down a little, of restoring the VLF to its previous 2% rate which, if pursued, would help fund local governments, including their transportation budgets by some $6 billion that was previously lost in 2004.

STATE BUDGET

The Legislative Analysis Office released its annual LAO's *Fiscal Outlook* – a forecast of the state's budget condition over the next five years – which shows that the state's budget condition has improved sharply. The positive fiscal outlook is due primarily to the state's improved economic recovery, prior budget cuts and the additional temporary taxes provided by Proposition 30 of $6 billion annually and passage of Proposition 39 that will raise an estimated $1 billion a year for the General Fund. The Analyst in his report estimates that the state will have a $1.9 billion budget gap next year about one-eighth of the budget shortfall the Legislature faced with this year's budget.

In a related matter, the Air Resources Board (ARB) held its first auction under California's new greenhouse gas emissions program. The ARB reported that during the three-hour auction that $289.3 million worth of credits or allowances were sold. The proceeds from the 2013 credits will be distributed primarily among the utilities. Approximately $100 million will go to the General Fund which so far is well below the initial estimate from the 2012-13 budget which assumed $1 billion from the program, with about half going to cover shortages in the General Fund and the remainder for several clean-energy and environmental programs. Another auction is set for early next year.

Item #10

December 7, 2012

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: SALLY DEGEORGE, FINANCE DIRECTOR

SUBJECT: COMPREHENSIVE ANNUAL FINANCIAL REPORT FISCAL YEAR 2010/2011

RECOMMENDATION:

- Approve the audited Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2011/2012.

BACKGROUND:

State law requires that the Ventura County Transportation Commission (Commission) publish within six months of the close of each fiscal year a complete set of financial statements presented in conformity with accounting principles generally accepted in the United States (GAAP) and audited in accordance with generally accepted auditing standards by independent certified public accountants. Pursuant to that requirement, staff hereby issues the Comprehensive Annual Financial Report (CAFR) of the Ventura County Transportation Commission for the fiscal year ended June 30, 2011. This is the fourth year that the Commission has issued a CAFR which includes additional information to provide a more "comprehensive report" to the Commission and the public.

The Commission's auditors, Vavrinek, Trine, Day and Company, LLP, have completed the Fiscal Year 2011/2012 audit and all reports. Vavrinek, Trine, Day and Company, LLP, has issued an unqualified opinion on the Ventura County Transportation Commission's financial statements for the year ended June 30, 2012. The independent auditor's report begins on page 3 of the CAFR.

The Commission maintains four governmental funds. Information is presented separately for the governmental funds comprised of the General Fund, Local Transportation Fund (LTF), State Transit Assistance (STA) Fund, the Service Authority for Freeway Emergencies (SAFE) Fund.

In Fiscal Year 2011/2012, the Commission adopted annual budgets for all funds. Budgetary comparison schedules are provided on pages 44-47 of the CAFR as required supplementary information and supplementary schedules to demonstrate compliance with these budgets.

The Letter of Transmittal at the beginning of the CAFR is an introduction to the financial statements. The Management's Discussion and Analysis Report (MD&A) presented on pages 3-14 provides a narrative overview and analysis of the Commission's financial activities for Fiscal Year 2011/2012. The statistical section can be found at the end of the CAFR on pages 52-65.

At June 30, 2012, the Commission's General Fund balance was $1,587,577, of which $819,593 was nonspendable for prepaids and deposits and $344,619 was restricted for rail and transit. The remaining $423,365 was unassigned with $146,249 set aside for compensated absences and $277,116 available for Commission projects and/or operations in Fiscal Year 2012/2013.

The remaining balances for the other funds were: $5,442,517 for the LTF Fund; $11,137,704 for the STA Fund; $3,229,052 for the SAFE Fund. The total fund balance for Fiscal Year 2011/2012 was $21,396,850 which was $2,481,369 higher than the previous year largely due to the State apportioning higher than anticipated STA revenues.

The audited Comprehensive Annual Financial Statement, single audit report and SAS 114 report are separate attachments to the agenda that are included in the Commissioner's packet. These reports are available upon request or on the Commission's website, www.goventura.org, as agenda attachments.

Item #11

December 7, 2012

MEMO TO: **VENTURA COUNTY TRANSPORTATION COMMISSION**

FROM: **PETER DE HAAN, PROGRAMMING DIRECTOR**

SUBJECT: **STATE ADVOCACY SERVICES CONTRACT AWARD**

RECOMMENDATION:

- Approve attached agreement with Gonzalez, Quintana & Hunter for State Advocacy Services for a two-year period, with a two-year extension option, with the initial cost to be $4,000 per month plus expenses, increasing to $4,500 per month plus expenses on January 1, 2015, should the two-year option be exercised.

BACKGROUND:

At the September meeting the Board approved release of a Request for Proposals for Sacramento representation. Proposals were due to VCTC October 26th, by which date VCTC received proposals from four firms, summarized as follows.

Firm	Proposed Principal Staff for VCTC
Capital Representation	Tim Egan (current VCTC representative)
Gonzalez, Quintana & Hunter	Delaney Hunter, Will Gonzalez
Smith, Watts & Martinez	Mark Watts, Juanita Martinez
Platinum Advisors	Steven Wallauch, Beau Biller

The Request for Proposals approved by the Commission stipulated that proposals would be evaluated and possible interviews conducted by a committee consisting of legislative staff from local and regional agencies. VCTC convened this panel, which reviewed the written proposals and interviewed all four firms on November 19, 2012. The panel included Gregg Hart of the Santa Barbara County Association of Governments, Martin Erickson of the City of Oxnard, Mina Layba of the City of Thousand Oaks, Sue Hughes of the County of Ventura, and Darren Kettle and Peter De Haan of VCTC. During the interview, the panel discussed with each team its qualifications. The interviews also included an exercise where each team was given the same specific legislative issue and asked to present a recommended approach to address that issue.

Based on their written proposal and performance during the interview, the consensus of the panel was that Gonzalez, Quintana & Hunter would be the best choice as VCTC's representative. This firm proposed that Delaney Hunter would be VCTC's primary contact person, with Will Gonzalez also significantly involved. The panel was impressed with the team's clear, concise, and forthright presentation of its recommendation during the interview exercise. Ms. Hunter and Mr. Gonzalez offer excellent contacts with Legislators and the Public Utilities Commission, and both have significant experience in environmental and transportation issues, including experience as legislative staff. The firm has two transportation-related clients, both agencies of significant size, namely the Valley Transportation Authority in Santa Clara County and the South Coast Air Quality Management District; and the chance for a conflict with the interests of these other clients appears minimal. The firm also has the sufficient depth of staff to provide helpful logistical assistance to VCTC staff.

Based on the negotiations with the selected firm, the agree-upon price is $4,000 per month plus expenses for the first two years of the four-year contract, and $4,500 per month plus expenses for the second two-year contract option. (Allowable expenses include travel outside of Sacramento, and are subject to prior VCTC staff authorization.) By comparison, VCTC's current fee for Tim Egan is $3,250 per month plus expenses. The approved VCTC State and Federal Relations budget included an increase in lobbyist cost due to the potential for a higher-cost contract, so there are sufficient budgeted funds to cover the negotiated price for Gonzalez, Quintana and Hunter. The draft final contract and scope of work are attached.

ATTACHMENT

AGREEMENT
BETWEEN THE VENTURA COUNTY TRANSPORTATION COMMISSION
AND GONZALEZ, QUINTANA & HUNTER, LLC, FOR PROFESSIONAL SERVICES

This Agreement is made and entered into this 7th day of December, 2012, by and between the Ventura County Transportation Commission (hereinafter referred to as VCTC), and Gonzalez, Quintana & Hunter, LLC) (hereinafter referred to as CONSULTANT) for state advocacy services. This Agreement shall be effective as of December 10, 2012, and shall expire December 31, 2014. At VCTC's sole discretion, the Agreement may be extended for a single two-year extension, to December 31, 2016.

VCTC and CONSULTANT agree as follows:

1. STATEMENT OF AGREEMENT

VCTC hereby engages CONSULTANT, and CONSULTANT hereby accepts such engagement, to perform the services on the terms and conditions herein described, and as set forth in the Scope of Work in Attachment A to this Agreement. CONSULTANT hereby warrants that it has the qualifications, experience and facilities to properly perform said services and hereby agrees to undertake and complete the performance thereof as an independent CONSULTANT.

2. COMPLETE AGREEMENT

This Agreement, including all exhibits and documents incorporated herein and made applicable by reference, constitutes the complete and exclusive statement of the term(s) and condition(s) of the Agreement between VCTC and CONSULTANT and it supersedes all prior representations, understandings and communications. The invalidity in whole or in part of any term or condition of this Agreement shall not affect the validity of other term(s) or condition(s).

VCTC's failure to insist in any one or more instances upon CONSULTANT'S performance of any term(s) or condition(s) of this Agreement shall not be construed as a waiver or relinquishment of VCTC's right to such performance or to future performance of such term(s) or condition(s) and CONSULTANT'S obligation in respect thereto shall continue in full force and effect. Changes to any portion of this Agreement shall not be binding upon VCTC except when specifically confirmed in writing by an authorized representative of VCTC by way of written amendment to this Agreement and issues in accordance with the provisions of this Agreement.

3. VCTC DESIGNEE

The Executive Director of VCTC, or designee, shall have the authority to act for and exercise any rights of VCTC as set forth in this Agreement.

4. PROGRESS AND PAYMENT

CONSULTANT shall commence work on the services to be performed upon the effective date of this contract. All services shall be completed in accordance with the Scope of Work in Attachment A to this Agreement.

For CONSULTANT'S full and complete performance of its obligations under this Agreement and subject to the maximum cumulative payment obligation provisions set forth in article 5 of this Agreement, VCTC shall pay CONSULTANT on a monthly fixed-price basis in accordance with the following provisions:

4.1 – For each calendar month of work performed by CONSULTANT under this Agreement, VCTC shall pay CONSULTANT $4,000.00. Should VCTC approve the two-year extension as provided herein, the price shall increase to $4,500.00 per month of work performed.

For the initial work period from December 10th to December 31st, 2012, VCTC shall pay $3,000. In addition to the monthly fee VCTC shall reimburse CONSULTANT for extraordinary expenses incurred with prior VCTC staff approval, including special printing of brochures or other similar goods, and travel to meetings out of the greater Sacramento region.

4.2 – CONSULTANT shall invoice VCTC on a monthly basis for payments corresponding to the work performed by CONSULTANT. Work performed shall be documented in a monthly progress report prepared by CONSULTANT, which shall accompany each invoice submitted by CONSULTANT. CONSULTANT shall also furnish such other information as may be requested by VCTC to substantiate the validity of an invoice.

4.3 – VCTC shall remit payment within thirty (30) calendar days of the receipt and approval of each invoice.

4.4 - No retainage will be held by VCTC from payments due the CONSULTANT.

5. ASSIGNMENT AND SUBCONTRACTING

This agreement is for professional services and CONSULTANT may not assign its rights under this agreement nor delegate the performance of its duties without the VCTC's prior written consent.

CONSULTANT shall complete all work under this Agreement and as set forth in Exhibit 1. CONSULTANT may assign duties to another subcontractor upon prior written consent of the VCTC. Any assignment or delegation without VCTC's prior written consent shall be void and shall constitute a breach of this Agreement.

Nothing contained in this Agreement or otherwise, shall create any contractual relation between VCTC and any subcontractors, and no subcontract shall relieve the CONSULTANT of his/her responsibilities and obligations hereunder. The CONSULTANT agrees to be as fully responsible to VCTC for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the CONSULTANT. The CONSULTANT's obligation to pay its subcontractors is an independent obligation from VCTC's obligation to make payments to the CONSULTANT .

Any substitution of subcontractors must be approved in writing by VCTC in advance of assigning work to a substitute subcontractor.

Any retainage held by the CONSULTANT or subcontractors from progress payments due to subcontractors shall be promptly paid in full to subcontractors within 30 days after the subcontractor's work is satisfactorily completed. Federal law (49CFR26.29) requires that any delay or postponement of payment over the 30 days may take place only for good cause and with VCTC's prior written approval. Any violation of this provision shall subject the violating CONSULTANT or subcontractor to the penalties, sanctions and other remedies specified in Section 7108.5 of the Business and Professions Code. These requirements shall not be construed to limit or impair any contractual, administrative, or judicial remedies otherwise, available to the CONSULTANT or subcontractor in the event of a dispute involving late payment or nonpayment by the CONSULTANT, deficient subcontract performance, or noncompliance by a subcontractor. This provision applies to both DBE and non-DBE prime contractors and subcontractors. Any subcontract entered into as a result of this Agreement shall contain this provision.

6. COVENANT AGAINST CONTINGENT FEES

CONSULTANT warrants that he/she has not employed or retained any company or person, other than a bona fide employee working for the consultant, to solicit or secure this Agreement, and that he/she has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or formation of this agreement. For breach or violation of this warranty, VCTC shall have the right to annul this Agreement without liability or at its discretion to deduct from the Agreement price or consideration, or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingency fee.

7. INDEPENDENT CONTRACTOR

CONSULTANT'S relationship to VCTC in the performance of this Agreement is that of an independent contractor. CONSULTANT's personnel performing services under this Agreement shall at all times timed be under CONSULTANT'S exclusive direction and control and shall be employees of CONSULTANT and not employees of VCTC. CONSULTANT shall pay all wages, salaries and other amounts due its employees in connection with this Agreement and shall be responsible for all reports and obligations respecting them, such as social security, income tax withholding, unemployment compensation, worker's compensation and similar matters.

8. OWNERSHIP OF DOCUMENTS

The originals of all letters, documents, reports and other products and data produced under this Agreement shall be delivered to, and become the property of VCTC. Copies may be made for CONSULTANT'S records but shall not be furnished to others without written authorization from VCTC. Such deliverables shall be deemed works made for hire and all rights in copyright therein shall be retained by VCTC.

All ideas, memoranda, specifications, plans, manufacturing, procedures, drawings, descriptions, and all other written information submitted to CONSULTANT in connection with the performance of this Agreement shall not, without prior written approval of VCTC, be used for any purpose other than the performance under this Agreement, nor be disclosed to an entity not connected with the performance of the project. CONSULTANT shall comply with VCTC's policies regarding such material. Nothing furnished to CONSULTANT that is otherwise known to CONSULTANT or is or becomes generally known to the relative industry shall be deemed confidential. CONSULTANT shall not use VCTC's name, photographs of the project, or any other publicity pertaining to the project in any professional publication, magazine, trade paper, newspaper, seminar or other medium without the express written consent of VCTC.

No copies, sketches, computer graphics or graphs, including graphic artwork, are to be released by CONSULTANT to any other person or agency except after prior written approval by VCTC, except as necessary for the performance of services under this Agreement. All press releases, including graphic display information to be published in newspapers, magazines, etc., are to be handled by VCTC unless otherwise agreed to by CONSULTANT and VCTC.

9. CONFLICT OF INTEREST

CONSULTANT affirms that it is not aware any existing conflict of interest between VCTC and its other current clients. Should an unanticipated conflict occur over the course of this contract, CONTRACTOR shall take inform VCTC of the conflict and take proactive steps to resolve or eliminate the conflict, including, but not limited to evaluating whether one client can have other representation, or recusing itself from representing one or both clients on the conflicted issue.

10. INSURANCE

CONSULTANT shall procure and maintain insurance coverage during the entire term of this Agreement, as specified in Exhibit 2.

11. INDEMNIFICATION

Notwithstanding the existence of insurance coverage required of CONSULTANT pursuant to this Agreement, CONSULTANT shall save, keep, indemnify, and hold harmless VCTC and its appointed and elected officials, officers, employees and agents, from every claim or demand made and every liability, loss damage or expense of any nature whatsoever and all costs or expenses incurred in connection therewith, which arise at any time, by reason of any loss to, damage to the property of, or personal injury to, any person, occurring or arising out of the performance and to the extent caused by CONSULTANT, its officers, agents or employees, including but not limited to, its subcontractors, of the work required pursuant to this Agreement, occasioned by any negligent or wrongful act or omission by CONSULTANT including any such liability imposed by reason of any infringement of rights or any person or persons, firm or corporation, in consequence of the use in the performance of CONSULTANT of the work hereunder of any article or material supplied or installed pursuant to this Agreement.

CONSULTANT will, at the election of, and using counsel approved by, VCTC, defend any action or actions filed in connection with any of said claims, damages, penalties, obligations or liabilities. CONSULTANT will pay all costs and expenses, incurred in connection herewith, including attorney's fees and costs.

CONSULTANT agrees to pay VCTC, its Commissioners, officers, agents and employees, as the case requires, all damages and other expenses incurred by them or any of them, without limitation, including reasonable attorney's fees and costs, arising out of or in connection with the sole negligence or wrongful acts of CONSULTANT.

12. DISPUTES

This Agreement shall be construed and all disputes hereunder shall be settled in accordance with the laws of the State of California. The parties may mutually agree to engage in mediation and binding or nonbinding arbitration in an effort to resolve any dispute. Pending final resolution of a dispute hereunder, CONSULTANT shall proceed diligently with the performance of this Agreement and in accordance with VCTC's instructions.

13. ATTORNEY'S FEES

In the event an action, including a request for mediation and arbitration, is filed by either party to enforce rights under this Agreement, the prevailing party shall be entitled to recover a reasonable attorney's fees and costs in addition to any other relief granted by the court.

14. TERMINATION

This Agreement may be terminated by VCTC or the CONSULTANT at any time upon thirty (30) days written notice. In full discharge of any obligation to CONSULTANT in respect of this Agreement and such termination, the VCTC shall pay for the costs and non-cancelable commitments incurred prior to the date of termination and fair closeout costs in accordance with Article 4. CONSULTANT shall take all reasonable steps to minimize termination costs. In no event, however, shall the VCTC be obligated to pay CONSULTANT any amount in excess of the total funds committed by the VCTC up to the time of termination to support the work.

15. NOTICES

All notices to the VCTC under this Agreement shall be in writing and sent to:

Darren M. Kettle, Executive Director
Ventura County Transportation Commission
950 County Square Drive, Suite 207
Ventura, CA 93003

With copies to: Mitchel B. Kahn, General Counsel

Nelson Comis Kahn & Sepulveda, LLP
300 E. Esplanade Drive, Suite 1170
Oxnard, CA 93036

All notices to the CONSULTANT under this Agreement shall be in writing and sent to:

Delaney Hunter
Gonzalez, Quintana & Hunter, LLC.
915 L Street, Suite 1480
Sacramento, CA 95814

16. ENTIRE AGREEMENT AND MODIFICATION

This Agreement constitutes the entire Agreement between the parties and supersedes all previous agreements and understandings related to this work. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by a party, or anyone acting on behalf of any party, which are not embodied herein, and that any other agreement, statement or promise not contained in the Agreement shall not be valid or binding.

This Agreement may not be altered, amended, or modified except by a written instrument signed by the duly authorized representative of both parties.

17. FEDERAL, STATE AND LOCAL LAWS

CONSULTANT warrants that in the performance of this Agreement, it shall comply with all applicable federal, state and local laws, statutes and ordinances and all lawful orders, rules and regulations promulgated thereunder.

18. EQUAL EMPLOYMENT OPPORTUNITY

In connection with its performance under this Agreement, CONSULTANT shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age or national origin. CONSULTANT shall take action to ensure that applicants are employed, and that employees are treated during their employment, without regard to their race, religion, color, sex or national origin. Such actions shall include, but not limited to, the following: employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

19. PROHIBITED INTERESTS

CONSULTANT covenants that, for the term of this Agreement, no director, member, officer or employee of VCTC during his/her tenure in office or for one (1) year thereafter shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

"VCTC": VENTURA COUNTY TRANSPORTATION COMMISSION

____________________________ ___________
John C. Zaragoza, Chair Date

APPROVED AS TO FORM:

____________________________ ___________
Mitchel B. Kahn, General Counsel Date

"CONSULTANT": GONZALEZ QUINTANA & HUNTER, LLC

________________________________ ___________
Delaney Hunter Date
Principal

Exhibit 1

Scope of Services
Ventura County Transportation Commission
State Advocacy Services

Overall Goal

Successfully achieve the intended results of the Ventura County Transportation Commission (VCTC) State Legislative Program. Continue to establish and maintain positive working relationships with the Ventura County State Legislative delegation and members of the gubernatorial administration.

Required Tasks/Activities

Tasks will include, but not be limited to the following:

Routinely communicate with delegation members, and members of related Assembly or Senate Committees on legislation sponsored by VCTC and legislative positions adopted in response to specific legislative or budget proposals. This will occur through both written and oral communication.

Provide information, copies of introduced legislation, relevant testimony and any analysis of legislation relative to VCTC.

Coordinate advocacy efforts which may include testimony by the selected firm's representatives, and/or VCTC Board members and/or staff.

Advise and assist VCTC in developing strategy on legislation, regulations and actions contemplated at any government level.

Assist with the development, attendance and programming of a Legislative Staff Tour/Luncheon for delegation member staff to be held in both Sacramento and/or Ventura County.

Provide a written monthly update to the VCTC Board of Directors which summarizes the firm's most recent efforts on behalf of VCTC, including but not limited to: testimony before committee, individual meetings with Legislators, and written correspondence on behalf of VCTC. This report shall also contain any relevant information regarding the Legislature's activities/progress on moving legislation, adopting a budget, and general activities or action of State government that could impact VCTC's interests.

Provide oral reports to the VCTC Board of Directors which offer insight into the activities of the Legislature as they relate to the VCTC Legislative Program. The dates of these visits will be determined at a later date, based upon the Legislative Session Calendar.

<u>Exhibit 2:</u>
<u>Insurance Requirements for Professional Services</u>

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

<u>MINIMUM SCOPE AND LIMIT OF INSURANCE</u>
Coverage shall be at least as broad as:

1. **Commercial General Liability** (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis for bodily injury and property damage, including products-completed operations, personal injury and advertising injury, with limits no less than **$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Consultant has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than **$1,000,000** per accident for bodily injury and property damage.
3. **Workers' Compensation** insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **$1,000,000** per accident for bodily injury or disease.

   (Not required if consultant provides written verification it has no employees)

If the Consultant maintains higher limits than the minimums shown above, the Entity requires and shall be entitled to coverage for the higher limits maintained by the contractor.

<u>Other Insurance Provisions</u>
<u>The insurance policies are to contain, or be endorsed to contain, the following provisions:</u>
Additional Insured Status
The Entity, its officers, officials, employees, and volunteers are to be covered as additional insureds on the auto policy with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the Consultant; and on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Consultant's insurance (at least as broad as ISO Form CG 20 10, 11 85 or both CG 20 10 and CG 23 37 forms if later revisions used).

Primary Coverage
For any claims related to this contract, the **Consultant's insurance coverage shall be primary** insurance as respects the Entity, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the Entity, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

Notice of Cancellation
Each insurance policy required above shall state that **coverage shall not be canceled, except with notice to the Entity**.

<u>Waiver of Subrogation</u>
Consultant hereby grants to Entity a waiver of any right to subrogation which any insurer of said Consultant may acquire against the Entity by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not the Entity has received a waiver of subrogation endorsement from the insurer.

<u>Deductibles and Self-Insured Retentions</u>
Any deductibles or self-insured retentions must be declared to and approved by the Entity. The Entity may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

Acceptability of Insurers
Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the Entity.

<u>Claims Made Policies</u>
If any of the required policies provide coverage on a claims-made basis:

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained and evidence of insurance must be provided ***for at least five (5) years after completion of the contract of work.***
3. If coverage is canceled or non-renewed, and not ***replaced with another claims-made policy form with a Retroactive Dat***e prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of ***five (5)*** years after completion of contract work.

Verification of Coverage
Consultant shall furnish the Entity with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the Entity before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The Entity reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

<u>Subcontractors</u>
Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein.

Special Risks or Circumstances

Entity reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

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Item #12

December 7, 2012

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: VICTOR KAMHI, BUS SERVICES DIRECTOR

SUBJECT: VISTA ON-BOARD SURVEY RESULTS

RECOMMENDATION:

- Receive results of the 2012 VISTA On-Board Rider Survey

BACKGROUND:

VCTC conducted on-board passenger surveys on all VISTA routes in June 2012. The surveys were distributed by bus and paratransit vehicle drivers, and the analysis was completed by VCTC staff, as in past years. Surveys were handed out throughout the work week as well as over the weekend, depending on the route. The prior VISTA On-Board Survey was conducted December 2009.

VCTC conducts on-board passenger surveys to assess overall passenger satisfaction, obtain statistical data about our ridership, and assess possible schedule modifications. The survey respects the confidentiality of VISTA uses and does not ask for any sensitive, private information.

Summary of the 2012 VISTA On-Board Survey Results.

Overall, survey results were similar to those the Commission received in prior surveys. Overall user ratings of the VISTA services remained high among all routes. A rating of 1 displayed dissatisfaction of service; a rating of 5 displayed the highest approval of service. The overall ratings for the Coastal Express received an 85% service rating of 4 or 5, the 101/Conejo Connection 86%, Santa Paula DAR 78%, the East County 76%, Highway 126 at 67%, and Fillmore DAR 60%. The aforementioned are for weekday survey results.

The origin and destination results provide some information which will assist the Commission in planning and managing the VISTA services. Some of the highlights were:

- The Coastal Express had 58% of its initial boarding's occur at, the Ventura County Government Center, which has a centrally located park-and-ride facility.
- 64% of passengers aboard the Highway 126 first boarded at the Fillmore Senior Center.
- The 101/Conejo Connection did not have a stop where the majority of passengers boarded, however, the data collected provides VCTC with some clear work travel patterns. 75% of passengers indicated work commute as their reason for riding the 101/Conejo Connection. A third of passengers commute to Ventura (Ventura Hospital, Ventura College), another third to Thousand Oaks/Warner Center, and the final third between Camarillo and Oxnard. Two-thirds of passengers traveled northbound, while the remainder southbound.

- 51% of all East County passengers reported Moorpark (including Moorpark College) as their final destination.

The demographics of VISTA ridership also were fairly consistent with prior surveys. Historically the survey data showed that the VISTA Highway 126 service was used primarily by young adults for school travel. The 2012 survey results found that 43% of passengers were between the ages of 16-24, and that 43% of VISTA 126 passengers reported using VISTA to get to school. Similar results were reported for the VISTA East route. The VISTA East survey results found that 47% of passengers were between the ages of 16-24, and 72% of the respondents to the survey reported using VISTA to get to school. In contrast, the VISTA Coastal Express riders reported their main trip purpose was for work trips, with 86% reporting they use VISTA to commute to work. The typical age of a VISTA Coastal Express rider was older than other routes, with 70% of passengers responding to the survey reporting being between the ages of 35-64.

The survey was completed by over 1100 individuals, representing approximately a third of the VISTA riders during the survey period. The data helps VCTC plan for service improvements, understand the riders concerns, and provide the users of the system with an opportunity to provide input to the Commission regarding VISTA. The data which the survey collects includes user travel patterns, demographic breakdown, and attitudes regarding VISTA services will continue to be used to make improvements to the services.

A report of the detailed data is attached separately.

Item #13

December 7, 2012

MEMO TO: **VENTURA COUNTY TRANSPORTATION COMMISSION**

FROM: **VICTOR KAMHI, BUS SERVICES DIRECTOR**

SUBJECT: **VISTA TRANSITION UPDATE**

RECOMMENDATION:

- Receive status report.

BACKGROUND:

In April, 2012, the Commission approved the Ventura Countywide Transit Plan. The plan recommended that the VCTC transition transit operations to other agencies, including VISTA East to the East County Cities, and other VISTA operations to Gold Coast Transit. The Commission included in its plan the desire that the provision of transit be a cooperative effort, and the approved plan stated that "Cities and communities in West County (including Heritage Valley) would be provided with the opportunity to join the District, or the Heritage Valley communities could consent to form their own JPA for the administration and delivery of transit services." While recognizing that the most appropriate agency to manage the VISTA services is Gold Coast Transit, the plan included provisions that the services in the Heritage Valley would be subject to negotiation, and participation by those communities and by California State University Channel Islands (CSUCI) and Santa Barbara County Association of Governments (for Coastal Express) for VISTA services would be pending continued funding agreements with those entities.

The plan also called for creation of a Memorandum of Understanding (MOU) in East County between the cities of Camarillo, Moorpark, Simi Valley and Thousand Oaks and the County of Ventura for unincorporated East County, to further coordination of individual services. The Commission's expectation is that the VISTA East services would be operated through this MOU.

To date, VCTC has received no formal transmittals regarding either the creation or approval of an East County MOU nor any actions by other agencies to develop agreements for the continued funding and operation of the VISTA service. Work is going on in the East County Cities and by Gold Coast Transit; however, there has been nothing transmitted which can be shared with the Commission at this time.

The future of VISTA has been somewhat more complicated, since when the Commission approved the Countywide Transit Plan, the expectation was that the Commission would be able to operate VISTA under the existing contracts through June of 2014. While this remains true for the Heritage Valley Dial-a-Rides, because of the bankruptcy of Coach and the emergency contract with Roadrunner to provide intercity services through July 2013, the future of VISTA is more challenging. The Commission, recognizing the challenge of implementing major institutional changes, directed staff to consult with the Federal Transit Administration (FTA) on the possibility of extending the current Roadrunner contract until July 2014. FTA has recognized that this contract extension may be necessary to prevent a disruption of service, but it has not formally responded to the Commission's request.

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Item #14

December 7, 2012

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: REVISION TO HIGHWAY PLANNING STUDY SCOPE AND FUNDING

RECOMMENDATION:

- Approve preparation by Caltrans of an updated Project Study Report – Project Design Support (PSR-PDS) for the Route 118 Widening from Tapo Canyon Road to Los Angeles Avenue, and preparation by Caltrans of a new PSR-PDS for the Route 101 HOV Lane from Moorpark Avenue to Route 33, for a total cost not to exceed $300,000, to be funded from Planning, Programming and Monitoring funds and Calleguas Water District pipeline easement revenue.
- Authorize the Executive Director to enter into a Cooperative Agreement with Caltrans to provide up to $300,000 for this work.
- Deprogram the $500,000 in Surface Transportation Program funds for the Highway Investment Study, reserving the funds for the Route 101/23 Improvements project if required subject to future Commission approval.

BACKGROUND:

At the April, 2012 meeting, VCTC selected projects to receive funds through the Mini Call for projects. The approve list included $500,000 in Surface Transportation Program funds for Caltrans to undertake a planning study, under VCTC direction, to consider upcoming priorities for use of State Transportation Improvement Program (STIP) funds on the State Highway system. Staff has been in discussions with Caltrans since that time to consider the study scope and funding process.

The planning study was originally proposed to include development of scopes for potential state highway improvement projects, planning level cost estimates, traffic modeling and forecasting, and cost benefit analysis, to facilitate prioritization of future projects. As the study scope was further developed, it appeared advantageous to instead conduct a focused planning effort to move to project implementation more quickly, recognizing the long lead time needed for delivery of large projects. The revised strategy addresses the two highest-priority projects on VCTC's adopted state highway improvement projects list, and proposes that Caltrans will at this time prepare the minimum-required planning document to allow VCTC to nominate both corridors for Preliminary Engineering and Environmental Document funding in the 2014 State Transportation Improvement Program.

Due to the reduced scope for the PSR-PDS documents compared to the broader study, it is estimated that this work can be completed for $300,000, especially due to the PSR-PDS for Route 118 already having been written and therefore only requiring an update. VCTC has sufficient funding in its Planning, Programming and Monitoring (PPM) allocation from the state to provide the required $300,000, thus eliminating the need to use the $500,000 that was committed in Surface Transportation Program funds. In addition, there is approximately $60,000 that will remain in revenue from a Calleguas Water District pipeline easement purchase at the Camarillo Station after funding consultant services for the pipeline construction plan review, and since these revenues are associated with VCTC right-of-way in which there is a federal interest, the funds can be used for federally-eligible transportation purposes, for which the highway planning study would qualify. Use of the PPM funds and the easement revenue will allow VCTC to avoid the longer STP funding approval process, thus expediting the start of the study.

The PSR-PDS for Route 118 will address the portion from Tapo Canyon Road in Simi Valley to Los Angeles Avenue in Moorpark, the last remaining unwidened segment. The Route 101 PSR-PDS will cover the segment from Moorpark Road in Thousand Oaks, where the currently-funded widening will end, to the junction with Route 33 in Ventura. The scope of both studies will consider adding lanes, with the Route 118 lanes anticipated to be mixed-flow, to match the prior widenings on the remainder of the Route 118 and 23 Freeway, while the Route 101 lanes are likely to be for high-occupancy vehicles (HOV) only, at least during the peak period. The subsequent environmental documents for both projects will address possible alternatives, which on Route 101 could include HOV lanes while also considering traffic systems improvements including auxiliary lanes extending only between each freeway entrance and exit. The PSR-PDS documents to be prepared at this time will include preliminary project drawings and cost estimates, an analysis of available traffic data, preliminary right-of-way information, and a preliminary environmental checklist.

By funding the Preliminary Engineering and Environmental Document for both the 101 and 118 corridors through the 2014 STIP cycle, VCTC will be in a position to move forward with both projects subject to the availability of future funding. The Preliminary Engineering and Environmental Document could also be used to identify possible phasing alternatives for both corridors such as segmenting the widening projects or building stand-alone auxiliary lanes where feasible.

At the October meeting the Commission approved a funding plan for the Route 101/23 Interchange Improvement project, but this plan could change due to the possible availability of additional Proposition 1B Trade Corridor Infrastructure Fund cost savings from other regional projects. Such savings, if available for the Route 101/23 project, would require a 50% non-state match. Therefore, staff recommends the $500,000 in STP funds no longer required for the highway planning study be placed in reserve for Route 101/23, subject to future Commission approval for use on that project.

This staff recommendation was approved by the Transportation Technical Advisory Committee at its November 15, 2012 meeting.