



VENTURA COUNTY TRANSPORTATION COMMISSION
AIRPORT LAND USE COMMISSION
SERVICE AUTHORITY FOR FREEWAY EMERGENCIES
CONSOLIDATED TRANSPORTATION SERVICE AGENCY
CONGESTION MANAGEMENT AGENCY
www.goventura.org

AGENDA*

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

CAMARILLO CITY HALL
601 CARMEN DRIVE
CAMARILLO, CA

FRIDAY, DECEMBER 1, 2017
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**
- 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. **CALTRANS REPORT** - *This item provides the opportunity for the Caltrans representative to give update and status reports on current projects.*
6. **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.*
7. **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.*
8. **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.*

8A. APPROVE SUMMARY FROM NOVEMBER 3, 2017 VCTC MEETING – PG. 5

Recommended Action:

Approve

Responsible Staff: Donna Cole

8B. MONTHLY BUDGET REPORT – PG. 9

Recommended Action:

Receive and File

Responsible Staff: Sally DeGeorge

8C. PASSENGER RAIL UPDATE – PG. 15

Recommended Action:

Receive and File

Responsible Staff: Heather Miller

8D. FY 18/19 TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET TRANSIT NEEDS SCHEDULE, PROCEDURES AND DEFINITIONS OF “UNMET TRANSIT NEEDS” AND “REASONABLE TO MEET” – PG. 19

Recommended Action:

Review and Approve Unmet Transit Needs Schedule and Definitions

Responsible Staff: Martin Erickson

8E. ALLOCATION OF TRANSPORTATION DEVELOPMENT ACT (TDA) FISCAL YEAR (FY) 2017/18 ARTICLE 3 BIKE PATH MAINTENANCE FUNDS- PG. 25

Recommended Action:

Approve the allocations for FY 2017/2018 Transportation Development Act (TDA) Article 3 Bicycle/Pedestrian maintenance funds.

Responsible Staff: Judy Johnduff

8F. COMPREHENSIVE ANNUAL FINANCIAL REPORT- PG. 27

Recommended Action:

Approve the audited Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2016/2017

Responsible Staff: Sally DeGeorge

8G. COOPERATIVE FUNDING AGREEMENT WITH GOLD COAST TRANSIT DISTRICT FOR AUTOMATIC VEHICLE LOCATION AND PASSENGER INFORMATION SYSTEM- PG. 29

Recommended Action:

- Approve the Cooperative Funding Agreement between VCTC and Gold Coast Transit District (GCTD) for the Automatic Vehicle Location and Passenger Information System project and authorize the Executive Director to execute the agreement.
- Approve amendment to the Transit Stop Enhancements program budget by: adding a revenues line-item, Local Contribution -GCTD, in the amount of \$431,500; and increasing the expenditures line-item of Professional Services by an equal amount of \$431,500.

Responsible Staff: Aaron Bonfilio

9. SENATE BILL (SB) 1 COMPETITIVE GRANT APPLICATIONS– PG. 53

Recommended Action:

- Support Caltrans application for \$68,606,000 in Trade Corridor Enhancement Program funds for the Rice Avenue Grade Separation project.
- Support LOSSAN Rail Corridor Agency application to include rail corridor improvements in Ventura County comprising the Camarillo Station Pedestrian Undercrossing and double tracking in the vicinity, for a TIRCP request of up to \$27.3 million for improvements in Ventura County.

Responsible Staff: Peter De Haan

10. VCTC GENERAL COUNSEL'S REPORT

11. AGENCY REPORTS

12. CLOSED SESSION -

13. ADJOURN to 9:00 a.m. Friday, January 5, 2018

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Item #8A

Meeting Summary

**VENTURA COUNTY TRANSPORTATION COMMISSION
LOCAL TRANSPORTATION AGENCY
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 3, 2017
9:00 AM**

MEMBERS PRESENT: Bryan MacDonald, City of Oxnard, Chair
Linda Parks, County of Ventura, Vice Chair
Jan McDonald, City of Camarillo
Manuel Minjares, City of Fillmore
Ken Simons, City of Moorpark
Randy Haney, City of Ojai
Will Berg, City of Port Hueneme
Neal Andrews, City of San Buenaventura
Mike Judge, City of Simi Valley
Claudia Bill-de la Peña, City of Thousand Oaks
Steve Bennett, County of Ventura
Kelly Long, County of Ventura
John Zaragoza, County of Ventura
Brian Humphrey, Citizen Rep., Cities
Jim White, Citizen Rep., County
Blanca Rodriguez, Caltrans District 7

ABSENT: Ginger Gherardi, City of Santa Paula
Peter Foy, County of Ventura

CALL TO ORDER

PLEDGE OF ALLGIANCE

ROLL CALL

PUBLIC COMMENTS FOR THOSE ITEMS NOT LISTED ON THIS AGENDA

Alex Littoua, Camarillo Resident and Moorpark College student, said he is excited about the new East-West route, but he has friends in Fillmore who have to travel to Thousand Oaks to get to school and it takes them two hours. He requested a route along SR 23 from Fillmore to Moorpark to close the bus system loop.

CALTRANS REPORT -

Blanca Rodriguez reported that in Ventura County there are currently \$325 Million in Projects in Design and \$126 million of in projects in construction. Additionally, 5 projects worth \$60 million will go to construction this winter.

EXECUTIVE DIRECTOR REPORT -

Darren Kettle introduced Vera Vega, who was promoted from Transit Information Operator to Administrative Assistant.

ADDITIONS/REVISIONS – *There will not be a closed session*

8. CONSENT CALENDAR –

Commissioner Zaragoza made a motion to approve all items as recommended on the Consent Calendar.

8A. APPROVE SUMMARY FROM OCTOBER 6, 2017 VCTC MEETING – *Approve*

8B. SEPTEMBER MONTHLY BUDGET REPORT – *Receive and File*

8C. PASSENGER RAIL UPDATE – *Receive and File*

8D. LEGISLATIVE UPDATE – *Receive and File*

8E. REVISE THE SEPTEMBER 2017 BUDGET AMENDMENT FOR FILLMORE & WESTERN FOR FISCAL YEAR ALLOCATION –

Approve revising the budget amendment portion of the September 2017 Item #11, "Amendment #3 to Fillmore and Western Railway Agreement and related Budget Amendment", to the following:

- *Amend the Fiscal Year 2017/2018 Santa Paula Branch Line Budget increasing the State Transit Assistance (STA) fund transfer by \$150,000 and correspondingly increasing the maintenance line item for the same amount. Also, amend the STA Fund budget by increasing the STA Fund transfer expenditures by \$150,000, AND*
- *Amend the Fiscal Year 2016/2017 Santa Paula Branch Line Budget increasing the State Transit Assistance (STA) fund transfer by \$2,148,000 and correspondingly increasing the charges for past maintenance/track repair and related expenses for the same amount. Also, amend the STA Fund budget by increasing the STA Fund transfer expenditures by \$2,148,000.*

8F. INSURANCE COVERAGE - *Approve the insurance renewal as presented for a total insurance cost of \$234,950 funded as part of the operational cost/indirect cost allocation plan in the Fiscal Year 2017/2018 Budget.*

8G. INSURANCE BROKERAGE SERVICE AGREEMENT- *Authorize the Executive Director to enter into an agreement for Insurance Brokerage Services with Alliant Insurance Services, Inc.*

8H. VALLEY EXPRESS BUDGET AMENDMENT- *Approve amendment to the Valley Express program budget by: adding a revenues line-item, Proposition 1B Carryover, in the amount of \$220,000; and increasing the expenditures line-item of Bus Purchase/Farebox Capital Equipment by an equal amount of \$220,000*

8I. AGREEMENT WITH WILSON & COMPANY FOR BRIDGE INSPECTION -

Approve an agreement with Wilson & Company not to exceed \$40,000 for engineering services to perform annual bridge inspections on the Santa Paula Branch Line as required by 49 CFR Part 237, Bridge Safety Standards.

8J. AGREEMENT WITH INNOVATIVE TDM SOLUTIONS - *Approve a sole source agreement with Innovative TDM Solutions not to exceed \$53,100 for database management related to VCTC's Commuter Assistance Program*

8K. MV TRANSPORTATION CONTRACT AMENDMENT - *Approve the amendment to the Agreement between VCTC and MV Transportation*

8L. AMERICANS WITH DISABILITIES ACT (ADA) CERTIFICATION CONTRACT EXTENSION-

Approve contract amendment (Attachment A) to exercise the option with Mobility Management Partners, Inc., (MMP) to extend the contract by one year through June 30, 2019 at a cost not to exceed \$292,288 for the extension period, as specified in the option.

8M. VENTURA COUNTY TRAFFIC MODEL CONTRACT EXTENSION- *Approve a contract extension with Iteris Inc. through June 2018 for modeling services.*

8N. CALTRANS SUSTAINABLE TRANSPORTATION PLANNING GRANT -

- *Ratify a Caltrans Sustainable Transportation Planning Grant Application in the amount of \$200,000 and allocate a local match of \$25,000 from Local Transportation Funds.*
- *Authorize the Executive Director to execute grant documents should the grant be awarded*

The motion was seconded by Commissioner Berg and passed by the following roll call vote:

Yes: Commissioners McDonald, Judge, Long, Parks, Bill-de la Peña, Zaragoza, Berg, Bennett, White, Minjares, Simons, Andrews, Haney, MacDonald

No: None

Abstain: Commissioner Parks on Item #8L

Absent: Commissioners, Gherardi, Foy, Humphrey

9. RICE AVENUE GRADE SEPARATION FUNDING -

Commissioner Zaragoza made a motion to approve programming of \$1.5 million of Regional Surface Transportation Program (STP) funds for the Rice Avenue Grade Separation final design.

The motion was seconded by Commissioner Parks and passed by the following roll call vote:

Yes: Commissioners McDonald, Judge, Long, Parks, Bill-de la Peña, Zaragoza, Berg, Bennett, White, Minjares, Simons, Andrews, Haney, MacDonald

No: None

Abstain: None

Absent: Commissioners, Gherardi, Foy, Humphrey

10. EAST-WEST CONNECTOR LAUNCH - *Receive and File.*

11. AUTOMATIC VEHICLE LOCATION AND PASSENGER INFORMATION SYSTEM AGREEMENT AND PROJECT FUNDING -

Commissioner Zaragoza made a motion to

- *Approve the Agreement with Syncromatics Corporation for Automatic Vehicle Location and Passenger Information System (Agreement) in an amount not-to-exceed \$4,480,000, and authorize the Executive Director to execute the Agreement; and,*
- *Approve amendment to the Transit Stop Enhancements budget task by: increasing FTA 5307 revenues by \$260,000, and adding a new revenues line-item for the local match, State Transit Assistance (STA) Fund Transfer, in the amount of \$65,000, increasing total budget task revenues by \$325,000; and by increasing the Professional Services expenditure line-item by an equal amount of \$325,000; and,*
- *Approve amendment to the Fare Collection and APC Systems budget task by: increasing FTA 5307 revenues by \$266,240, and adding a new revenues line-item for the local match, STA Fund Transfer, in the amount of \$66,560, increasing total revenues by \$332,800; and, by increasing the Professional Services expenditure line-item by an equal amount of \$332,800; and,*
- *Approve amending the STA budget by increasing STA Fund Transfer expenditures by \$131,560, for Transit Stop Enhancements and Fare Collection and APC Systems expenditures.*

The motion was seconded by Commissioner Simons and passed by the following roll call vote:

Yes: Commissioners McDonald, Judge, Long, Parks, Bill-de la Peña, Zaragoza, Berg, Bennett, White, Minjares, Simons, Andrews, Haney, Humphrey, MacDonald

No: None

Abstain:None

Absent: Commissioners, Gherardi, Foy

12. VCTC GENERAL COUNSEL'S REPORT

13. AGENCY REPORTS

14. CLOSED SESSION - No Closed Session

15. ADJOURN to 9:00 a.m. Friday, December 1, 2017



Item #8B

December 1, 2017

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 2017

DISCUSSION:

The monthly budget report is presented in a comprehensive agency-wide format on a modified accrual basis. The reports include a combined Balance Sheet, a Statement of Revenues, Expenditures and Changes in Fund Balance detailed by fund and an Investment Report by institution. There are six funds presented consisting of the General Fund, the Local Transportation Fund (LTF), the State Transit Assistance Fund (STA), the Service Authority for Freeway Emergencies (SAFE) fund, the VCTC Intercity fund and the Valley Express fund. The Statement of Revenues, Expenditures and Changes in Fund Balance also includes the annual budgeted numbers that are updated as the Commission approves budget amendments or administrative budget amendments are approved by the Executive Director. Staff monitors the revenues and expenditures of the Commission on an on-going basis.

The October 31, 2017 budget reports indicate that revenues were approximately 18% of the adopted budget while expenditures were approximately 19% 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. Furthermore, revenues are often billed and reimbursed in arrears.

Some revenues are received at the beginning of the year while other revenues are received after grants are approved. In many instances, the Ventura County Transportation Commission (VCTC) incurs expenses and then submits for reimbursement from federal, state and local agencies which may also cause a slight lag in reporting revenues. Furthermore, the State Transit Assistance (STA), Local Transportation Fund (LTF) and Service Authority for Freeway Emergencies (SAFE) revenues are received in arrears. The State Board of Equalization collects the taxes and remits them to the Commission after the reporting period for the business. STA revenues are paid quarterly with a two to three month additional lag and LTF receipts are paid monthly with a two month lag. For example, the July through September STA receipts are often not received until October or November and the July LTF receipts are not received until September. The Department of Motor Vehicles collects the SAFE funds and remits them monthly with a two month lag.

December 1, 2017

Item #8B

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The Commission's capital assets are presented on the Balance Sheet. Capital assets that are "undepreciated" consist of land and rail lines owned by the Commission. Capital assets that are depreciated consist of buildings, rail stations, transit equipment, highway call box equipment and office furniture. Capital assets and depreciation are adjusted annually at year-end.

The Commission's deferred outflows, deferred inflows and pension liability are presented on the Balance Sheet. These accounts represent the accrual information for pension accruals with the implementation of the Government Accounting Standards Board (GASB) Statement 68. This information is based on actuarial information that is provided once a year. The deferred outflows, deferred inflows and pension liability are adjusted annually at year-end.

The Commission's liability for employee vacation accrual is presented on the Balance Sheet. The vacation accrual is adjusted annually at year-end.

**VENTURA COUNTY TRANSPORTATION COMMISSION
BALANCE SHEET
AS OF OCTOBER 31, 2017**

ASSETS AND DEFERRED OUTFLOWS

Assets and Deferred Outflows

| | |
|---|-----------------------------|
| Cash and Investments - Wells Fargo Bank | \$ 9,750,389 |
| Cash and Investments - County Treasury | 14,265,903 |
| Petty Cash | 130 |
| Receivables/Due from other funds | 1,914,458 |
| Prepaid Expenditures | 31,631 |
| Deposits | 17,134 |
| Capital Assets, undepreciated | 26,236,268 |
| Capital Assets, depreciated, net | 32,286,943 |
| Deferred Outflows for pension | 488,680 |
| Total Assets and Deferred Outflows | <u>\$ 84,991,536</u> |

LIABILITIES, DEFERRED INFLOWS AND FUND BALANCE

Liabilities and Deferred Inflows:

| | |
|--|----------------------------|
| Accrued Expenses/Due to other funds | \$ 1,785,019 |
| Deferred Revenue | 3,985,767 |
| Deposits | 400 |
| Accrued Vacation | 159,661 |
| Pension Liability | 1,716,672 |
| Deferred Inflows | 351,041 |
| Total Liabilities and Deferred Inflows: | <u>\$ 7,998,560</u> |

Net Position:

| | |
|----------------------------|-----------------------------|
| Invested in Capital Assets | \$ 58,523,211 |
| Fund Balance | 18,469,765 |
| Total Net Position | <u>\$ 76,992,976</u> |

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, 2017**

| | General Fund | LTF | STA | SAFE | VCTC Intercity | Valley Express | Fund Totals | Budgeted | Variance | % Year |
|---|------------------|------------------|---------------|----------------|------------------|------------------|-------------------|-------------------|---------------------|-----------|
| | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual |
| Revenues | | | | | | | | | | |
| Federal Revenues | \$ 710,037 | \$ - | \$ - | \$ - | \$ 1,237,373 | \$ 201,942 | \$ 2,149,352 | \$ 15,467,001 | (13,317,649) | 14 |
| State Revenues | 146,524 | 6,172,717 | - | 203,320 | 212,329 | 178,441 | 6,913,331 | 42,348,061 | (35,434,730) | 16 |
| Local Revenues | 471,599 | - | - | 1,038 | 708,940 | 1,100,267 | 2,281,844 | 4,188,223 | (1,906,379) | 54 |
| Other Revenues | 1,258 | - | - | - | - | - | 1,258 | - | 1,258 | 0 |
| Interest | 1,127 | 6,052 | 18,216 | 10,138 | 422 | 129 | 36,084 | 105,000 | (68,916) | 34 |
| Total Revenues | 1,330,545 | 6,178,769 | 18,216 | 214,496 | 2,159,064 | 1,480,779 | 11,381,869 | 62,108,285 | (50,726,416) | 18 |
| Expenditures | | | | | | | | | | |
| Administration | | | | | | | | | | |
| Personnel Expenditures | 778,121 | - | - | - | 52,409 | 21,475 | 852,005 | 3,011,400 | (2,159,395) | 28 |
| Legal Services | 2,254 | - | - | - | - | - | 2,254 | 25,000 | (22,746) | 9 |
| Professional Services | 37,739 | - | - | - | - | - | 37,739 | 121,200 | (83,461) | 31 |
| Office Leases | 55,121 | - | - | - | - | - | 55,121 | 158,000 | (102,879) | 35 |
| Office Expenditures | (15,286) | - | - | - | 33,238 | 13,619 | 31,571 | 585,900 | (554,329) | 5 |
| Total Administration | 857,949 | - | - | - | 85,647 | 35,094 | 978,690 | 3,901,500 | (2,922,810) | 25 |
| Programs and Projects | | | | | | | | | | |
| Transit & Transportation Program | | | | | | | | | | |
| Senior-Disabled Transportation | 71,936 | - | - | - | - | - | 71,936 | 263,500 | (191,564) | 27 |
| Fare Collection APC Systems | 4,047 | - | - | - | - | - | 4,047 | 178,800 | (174,753) | 2 |
| VCTC Intercity Bus Services | - | - | - | - | 2,753,165 | - | 2,753,165 | 8,587,800 | (5,834,635) | 32 |
| Valley Express Bus Services | - | - | - | - | - | 704,110 | 704,110 | 1,807,500 | (1,103,390) | 39 |
| Transit Stop Enhancement | 21,092 | - | - | - | - | - | 21,092 | 1,541,650 | (1,520,558) | 1 |
| Transit Grant Administration | 159,838 | - | - | - | - | - | 159,838 | 7,105,300 | (6,945,462) | 2 |
| Total Transit & Transportation | 256,913 | - | - | - | 2,753,165 | 704,110 | 3,714,188 | 19,484,550 | (15,770,362) | 19 |
| Highway Program | | | | | | | | | | |
| Motorist Aid Call Box System | - | - | - | 65,889 | - | - | 65,889 | 695,000 | (629,111) | 9 |
| Highway Project Management | 3,300 | - | - | - | - | - | 3,300 | 697,800 | (694,500) | 0 |
| SpeedInfo Highway Speed Sensor | - | - | - | 20,800 | - | - | 20,800 | 144,000 | (123,200) | 14 |
| Total Highway | 3,300 | - | - | 86,689 | - | - | 89,989 | 1,536,800 | (1,446,811) | 6 |
| Rail Program | | | | | | | | | | |
| Metrolink & Commuter Rail | 2,034,498 | - | - | - | - | - | 2,034,498 | 5,040,032 | (3,005,534) | 40 |
| LOSSAN & Coastal Rail | 59 | - | - | - | - | - | 59 | 4,700 | (4,641) | 1 |
| Santa Paula Branch Line | 220,769 | - | - | - | - | - | 220,769 | 3,114,652 | (2,893,883) | 7 |
| Total Rail | 2,255,326 | - | - | - | - | - | 2,255,326 | 8,159,384 | (5,904,058) | 28 |

| | General Fund Actual | LTF Actual | STA Actual | SAFE Actual | VCTC Intercity Actual | Valley Express Actual | Fund Totals Actual | Budgeted Actual | Variance Actual | % Year Actual |
|---|------------------------|---------------------|---------------------|---------------------|--------------------------|--------------------------|-----------------------|----------------------|---------------------|------------------|
| Commuter Assistance Program | | | | | | | | | | |
| Transit Information Center | 2,512 | - | - | - | - | - | 2,512 | 13,400 | (10,888) | 19 |
| Rideshare Programs | 28,396 | - | - | - | - | - | 28,396 | 179,200 | (150,804) | 16 |
| Total Commuter Assistance | 30,908 | - | - | - | - | - | 30,908 | 192,600 | (161,692) | 16 |
| Planning & Programming | | | | | | | | | | |
| Transportation Development Act | 75,469 | 5,789,797 | - | - | - | - | 5,865,266 | 30,204,232 | (24,338,966) | 19 |
| Transportation Improvement Program | 3,842 | - | - | - | - | - | 3,842 | 58,900 | (55,058) | 7 |
| Regional Transportation Planning | 63,595 | - | - | - | - | - | 63,595 | 378,500 | (314,905) | 17 |
| Airport Land Use Commission | - | - | - | - | - | - | - | 9,000 | (9,000) | 0 |
| Regional Transit Planning | 55,315 | - | - | - | - | - | 55,315 | 531,100 | (475,785) | 10 |
| Freight Movement | 440 | - | - | - | - | - | 440 | 21,800 | (21,360) | 2 |
| Total Planning & Programming | 198,661 | 5,789,797 | - | - | - | - | 5,988,458 | 31,203,532 | (25,215,074) | 19 |
| General Government | | | | | | | | | | |
| Community Outreach & Marketing | 63,902 | - | - | - | - | - | 63,902 | 229,400 | (165,498) | 28 |
| State & Federal Relations | 40,382 | - | - | - | - | - | 40,382 | 108,100 | (67,718) | 37 |
| Management & Administration | 20,845 | - | - | - | - | - | 20,845 | 74,900 | (54,055) | 28 |
| Office Building Purchase | 11,685 | - | - | - | - | - | 11,685 | 4,135,801 | (4,124,116) | 0 |
| Total General Government | 136,814 | - | - | - | - | - | 136,814 | 4,548,201 | (4,411,387) | 3 |
| Total Expenditures | 3,739,871 | 5,789,797 | - | 86,689 | 2,838,812 | 739,204 | 13,194,373 | 69,026,567 | (55,832,194) | 19 |
| Revenues over (under) expenditures | (2,409,326) | 388,972 | 18,216 | 127,807 | (679,748) | 741,575 | (1,812,504) | (6,918,282) | 5,105,778 | 26 |
| Other Financing Sources | | | | | | | | | | |
| Transfers Into GF from LTF | 3,933,884 | - | - | - | - | - | 3,933,884 | 4,506,731 | (572,847) | 87 |
| Transfers Into GF from STA | 93,319 | - | - | - | - | - | 93,319 | 6,450,025 | (6,356,706) | 1 |
| Transfers Into GF from SAFE | 1,243 | - | - | - | - | - | 1,243 | 28,300 | (27,057) | 4 |
| Transfers Into VI from STA | - | - | - | - | 2,132,525 | - | 2,132,525 | 3,320,144 | (1,187,619) | 64 |
| Transfers Out of LTF into GF | - | (3,933,884) | - | - | - | - | (3,933,884) | (4,506,731) | 572,847 | 87 |
| Transfers Out of STA into GF | - | - | (93,319) | - | - | - | (93,319) | (6,450,025) | 6,356,706 | 1 |
| Transfers Out of SAFE into GF | - | - | - | (1,243) | - | - | (1,243) | (28,300) | 27,057 | 4 |
| Transfers Out of STA into VI | - | - | (2,132,525) | - | - | - | (2,132,525) | (3,320,144) | 1,187,619 | 64 |
| Total Other Financing Sources | 4,028,446 | (3,933,884) | (2,225,844) | (1,243) | 2,132,525 | - | - | - | - | 0 |
| Net Change in Fund Balances | 1,619,120 | (3,544,912) | (2,207,628) | 126,564 | 1,452,777 | 741,575 | (1,812,504) | (6,918,282) | 5,105,778 | 26 |
| Beginning Fund Balance | 1,464,395 | 7,651,852 | 8,338,130 | 4,406,925 | - | - | 21,861,302 | 17,255,238 | 4,606,064 | 127 |
| Long-term Pension Liability* | (1,491,286) | - | - | - | (87,747) | - | (1,579,033) | - | (1,579,033) | 0 |
| Ending Fund Balance | \$ 1,592,229 | \$ 4,106,940 | \$ 6,130,502 | \$ 4,533,489 | \$ 1,365,030 | \$ 741,575 | \$ 18,469,765 | \$ 10,336,956 | 8,132,809 | 179 |

*Government Accounting Standards Board (GASB), Statement 68, *Accounting Reporting and Financials for Pensions*, requires the full pension liability be accrued on financial statements.

**VENTURA COUNTY TRANSPORTATION COMMISSION
INVESTMENT REPORT
AS OF OCTOBER 31, 2017**

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. VCTC has the ability to meet its expenditure requirements, at a minimum, for the next six months. Below is a summary of the Commission's investments that are in compliance with the Commission's investment policy and bond documents, if applicable.

| Institution | Investment Type | Maturity Date | Interest to Date | Rate | Balance |
|------------------------|------------------------|----------------------|-------------------------|-------------|------------------------|
| Wells Fargo – Checking | Government Checking | N/A | \$1,733.30 | 0.08% | \$ 9,750,389.40 |
| County of Ventura | Treasury Pool | N/A | 34,349.70 | 0.93% | 14,261,785.99 |
| Total | | | \$36,083.00 | | \$24,012,175.39 |

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. A small portion of interest earned in the Wells Fargo accounts is for unearned revenues and the interest is not recognized until the revenues are recognized.

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. A portion of interest earned in the General Fund is for Proposition 1B funds and is reclassified and is not shown as General Fund interest in the Statement of Revenues, Expenditures and Changes in Fund Balance.

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 #8C

December 1, 2017

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: HEATHER MILLER, TRANSIT PLANNER

SUBJECT: PASSENGER RAIL UPDATE

RECOMMENDATION:

- Receive and file.

BACKGROUND:

This report provides a monthly update of regional passenger rail activities. The information in this update focuses on regional Commuter rail (Metrolink), Intercity rail (Amtrak), and other rail-related issues pertinent to Ventura County.

DISCUSSION:

Metrolink Commuter Rail

Ridership and On-Time Performance

Based on data provided by Metrolink, system-wide ridership on commuter rail decreased by 1% over last year's average in the same month with 39,086 Daily Passengers for the month of October. The Ventura County Line, which includes both Ventura County and Los Angeles County Stations, averaged 3,501 daily passenger trips for October; this represents a 5% drop from the previous year's average during the same month, however, it represents a 4.5% increase from September's average of 3,349. A "10-Year Snapshot" of ridership trends is provided in Attachment A.

Metrolink ridership originating from Ventura County Stations on the Ventura County Line for the month of October averaged 824 total boardings per weekday. This represents a decrease of 2% compared to the same month in the previous year, however, it represents a 2.5% increase from last month's boardings. In particular, Camarillo and Moorpark Stations experienced an increase in boardings from last year and have made consistent gains in ridership over the last few months. Ventura County boardings represent approximately 22.5% of all boardings on the Ventura County Line. Station boardings for the month of October are shown in Attachment B.

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Metrolink on-time performance, which denotes trains arriving within five minutes of scheduled time, averaged 97.05% “On Time” arrival on the Ventura County Line for the month of October, a slight decrease in performance from 95.75% in September. “On Time” performance on the Ventura County Line continues to perform above the system-wide average which averaged 93.39% in October.

LOSSAN Intercity Rail Corridor (Amtrak Pacific Surfliner)

October 2017 Ridership and Revenue Update

The Pacific Surfliner continues a positive growth trend with significant increases both for ridership and revenue. Ridership in October 2017 totaled 243,817, which was an 18.4% increase over the prior year. This represents the best October in the history of the service. Also for the month of October 2017, ticket revenue totaled \$6,132,472, which equals a 21.5% percent increase over last year.

Attachment A

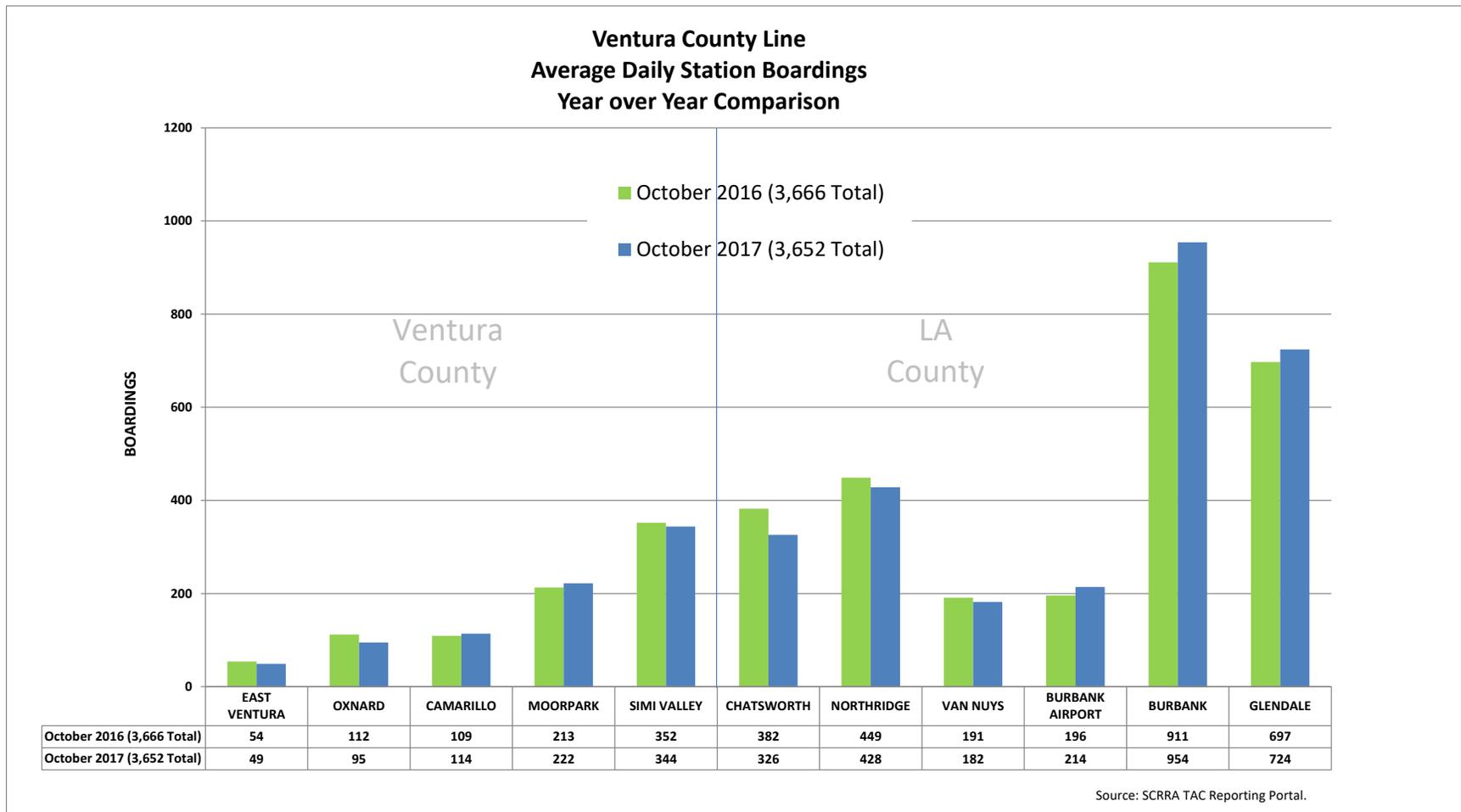
METROLINK RIDERSHIP

10 Year Snapshot of Monthly
Year over Year Change in Average Weekday Ridership

| Month Year | Ventura County Station Boardings* | % Change Ventura County Station Boardings | Ventura County Line Passenger Trips | % Change Ventura County Line | Metrolink System Passengers Grand Total | % Change Metrolink System Grand Total |
|--------------|-----------------------------------|---|-------------------------------------|------------------------------|---|---------------------------------------|
| October 2017 | 824 | -2% | 3,501 | -5% | 39,086 | -1% |
| October 2016 | 843 | -4% | 3,679 | 1% | 39,674 | -5% |
| October 2015 | 876 | -6% | 3,640 | -2% | 41,934 | -1% |
| October 2014 | 931 | 0% | 3,723 | -1% | 42,491 | 1% |
| October 2013 | 929 | -7% | 3,772 | -7% | 42,040 | -5% |
| October 2012 | 1,004 | 3% | 4,041 | 0% | 44,269 | 4% |
| October 2011 | 970 | 7% | 4,035 | 12% | 42,379 | 7% |
| October 2010 | 907 | -1% | 3,605 | -4% | 39,605 | -5% |
| October 2009 | 912 | -8% | 3,762 | -12% | 41,776 | -10% |
| October 2008 | 987 | -3% | 4,275 | 5% | 46,655 | 9% |

* East Ventura, Oxnard, Camarillo, Moorpark and Simi Valley.

Attachment B





Item # 8D

December 1, 2017

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: MARTIN R. ERICKSON, PUBLIC TRANSIT DIRECTOR

SUBJECT: FY 18/19 TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET TRANSIT NEEDS SCHEDULE, PROCEDURES AND DEFINITIONS OF "UNMET TRANSIT NEEDS" AND "REASONABLE TO MEET"

RECOMMENDATION:

- Review and Approve Unmet Transit Needs Schedule and Definitions

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 meet".

A schedule for the FY 18/19 public hearing is attached. A public hearing is required by the State to approve the Unmet Needs process.

For the past two years, VCTC has utilized an on-line comment tool for soliciting comments countywide garnering hundreds of comments and facilitating the public's ability to provide input. Additionally, beginning last year, VCTC chose to hold its required public hearing at the regular Commission meeting (in large part to avoid schedule conflicts that arise with coordinating a separate unmet needs public hearing and hearing board). Moreover, having the hearing at a regular Commission meeting allows transit users interested in testifying to do so before the entire Commission instead of only a few Commissioners.

The testimony will be reviewed by CTAC/SSTAC for discussion so they can take action appropriately prior to reviewing VCTC's staff recommendation. The CTAC/SSTAC also has the option of submitting a formal recommendation in addition to the Staff recommendation to the May Commission meeting.

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The definition of “unmet transit needs” and “reasonable to meet” remain unchanged from last year’s adoption by the CTAC/SSTAC and the Commission and they are presented in the attachment for reference. CTAC/SSTAC adopted the definitions and criteria at their October 10, 2017 meeting.

Attachment A: Unmet Transit Needs Definition
Attachment B: FY 18-19 Unmet Needs Schedule

“UNMET TRANSIT NEED”

Public transportation services identified by the public with sufficient broad-based community support that have not been funded or implemented. Unmet transit needs identified in a government-approved plan meet the definition of an unmet transit need. Sufficient broad-based community support means that persons who will likely use the service on a routine basis demonstrate support: at least 15 requests for general public service and 10 requests for disabled service.

Includes:

- Public transit services not currently provided to reach employment, medical assistance, shop for food or clothing, to obtain social services such as health care, county welfare programs and education programs. Service must be needed by and benefit the general public.
- Service expansions including new routes, significant modifications to existing routes, and major increases in service hours and frequency

Excludes:

- Operational changes such as minor route changes, bus stop changes, or changes in schedule
- Requests for minor extended hours
- Service for groups or individuals that is not needed by or will not benefit the general public
- Comments about vehicles, facilities, driver performance and transit organizational structure
- Requests for better coordination
- Requests for reduced fares and changes to fare restrictions
- Improvements funded or scheduled for implementation in the following year
- Future transportation needs
- Duplication or replacement of existing service

“REASONABLE TO MEET”

| Outcome | Definitions | Measures & Criteria |
|------------------------------|--|---|
| Equity | The proposed service will not cause reductions in existing transit services that have an equal or higher priority | Measures: Vehicle revenue service hours and revenue service miles. Criteria: Transit vehicle service hours and miles will not be reduced on existing routes to fund the proposed service |
| Timing | The proposed service is in response to an existing rather than future transit need | Criteria: Same as definition that proposed service is in response to an existing rather than future transit need; based on public input |
| Feasibility | The proposed service can be provided with the existing fleet or under contract to a private provider | Measure: Vehicle spare ratio: Transit system must be able to maintain FTA’s spare ratio requirement of 20% (buses in peak service divided by the total bus fleet cannot fall below 20%). If less than 20%, can additional buses be obtained (purchased or leased) or can service be provided under contract to a private provider? |
| Feasibility | There are adequate roadways to safely accommodate transit vehicles | Measure & Criteria: Route inspection to determine adequacy of infrastructure to accommodate transit vehicles and passengers. |
| Cost Effectiveness | The proposed service will not unduly affect the operator’s ability to maintain the required passenger fare ratio for its system as a whole | Measure: Total estimate annual passenger fare revenue divided by total annual operating cost (the entire service including the proposed service) Criteria: fare revenue/operating cost cannot fall below the operator’s required passenger fare ratio. |
| Cost Effectiveness | The proposed service will meet the scheduled passenger fare ratio standards described in Attachment A | Measures and criteria in Attachment A. |
| Service Effectiveness | Estimated passengers per hour for the proposed service will not be less than the system-wide average after three years. | Measure: Passengers per hour. Criteria: Projected passengers per hour for the proposed service is not less than 70% of the system-wide average (without the proposed service) at the end of 12 month of service, 85% at the end of 24 months of service, and 100% at the end of 36 months of service. |

PASSENGER FARE RATIOS

It is desirable for all proposed transit services in urban areas to achieve a 20% passenger fare ratio by the end of the third year of operation. A passenger fare ratio of 10% is desired for special services (i.e., elderly and disabled) and rural area services*. More detailed passenger fare ration standards, which will be used to evaluate services as they are proposed and implemented, are described below. Transit service both urban and rural areas, per state law, may obtain an “intermediate” passenger fare ratio.

| Urban Service | Rural Service | Recommended Action |
|--|----------------------|--|
| New Service Performance Criteria: End of Twelve Months | | |
| Less than 6% | Less than 3% | Provider may discontinue service |
| 6% or more | 3% or more | Provider will continue service, with modifications if needed |
| New Service Performance Criteria: End of Twenty-four Months | | |
| Less than 10% | Less than 5% | Provider may discontinue service |
| 10% or more | 5% or more | Provider will continue service, with modifications if needed |
| New Service Performance Criteria: End of Thirty-Six Months ** | | |
| Less than 15% | Less than 7% | Provider may discontinue service |
| 15% to 19% | 7% to 9% | Provider may consider modifying and continue service |
| 20% or more | 10% or more | Provider will continue service, with modifications if needed |
| *Per statute the VCTC may establish a lower fare for community transit (dial-a-ride) services. | | |
| **A review will take place after 30 months to develop a preliminary determination regarding the discontinuation of proposed services | | |

Fiscal Year 18/19 Unmet Transit Needs Public Hearing and Process Schedule

| | |
|-------------------------|--|
| October 10, 2017 | CTAC/SSTAC reviews and approves definitions and unmet needs schedule |
| December 1, 2017 | VCTC approves FY 18/19 Unmet Transit Needs schedule and definitions |
| December 14, 2017 | 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 1, 2018 | 30 day legal notice for public hearing appears in print on VC Star, La Vida News |
| February 2, 2018 | Public Hearing 9:00 AM, Camarillo City Hall (in conjunction with VCTC meeting) |
| March 13, 2018 | CTAC/SSTAC to review draft findings |
| April 10, 2018 | CTAC/SSTAC approves unmet needs findings and staff recommendation |
| May 4, 2018 | 9 am Camarillo City Hall: <ul style="list-style-type: none">- VCTC Unmet Needs Staff Presentation of Findings and Public Hearing- VCTC adopts Unmet Transit Needs Public Hearing Findings |
| June 1, 2018 | VCTC adopts FY18-19 TDA apportionments |
| August 15, 2018 | Deadline to submit to State for review of findings |



Item # 8E

December 1, 2017

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: JUDITH JOHNDUFF, PROGRAM ANALYST

SUBJECT: ALLOCATION OF TRANSPORTATION DEVELOPMENT ACT (TDA) FISCAL YEAR (FY) 2017/18 ARTICLE 3 BIKE PATH MAINTENANCE FUNDS

RECOMMENDATION:

- Approve the allocations for FY 2017/2018 Transportation Development Act (TDA) Article 3 Bicycle/Pedestrian maintenance funds.

BACKGROUND:

Pursuant to California PUC Section 99233.3, two percent (2%) of Transportation Development Act (TDA) Local Transportation Funds are set aside for planning, constructing and maintaining bicycle and pedestrian facilities. These Article 3 funds are allocated by the Ventura County Transportation Commission (VCTC) according to the policies and procedures established by the Commission.

DISCUSSION:

At the March 4, 2016 meeting, VCTC adopted a policy to allocate 25% of the annual TDA Article 3 funds for Class 1 bicycle path maintenance based upon the proportional share of Class I pathway miles within each jurisdiction. This year \$162,220 (25%) of FY17/18 Article 3 funds are available for distribution. The Table in Attachment A provides a breakdown of Class I Bicycle Path maintenance mileage for jurisdictions and their proportional share of the FY 17/18 TDA Article 3 maintenance funds.

The Transportation Technical Advisory Committee (TTAC) approved the recommended allocations for FY 2017/2018 Transportation Development Act (TDA) Article 3 bicycle/pedestrian maintenance funds its November 16, 2017 meeting.

| VENTURA COUNTY TRANSPORTATION COMMISSION | | | |
|--|---|-------------------|---|
| FY 17/18 TDA Article 3 Maintenance Allocation | | | |
| City | Class I Bicycle Path Maintenance Mileage | Percentage | Class I Maintenance Allocation |
| Simi Valley | 13.6 | 16.19% | \$26,271 |
| Oxnard | 2.54 | 3.02% | \$4,906 |
| Ojai | 0.4 | 0.48% | \$773 |
| San Buenaventura | 32.2 | 38.34% | \$62,199 |
| Thousand Oaks | 3 | 3.57% | \$5,795 |
| County | 13 | 15.48% | \$25,112 |
| Port Hueneme | 5.1 | 6.07% | \$9,851 |
| Camarillo | 4.4 | 5.24% | \$8,499 |
| Santa Paula | 3 | 3.57% | \$5,795 |
| Fillmore | 4.84 | 5.76% | \$9,349 |
| Moorpark | 1.9 | 2.26% | \$3,670 |
| TOTAL | 83.98 | 100.00% | \$162,220 |



Item #8F

December 1, 2017

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: SALLY DEGEORGE, FINANCE DIRECTOR
SUBJECT: COMPREHENSIVE ANNUAL FINANCIAL REPORT

RECOMMENDATION:

- Approve the audited Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2016/2017.

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 generally accepted accounting principles (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, 2017.

The Commission's auditors, the Pun Group, LLP, have completed the Fiscal Year 2016/2017 audit and all reports. The Pun Group, LLP, has issued reports stating that in their opinion, the Ventura County Transportation Commission's financial statements are presented fairly in all material respects, the financial position of the governmental activities, the business-type activities, and each major fund of the Commission, as of June 30, 2017, and the respective changes in the financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America. The independent auditor reports begin on page 1 of the CAFR.

The Commission maintains four governmental funds and two business-type funds. Information is presented separately for the governmental funds comprised of the General Fund, Local Transportation Fund (LTF), State Transit Assistance (STA) Fund, and the Service Authority for Freeway Emergencies (SAFE) Fund. Information is presented separately for the two business-type funds comprised of the VCTC Intercity and Valley Express.

The Commission adopted annual budgets for all funds. Budgetary comparison schedules to demonstrate compliance with these budgets are provided on pages 71-74 and 81-82 of the CAFR as required supplementary information.

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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) begins on page 7 and provides a narrative overview and analysis of the Commission's financial activities for the fiscal year. The statistical section can be found at the end of the CAFR beginning on page 87.

At June 30, 2017, the Commission's General Fund balance was \$1,624,056, of which \$48,230 was nonspendable for prepaids and deposits and \$1,283,972 was restricted for rail and transit. The remaining \$291,854 was unassigned with \$151,598 set aside for compensated absences and \$140,256 available for Commission projects and/or operations in future years.

The remaining balances for the other governmental funds were: \$7,651,852 for the LTF Fund; \$8,338,130 for the STA Fund; \$4,406,925 for the SAFE Fund with the total governmental fund balance for Fiscal Year 2016/2017 being \$22,020,963 which was \$3.2 million lower than the previous year largely due to the consumption of prepaid items and utilization of rail funds held within the General Fund balance as well as lower Local Transportation Fund revenues and State Transit Assistant revenues. The fund balance for the business-type activities were \$9,285,378 for VCTC Intercity (largely capital assets) and \$0 for Valley Express.

An auditor from The Pun Group, LLP will be present at the meeting to answer any questions the Commission may have.

The audited Comprehensive Annual Financial Statement (which includes the independent auditor and internal control reports), the single audit report and the Communication with Those Charged with Governance letter are separate attachments to the agenda. These reports are available upon request or on the Commission's website, www.goventura.org, as agenda attachments.



Item # 8G

December 1, 2017

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: AARON BONFILIO, PROGRAM MANAGER – TRANSIT SERVICES
SUBJECT: COOPERATIVE FUNDING AGREEMENT WITH GOLD COAST TRANSIT DISTRICT FOR AUTOMATIC VEHICLE LOCATION AND PASSENGER INFORMATION SYSTEM

RECOMMENDATION:

- Approve the Cooperative Funding Agreement between VCTC and Gold Coast Transit District (GCTD) for the Automatic Vehicle Location and Passenger Information System project and authorize the Executive Director to execute the agreement.
- Approve amendment to the Transit Stop Enhancements program budget by: adding a revenues line-item, *Local Contribution -GCTD*, in the amount of \$431,500; and increasing the expenditures line-item of *Professional Services* by an equal amount of \$431,500.

BACKGROUND & DISCUSSION:

At its November 3, 2017 meeting, the Commission approved a contract with Syncromatics Corporation for an Automatic Vehicle Location and Passenger Information System (System) to replace the arrival information system provided by Nextbus.

The scope of work for the System replacement includes the induction and deployment of new technologies and includes a contract option for Automatic Voice Annunciators (or AVAS), which some, but not all, of the county transit operators previously budgeted for and desires. The AVAS technology, which assists passengers using automated verbal and visual announcements onboard the bus, equates to a significant additional cost per fleet. To the extent that any transit operators with available funding wish to exercise this particular option, VCTC has drafted a Cooperative Funding Agreement which facilitates funding from the applicable agency for the AVAS technology. The operators which have indicated interest in exercising / funding the AVAS option include, Gold Coast Transit District, Thousand Oaks Transit, Simi Valley Transit and Moorpark City Transit.

At its November 1, 2017 meeting the Gold Coast Transit District (GCTD) Board approved VCTC's draft Cooperative Funding Agreement (subject to its counsel's requested modifications) and authorized the

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GCTD General Manager to execute the final Cooperative Agreement with VCTC.¹ Legal counsels from both agencies have since reviewed the final Cooperative Agreement, which is attached to this item. Staff's recommendation is two-fold: first, to approve the Cooperative Funding Agreement, and second, to approve amendment of the Transit Stops Enhancement program budget, in order to incorporate this new funding.

As mentioned previously, the recently approved contract with Syncromatics envisioned this eventuality and was prepared so no contract modification would be required. Once the Cooperative Agreement is approved and budget amended, VCTC will move forward with issuing notice to proceed for the AVAS aspect of the project.

Attachment:
Cooperative Agreement between Gold Coast Transit District and VCTC

¹ Similar action is expected by the City Council(s) of Simi Valley, Moorpark, and Thousand Oaks for AVAS funding.

COOPERATIVE AGREEMENT
BETWEEN
VENTURA COUNTY TRANSPORTATION COMMISSION
AND
GOLD COAST TRANSIT DISTRICT

THIS COOPERATIVE AGREEMENT (Agreement) is entered into between Ventura County Transportation Commission (VCTC) and the Gold Coast Transit District (GCTD) regarding the administration of GCTD's share of funds to support the Automatic Vehicle Location and Real-time Passenger Information System Project (Project).

WHEREAS, VCTC has historically provided, and is lead agency in the current procurement, for a county-wide Automatic Vehicle Location and Real-time Passenger Information System; and,

WHEREAS GCTD in adopting the Ten-Year Capital Plan in its Fiscal Year 2017/18 budget, programmed an amount not to exceed \$670,000 to purchase transit fleet technologies, including Automatic Voice Annunciator System (AVAS) for the GCTD fleet; and,

WHEREAS, VCTC intends to enter into an Agreement with Syncromatics Corporation which will include contract purchase options for integrated technologies, such as AVAS; and,

WHEREAS, VCTC intends to issue Project Task Orders which shall direct Syncromatics Corporation as to the options that each transit operator fleet will receive; and,

WHEREAS, it is the intention of VCTC to enter into this Agreement with the GCTD regarding the provision of the funds to the Project.

NOW THEREFORE THE PARTIES DO AGREE AS FOLLOWS:

1. **Funding Summary:** GCTD will provide up to \$431,500 for the Project from local sources as summarized in the Attachment to this agreement. GCTD's funding shall only be used for GCTD approved Project expenses.
2. **Method of Payment:** Within thirty (30) days of the execution of this Agreement, GCTD shall transfer to VCTC the funds programmed for the Project, consisting of \$431,500.
3. **Invoices:** VCTC shall provide invoices for Project expenses, including reasonably requested back-up documentation, within thirty (30) days of expenditure of GCTD funding provided under this Agreement.
4. **Project Scope:** The scope of the Project funded under this agreement shall be to deploy the Syncromatics option for Automatic Voice Annunciator System, which shall be integrated into the Automatic Vehicle Location and Real-time Passenger Information System procured by VCTC. This includes system design, installation, and testing, staff training, and annual licensing and warranty support for years one and two. The Project specifications are set forth in more detail in Exhibit "A", attached hereto and incorporated herein by reference.
5. **Project Acceptance:** GCTD shall have the right to inspect and approve the Project, and all Project deliverables, prior to acceptance, to ensure that the Project meets the Project

specifications as forth in Exhibit "A", and all other requirements of GCTD. VCTC shall transfer or shall acquire on behalf of GCTD all licensing, and warranty support rights as specified above without additional cost to GCTD.

6. Project Records: VCTC shall maintain all books, papers, records, and accounting records, and all other material relating to the Project, for three (3) years of the date of the final Project payment by VCTC. VCTC shall, upon request, make all such materials available to GCTD at any reasonable time for copying or inspection. VCTC shall ensure that any contract entered into for the Project shall contain all of the provisions of this paragraph.
7. Standard of Care: VCTC shall ensure that the Project activities are conducted in accordance with all applicable state, federal and local laws, rules and regulations, with all due diligence and in a skillful and competent manner.
8. Amendments to the Agreement: The provisions of this Agreement may be amended upon written acceptance and ratification of any such amendment by both VCTC and GCTD.
9. Termination: This Fund Exchange Agreement will terminate upon final reconciliation of expenses for the Project.
10. Indemnification: VCTC shall protect, defend, indemnify, and hold harmless GCTD, its officers, agents, servants, and employees, from any and all claims, demands, causes of action, costs, expenses, losses, damages, injuries or liability arising out of, or caused by any act or omission of VCTC or its officers, agents, contractors, servants, or employees in performance pursuant or related to this Agreement. VCTC shall ensure that any contract entered into for the Project shall require the contractor to indemnify GCTD to the same extent that indemnification is provided to VCTC.

GCTD shall protect, defend, indemnify, and hold harmless VCTC, its officers, agents, servants, and employees, from any and all liability arising out of, caused by any act or omission of GCTD or its officers, agents, servants, and employees as a result of any act or omission by GCTD in its performance pursuant to this Agreement.

The obligations of VCTC and GCTD in these indemnity provisions survive the expiration or earlier termination of this Agreement.

11. Insurance: With respect to performance of work under this Cooperative Agreement and any Project Agreement entered into by VCTC as an element of Project Implementation, VCTC shall maintain and shall ensure that its contractors maintain insurance as described below:

Workers Compensation Insurance – VCTC's contractors shall maintain, during the life of the Project, Workers' Compensation Insurance for any contractor or subcontractor employees employed at the sites of the Project. In case any class of employees engaged in work under this Agreement at the site of the Project is not protected under any Workers' Compensation law, VCTC shall provide or shall cause each contractor and subcontractor to provide, adequate insurance for the protection of employees not otherwise protected. VCTC hereby agrees to indemnify GCTD for any damage resulting to it from failure of any VCTC contractor or subcontractor to take out or maintain such insurance.

Commercial General Liability and Property Damage Insurance – VCTC shall secure and maintain during the life of this Agreement such commercial general liability and property damage insurance and shall name GCTD, their elective and appointive boards, commissions, officers, agents, and employees as additional insureds in regard to any claims for damages for personal injury, including death, as well as for claims for property damage which may arise from VCTC's or any contractors or subcontractors operations hereunder, whether such

operations be by VCTC or any contractor or subcontractor, or by anyone directly or indirectly employed by either VCTC or any contractor or subcontractor, and the amounts of such insurance shall be as follows:

(1) Commercial General Liability Insurance: In an amount not less than \$1,000,000 for injuries, including, but not limited to death, to any one person and, subject to the same limit for each person, in an amount not less than \$2,000,000 on account of any one occurrence:

(2) Property Damage Insurance: In an amount of not less than \$500,000 for damage to the property of each person on account of any one occurrence.

12. Entire Agreement. This Agreement, including the attached exhibit, constitutes the entire agreement between the parties with respect to the subject matter contained herein.
13. Severability. In the event that any provision of this Agreement shall be declared invalid or unenforceable by valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining provisions, which shall be interpreted to carry out the intent of the parties hereto.
14. Third Party Beneficiaries. There are no third party beneficiaries, and this Agreement is not intended, and shall not be construed to be for the benefit of, or be enforceable by, any other person or entity whatsoever.

[Signatures on following page]

**SIGNATURE PAGE
TO
COOPERATIVE AGREEMENT
BETWEEN
VENTURA COUNTY TRANSPORTATION COMMISSION
AND
GOLD COAST TRANSIT DISTRICT**

**VENTURA COUNTY TRANSPORTATION
COMMISSION**

GOLD COAST TRANSIT DISTRICT

Darren M. Kettle
Executive Director

Steven Brown
General Manager

Approved as to Form

Approved as to Form

Steven T. Mattas
General Counsel

Steven C. DeBaun
General Counsel

ATTACHMENT

**FUNDING SUMMARY
GCTD SHARE FOR VCTC AUTOMATIC VEHICLE LOCATION
AND REAL-TIME PASSENGER INFORMATION SYSTEM
OPTIONAL TECHNOLOGY: AUTOMATIC VOICE
ANNUNCIATOR SYSTEM**

| Fund Source | Amount | Comments |
|--------------------|------------------|-----------------|
| LTF | \$431,500 | |
| TOTAL | \$431,500 | |

EXHIBIT "A"
PROJECT SPECIFICATIONS

[attached behind this page]

9.0 OPTIONAL TECHNOLOGIES REQUIREMENTS

Following are optional technologies the Commission wishes to consider. Most of the contents of these technologies share the base System requirements/components. These options are not in the base System cost because the Commission has not made a decision yet whether to proceed with any or all these optional items. For these items, the costs applicable to the optional systems shall be separately identified in the Proposer's Cost Proposal (Attachment form C-1). Such items shall be individually selectable. Implementation by the Commission or the Operators may be at time of contract award, a later date (or not at all), and authorized under individually negotiated Task Orders. **Purchase of desired optional technologies is not guaranteed.**

9.1 Automated Voice Annunciation (AVA) [Optional Technologies]

As an option, the Proposer may specify the use of an Automated Voice Annunciation (AVA) system in accordance with Americans with Disabilities Act (ADA) requirements. The AVA system shall integrate to the existing public announcement (PA) system on-board the vehicle.

The proposed system must provide accurate, clear, audible and visual announcements of routes, major intersections, destinations and transfer points and special messages. This system must fully comply with the Americans with Disabilities Act (ADA) requirements to ensure that passengers with physical and/or hearing impairments shall receive consistent and accurate information while riding in Commission / Operator buses.

In addition, a portion of the Operators have AVA systems. Proposers are encouraged to provide solutions that integrate with existing Operator AVA systems, such as by offering single log-on capability.

Proposers will provide separate pricing for AVA systems, and/or AVA system integration, by Operator fleet. For Operator-specific fleet compositions see the *Operators Fleet and Systems Composition Schedule* (Attachment M).

The following table represents the Commission's concepts of how the Proposer's Passenger Information System solution will meet our Objectives:

AVA Technology Capabilities to Meet the Commission Objectives

| Commission Objectives | Technology Capability |
|--|--|
| Make public transit more attractive to the general population. | ✓ By helping the Commission achieve compliance with the ADA, the AVA assists riders, who are blind, cognitively impaired, or hearing impaired, as well as commuters and tourists reach their destinations. |

Exhibit A - Project Specifications
Cooperative Agreement Between Gold Coast Transit District and VCTC

March 3, 2017

Ventura County Transportation Commission
RFP For Automatic Vehicle Location & Passenger Information System

RFP 17-90164-AVL

| | |
|------------------------------------|--|
| Maximize passenger movements. | ✓ By helping riders with disabilities to use accessible fixed-route bus systems instead of relying on paratransit service. |
| Increase awareness of ITS benefits | ✓ By providing clear announcements, AVA provides passengers with more information and improves the rider experience through ITS. |

In summary, and when the complete ITS technologies have been deployed the Commission seeks to have a System that provides the following AVA capabilities for the riding public and for Operator operations:

| |
|--|
| ✓ Provide stop and directional information along route. |
| ✓ Inform Operator to stop at next location based on the "stop requested" option. |
| ✓ Announce stop locations both visually and audibly. |
| ✓ Provide Operator staff the ability to edit, access and modify route and stop information independently for schedule changes. |
| ✓ Automatically manage destination signs. |

The annunciation system shall include visual display systems to be installed on-board the vehicle such that the auditory announcement can be simultaneously displayed visually.

The following system functionality is desired of the AVA:

- ✓ Some Operators have interior (Destination Message Signs) DMS' installed on the fixed route fleet. The Proposer shall install new interior DMS. However, the Proposer may propose the use of any existing interior DMS if it can ensure that the proposed AVA system can integrate with the existing DMS to provide desired visual AVA features.
- ✓ The DMS shall display the "stop requested" message when stop requested or the wheelchair area stop request is activated by a customer.
- ✓ If stop request signal is received while another message is being displayed on the DMS, the AVA system shall show stop requested message after current message is completed.
- ✓ The AVA shall provide text announcements for configurable duration, which will be set using the central recording software.
- ✓ The AVA shall make an exterior announcement of the current route number and destination when doors open at a stop. At other locations (e.g., major intersections), the controller shall make preset location-based interior announcements.

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- ✓ The Operator shall have the capability of overriding the automatic initiation of visual announcements and instead manually select from a menu of predefined messages for display to passengers. The override shall be reported as an event.
- ✓ Interior signs shall display stop requested, bus stop arrival, major intersections and landmarks, date / time information, and other preformatted messages.
- ✓ The interior sign system data files shall be updatable remotely..
- ✓ The AVA shall provide announcements to passengers on-board fixed-route revenue vehicles. This function shall support next stop announcements as well as annunciation of major intersections, key transfer points, promotional information, public service information, Vehicle Operator initiated messages and advertising.
- ✓ Next stop, major intersection and key transfer point announcement capacity shall be sufficient to support all of the routes in the service area and all of the trips made by each vehicle during a service day, plus a 50% spare capacity for other types of announcements.
- ✓ The AVA shall use the vehicle location information from the AVL system to trigger the appropriate announcements on-board the vehicle whenever the vehicle enters a "trigger zone." A trigger zone is a user-defined area that is located just prior to each stop location. For example, the trigger zone may begin 800 feet before a stop as well as at selected other announcement locations.
- ✓ Trigger zones shall be pre-defined by the software for AVA trigger management and downloaded to the controller.
- ✓ Trigger zones shall be configurable by stop to accommodate for differences in operations, including but not limited to, the direction of approach and size of stop.
- ✓ Time-based announcements / displays shall be programmed to be made on-board the vehicle at specific times of the day or at a set frequency within specified time periods, on specific days of the week.
- ✓ Location-based announcements / displays shall be programmed to be made on-board the vehicle when that vehicle passes any designated location(s).
- ✓ In the event that a vehicle is operating off-route, the automated announcements / displays shall not be made. Once the route is reacquired, the System shall automatically determine and announce the next valid bus stop or other designated location.
- ✓ The Operator shall have the ability to manually trigger the activation of any pre-recorded announcements if needed.
- ✓ The DMS shall display the current date / time when not displaying a triggered announcement.

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- ✓ Dispatch shall have the ability to send a free form announcement message to one bus, a group of buses, to the AVA interior DMS.
- ✓ The AVA shall have the capability to create and schedule public service or advertising messages.
- ✓ Audio levels shall be controllable by the Operator within a usable audio range. The Operator shall have the capability of overriding the automatic initiation of audio announcements and instead manually select from a menu of predefined messages for announcements to passengers. The override shall be reported as an event.
- ✓ The volume of the internal announcements shall be automatically adjusted according to the noise level on the vehicle at the time, and the vehicle operator shall not be able to lower the announcement volume.
- ✓ The AVA shall provide the capability to adjust external speaker volume levels based on time and location settings.
- ✓ The AVA shall provide the capability to adjust the minimum and maximum volume levels separately for interior and exterior announcements.
- ✓ The AVA announcements and PA volume level controls shall also allow the Operator to separately adjust the volumes for the Operator and handset speakers.
- ✓ Operator-initiated announcements / displays (e.g., safety-related announcements) shall be programmed to be made at the Operator's discretion.
- ✓ Operator use of the on-board PA system shall override any automated announcements.
- ✓ Dispatchers shall be able to activate the announcements simultaneously on a group of buses.

9.2 Automatic Passenger Counters (APC) [Optional Technologies]

The following table represents the Commission's concepts of how the Proposer's APC solution will meet our Objectives:

| APC Technology Capabilities to Meet the Commission Objectives | |
|--|---|
| Commission Objectives | Technology Capability |
| Make public transit more attractive to the general population. | ✓ By improving facility planning through the use of more comprehensive passenger counts at stops. |
| Maximize passenger movements. | ✓ By optimizing service through the use of |

We Will Get ALL Operators on GTFS and GTFS-RT

As part of our initial setup, Syncromatics and Trillium will create a clean GTFS feed for each operator, and we will assist in uploading this to Google Maps. We will also publish a GTFS Realtime feed so every operator can share real-time data with the public and software developers.

Comprehensive Software to Manage Electronic Signs and Messages

Our new SyncSIGN module provides easy to use control over the timing, content, and display of electronic signs to enable transit agencies to get the most out of their investment. This unique software was developed by Syncromatics to meet the needs of Los Angeles Metro during the deployment of 300 bus shelter LED signs across Los Angeles County. Now we can offer this powerful tool to all of our clients deploying digital signage to push out live service alerts, schedule public service announcements, organize signs by location, service provider, route, or other grouping. Syncromatics has experience deploying large fleets of electronic signs, and we have the software tools to help our clients operate and support these projects.

Mobile Data Terminal and Dock (No VLU Required)

The Syncromatics OpenMDT Plus is the cornerstone of our ITS system inside the bus. It handles all of the data processing, storage, transmission, and user interface. All these features are packaged in a single modular and swappable package. The touchscreen works in all weather conditions and is compatible with gloves.



The MDT is delivered with a fully integrated vehicle dock to enable rapid removal/replacement of the MDT. This can support walk-around pre-trip inspections of vehicle condition and safety features.

The dock also provides additional input/output (I/O) ports to support peripheral integrations like external antennae, automatic passenger counters, automatic voice annunciator, headsign, farebox, and other components. The MDT/dock will connect to the existing Cisco routers via an Ethernet cable.

The Syncromatics on board solution does not include a Vehicle Logic Unit. All functions normally provided by competitor's vehicle logic units are handled by the MDT and Dock. This approach reduces complexity and cost, and improves reliability by having fewer components to break and fewer elements to troubleshoot.

Automatic Voice Annunciator

Our Automatic Voice Announcement system is proprietary, and we have designed it to be fully integrated with our CAD/AVL software. It will automatically adjust to changes in routes, stops, and schedules, and it will never erroneously announce a stop on the wrong side of the street as some are prone to doing.

- ▶ The system uses a text-to-speech (TTS) engine to make announcements, which can be configured to suit hard to pronounce stop names **from any web browser**.
- ▶ No driver/operator interaction is necessary to operate the AVA system
- ▶ Syncromatics AVA announces **every stop**, not just major stops and transfer points
- ▶ The AVA system will integrate with the existing PA system, microphones and speakers
- ▶ The TTS system natively supports Spanish, French and other foreign languages with proper accent and inflection.
- ▶ The system supports interior PIDS to provide text based notification of upcoming stops
- ▶ The approach distance and time between announcements are configurable for each stop via an intuitive graphical user interface

Exhibit A - Project Specifications

Cooperative Agreement Between Gold Coast Transit District and VCTC
Exhibit B - Contractor's Proposal (July 11, 2017) & Subsequent Responsive Documents (Pricing Clarification).

- Changes to route/stop/announcement settings sync over-the-air with the fleet within 5 minutes

Severe weather issues impacting service? Push out an EMERGENCY notification to all buses advising riders of the change in normal service as soon as you decide on a contingency plan - that way no one gets stuck in the storm without a ride home.

- › Text to speech: "Severe weather will result in suspended operations today at 4pm"
- › Start Announcement: ASAP, push the update to all buses now.
- › Expire Announcement: Today at 4:10pm
- › Frequency: Every 5 minutes, on all buses

Take the Text-to-Speech quality for a test drive at www.neospeech.com -- a screenshot of the custom test widget is below.

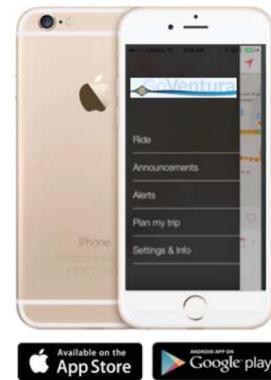


Custom Mobile Apps with Your Branding

The most important thing about passenger facing technologies is that they are easy to use. The first step is making your app easy for riders to find and download. By branding the app for the client (and not the vendor's name) it will be easy for riders to visit the iOS or Android app store and install the app on their phones. This will help drive adoption among new student riders.

Once they have the app, they can select favorite stops, setup recurring weekly/daily notifications for bus arrival times, track buses in real time, and receive alerts from the mobile app about delays and service interruptions. The app includes an integrated trip planner as well.

Syncromatics offers a unique client branded mobile app solution that puts the university's name and logo front and center.



Paperless Pre-trip Inspection

Our customizable pre- and post-trip inspection software runs right on the MDT and instantly validates whether a bus is safe to operate and transmits issues to the maintenance team without any paperwork. You can build your inspection templates based on our samples and customize them to fit your needs. Inspection software also support periodic maintenance inspections, preventive maintenance schedules per vehicle type, and "incident reporting" in the event of a bus collision, passenger injury, or other complaint.

Data Based Decisions for Route Redesign

We've helped many clients do wholesale redesigns of their routes and schedules using AVL data as a factual basis for the modifications. Check out our case study about working with Merced County Transit (CA) in the references section for more details.

4. System Description – Optional Items

4-1. Next Stop Annunciator & Interior Bus Signage

SyncSPEAK ANNUNCIATOR

Syncromatics offers an ADA-compliant annunciator system that will automate the process of announcing arrival at each stop when a transit vehicle is in service. The AVA system is fully integrated with the on-board MDT and also with each bus's existing PA and/or speaker system.



Emergency Preparedness

Earthquake? Flood? Amber Alert? Syncromatics offers the industry's only AVA product that allows you to type a message at your computer and with a simple request, push that message out wirelessly and be playing in every single AVAS equipped vehicle within minutes.

Key Points: Annunciator System

- ▶ No driver/operator interaction is necessary to operate the AVA system
- ▶ The interior and exterior volume levels can be adjusted by the operator
- ▶ The AVAS system will integrate with the existing PA system, including microphones and speakers
- ▶ The AVAS system has a line-in feature that allows it to take and control an audio feed from an AM/FM radio
- ▶ The system uses a text-to-speech (TTS) engine to make announcements, which can be configured in tone, pitch and volume to suit hard to pronounce stops from your desk. The TTS system natively supports Spanish and other foreign languages by recognizing text in the foreign language and pronouncing with proper accent and inflection.
- ▶ The system has expansion capability (additional costs and survey apply) for internal LED signage to display the information visually
- ▶ The system uses several factors to determine when a bus is approaching a stop, including distance from the stop, corresponding previous progress from previous stops, speed, and directional GPS information.
- ▶ The distance and time prior to the stop at which the announcement can be made ("trigger zone") is configurable
- ▶ The system can be configured to announce the next 2 or 3 stops as needed.
 - ▶ Example: "Approaching 3rd/Figueroa, followed by 4th/Figueroa"
- ▶ The system will automatically manage on-route and off-route situations as they happen pausing the announcements when a vehicle departs from the designated route.

Unique AVAS Capabilities

While we always strive to use off-the-shelf hardware, our stop annunciator is the one exception. Syncromatics had been through an extensive period of research and we did not find a commercially available annunciator that we felt would give agencies the tools they need with the level of performance we require of our components. Our AVAS system is proprietary and we have designed it to be fully integrated with the CAD/AVL system – it will never make the stop announcements for a stop on the wrong side of the street as some are prone to doing. The SyncSPEAK Annunciator System is best in class and is a leading differentiator between us and many others in the industry.

Since the Syncromatics AVAS system is tightly integrated with a full understanding of a transit agency's routes, stops, schedules, and other CAD/AVL functions, we can offer a superior Annunciator experience on the bus.

Capabilities that set Syncromatics AVAS apart:

- ➊ When a bus approaches an interlining point, such as a transit center, we know that the announcements for the inbound trip will correspond to Route A, but the outbound trip will correspond to Route B. Our system will make the correct announcement even when there are many routes serving the same stop, and even when a bus is changing routes.
- ➋ Simple GPS only based systems can make the mistake of announcing bus stops that are on the wrong side of the street because based on a raw GPS measurement, the bus is within the designated trigger zone. Syncromatics knows which route the bus is on, what direction it is headed, and what the next stop is supposed to be, so we only announce the correct stop regardless of proximity to "other" trigger zones.
- ➌ Some Annunciators require buses to approach a stop from a certain angle to trigger the announcement, but this can be impractical at large transit centers with multiple entrances and exits. Syncromatics can define the entire transit center as a stop zone so the announcements will work regardless of which path a bus takes.
- ➍ Announcements can be programmed remotely and sent to buses in a matter of minutes, even if those buses are currently on route. There is never physical uploading or voice recording required.
- ➎ The SyncSPEAK Annunciator will continue to work correctly even in cellular dead zones. The text-to-speech engine runs on the MDT, so it does not need to have server connectivity to play each announcement. GPS satellite connectivity generally remains even when cellular service does not, and the MDT will continue to perform in an ADA-compliant manner even within those cellular dead zones.

Use cases for Syncromatics AVAS

- ➊ Got a short term detour on a route? Simple – just drag and drop the route path in the Syncromatics Route Editor, and the AVAS software module will automatically be updated with the new route path. Go ahead and add a Route Level announcement describing the detour so that riders know what's going on. That whole process takes 5 minutes, so it can be done consistently for minor detours to keep bus riders informed.

- ➋ Sample Settings:

- Text to speech: "Due to construction, Route B will operate on Main Street, between First and Third"
- Start Announcement: Today
- Expire Announcement: In One Week
- Frequency: Every 10 minutes, only on Route B buses



| Custom Announcements | | | | | | | Add |
|--|--------------------------|--------------------------|------------|----------|--------|----------|-----|
| Custom Announcements are used to provide information to riders in addition to standard route/stop information. example | | | | | | | |
| Announcement Text | Announce Arrive Interior | Announce Arrive Exterior | Begin Date | End Date | Edit | Delete | |
| Due to an accident on F Street, this bus will detour along E Street for a short distance before returning to the route. No stops will be affected. | Yes | Yes | 09/13/16 | 09/14/16 | [edit] | [delete] | |

Listen to Full Announcement For a Given Date

Choose A Date: 09/13/2016

Approach "Now approaching Monta Vista Ave @ Page Ave (southeast bound) Due to an accident on F Street, this bus will detour along E Street for a short distance before returning to the route. No stops will be affected." [Click to preview](#)

Arrive Interior "This is Monta Vista Ave @ Page Ave (southeast bound) Due to an accident on F Street, this bus will detour along E Street for a short distance before returning to the route. No stops will be affected." [Click to preview](#)

Arrive Exterior "This is LB3 - Los Banos Downtown. Due to an accident on F Street, this bus will detour along E Street for a short distance before returning to the route. No stops will be affected." [Click to preview](#)

- ➌ Severe weather issues impacting service? Push out an EMERGENCY notification to all buses advising riders of the change in normal service as soon as you decide on a contingency plan – that way no one gets stuck in the storm without a ride home.

- Text to speech: "Severe weather will result in suspended operations today at 4pm"
- Start Announcement: ASAP, manually push the update to all buses now.
- Expire Announcement: Today at 4:10pm
- Frequency: Every 5 minutes, on all buses

- ➍ Got an upcoming change in the routes or schedules or fares? Need to inform your riders about public hearings so they can provide input? Don't waste money advertising in the newspaper – get your message directly to the population that cares the most, the people on the bus. Syncromatics can support free form messages to be sent at regular intervals on selected routes or system wide.

- Text to speech: "Share your input on proposed route changes at the Public Meeting on April 8th at the Library Community Room"
- Start Announcement: Today
- Expire Announcement: April 9
- Frequency: Once per hour on every bus

- ➎ Advise riders or a local landmark or public service served by transit...

- Text to speech: "Now approaching 1st and Main, this stop serves the County Courthouse and General Hospital"
- Start Announcement: Now, update during normal bus startup procedure (not urgent)
- Expire Announcement: Ongoing
- Frequency: Every time any bus approaches the stop at 1st and Main (on all routes)

Annunciator Hardware



Integrated Bus Announcer (IBA)
This is what handles the audio channels and interfaces to the PA system.



Driver Control Panel (DCP)
Volume preferences change alongside environmental concerns like air conditioning, neighborhood, time of day and passenger noise. The DCP allows the driver to make these changes or set a standard volume and leave it alone.



Interior LED Sign
Signs display route and stop info that matches announcements to meet ADA requirements. Signs also display date/time and customer service messages.

Additional hardware may include an external speaker to be installed on vehicles that are not equipped with an external speaker. The external speaker is a key element of compliance for the Americans with Disabilities Act. Syncromatics has designed a one-piece housing in which a speaker can be installed to minimize the potential for leaks in the exterior skin of the vehicle. If you prefer to have external speakers installed on buses that do not already have them, pricing can be provided.

Key Risks of Using Other, Unsophisticated Annunciators

- Amplification Hardware:** Does the system audio source support audio distortion control at varied volumes?

Benefits

- ✓ Syncromatics IBA has industrial amplification and audio processing chips that clean up audio distortion along the cabling and audio source paths, to ensure a clean sound at any volume.
- ✓ Syncromatics IBA does not leave the audio channel open when the announcements are not on

Risks

- ❗ Without audio processing hardware, your annunciators may not be compatible or have usable sound outputs on exterior and interior channels
- ❗ Imagine what the reaction from a rider with sensitive hearing might be to a distorted, high pitched onboard announcement played at a high volume

- Interior/Exterior:** Does the system appropriately channel, modulate, and independently adjust volume for each audio destination?

Benefits

- ✓ Syncromatics DCP controls the IBA output volume levels independently for interior and exterior
- ✓ The driver can adjust these volumes as needed, depending on time of day and on-board conditions

Risks

- ❗ Inside the bus, it may be appropriate to have the volume level lower for passenger comfort, but that may not be sufficient for exterior announcements which need to compete with street noise.
- ❗ If you share a common volume or don't have an amplification in between, you'll either be deafening riders inside the bus or not reaching riders on the curb.

- Inputs, Outputs:** Can the system support a line-in from an on-board radio or third party audio device, and can it how does it handle the existing PA system's microphone?

Benefits

- ✓ Syncromatics IBA has an input for an XLR microphone and will give the microphone priority over any automated announcements
- ✓ Syncromatics IBA has an input for a "line in" that can be playing in the background when the annunciator is not making announcements, allowing for background music as needed

Risks

- ❗ If your system can't support the vehicle's existing microphones, you may lose the ability to have a manual PA system that the driver can use as needed.
- ❗ If you have any sort of audio input that the bus provides that isn't supported by an annunciator, you may lose the ability to use that entirely or face contention between that and the annunciator for speaker priority.

- Stop Requested:** Does the system support an input from the Stop Requested cable without the need to replace the existing light-up sign, and can it appropriately pause and time audio messages to play "Stop Requested?"

Benefits

- ✓ Syncromatics IBA fully supports existing stop requested systems without the need to replace them
- ✓ Syncromatics IBA will play the appropriate "Stop Requested" sound only once, when the cable is pulled before a stop. It will reset its logic when it arrives at the stop to allow a new request, just like the existing onboard systems many buses have.

Risks

- ❗ Without stop requested integration, you may not be fully ADA compliant and vision impaired riders may not know when the system has registered their request to stop

- Customizable Messages and Flexibility:** Can your system support an urgent need to modify a message? How do I adjust the annunciator message if I adjust the route? What if there is an emergency?

Benefits

- ✓ Syncromatics annunciator system is based on a text-to-speech engine. You type, it talks.
- ✓ There is no need to record a human voice reading canned messages.
- ✓ Text-to-speech message updates automatically get pushed out to buses via cellular data connections each night, and they can be pushed to vehicles immediately in case of emergency.

Risks

- ❗ System that rely on recorded human voices cannot nimbly adjust to changes in service.
- ❗ The workload associated with manually uploading new recordings via a USB or other cable connection in the bus depot is a distraction from core operations.
- ❗ Voice recorded systems can't support immediate deployment of emergency messages.

- Installation:** Who is installing your AVA system and what is their experience level?

Benefits

- ✓ AVA is the most complicated product to install among the components of the Syncromatics offering. Our on-staff field engineers have experience with OEMs, speaker systems, PA control units, gooseneck and handheld mics, audio cabling, etc. Experience matters the most here.

Risks

- ❗ If you have inexperienced personnel installing AVA, you may disable the bus's PA system inadvertently or permanently damage existing audio functionality, and this often won't be discovered until after the bus is back in service and installation technicians have left the site.

Web Based Annunciator Control Panel

Stop level announcements can be controlled in a variety of ways as described below. Modifications to settings made on the web will be automatically updated on the bus the next time it powers off and on again. Or, you can push out updates on an emergency basis immediately.

The screenshot shows a web interface for managing bus stop announcements. It includes a map, sliders for approach distance and arrival radius, and sections for landmark and custom announcements. Callouts highlight the ability to tailor stop settings, add custom announcements, and use a date toggle for previews.

Each Stop can be individually tailored for announcing distances

Custom stop-level announcements can be added, both for interior and exterior.

The date toggle allows the user to preview what will be announced on specific days

Landmark Announcements
 Landmark announcements are configured by setting an approach distance relative to this stop. This feature is used to announce an intersection or point of interest. Example: "We are now approaching the LA County Museum on your left."

| Announcement Text | Distance From Stop | Begin Date | End Date |
|--|--------------------|------------|----------|
| This stop does not have any custom landmark announcements. | | | |

Custom Announcements
 Custom Announcements are used to provide information to riders in addition to standard route/stop information.

| Announcement Text | Announce Arrive Interior | Announce Arrive Exterior | Begin Date | End Date | Edit | Delete |
|--|--------------------------|--------------------------|------------|----------|--------|----------|
| , transfer for Routes, 1, 2, 4, 5, 5X, 7, 8, 9, 10, 12, and 22 | Yes | No | 07/31/12 | 08/30/99 | [edit] | [delete] |

Listen to Full Announcement For a Given Date
 Choose A Date: 07/31/2012

Approach "Now approaching Transpo, transfer for Routes, 1, 2, 4, 5, 5X, 7, 8, 9, 10, 12, and 22"

Arrive Interior "This is Transpo, transfer for Routes, 1, 2, 4, 5, 5X, 7, 8, 9, 10, 12, and 22"

Arrive Exterior "This is Route - 3 - Merced College."

Buttons: Save, Save and Return To Manage Stops, Cancel

Exhibit A - Project Specifications
Cooperative Agreement Between Gold Coast Transit District and VCTC
Exhibit B - Contractor's Proposal (July 11, 2017) & Subsequent Responsive Documents (Pricing Clarification).

Route level announcements enable quick modification to all of the stops and buses along a given route. There is no need to modify each individual stop – a single change can be pushed out to the entire route at once.

Periodic announcements can be programmed to be spoken inside the bus. Different routes can have specific settings (e.g. frequent service shuttles versus long-distance commuters).

Start and end dates are configurable

Different routes can have different announcements – or none at all.

Distances can be individually configured for each stop as desired. Just drag the toggle or the green circles on the map display to adjust to the correct distance.

When the bus reaches this point it will say "Now Approaching {stop1}, the next stop is {stop2}, followed by {stop3}". Up to 3 stops can be announced, or none at all. This can be configured for each stop.

Approach Distance in Feet: 627ft

50ft 1500ft

Arrival Radius From Stop: 186ft

50ft 300ft

Inside this perimeter, if the door opens, inside the bus it will say "Now arriving at {stop1}" along with any custom text, e.g. "This is a transfer stop to the Red Line"

Inside this perimeter, if the door opens, outside the bus it will say "This is Route 7, to the College". Both route directions and custom text are supported.

Text to Speech Software Engine

Syncromatics AVAS product relies on industry leading text to speech technology to accurately and reliably render your text announcements into natural sounding speech on the bus. This underlying technology is provided via license by NeoSpeech, the industry leader in text to speech processing.

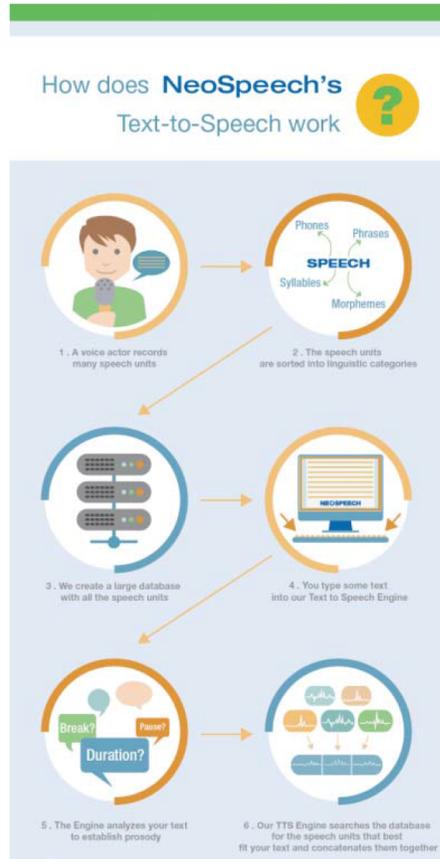
NeoSpeech was founded over a decade ago by two PhD speech engineers—one from Stanford University and the other from Carnegie Mellon University—who were dissatisfied with the poor quality in speech synthesizers. Seeing no other alternatives, they created NeoSpeech as the standard for natural sounding, articulate voices that rival human speech.

While many text-to-speech applications suffer from poor quality announcements that sound very robotic and disengaged, the NeoSpeech platform provides for highly naturalistic speech quality. NeoSpeech uses a process called Unit Selection Synthesis (USS). The process starts on both ends— voice database building language text processing —that meets in the middle to produce speech. But for purposes of understanding, we're going to break down into a simple 6 step process to show you how we create such high quality speech.

Today, NeoSpeech is a leading text-to-speech technology company based in Santa Clara, California with more than 1,000 enterprise customers spanning over a range of industries—telecommunications, education, announcement systems, etc.—and applications—desktop, server, and embedded.

NeoSpeech provides natural sounding voices in a variety of languages, including English and Spanish, both of which will be provided for this project.

Take the text to speech quality for a test drive at www.neospeech.com -- a screenshot of the custom test widget is below.



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Item #9

December 1, 2017

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: SENATE BILL (SB) 1 COMPETITIVE GRANT APPLICATIONS

RECOMMENDATION:

- Support Caltrans application for \$68,606,000 in Trade Corridor Enhancement Program funds for the Rice Avenue Grade Separation project.
- Support LOSSAN Rail Corridor Agency application to include rail corridor improvements in Ventura County comprising the Camarillo Station Pedestrian Undercrossing and double tracking in the vicinity, for a TIRCP request of up to \$27.3 million for improvements in Ventura County.

BACKGROUND:

At previous meetings the Commission has discussed the Road Repair and Accountability Act, SB 1, which passed the Legislature on April 6th. Approximately two-thirds of the funds from SB 1 are for road repair and maintenance, with funds going to Caltrans and by formula to cities and counties. The remaining third is primarily designated for competitive grants, with very limited availability for freeway improvements. Over the past several months staff has been participating in the statewide efforts to develop guidelines for the competitive programs.

DISCUSSION:

SB 1 Trade Corridor Program

As has been discussed, it appears clear that VCTC should request to fund the Rice Avenue Grade Separation over the Coast Main Line through the first SB 1 Trade Corridor grant application cycle. The program guidelines stipulate that 40% of the funds will be for projects nominated by Caltrans while the remaining 60% will be provided to regionally-nominated projects based on programming targets. Regionally-nominated projects require a 30% match, while Caltrans-nominated projects require no match. Furthermore, there can be jointly-nominated projects where the funds are split between the Caltrans and regional shares, and in these cases the 30% match will be required only for that portion of the project funded from the regional share. In addition, Trade Corridor funds can be used to cover cost overruns from the state share projects, but cost increases affecting regional projects must be covered by the regions. Since in VCTC's case there is very little match or local cost overrun funding available, it is necessary for the project to be nominated by Caltrans and come from the state share. The attached Fact Sheet provides the current status of the project including available matching funds, which are limited to

December 1, 2017

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\$4,063,000 provided by Oxnard and VCTC for design, a \$1,523,318 grant from Federal Railroad Administration for design, and an anticipated \$5,000,000 from the Public Utilities Commission for construction. Since the total estimated cost of the project is \$79,192,000, the remaining unfunded balance, currently calculated to be \$68,606,000, will be requested from the Trade Corridor program. It is recommended that at this time the Commission officially support the Caltrans application for the Rice Avenue Grade Separation.

Transit Capital Program

The SB 1 Transit Capital and Intercity Rail Program will be combined with Cap-and-Trade funds and administered as a single program, with a basic eligibility requirement that all projects must demonstrate a reduction in greenhouse gas emissions by attracting trips to transit. A major criterion is improvement to transit service to Disadvantaged Communities as specifically identified by the California Environmental Protection Agency (CalEPA) based on income and pollution criteria, with a large portion of Oxnard as well as downtown and western Ventura being currently defined as Disadvantaged Communities. Staff has identified two Ventura County projects that are likely to be competitive: (1) Pacific Surfliner corridor improvements at the Camarillo Station and between Camarillo and Oxnard; and (2) supplemental Coastal Express service to complement the planned revised Pacific Surfliner schedule to serve commuters to Santa Barbara. At this time staff is recommending the Commission support the Pacific Surfliner improvements application, while staff will return next month with a recommendation on the Coastal Express project.

Staff is working with the LOSSAN Rail Corridor Agency on a LOSSAN application to include various corridor improvements, and these improvements include two components to eliminate the current bottleneck that exists in the corridor in the vicinity of the Camarillo Station. As the Commission is aware, a key aspect of this work will involve double tracking a portion of the line between Camarillo and Oxnard, for a length determined by the availability of funds, to provide better ability for trains to pass without having to wait for trains to clear the Camarillo Station as is currently required. In addition, the project will construct a pedestrian undercrossing in Camarillo which will provide greater flexibility for the station operation and allow train passengers to quickly and easily move from one platform to the other if required or if the parking lot on one side is full.

The proposed LOSSAN corridor improvements at the Camarillo Station and between Oxnard and Camarillo will eliminate delays that are built in to the existing Surfliner schedule, thus providing an improvement to Surfliner service, thus allowing it to attract more riders as required for TIRCP eligibility. Furthermore, the resulting improved train service will benefit the Disadvantaged Community areas found where train stations are located in Oxnard and Ventura.

There is still some uncertainty as to the length of double tracking that will be appropriate but the maximum possible cost of the Ventura County improvements is estimated to be \$29.2 million. The City of Camarillo has \$1.15 million available from its FTA apportionment for the undercrossing, and has also committed \$766,000 in local funds for the undercrossing design, so after subtracting out these matching funds totaling \$1,916,000, the amount of TIRCP funds to be requested will be up to \$27.3 million.

As the Commission has previously discussed, VCTC has been working with SBCAG and the LOSSAN Rail Corridor Agency to develop a plan to revise the Pacific Surfliner schedule to serve the peak hour commuter market to Santa Barbara. The agencies are moving forward with plans to implement this retiming in 2018, but since there will be only one train during the commute period the service can be made more attractive by providing supplemental Coastal Express bus service that will accommodate customers at different times than the train and thus provide more options for commuters. SBCAG

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recently began to develop a possible application for the capital cost of this bus service, estimated to be \$9.5 million in capital costs including the purchase of additional buses. Due to the requirements of the TIRCP program, the buses to be purchased must be zero-emission, so the cost estimate includes electric buses, charging stations, and other facility improvements. The proposed expanded bus service will allow Ventura County residents to seamlessly take the train one way and the bus the other way with a single pass. The project will enhance access of residents of the Disadvantaged Communities in Ventura County (defined by CalEPA to contain downtown Oxnard and downtown Ventura stations) to employment opportunities in the Santa Barbara area.

Staff will likely return next month with an item to support the Coastal Express application for TIRCP, but in the interim will continue working with SBCAG to develop the application, since applications are due January 12th. An important issue for VCTC to consider will be the operating cost of the proposed service, since the TIRCP grant cannot fund operating costs. There is the potential for VCTC to use funds from its Low Carbon Transit Operations Program (LCTOP) apportionment to pay its share of the required operating subsidy for the first five years.

There are two other projects in particular that staff considered for TIRCP but does not anticipate that there will be applications submitted since it does not appear they would be eligible for the program given the requirement on reducing greenhouse gas emissions. SCRRA is also preparing a TIRCP application that adds double tracking throughout the system to allow for increased train frequency, but since there are no plans for increasing Metrolink service in Ventura County, and no bottlenecks in Ventura County that routinely slow down the existing Metrolink trains, SCRRA staff concluded that there was nothing in Ventura County that would be qualify for TIRCP.

Rice Avenue/Fifth Street/Union Pacific RR Grade Separation Project Schedule / Funding Summary



SCHEDULE

| | |
|---|---------------|
| ○ Completion of PA&ED | April 2018 |
| ○ Anticipated start of PS&E / ROW | May 2018 |
| ○ Completion of PS&E / ROW / Caltrans RTL | December 2019 |
| ○ Project award | June 2020 |
| ○ Construction start | July 2020 |
| ○ Construction end | July 2022 |

PROJECT COSTS

| | |
|------------------------------|-----------------------------|
| ○ PA/ED | \$ 2,992,000 |
| ○ PS&E | 6,000,000 |
| ○ ROW / Utility costs | 7,000,000 |
| ○ Agency Oversight / Support | 2,000,000 |
| ○ Construction – Roadway | 40,000,000 |
| ○ Construction – Structures | 14,000,000 |
| ○ Construction Support | 7,200,000 |
| ○ TOTAL | <u>\$ 79,192,000</u> |

COMMITTED FUNDS

| | |
|--|-----------------------------|
| ○ VCTC - Regional Surface Transportation Program | \$ 3,260,000 |
| ○ Federal Railroad Administration STEP-Rail Grant for Final Design | 1,523,318 |
| ○ City of Oxnard Traffic Impact Fee | 803,000 |
| ○ Public Utilities Commission Section 190 | <u>\$5,000,000</u> |
| ○ TOTAL COMMITTED | <u>\$ 10,586,318</u> |

UNFUNDED BALANCE = \$68,606,000