# VENTURA COUNTY TRANSPORTATION COMMISSION

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

**[www.goventura.org](http://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 2, 2011**
**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. **APPROVE SUMMARY FROM NOVEMBER 4, 2011 REGULAR VCTC MEETING-**

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

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

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

**9. ELECTION OF 2012 VCTC VICE CHAIR**

**10. 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.*

**10A. MONTHLY BUDGET REPORT – PG.7**
***Recommended Action:***
Receive and file
**Responsible Staff: Sally DeGeorge**

**10B. RAIL OPERATIONS UPDATE – PG. 13**
***Recommended Action:***
Receive and file
**Responsible Staff: Mary Travis**

**10C. BUDGET AMENDMENT – PG. 17**
***Recommended Action:***
Amend the VCTC Fiscal Year 2011/2012 budget by $85,000 for legal expenditures in the Management and Administration project budget which will be funded from the unobligated general fund/local transportation fund balance.
**Responsible Staff: Darren Kettle**

**10D. ANNEXATION REQUEST FROM CITY OF SANTA PAULA – PG. 19**
***Recommended Action:***
Approve the request from the City of Santa Paula to annex two portions of the Santa Paula Branch Line (SPBL) for the East Area Specific Plan Phase II project.
**Responsible Staff: Mary Travis**

**10E. LEGISLATIVE UPDATE – PG. 21**
***Recommended Action:***
Receive and File.
**Responsible Staff: Peter De Haan**

**10F. FY 12/13 TDA UNMET TRANSIT NEEDS SCHEDULE AND DEFINITIONS – PG. 23**
***Recommended Action:***
Approve the schedule, procedures and definitions of “Unmet Transit Needs” and “Reasonable to Meet” for\ the FY 12/13 Unmet Transit Needs Public Hearing.
**Responsible Staff: Mary Travis**

**10G. FY 12/13 TDA ARTICLE 3 BICYCLE/PEDESTRIAN ALLOCTION SCHEDULE AND EVALUATION CRITERIA – PG. 27**

***Recommended Action:***

Review and approve the schedule and evaluation criteria for the allocation FY 12/13 Transportation Development Act (TDA) bicycle/pedestrian funds to the cities/County.

**Responsible Staff: Mary Travis**

**11. COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) – PG.31**

***Recommended Action:***

Approve the audited Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2010/2011.

**Responsible Staff: Sally DeGeorge**

**12. PROGRAMMING OF STP/CMAQ/TE FUNDS – PG. 33**

***Recommended Action:***

- Approve programming of $1,342,340 of STP funds, $1,998,700 of CMAQ funds, and $1,227,000 of TE funds, as summarized in the Attachment, contingent on the funds being obligated by November 30, 2012.
- Approve transfer of $354,120 of STP funds from the Rice/101 Interchange Improvement in Oxnard to the Hueneme Road Widening in Oxnard, to offset a miscategorization of funds in Caltrans' funding approval for Rice/101.
- Revise the 2012 State Transportation Improvement Program (STIP) submittal approved last month, to advance to Fiscal Year 2012/13 the two projects approved for additional TE funds under this item.

**Responsible Staff: Peter De Haan**

**13. GUIDELINES FOR MINI-CALL FOR PROJECTS – PG.35**

***Recommended Action:***

- Approve the attached guidelines for a new Mini Call for Projects to program Surface Transportation Program (STP), Congestion Mitigation and Air Quality (CMAQ), and Transportation Enhancement (TE) funds anticipated to come available during Fiscal Years (FY) 2011/12 and 2012/13.
- Approve Mini-Call for Projects schedule contained in the agenda item.

**Responsible Staff: Peter De Haan**

**14. COMPREHENSIVE TRANSPORTATION PLAN – PG.65**

***Recommended Action:***

Receive and File Presentation

**Responsible Staff: Steve DeGeorge**

**15. UPDATE ON VOTER RESEARCH FOR THE COMPREHENSIVE TRANSPORATION PLAN- PG.67**

***Recommended Action:***

Receive and File Presentation

**Responsible Staff: Darren Kettle**

**16. VCTC REGIONAL TRANSIT STUDY STATUS REPORT – PG.69**

***Recommended Action:***

- Receive the report on the status and progress of the VCTC Regional Transit Study. *(Provided as a separate document)*
- Direct staff to receive input from the Transit Operators, as discussed below, and provide the information to the Regional Transit Study Steering Committee so that Steering Committee input, along with a recommended report to the Legislature can be considered by the full Commission at the February 3, 2012 meeting.
- Appoint new members from the Commission to the Steering Committee to fill vacancies.

**Responsible Staff: Vic Kamhi**

**17. GENERAL COUNSEL'S REPORT**

This item provides the opportunity for General Counsel to give update and status reports on any legal matters related to Commission activities.

**18. AGENCY REPORTS**

**19. CLOSED SESSION**

**20. ADJOURN**

The next Commission meeting is scheduled to be held at 9:00 a.m. Friday**, January 6, 2012**, Camarillo City Hall, City Council Chambers, 601 Carmen Drive, Camarillo.

**Item #5**

# Meeting Summary

## VENTURA COUNTY TRANSPORTATION COMMISSION

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

**CAMARILLO CITY HALL**
**601 CARMEN DRIVE**
**CAMARILLO, CA**
**FRIDAY, NOVEMBER 4, 2011**
**9:00 AM**

**Members Present:** Bill Fulton, Chair, City of San Buenaventura
John Zaragoza, Vice Chair, County of Ventura
Ralph Fernandez, City of Santa Paula
Dennis Gillette, City of Thousand Oaks
Brian Humphrey, Citizen Rep, Cities
Kathy Long, County of Ventura
Michael Morgan, City of Camarillo
Irene Pinkard, City of Oxnard
Jon Sharkey, City of Port Hueneme
Linda Parks, County of Ventura
Carlon Strobel, City of Ojai
Steve Sojka, City of Simi Valley
Patti Walker, City of Fillmore
Mike Miles, Caltrans

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**PUBLIC COMMENTS –** ***None***

**APPROVE SUMMARY FROM OCTOBER 7, 2011 REGULAR VCTC MEETING-** ***Approved (Commissioner Walker Abstained)***

**CALTRANS REPORT**
*Mike Miles reported the 101 project from LA County Line – Pleasant Valley Road Road was completed in October at a cost of $27 Million.*

**<u>EXECUTIVE DIRECTOR REPORT</u>**

- Earlier this month Executive Director Kettle and Thousand Oaks Councilmember Jacqui Irwin were in Washington, DC to support the 101/23 Tiger Grant Application. It is expected that the grant awards will be announced by the end of this year.

- John Boehner announced that the continuation of current funding for transportation will be pursued, however it will be tied to energy production. There may be a chance of a long term bill by the end of March, 2012.

**<u>ADDITIONS/REVISIONS</u>- Pull 9C for discussion**

**CONSENT CALENDAR**

**9A. <u>MONTHLY BUDGET REPORT</u>** – ***Received and filed***
**9B**. **<u>RAIL OPERATIONS UPDATE</u> – *Received and filed***
**9D. <u>2012 VCTC REGULAR MEETING SCHEDULE</u> – *Adopted*** *(Note December Meeting is December 7th)*
**9E. <u>LEGISLATIVE UPDATE</u> – *Received and filed***

**9C. <u>FIRST QUARTER FY 11/12 COMMUTER SERVICES REPORT</u> – *Received and filed***

**<u>2012 STATE TRANSPORTATION IMPROVEMENT PROGRAM SUBMITTAL</u> – *Approved***
Approve 2012 STIP submittal to the California Transportation Commission, including commitment of $20.4 million in future Surface Transportation Program (STP) funds to provide for full funding of the US-101/SR-23 Project.

**GENERAL COUNSEL'S REPORT – *None***

**AGENCY REPORTS - *None***

**CLOSED SESSION - *None***

**ADJOURN**

**Item # 10A**

**December 2, 2011**

**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 2011

**BACKGROUND:**

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

The October 31, 2011 budget reports indicate that revenues were approximately 28.32% of the adopted budget while expenditures were approximately 20.62% of the adopted budget. Although the percentage of the budget year completed is shown, be advised that neither the revenues nor the expenditures occur on a percentage or monthly basis. For instance, some revenues are received at the beginning of the year while other revenues are received after grants are approved by federal agencies. In many instances, VCTC incurs expenses in advance of the revenues.

**VENTURA COUNTY TRANSPORTATION COMMISSION**
**BALANCE SHEET**
**AS OF OCTOBER 31, 2011**

## ASSETS

| | |
|---|---|
| **Assets:** | |
| Cash and Investments - Wells Fargo Bank | $ 4,736,029 |
| Cash and Investments - County Treasury | 17,641,307 |
| Petty Cash | 50 |
| Receivables/Due from other funds | 2,561,395 |
| Prepaid Expenditures | 1,139,881 |
| Deposits | 12,415 |
| **Total Assets:** | **$26,091,077** |

## LIABILITIES AND FUND BALANCE

| | |
|---|---|
| **Liabilities:** | |
| Accrued Expenses/Due to other funds | $ 2,825,262 |
| Deferred Revenue | 402,129 |
| Deposits | 412 |
| **Total Liabilities:** | **$ 3,227,803** |
| | |
| **Net Assets:** | |
| Fund Balance | **$22,863,274** |
| | |
| **Total Liabilities and Fund Balance:** | **$26,091,077** |

**VENTURA COUNTY TRANSPORTATION COMMISSION**
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**
**FOR THE FOUR MONTHS ENDING OCTOBER 31, 2011**

| | General Fund Actual | LTF Actual | STA Actual | SAFE Actual | Fund Totals Actual | Annual Budget | Variance Over (Under) | % Year to Date |
|---|---|---|---|---|---|---|---|---|
| **Revenues** | | | | | | | | |
| Federal Revenues | $ 1,851,455 | $ 0 | $ 0 | $ 0 | $ 1,851,455 | $ 13,585,746 | (11,734,291) | 13.63 |
| State Revenues | 91,696 | 8,598,009 | 0 | 161,170 | 8,850,875 | 33,221,363 | (24,370,488) | 26.64 |
| Local Revenues | 3,849,552 | 0 | 0 | 5,000 | 3,854,552 | 4,573,819 | (719,267) | 84.27 |
| Other Revenues | 30 | 0 | 0 | 0 | 30 | 0 | 30 | 0.00 |
| Interest | 401 | 13,690 | 15,652 | 5,395 | 35,138 | 141,000 | (105,862) | 24.92 |
| **Total Revenues** | **5,793,134** | **8,611,699** | **15,652** | **171,565** | **14,592,050** | **51,521,928** | **(36,929,878)** | **28.32** |
| **Expenditures** | | | | | | | | |
| **Administration** | | | | | | | | |
| Personnel Expenditures | 708,532 | 0 | 0 | 0 | 708,532 | 2,435,900 | (1,727,368) | 29.09 |
| Legal Services | 7,141 | 0 | 0 | 0 | 7,141 | 35,000 | (27,859) | 20.40 |
| Professional Services | 28,345 | 0 | 0 | 0 | 28,345 | 108,000 | (79,655) | 26.25 |
| Office Leases | 45,914 | 0 | 0 | 0 | 45,914 | 131,300 | (85,386) | 34.97 |
| Office Expenditures | 25,468 | 0 | 0 | 0 | 25,468 | 239,680 | (214,212) | 10.63 |
| **Total Administration** | **815,400** | **0** | **0** | **0** | **815,400** | **2,949,880** | **(2,134,480)** | **27.64** |
| **Programs and Projects** | | | | | | | | |
| **Transit & Transportation Program** | | | | | | | | |
| Senior-Disabled Transportation | 37,481 | 0 | 0 | 0 | 37,481 | 256,800 | (219,319) | 14.60 |
| Go Ventura Smartcard | 33,081 | 0 | 0 | 0 | 33,081 | 434,950 | (401,869) | 7.61 |
| VISTA Fixed Route Bus Service | 1,742,216 | 0 | 0 | 0 | 1,742,216 | 5,292,818 | (3,550,602) | 32.92 |
| VISTA DAR Bus Services | 803,086 | 0 | 0 | 0 | 803,086 | 2,434,385 | (1,631,299) | 32.99 |
| Nextbus | 0 | 0 | 0 | 0 | 0 | 212,545 | (212,545) | 0.00 |
| Trapeze | 5,744 | 0 | 0 | 0 | 5,744 | 30,000 | (24,256) | 19.15 |
| Transit Grant Administration | 204,066 | 0 | 0 | 0 | 204,066 | 5,507,397 | (5,303,331) | 3.71 |
| **Total Transit & Transportation** | **2,825,674** | **0** | **0** | **0** | **2,825,674** | **14,168,895** | **(11,343,221)** | **19.94** |

| | General Fund Actual | LTF Actual | STA Actual | SAFE Actual | Fund Totals Actual | Annual Budget | Variance Over (Under) | % Year to Date |
|---|---|---|---|---|---|---|---|---|
| **Highway Program** | | | | | | | | |
| Congestion Management Program | 0 | 0 | 0 | 0 | 0 | 19,900 | (19,900) | 0.00 |
| Motorist Aid Call Box System | 0 | 0 | 0 | 74,721 | 74,721 | 434,900 | (360,179) | 17.18 |
| SpeedInfo Highway Speed Sensor | 0 | 0 | 0 | 45,700 | 45,700 | 144,000 | (98,300) | 31.74 |
| **Total Highway** | **0** | **0** | **0** | **120,421** | **120,421** | **598,800** | **(478,379)** | **20.11** |
| **Rail Program** | | | | | | | | |
| Metrolink & Commuter Rail | 1,122,169 | 0 | 0 | 0 | 1,122,169 | 1,364,350 | (242,181) | 82.25 |
| LOSSAN & Coastal Rail | 629 | 0 | 0 | 0 | 629 | 12,750 | (12,121) | 4.93 |
| Santa Paula Branch Line | 103,451 | 0 | 0 | 0 | 103,451 | 569,550 | (466,099) | 18.16 |
| **Total Rail** | **1,226,249** | **0** | **0** | **0** | **1,226,249** | **1,946,650** | **(720,401)** | **62.99** |
| **Commuter Assistance Program** | | | | | | | | |
| Transit Information Center | 11,993 | 0 | 0 | 0 | 11,993 | 19,000 | (7,007) | 63.12 |
| Rideshare Programs | 1,398 | 0 | 0 | 0 | 1,398 | 56,500 | (55,102) | 2.47 |
| **Total Commuter Assistance** | **13,391** | **0** | **0** | **0** | **13,391** | **75,500** | **(62,109)** | **17.74** |
| **Planning & Programming** | | | | | | | | |
| Transportation Development Act | 54,493 | 4,778,413 | 0 | 0 | 4,832,906 | 26,922,672 | (22,089,766) | 17.95 |
| Transportation Improvement Program | 19,111 | 0 | 0 | 0 | 19,111 | 2,599,625 | (2,580,514) | 0.74 |
| Regional Transportation Planning | 63,630 | 0 | 0 | 0 | 63,630 | 448,050 | (384,420) | 14.20 |
| Airport Land Use Commission | 0 | 0 | 0 | 0 | 0 | 1,600 | (1,600) | 0.00 |
| Regional Transit Planning | 45,686 | 0 | 0 | 0 | 45,686 | 201,450 | (155,764) | 22.68 |
| Freight Movement | 41,310 | 0 | 0 | 0 | 41,310 | 152,500 | (111,190) | 27.09 |
| **Total Planning & Programming** | **224,230** | **4,778,413** | **0** | **0** | **5,002,643** | **30,325,897** | **(25,323,254)** | **16.50** |
| **General Government** | | | | | | | | |
| Community Outreach & Marketing | 79,518 | 0 | 0 | 0 | 79,518 | 620,349 | (540,831) | 12.82 |
| State & Federal Relations | 23,189 | 0 | 0 | 0 | 23,189 | 66,120 | (42,931) | 35.07 |
| Management & Administration | 537,772 | 0 | 0 | 0 | 537,772 | 856,958 | (319,186) | 62.75 |
| **Total General Government** | **640,479** | **0** | **0** | **0** | **640,479** | **1,543,427** | **(902,948)** | **41.50** |
| **Total Expenditures** | **5,745,423** | **4,778,413** | **0** | **120,421** | **10,644,257** | **51,609,049** | **(40,964,792)** | **20.62** |

| | General Fund Actual | LTF Actual | STA Actual | SAFE Actual | Fund Totals Actual | Annual Budget | Variance Over (Under) | % Year to Date |
|---|---|---|---|---|---|---|---|---|
| **Revenues over (under) expenditures** | **47,711** | **3,833,286** | **15,652** | **51,144** | **3,947,793** | **(87,121)** | **4,034,914** | **(4,531.39)** |
| **Other Financing Sources** | | | | | | | | |
| Transfers Into GF from LTF | 1,828,282 | 0 | 0 | 0 | 1,828,282 | 1,828,282 | 0 | 100.00 |
| Transfers Into GF from STA | 1,143,927 | 0 | 0 | 0 | 1,143,927 | 2,421,472 | (1,277,545) | 47.24 |
| Transfers Into GF from SAFE | 15,064 | 0 | 0 | 0 | 15,064 | 644,300 | (629,236) | 2.34 |
| Transfers Out of LTF into GF | 0 | (1,828,282) | 0 | 0 | (1,828,282) | (1,828,282) | 0 | 100.00 |
| Transfers Out of STA into GF | 0 | 0 | (1,143,927) | 0 | (1,143,927) | (2,421,472) | 1,277,545 | 47.24 |
| Transfers Out of SAFE into GF | 0 | 0 | 0 | (15,064) | (15,064) | (644,300) | 629,236 | 2.34 |
| **Total Other Financing Sources** | **2,987,273** | **(1,828,282)** | **(1,143,927)** | **(15,064)** | **0** | **0** | **0** | **0.00** |
| **Net Change in Fund Balances** | **3,034,984** | **2,005,004** | **(1,128,275)** | **36,080** | **3,947,793** | **(87,121)** | **4,034,914** | |
| **Beginning Fund Balance** | **1,923,350** | **6,034,477** | **7,950,838** | **3,006,816** | **18,915,481** | **14,617,258** | **4,298,223** | |
| **Ending Fund Balance** | **$4,958,334** | **$8,039,481** | **$6,822,563** | **$3,042,896** | **$22,863,274** | **$14,530,137** | **$8,333,137** | |

**VENTURA COUNTY TRANSPORTATION COMMISSION**
**INVESTMENT REPORT**
**AS OF OCTOBER 31, 2011**

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

| Institution | Investment Type | Maturity Date | Interest to Date | Rate | Balance |
|---|---|---|---|---|---|
| Wells Fargo – Checking | Government Checking | N/A | $459.54 | 0.05% | $4,736,029.24 |
| County of Ventura | Treasury Pool | N/A | $34,680.52 | 0.81% | 17,583,278.79 |
| **Total** | | | **$35,140.06** | | **$22,319,308.03** |

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

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

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

**Item # 10B**

December 2, 2011

**MEMO TO:** VENTURA COUNTY TRANSPORTATION COMMISSION

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

**SUBJECT:** RAIL OPERATIONS UPDATE

## RECOMMENDATION:

- Receive and file.

## DISCUSSION:

### Metrolink Ridership:

Based on passenger counts made by conductors on the Ventura Line, there were about 1,939 people who boarded the morning peak-hour trains to Los Angeles each weekday in November; about 50% of those boardings took place at Ventura County stations. This compares to about 1,984 boardings on the same trains in October.

Metrolink station counts are being collected on a quarterly basis, therefore, in January, information about station boardings from October to December will be reported. While ridership at the Ventura County stations have stayed about the same over the past year, the lack of significant ridership growth in this County is a concern and will continue to be evaluated. The new Metrolink marketing staff has several programs they will be implementing over the fiscal year to increase ridership; VCTC marketing consultants will be working closely with them on this effort.

### Metrolink On-Time Performance:

The Ventura Line's on-time performance (trains arriving within five minutes of scheduled time) continued to be very good. Overall, during the month of November, 96% of the inbound trips and 94% of the outbound trips ran on-time.

### Metrolink 2011 Holiday Train:

The Metrolink Holiday Toy Express will operate on a full system schedule this November/December after running an abbreviated schedule in 2010. This will be the 15th anniversary of the special train, which is decorated with holiday lights and travels with Santa Claus from station to station, collecting toys for giveaway during the holiday season. The toy collection drive is co-sponsored with local firefighters and the "Spark of Love" holiday toy campaign.

The holiday train will be stopping in Ventura County as follows: on Saturday December 17th at Camarillo (5 PM); Oxnard (6 PM) and Moorpark (7 PM). On Sunday December 18, the train will be in Simi Valley at 6:45 PM. VCTC marketing staff will be at the stations to coordinate with Metrolink and to incorporate VCTC marketing materials into the station events. Also on board the train in Ventura County this year will be members of VCTC's newly-formed Teen Council who will assist with handing out treats to the crowds.

**Fillmore & Western Holiday Train:**
Fillmore & Western Railway will also be running a holiday train on Saturday November 26th. The train will operate in cooperation with the Ventura County Deputy Sheriff's Association and the Fillmore Volunteer Firefighter Foundation. Toys will be collected at all stops for distribution to children in the Santa Clara Valley. Santa Claus will be traveling along the Santa Paula Branch Line in the F&W vintage steam train and will stop in Montalvo at 5 PM, in East Ventura at Northbank at 5:30 PM, in Saticoy at 6 PM, in Santa Paula at 6:45 PM, and in Fillmore at 8 PM.

**Metrolink Bicycle Trains:**
In response to increased passenger demand for bringing bicycles on the trains, Metrolink has just introduced passenger cars that have been reconfigured on the bottom level to hold eighteen bicycles instead of the usual two bicycle parking spots per train car. This is a pilot program to test the "bicycle cars" that was developed by Metrolink in cooperation with bicycle advocates and the Federal Railroad Administration (FRA). The special cars are marked with yellow bicycle decals on the car sides and were debuted on the Inland Empire Line weekend beach trains early in September. Because these trains have been so successful, sixteen more cars will be reconfigured to hold the additional bicycles over the next several months. The plan is to have at least one bicycle car on every train set in the system. For special event or weekend trains, additional bicycle cars might be added to the operation if need demands.

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

The LOSSAN service area runs along the Coast Main Line from San Diego to San Luis Obispo providing the intercity passenger service operated by Amtrak Pacific Surfliner trains running in San Diego, Orange, Los Angeles, Ventura, Santa Barbara and San Luis Obispo counties under a contract funded and administered by the State. There is also commuter rail service operating in the corridor: the Coaster operated by NCTD in San Diego County and Metrolink, operated by METRO, OCTA, RCTC, SANBAG and VCTC in those counties. The Coaster and Metrolink operations are federally and locally funded while the State supports the Surfliner trains.

VCTC is represented on the LOSSAN Board by Commissioners Millhouse and Humphrey. The ongoing planning and programming responsibilities for passenger rail in the LOSSAN corridor are split among the agencies involved in the intercity and commuter services, sometimes leading to passenger confusion about the services, and also, mixed results in obtaining State and Federal funds for capital and service improvements. Because of this situation, the LOSSAN Board of Directors has been taking a fresh look at the current and potential rail travel patterns, both intercity and commuter, and will be working towards better coordination of services in a variety of areas. A Strategic Plan evaluating LOSSAN service is currently being prepared and will be presented to the Commission for action likely in January. It is expected the report will result in significantly improved coordination between the administration and operation of the different rail services and an improved institutional structure to provide better oversight and control of costs.

At the LOSSAN Board meeting held in late August, it was voted unanimously to move forward with the recommendation to explore further taking over control of the LOSSAN intercity train operations from the State. A similar action was taken on the Capitol Corridor rail service operated in the Sacramento area in 1998. Clearly there are many details that need to be worked through as this is considered, including State funding guarantees, Board structure and voting, administrative arrangements, etc. It would also require State legislation to accomplish this goal, if it is finally approved for action. Staff is continuing to closely monitoring this initiative and will be presenting details for the possible rail reorganization to the Commission for review at the January meeting.

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

**Property Leases**
Staff has been working with F&W to review the existing SPBL leases to determine if additional revenues can be generated to offset the ongoing maintenance work. F&W staff are currently following up on letters sent to all leaseholders asking for their cooperation to review their lease agreement, and also, to make sure safe operations are in place for people working near the rail line. While it does not appear that significant additional revenues can be found at this time, there is some opportunity to approach leaseholders about adding property to their existing leases and bringing in more money; we will continue working on this effort.

**Union Pacific (UP) Railroad**
VCTC's agreement with UP requires the Commission maintain the tracks between Montalvo and Santa Paula without charge as long as UP runs freight on the Line. They currently have one customer, International Paper, with deliveries/pickups by rail three times a week. Staff is continuing discussions with UP and F&W to possibly establish a transloading arrangement, where the freight would be shifted from UP to F&W near Montalvo. In this type of arrangement, UP would pay F&W to transport freight to the existing UP customer i.e. International Paper, however, F&W could also provide other freight hauling opportunities to customers all along the SPBL corridor. It is possible additional freight customers could be added.

This hasn't been a priority in the past because UP got all the revenue while VCTC shouldered all the costs. However, there finally appears to be some movement on this issue from UP. They recently requested permission to perform a track survey in anticipation of formal discussions on this issue and this inspection took place October 22; this inspection took place without apparent problems or concerns being voiced by UP.

Because this issue is still clearly not a priority with UP, the Santa Paula Branch Line Advisory Committee (SPBLAC) will be discussing how to proceed at its November 16th meeting; a report will be made to the Commission about SPBLAC's discussion.

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**Item #10C**

**December 2, 2011**

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**

**FROM: DARREN KETTLE, EXECUTIVE DIRECTOR**

**SUBJECT: BUDGET AMENDMENT**

**RECOMMENDATION:**

- Amend the VCTC Fiscal Year 2011/2012 budget by $85,000 for legal expenditures in the Management and Administration project budget which will be funded from the unobligated general fund/local transportation fund balance.

**DISCUSSION**

The Fiscal Year 2011/2012 budget was in part prepared on estimates and serves as a foundation for financial planning and controls. At this time it is necessary to add a legal line item to the Fiscal Year 2011/2012 Management and Administration project budget in the amount of $85,000. This new expense will be funded from the unobligated general fund/local transportation fund balance.

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**Item # 10D**

**December 2, 2011**

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**

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

**SUBJECT: ANNEXATION REQUEST FROM CITY OF SANTA PAULA**

**RECOMMENDATION:**

- Approve the request from the City of Santa Paula to annex two portions of the Santa Paula Branch Line (SPBL) for the East Area Specific Plan Phase II project.

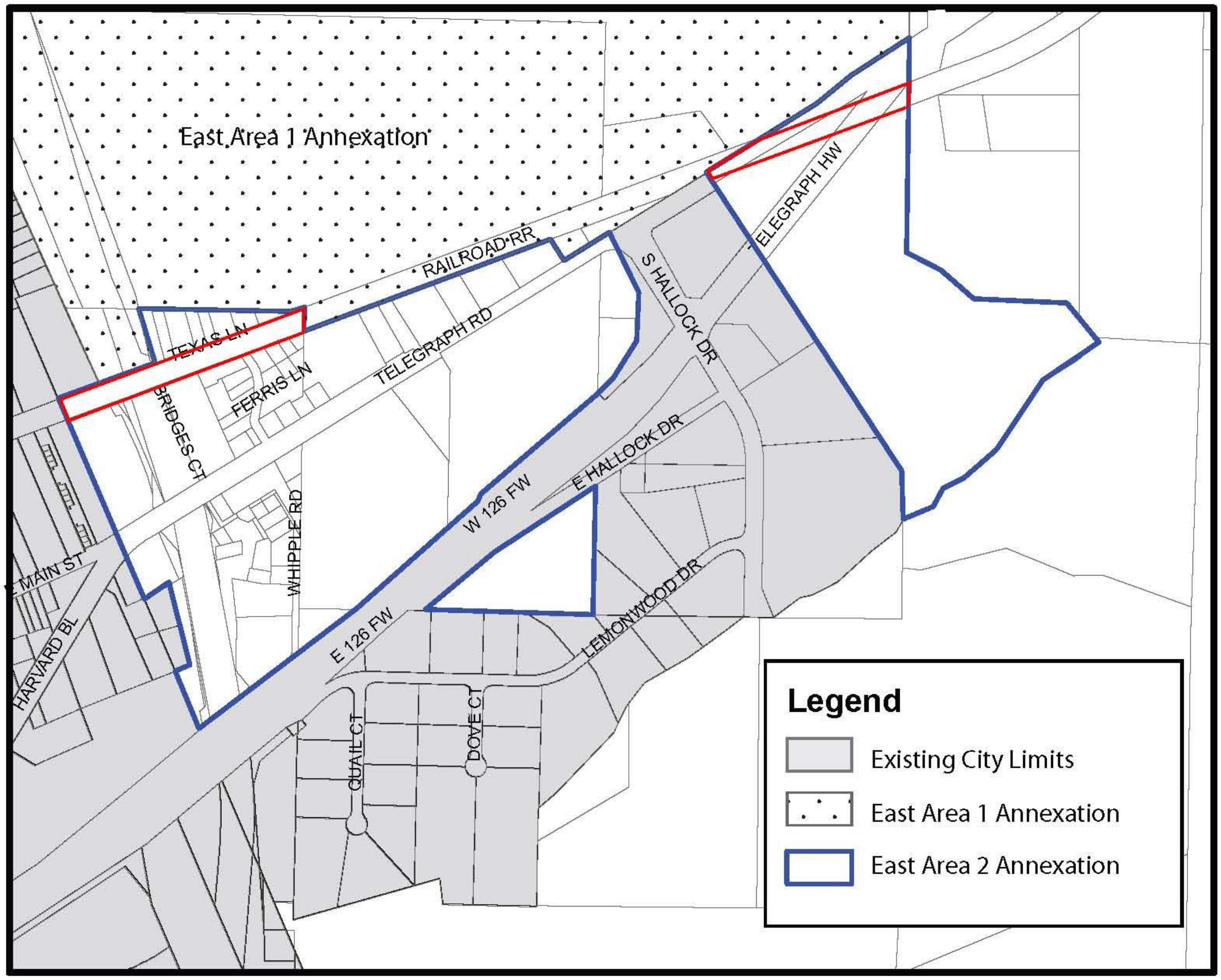
**BACKGROUND:**

The City of Santa Paula has requested VCTC consent to the annexation of two small portions of the Santa Paula Branch Line (SPBL). The portions of the SPBL under consideration are two short, linear pieces of the railroad right-of-way corridor, just north of Telegraph Road. One strip is between Grant Line Road and Ferris Drive, and the other strip is between South Hallock Drive and Peres Lane; please see attached location map.

The City is proposing to annex this property as part of its proposed East Area Specific Plan Phase II. Commission (LAFCO). Note that the proposed annexation will address a request from the Ventura County Local Agency Formation Commission (LAFCO) staff that the City annex properties in this area that would otherwise remain as unincorporated islands in the Specific Plan. These two strips are on either side of the strip of rail property approved by the Commission for annexation in September 2010 by the city for the East Area Specific Plan Phase I.

The City is proposing to zone these parcels Open Space Passive. This zoning was established by the City to accommodate land that is intended to remain undeveloped with permitted uses limited to waterways, flood control channels, utility corridors (such as rail operations), and hiking/biking/equestrian trails. It is not expected that any alterations to this property will occur that will change the existing maintenance and operation of the rail corridor. Also, the proposed annexation will NOT change the ownership of this portion of the SPBL.

Legal Counsel has reviewed the request and has no objection. This request was also reviewed and approved by the Santa Paula Branch Line Advisory Committee (SPBLAC) at its November 16, 2011 meeting.


East Area 1 Annexation
RAILROAD RR
TEXAS LN
FERRIS LN
TELEGRAPH RD
TELEGRAPH HW
S HALLOCK DR
E HALLOCK DR
BRIDGES CT
WHIPPLE RD
W 126 FW
E 126 FW
E MAIN ST
HARVARD BL
LEMONWOOD DR
QUAIL CT
DOVE CT
Legend
Existing City Limits
East Area 1 Annexation
East Area 2 Annexation

**Item #10E**

**December 2, 2011**

**MEMO TO:** **VENTURA COUNTY TRANSPORTATION COMMISSION**

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

**SUBJECT:** **LEGISLATIVE UPDATE**

**RECOMMENDATION:**

- Receive and file the legislative status report.

**BACKGROUND:**

As has been previously reported, the House passed a Fiscal Year 2011/12 Transportation, Housing and Urban Development appropriation bill in which the transportation appropriation represents a 34% reduction from last year, in conformance with the reduced transportation authorization level proposed by the leadership of the House Transportation and Infrastructure Committee. The Senate has now passed its version of the bill, which would hold transportation funding at approximately the same level as last year. A conference committee has now begun working out the differences between the two bills, but being that the best-case scenario for transportation funding would be approval of the Senate proposal for a status quo budget, a funding cut of some amount appears likely.

The Senate Environment and Public Works Committee, which has authorizing jurisdiction over the highway program, has unanimously approved a two-year authorization of the federal highway program at current levels. As with past authorizing proposals with funding amounts greater than transportation trust fund revenues, this bill does not identify a source for the additional funds.

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**Item # 10F**

**December 2, 2011**

**MEMO TO:** **VENTURA COUNTY TRANSPORTATION COMMISSION**

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

**SUBJECT:** **FY12/13 TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET TRANSIT NEEDS PUBLIC HEARING SCHEDULE, PROCEDURES AND DEFINITIONS OF "UNMET TRANSIT NEEDS" AND "REASONABLE TO MEET"**

**RECOMMENDATIONS:**

- Approve the schedule, procedures and definitions of "Unmet Transit Needs" and "Reasonable to Meet" for the FY 12/13 Unmet Transit Needs Public Hearing.

**DISCUSSION:**

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

A schedule for the FY 12/13 public hearing is attached. A Hearing Board will be appointed by the VCTC Chair at the January meeting, and they will hold the public hearing Monday, February 6, 2012 at 1:30 PM at Camarillo City Hall. The Hearing Board will then review the comments received and draft staff findings/recommendations on April 23, 2012 before the full Commission considers the report in May.

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

According to TDA regulations, citizen and social service agency input during the hearing process is specifically required. In response to that requirement, VCTC has designated its Citizen's Transportation Advisory Committee/Social Services Transportation Advisory Council (CTAC/SSTAC) as the advisory group to handle the annual hearing activity. At its November 8, 2011 meeting, a discussion about the procedures, schedule and required definitions used in the hearing process took place. Included as part of the discussion was a review of how other counties define the terms, and it was reassuring to discover that VCTC is setting the model for many other areas. CTAC/SSTAC recommended the definitions, schedule and procedures stay the same as used last year.

**"Unmet Transit Need":**

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

**<u>“Reasonable to Meet”:</u>**

Following is the VCTC adopted definition of "Reasonable to Meet” including the recommended benchmarks for the passenger farebox recovery ratio for new transit services in Ventura County.
An unmet transit need shall be considered “reasonable to meet” if the proposed service(1) is in general compliance with the following criteria:

**<u>Equity</u>**

1. The proposed service will not cause reductions in existing transit services that have an equal or higher priority.

2. The proposed service will require a subsidy generally equivalent to other similar services.

**<u>Timing</u>**

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

**<u>Feasibility</u>**

1. The proposed service can be provided within available funding. (2)

2. The proposed service can be provided with the existing fleet or under contract to a private provider.

**<u>Performance</u>**

1. The proposed service will not unduly affect the operator's ability to maintain the required passenger fare ratio for its system as a whole.

2. The proposed service will meet the scheduled passenger fare ratio standards as described in the recommended benchmarks for the passenger farebox recovery ratio for new transit services in Ventura County.

3. The estimated number of passengers to be carried will be in the range of other similar services, and/or, the proposed service provides a "link" or connection that contributes to the effectiveness of the overall transit system.

**<u>Community Acceptance</u>**

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

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

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

The State has established a basic requirement in Section 99268 of the Public Utility Code for all proposed transit services in urban areas. This requirement is to achieve a 20% passenger fare ratio by the end of the third year of operation. A similar targeted passenger fare ratio of 10% exists for special services (i.e. elderly and disabled) and rural area services.

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

**END OF TWELVE MONTHS**

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

**END OF TWENTY-FOUR MONTHS**

| Performance Level | | Recommended Action |
|---|---|---|
| **Urban Service** | **Rural/*Special* Services** | |
| Less than 10% | Less than 5% | Provider may discontinue service. |
| 10% or more | 5% or more | Provider will continue service, with modifications, if needed |

**END OF THIRTY-SIX MONTHS** (2)

| Performance Level | | Recommended Action |
|---|---|---|
| **Urban Service** | **Rural/*Special* Services** | |
| Less than 15% | Less than 7% | Provider may discontinue service |
| 15-20% | 7-10% | Provider may consider modifying and continuing service |
| 20% or more | 10% or more | Provider will continue service, with modifications if needed |

(1) Per statute the VCTC may establish a lower fare ratio for community transit (dial-a-ride) services.

(2) A review will take place after 30 months to develop a preliminary determination regarding the discontinuation of proposed services.

Fiscal Year 12/13 Unmet Transit Needs Public Hearing and Process Schedule

| | |
|---|---|
| November 8, 2011 | CTAC/SSTAC reviews FY 12/13 unmet transit needs public hearing definitions, procedures and schedule |
| December 2, 2011 | VCTC approves FY 12/13 unmet transit needs public hearing definitions, procedures and schedule |
| December 16, 2011 | 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 6, 2012 | Legal notice for public hearing published |
| January 6 and 16, 2012 | Display advertisements on public hearing published in local English and Spanish language newspapers |
| January 18, 2012 | East County public meeting, 6:30 PM, in Moorpark |
| January 19, 2012 | West County public meeting, 6:30 PM, in Oxnard |
| January 23, 2012 | Reminder notices on the public hearing sent to agencies/citizens |
| February 6, 2012 | Public hearing, 1:30 p.m. at Camarillo City Hall |
| February 13, 2012 | 5 p.m. hearing record closed - no further public testimony accepted |
| March 15, 2012 | Transit Operators Advisory Committee (TRANSCOM) reviews testimony and makes recommendations regarding the staff proposed findings |
| March 22, 2012 | (Tentative Date) Managers Policy Advisory Committee (MPAC) reviews testimony and makes recommendations regarding the proposed findings |
| April 10, 2012 | CTAC/SSTAC reviews testimony and makes recommendations regarding the staff proposed findings |
| April 23, 2012 | 1:30 p.m. at Camarillo City Hall - Hearing Board reviews and approves findings |
| May 4, 2012 | 9 a.m. at Camarillo City Hall - VCTC reviews and adopts Unmet Transit Needs Public Hearing Findings |
| May 7, 2012 | Adopted findings are forwarded to the State for review |
| August 15, 2012 | Deadline for State review of findings |

Item # 10G

December 2, 2011

**MEMO TO:** VENTURA COUNTY TRANSPORTATION COMMISSION

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

**SUBJECT:** FY 12/13 SCHEDULE AND EVALUATION CRITERIA FOR TRANSPORTATION DEVELOPMENT ACT (TDA) ARTICLE 3 BICYCLE/PEDESTRIAN FUND APPLICATIONS

## RECOMMENDATION:

- Review and approve the schedule and evaluation criteria for the allocation FY 12/13 Transportation Development Act (TDA) bicycle/pedestrian funds to the cities/County.

## DISCUSSION:

Pursuant to California PUC Section 99233.3, each year 2% of the available Transportation Development Act (TDA) Local Transportation Funds must be used for planning, maintaining and constructing facilities for the exclusive use of pedestrians and bicyclists. In FY 12/13, we expect about $530,000 in new funds will be available for this purpose

About 20% or $106,000 of the total will be allocated to the cities/County based on the Class I Bike Trail mileage the agency maintains under the Commission's Class I Bicycle Trail Maintenance program. After this is deducted, there should be about $430,000 remaining in new funds. Added to this will be $134,075 in FY 11/12 Article 3 funds that were left unallocated last fiscal year. Therefore, about $564,075 will be available in FY 12/13 for allocation on a competitive basis to the cities/County for local bicycle or pedestrian projects.

VCTC has established an annual process for the cities/County to submit projects and compete for the available funds; please see the recommended FY 12/13 Article 3 allocation schedule (Attachment # 1) and project evaluation criteria (Attachment #2). VCTC has assigned the responsibility to the Citizen's Transportation Advisory Committee/Social Services Transportation Advisory Council (CTAC/SSTAC) for reviewing the applications and making application ranking order recommendations to the Commission.

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

In discussing past allocations, CTAC/SSTAC felt the submittals were mostly for routine projects such as curb cuts. While this example is a worthwhile activity, the Committee felt the Article 3 funds should be used for more innovative and exciting projects. The CTAC/SSTAC would also like to see bigger projects that might involve more than one city and/or the County in regional type connections. This point will therefore be emphasized when the FY 12/13 application packets are distributed in January.

**Attachment # 1**

**FY 12/13 TDA ARTICLE 3**
**BICYCLE/PEDESTRIAN FUND ALLOCATION SCHEDULE**

| | |
|---|---|
| November 8, 2011 | CTAC/SSTAC reviews draft FY 12/13 schedule and evaluation criteria |
| December 2, 2011 | VCTC reviews/approves schedule and evaluation criteria |
| January 17, 2012 | County Auditor estimates FY 12/13 TDA funds available |
| January 20, 2012 | Article 3 application packets sent to cities/County for their consideration |
| **February 27, 2012** | **Noon - City/County applications due at VCTC office** (Note: resolutions authorizing the claims may be submitted at a later date but must be received at the VCTC before any funds will be allocated to the claimant.) |
| **March 13, 2012** | **CTAC/SSTAC meeting to review project applications/ interviews project applicants** |
| April 10, 2012 | CTAC/SSTAC meeting with general discussion of projects and field visits |
| May 8, 2012 | CTAC/SSTAC meeting to rank projects and make funding recommendation to VCTC |
| June 1, 2012 | VCTC reviews recommendation and approves FY 12/13 Article 3 project funding allocations |
| November, 2012 | Instructions sent to County Auditor allocating FY 12/13 Article 3 funds |

Attachment # 2

# TDA ARTICLE 3 GRANT EVALUATION CRITERIA

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

**Item #11**

**December 2, 2011**

**MEMO TO:** **VENTURA COUNTY TRANSPORTATION COMMISSION**

**FROM:** **SALLY DEGEORGE, FINANCE DIRECTOR**

**SUBJECT:** **COMPREHENSIVE ANNUAL FINANCIAL REPORT FISCAL YEAR 2010/2011**

**RECOMMENDATION:**

- Approve the audited Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2010/2011.

**BACKGROUND:**

State law requires that the Ventura County Transportation Commission (Commission) publish within six months of the close of each fiscal year a complete set of financial statements presented in conformity with accounting principles generally accepted in the United States (GAAP) and audited in accordance with generally accepted auditing standards by independent certified public accountants. Pursuant to that requirement, staff hereby issues the Comprehensive Annual Financial Report (CAFR) of the Ventura County Transportation Commission for the fiscal year ended June 30, 2011. This is the fourth year that the Commission has issued a CAFR which includes additional information to provide a more "comprehensive report" to the Commission and the public.
The Commission's auditors, Vavrinek, Trine, Day and Company, LLP, have completed the Fiscal Year 2010/2011 audit and all reports. Vavrinek, Trine, Day and Company, LLP, has issued an unqualified opinion on the Ventura County Transportation Commission's financial statements for the year ended June 30, 2011. The independent auditor's report begins on page 3 of the CAFR.

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

In Fiscal Year 2010/2011, the Commission adopted annual budgets for all funds. Budgetary comparison schedules are provided on pages 48-58 of the CAFR as required supplementary information and supplementary schedules to demonstrate compliance with these budgets.

The Letter of Transmittal at the beginning of the CAFR is an introduction to the financial statements. The Management's Discussion and Analysis Report (MD&A) presented on pages 3-15 provides a narrative overview and analysis of the Commission's financial activities for Fiscal Year 2010/2011. The statistical section can be found at the end of the CAFR on pages 60-75.

**December 2, 2011**

At June 30, 2011, the Commission's General Fund balance was $1,923,350, of which $1,152,462 was nonspendable for prepaids and deposits and $193,973 was restricted for rail and transit. Of the remaining $576,915, $128,756 is assigned to rail for the Santa Paula Branch Line and $448,159 is unassigned with $142,901 set aside for compensated absences and $305,258 available for Commission projects and/or operations in Fiscal Year 2011/2012.

The remaining balances for the other funds were: $6,034,477 for the LTF Fund; $7,950,838 for the STA Fund; $3,006,816 for the SAFE Fund. The Debt Service Fund and the Capital Projects Fund are at $0 as the Lewis Road bond has been extinguished. The total fund balance for Fiscal Year 2010/2011 was $18,915,481 which was $237,979 higher than the previous year.

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

Item #12

December 2, 2011

**MEMO TO:** VENTURA COUNTY TRANSPORTATION COMMISSION

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

**SUBJECT:** PROGRAMMING OF SURFACE TRANSPORTATION PROGRAM (STP), CONGESTION MITIGATION AND AIR QUALITY (CMAQ), AND TRANSPORTATION ENHANCEMENT (TE) FUNDS

## RECOMMENDATION:

- Approve programming of $1,342,340 of STP funds, $1,998,700 of CMAQ funds, and $1,227,000 of TE funds, as summarized in the Attachment, contingent on the funds being obligated by November 30, 2012.
- Approve transfer of $354,120 of STP funds from the Rice/101 Interchange Improvement in Oxnard to the Hueneme Road Widening in Oxnard, to offset a miscategorization of funds in Caltrans' funding approval for Rice/101.
- Revise the 2012 State Transportation Improvement Program (STIP) submittal approved last month, to advance to Fiscal Year 2012/13 the two projects approved for additional TE funds under this item.

## BACKGROUND:

At the October meeting, VCTC approved guidelines for project sponsors to request additional STP, CMAQ, and TE funds for previously-approved projects. The guidelines provided that projects could be considered for additional funding provided that they had previously been approved by VCTC for one of the fund categories for which a countywide competitive project ranking process was utilized.

Subsequent to Commission approval of the guidelines, a notice of the funding opportunity was sent to project sponsors. VCTC received responses from seven agencies requesting additional funds for 14 projects. As summarized in the Attachment, staff has deemed 11 of the 14 projects as eligible to receive additional funds based on the approved guidelines. However, subsequent to the October 28th deadline staff learned of two funding shortfalls for projects in Oxnard and Ventura, as noted in the notes to the attachment. With regard to the Hueneme Road Widening project in Oxnard, there was a shortfall of Ports Access earmark funds due to the appropriated amount being less than the authorized earmark, and also a miscategorization of funds in Caltrans' Rice/101 project funding approval, with $354,120 of STP funds intended for Rice/101 obligated as Ports Access earmark funds instead. As a result, the staff recommendation includes swapping $354,120 of STP funds from the Rice/101 project with $354,120 of Ports Access earmark funds programmed for the Hueneme Road project, thus offsetting the error.

Staff also recommends that the programming of additional funds be made contingent upon their obligation by November 30, 2012, one year from now, given that the approved guidelines conditioned eligibility on the projects being able to quickly use the additional funds.

This recommendation was approved at the November 10th Transit Operators Committee meeting and the November 17th Transportation Technical Advisory Committee.

ATTACHMENT

# PROPOSED ADDITIONAL PROJECT FUNDING – DECEMBER 2011

| Agency | Project | Funding Type | Original VCTC-Programmed Funds | Additional Federal Funding Recommended | Total Federal Funding |
|---|---|---|---|---|---|
| **Recommended for Funding** | | | | | |
| Camarillo | Ponderosa Drive Landscaping | TE | $300,000 | $717,000 | $1,017,000 |
| Ojai | Three Bus Shelters | CMAQ | $100,000 | $50,000 | $150,000 |
| Oxnard | East Ventura Boulevard Improvements | STP | $2.691,310 | $1,015,100 | $3,706,410 |
| Oxnard | Hueneme Road Widening | STP | $1,605,480 | $327,240[1] | $1,932,720 |
| Santa Paula | Bike Trail in Railroad Right-of-Way | CMAQ | $3,626,811 | $1,110,000 | $4,736,811 |
| Simi Valley | Garage Modernization | CMAQ | $194,000 | $33,100 | $227,100 |
| Simi Valley | Transit Maintenance Facility Expansion | CMAQ | $1,431,000 | $98,600 | $1,529,600 |
| Thousand Oaks | Municipal Service Center Expansion | Prop 1B | $1,155,991 | | $1,155,991 |
| | | CMAQ | | $560,000 | $560,000 |
| Thousand Oaks | Transportation Center Parking Expansion | Prop 1B | $1,250,000 | | $1,250,000 |
| | | TE | | $260,000 | $260,000 |
| Thousand Oaks | Bus Service Hours Extension | CMAQ | $60,000 | $25,000[2] | $85,000 |
| Thousand Oaks | Transit Vehicle Purchase | CMAQ | $279,000 | $50,000 | $329,000 |
| Thousand Oaks | Bus Purchase | Prop 1B | $571,601 | | $571,601 |
| | | CMAQ | $387,399 | $72,000 | $459,399 |
| Ventura | Surfers Pont Bike Path | TE | $1,500,000 | $250,000[3] | $1,250,000 |
| **TOTAL RECOMMENDED FOR FUNDING:** | | STP | | $1,342,340 | |
| | | CMAQ | | $1,998,700 | |
| | | TE | | $1,227,000 | |
| | | **TOTAL** | | **$4,568,040** | |
| **Not Recommended for Funding (with explanation)** | | | | | |
| Gold Coast Transit | Vineyard Corridor Operation | CMAQ | $1,701,272 | | |
| | An additional $1,334,435 was requested to implement Phase II to extend service to Oxnard College. This request is for a scope change from the original application, and can be requested in the upcoming Mini Call for Projects. | | | | |
| Oxnard | Rice Avenue at Fifth Street Grade Separation Design | [None] | $0 | | |
| | This project has not previously received STP, CMAQ, TE, or Prop 1B funds and therefore per the approved guidelines is not considered for funding. It is eligible for Port Access Earmark funds but these are no longer available. Oxnard requested $1,770,600. These funds can be requested in the upcoming Mini Call for Projects. | | | | |
| Oxnard | Transportation Center Bilingual Signs | TE | $13,000 | | |
| | An additional $200,000 in TE funds are requested for this project, representing a significant increase in scope from the originally-funded project. These funds can be requested in the upcoming Mini Call for Projects. | | | | |

NOTES:

[1] Subsequent to the deadline, VCTC learned of a shortfall due to less than anticipated availability of federal Ports Access earmark funds. Staff recommends programming an $327,240 in STP funds to offset a reduced earmark appropriation. In addition, due to the Rice/101 project overobligating earmark funds and underobligating STP funds, staff recommends transferring $354,120 in STP funds from Rice/101 to this project.
[2] Request was for $200,000 in additional funds to provide for three years of funding, when original application was for one. Staff recommends providing $60,000 to fully fund one year. The remaining funds can be considered in the upcoming Mini Call for Project.
[3] Subsequent to the deadline, Caltrans informed Ventura that under the State Transportation Improvement Program Guidelines $517,000 in cost saving at contract award cannot be applied to contract change orders, but were returned to the statewide TE balance with no credit to the VCTC balance, so additional TE funds must be allocated to address cost overrun. Staff recommends an additional $250,000 for the cost overruns, contingent upon feasibility confirmation by Caltrans that the change orders are eligible for reimbursement

**Item #13**

December 2, 2011

**MEMO TO:** VENTURA COUNTY TRANSPORTATION COMMISSION

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

**SUBJECT:** GUIDELINES FOR MINI CALL FOR PROJECTS

**RECOMMENDATION:**

- Approve the attached guidelines for a new Mini Call for Projects to program Surface Transportation Program (STP), Congestion Mitigation and Air Quality (CMAQ), and Transportation Enhancement (TE) funds anticipated to come available during Fiscal Years (FY) 2011/12 and 2012/13.
- Approve Mini-Call for Projects schedule contained in the agenda item.

**BACKGROUND:**

At the October meeting, the Commission directed that a new call for projects be initiated using STP, CMAQ, and TE funds anticipated to be available for FY 2011/12 and FY 2012/13. Staff has prepared recommended guidelines which are similar to what was used in the prior Mini Call for Projects which occurred in late 2010. These proposed guidelines incorporate the recommendations of the Transit Operators Committee from its October 13th meeting and the Transportation Technical Advisory Committee from its November 17th meeting.

The following is a description of the funds available to program, based on what is anticipated to be available for the next two years:

STP: A total of $19.9 million is estimated to be available including an apportionment carryover and assuming the continuation of the program in FY 2011/12 and FY 2012/13 at the same level as FY 2010/11. As recommended in item #12 of this agenda, $1.3 million of this amount would go to cost increases in previously-approved projects. In addition, as part of the 2012 State Transportation Improvement Program (STIP) submittal approved on last month's agenda, VCTC committed to provide $20.4 million of STP funds by FY 2015/16 to fund the amount of the Route 101/23 Interchange project cost that cannot be covered by the Ventura County STIP County Share balance. Staff therefore recommends that $4 million of the $19.9 million be set aside to begin building a reserve of STP funds to be used to match the STIP funds for Route 101/23. Therefore, a total of $14.6 is available to program after taking off the $1.3 million for previously-approved projects and the $4 million reserve for Route 101/23.

TE: There is $2.6 million available to program, based on the funds estimated for two years by the California Transportation Commission. Item #12 in this agenda recommends using $1.2 million for previously-approved projects, leaving $1.4 million for new projects.

CMAQ: Due to continued uncertainty at this time regarding the status of the potential CMAQ rescission discussed by the Commission at its September meeting, it is possible, in the worst case, that there will be no apportionment carryover. In that situation, all of the new FY 2011/12 apportionment, plus $2 million of the FY 2012/13 apportionment, will be needed for previously-programmed projects including the additional funding recommended in Item #12. Based on these assumptions, there will be $5.7 million available for the Mini Call, but this amount could increase once the rescission amount is determined.

At the December, 2010 meeting, the Commission adopted policies to encourage timely use of federal funds. Those policies specified that future calls for projects would include criteria to address project readiness and prior project delivery record. The recommended Mini Call for Projects Guidelines include these criteria as previously directed.

The following proposed schedule for the 2011 Mini-Call for Projects is presented for the Commission's approval:

VCTC Approval of Mini-Call Process:  December 2, 2011
Notification of Funding Availability:  December 5, 2011
Applications Due to VCTC:   February 6, 2012
Task Force Approval of Projects:  week of February 20th
TRANSCOM Approval of Projects:  March 8th
TTAC Approval of Projects:  March 15th
VCTC Approval to Projects:  April 13th
Approval of Amendment to Federal Transportation Improvement Program:  July, 2012

ATTACHMENT

**REVISED CMAQ FUNDING**
**PROJECT SELECTION GUIDELINES**
**FOR VENTURA COUNTY**
**(FOR MINI CALL PURPOSES)**

CMAQ funds are used for projects which mitigate congestion and improve air quality. Types of eligible projects are as follows:

Clean Fuel Bus Fleets and Support Facilities

Improved Public Transit/Ridesharing

Bicycle/Pedestrian Facilities

Traffic Management / Congestion Relief Strategies

Clean Fuel Fleet Subsidy Programs

Other Projects that meet the screening criteria

Two sets of criteria are used to evaluate projects proposed for CMAQ funding. First, **Screening Criteria** will be used to determine if a proposed project is an eligible candidate. Projects which do not satisfy all of the screening criteria will not be evaluated any further. Second, **Selection Criteria** will be used to evaluate the relative merits of each project to determine what its score/priority ranking should be.

<u>Screening Criteria</u>

The screening criteria are divided into three categories. Proposed projects must meet **all** of these screening criteria in order to move to the next phase of the process.

1. <u>Project Eligibility</u>

   A. Proposed project is eligible for CMAQ funds (see list of eligible project types on page 4-5 of these guidelines)

   B. Project applicant is a city, the County, a transit operator, or other public transportation agency, or a non-profit organization capable of funding and delivering the project, or is a private/public partnership (possibly with some private funding) subject to approval of FHWA and FTA.

   C. Proposed project mitigates measurably improves air quality.

2. <u>Planning Consistency</u>

   A. Project is consistent with the goals and policies of the adopted RTP (i.e. SCAG's 2008 RTP).

B. Project is consistent with the most-recently adopted general plan(s).

C. Project is consistent with the most-recently adopted District Air Quality Management Plan.

D. Traffic flow improvement projects must be on roadways eligible for federal funding, which include projects on rural major collectors (and above) and urban collectors (and above).

E. Transit improvement projects must be consistent with the policies and standards in the adopted Congestion Management Program.

3. Financial Feasibility

A. Recipient of funds must have the financial capacity to complete, operate and maintain the project.

B. Funds required from other sources (for local match) must be reasonably expected to be available.

C. Project can be implemented within Federal delivery requirements.

Selection Criteria

There are eight selection criteria to be used to evaluate projects which have been found to meet the above screening criteria. Each of the criteria has a specific number of "points" assigned to them; these are maximums and as such 100 points represents a "perfect score" for any project.

Because a priority list of project categories has been established, it is difficult to evaluate projects across categories (i.e. how is a project to improve public transit compared to a traffic flow improvement, or a bicycle facility). Therefore, the criteria below provide a basic framework for ranking projects within each individual category. To a lesser extent, the criteria will help determine project "worthiness" and, in broad terms, the relative strength of each project.

In general, projects will be evaluated against each criteria to determine the degree to which they accomplish the stated goal or purpose.

**A. Improve mobility. (0 to 25 points)**

- Project improves mobility — Up to 25 points
- Project does not provides mobility improvement — 0 points

**B. Improve air quality. (Based on consultation with APCD staff.) (0 to 25 points)**

- Reduction in vehicle emissions — Up to 25 points

- No reduction in vehicle emissions 0 points

**C. Address multi-modal or HOV needs. (10 points)**

- Project improves coordination between, and access to, more than one mode of travel or HOV 10 points
- Project provides little or no improvement to coordination between, or access to, more than one mode of travel or HOV 0 points

**D. Funding Leverage (10 points)**

- Applicant provides at least 20% local match over the required match 10 points
- Applicant does not provide at least 20% local match over 0 points

**E. Equitable Distribution of Funds (0 to 15 points)**

- Funding the project moves a local jurisdiction closer to receiving an equitable share of funding. Up to 15 points
- Funding does not move local jurisdiction closer to receiving an equitable share of funding 0 points

**F. Project Readiness (0 to 15 points)**

- Funds can be obligated by Dec 31, 2012 15 points
- Funds can be obligated by April 30, 2013 5 points

## PROJECTS ELIGIBLE FOR CMAQ FUNDING

Congestion Management and Air Quality (CMAQ) program funds can be used to fund projects expected to result in tangible reductions in CO and ozone precursor emissions, and under certain conditions PM-10 pollution. Eligible activities include:

**Transportation Control Measures**: TCMs are likely to be eligible, however the air quality benefits must be determined and documented before a project can be considered eligible. Two TCMs specifically excluded by legislation from CMAQ eligibility are reduction of emissions from extreme cold-start conditions and programs to encourage removal of pre-1980 vehicles. (TCMs are listed on Attachment.)

**Transportation Activities in an Approved State Implementation Plan**: Transportation activities in approved SIPs are likely to be eligible activities. The activity must contribute to the specific emission reductions necessary to bring an area into attainment.

**Transit Projects**: In general, CMAQ eligibility is determined on the basis of whether or not the project represents an expansion or enhancement of transit service. Eligible capital projects include new stations, transit centers, and preferential bus/HOV treatment on existing roads: new park-and-ride facilities adjacent to transit stops; and major new fixed-guide way and bus/HOV facilities and extensions; new alternative-fueled transit buses, vans, locomotives and rail cars; and operating subsidies for 3-year demonstrations of new service.

**Alternative Fuels**: Conversion or replacement of centrally-fueled fleets to alternative fuels is eligible provided that the fleet is publicly owned or leased, and the fleet conversion is in response to a specific requirement in the Clean Air Act or is specifically identified in the State Implementation Plan.

**Bicycle and Pedestrian Program**: Include eligible projects are construction of bicycle and pedestrian facilities, non-construction projects related to safe bicycle use, and establishment and funding of State bicycle/pedestrian coordinator positions.

**Management Systems**: Projects required to develop, establish the management systems for traffic congestion, public transportation facilities and equipment, and intermodal transportation facilities and systems, as well as implementation of projects contained in them, are eligible where it can be demonstrated they are likely to contribute to attainment of air quality standards.

**Traffic Management/Congestion Relief Strategies**: Traffic management and congestion relief strategies for both highways and transit are eligible provided that they can be shown to improve air quality. Projects to modernize traffic signals to improve traffic flow and intelligent transportation systems are included under this category.

**Telecommuting**: Planning, technical and feasibility studies, training, coordination and promotion for telecommuting are eligible activities under CMAQ. Physical establishment of telecommuting centers, computer and office equipment purchases and related activities are not eligible.

**Travel Demand Management**: Eligible activities include: market research and planning in support of TDM implementation; capital expenses required to implement TDM measures; operating assistance to administer and manage TDM programs; and marketing and public education efforts to support and bolster TDM measures.

**Intermodal Freight**: CMAQ funds may be used for improved intermodal freight facilities where air quality benefits can be shown.

**Public/Private Initiatives**: The CMAQ program may be used to fund projects or programs that are owned, operated or under the primary control of the public sector, including public/private joint ventures. Under TEA-21, non-profit organizations are eligible as direct recipients of CMAQ funds.

**Outreach Activities**: Outreach activities, such as public education on transportation and air quality, advertising of transportation alternatives to SOV travel, and technical assistance to employers or other outreach activities for an Employee Commute Option program may be funded under the CMAQ program for an indefinite period. Transit “stores” selling fare media and dispensing route and schedule information which occupy leased space are also eligible and are not subject to the 3-year limit.

**Fare/Fee Subsidy Program**: CMAQ funds may be used for partial user fare or fee subsidies to encourage greater use of alternative travel modes (e.g. carpool, vanpool, transit, bicycling and walking), as part of a comprehensive, targeted program to reduce SOV use. The subsidized fare/fee must be limited to any one entity or location for a period not to exceed 2 years.

**Other Projects and Programs**: Other transportation projects and programs, even if they are not included under one of the categories above may also be funded under CMAQ. Innovative activities based on promising technologies and feasible approaches to improve air quality will also be considered for funding. Documentation of air quality benefits must be provided.

**REGIONAL STP FUNDING**
**PROJECT SELECTION GUIDELINES**
**FOR VENTURA COUNTY**

Regional Surface Transportation Program (STP) funds are used for transportation capital projects of "regional" significance.

***Program Goals***

The goal of this regional or countywide program is to provide funds for improvement projects which benefit more than a single community and/or improve access to "regionally significant" facilities. The objectives of the program are summarized as follows:

- Reduce congestion and improve mobility in Ventura County.
- Support Ventura County in its efforts to attain Federal and State air quality standards.
- Serve as an "alternative" funding source for projects beyond the capability of any one jurisdiction to fund.
- Provide for an equitable distribution of funds across Ventura County.

Two sets of criteria are used to evaluate projects proposed for "regional" STP funding. First, **Screening Criteria** will be used to determine if a proposed project is an eligible candidate. Projects which do not satisfy all of the screening criteria will not be evaluated any further. Second, **Selection Criteria** will be used to evaluate the relative merits of each project to determine if it should be selected for funding and what its priority ranking should be.

**Screening Criteria**

The screening criteria are divided into three categories. Proposed projects must meet **all** of these screening criteria in order to move to the next phase of the process.

1. Project Eligibility

   A. Proposed project is eligible for STP funds (see page 7 for list of eligible projects).

   B. Project applicant is a city, the County, a transit operator, or other public transportation agency.

2. Planning Consistency

   A. Project is consistent with the goals and policies of the adopted RTP (i.e. SCAG's 2008 RTP).

   B. Project is consistent with the most recently-adopted general plan(s).

   C. Project is consistent with the most-recently adopted Air Quality Management Plan.

D. Roadway improvement projects must be on roadways eligible for federal funding, which includes projects on rural major collectors (and above) and urban collectors (and above).

E. Transit improvement projects must be consistent with the policies and standards in the adopted Congestion Management Program.

3. Financial Feasibility

A. Recipient of funds must have the financial capacity to complete, operate and maintain the project.

B. Funds required from other sources (for local match) must be reasonably expected to be available.

C. Project can be implemented within Federal delivery requirements.

**Selection Criteria**

There are nine selection criteria which are used to evaluate projects which have been found to meet the above screening criteria. Each of the criteria has a specific number of "points" assigned to them; these are maximums and as such 100 points represents a "perfect score" for any project.

Projects will be evaluated against each criterion to determine the degree to which they accomplish the stated goal or purpose. To further guide the scoring process, specific points are assigned within each criteria (e.g. Low = 5 points, Moderate = 10 points, High = 15 points). This is intended to simplify the ranking process and focus review on the substantive issues rather than finite point differentials. The ten criteria are described below.

A. Improve existing level of service (roadway or system) through reduced delay and/or travel time. (15 points)

B. Improve access to regional facilities such as ports, airports, universities, state & national parks, historic sites or military/government facilities. (10 points)

C. Preservations of existing facilities including overlay. (5 points)

- Project preserves, replaces or rehabilitates a transportation facility — 5 points

- Does not preserve, replaces or rehabilitates a transportation facility — 0 points

D. Improve safety or security on roadways or at transit and transportation facilities. (10 points)

- Project has high impact on a safety or security problem — 10 points

- Project has moderate impact on a safety or security problem
  5 points

- Project has little or no impact on a safety or security problem
  0 points

E. Address multi-modal or HOV needs. (5 points)

- Project improves coordination between, and access to, more than one mode of travel or HOV 5 points

- Project does not improve coordination between, or access to, more than one mode of travel or HOV 0 points

F. Funding Leverage (5 points)

- Applicant provides at least 40% local match 5 points

- Applicant does not provide at least 40% local match 0 points

G. Transportation control measure (TCM) in the latest District-approved Air Quality Management Plan. (10 points)

- Is the project on the TCM list 10 points

- The project is not on the TCM list 0 points

H. CMP Deficiency (10 points)

- The project is on the CMP deficiency list (pg. 86 of the CMP)
  10 points

- Project not on the CMP deficiency list 0 point

I. Equitable Distribution of Funds. (0-15 points)

- Funding the project moves a local jurisdiction closer to receiving an equitable share of funding Up to 15 points
- Funding the project does not move a local jurisdiction closer to receiving an equitable share of funding 0 points

J. Project Readiness (0 to 15 points)

- Funds can be obligated by Dec 31, 2012 15 points

- Funds can be obligated by April 30, 2013 5 points

K. Prior Delivery Record (negative points)

- VCTC will consider subtracting up to five points from an agency's scores for each 2010 Mini-Call STP Project for which construction funds were to be obligated by July 1, 2011 per the project application, but were not as of September 30$^{th}$. (See Draft List on page 4 of Technical Appendix.) Agencies having such projects should include in their Application Package a letter describing the project's current schedule and explaining why the project is behind schedule. The reduction of points for an agency's project will be based on the legitimacy of the rationale for the project delay being beyond the project sponsor's control.

NOTE: "Obligated" means the funds are no longer shown in the unobligated apportionment balance, due to FHWA either providing E-76 approval or transferring funds to FTA for a transit project.

## PROJECTS ELIGIBLE FOR STP FUNDING

- Construction, reconstruction, rehabilitation, resurfacing, restoration, and operational improvements for highways, bridges, includes construction to accommodate other modes, seismic retrofit and painting of bridges, environmental mitigation of transportation projects.

- Capital costs for transit projects eligible under the Federal Transit Act and publicly owned intracity or intercity bus terminals and facilities.

- Carpool projects, fringe and corridor parking facilities and programs, bicycle and pedestrian projects.

- Highway and transit safety improvements and programs, hazard eliminations, wildlife hazard mitigation, railway/highway grade crossings.

- Highway and transit research and technology transfer programs.

- Capital and operation costs for traffic monitoring management, and control facilities and programs.

- Surface transportation planning activities/Transportation enhancement activities.

- Transportation control measures identified in the Federal Clean Air Act:

| | | |
|---|---|---|
| - Improved public transit | - HOV facilities | - Employer-based incentives |
| - Traffic flow/A.Q. improvements | - HOV parking fac. | - Vehicle use restriction prg |
| - Ridesharing services/programs | - Bikeways/Walkways | - Bike storage facilities |
| - Idling control programs | - Flexible work schedules | |
| - Indirect Source Control programs. | | |

- Development and establishment of management systems (pavement, bridges, safety, congestion, public transportation facilities and equipment, and intermodal transportation facilities and equipment).

- Transportation project wetlands mitigation.

**ATTACHMENT A**

**TECHNICAL APPENDIX**
**CMAQ & REGIONAL STP PROJECT SELECTION CRITERIA**

The following information is intended to provide a more detailed description of the Selection Criteria for Regional STP and CMAQ projects. Provided for each criteria is either a brief discussion of the specific factors to be considered, or a technical description of how a given criteria is to be measured. Not all criteria for the CMAQ and Regional STP programs are included here The intent is to provide technical background to guide the applicants as well as the TTAC when it scores of projects.

**A. Level of Service Measurement** - The key factors to be considered in determining the degree of improvement in LOS are the initial LOS, the amount of improvement expected from the project, and the volume of traffic on the roadway. The following tables provide a guide for the assignment of points to a proposed project **(all values shown are the amount of improvement in the volume-to-capacity ratio)**:

**B. . Air Quality Improvement** - Rating in this criteria will be based on consultation with APCD staff. Scoring will be based on the following factors: 1) the project is a transportation control measure, 2) the project reduces vehicle miles traveled, 3) the project reduces of vehicle starts, 3) the project reduces vehicle emissions, and 4) the project supports implementation of a transportation control measure.

**C. Preservation of Existing Facility** Scoring in this criteria if the project is preserving, rehabilitating, or replacing an existing transportation facility including pavement of existing roadway.

**D. Safety and/or Security Benefit** - The two factors to be considered are 1) the anticipated degree of improvement, and 2) the documented significance of the problem.

**E. . Multi-Modal or HOV Needs** - Scoring in this criteria is based on two primary factors: 1) Reduction in single occupant vehicle trips; and 2) improvement in coordination among different modes.

**F. Funding Leverage** If the agency is providing a 40% match the project will receive the maximum score for this category.

**G. TCM Implementation** – The Attachment lists the Transportation Control Measures (TCM) in the latest EPA-approved Air Quality Management Plan.

**H. CMP Deficiency** this criteria is made to help a project that is shown in the VCTC CMP report as deficient and not meeting the level of service requirement per the CMP guideline.

**I. Equitable Distribution - **Points under this category will be assigned to projects only after it is determined that the points would help bring a local agency closer to receiving an equitable share of Federal funding. Fair share of funds will be based on each agency's share of Local Surface Transportation Program funds. Projects will first be scored using criteria items A through G for CMAQ (total of 80 points possible) and items A through I for STP (total of 85 points possible). Staff would then apply 15 points to projects if the points help move a local agency closer to receiving an equitable share of funding.

## Transportation Control Measures

| Project Categories |
|---|
| **A. Ridesharing Measures**<br>Carpooling, Vanpooling, Park and Ride Lots, Ride Matching Services, Incentive Programs, Satellite Work Centers, Guaranteed Ride Home Programs, Station Cars, Onsite Services |
| **B. Non-Motorized Measures**<br>Bicycle Paths/Facilities, Pedestrian Paths/Facilities, Telecommuting, Flexible Work Schedules, Bicycle and Pedestrian Programs |
| **C. Traffic Flow Improvement Measures**<br>Signal Synchronization, Intersection Improvements, Incentive/Disincentive Programs, HOV Lanes, Intelligent Transportation Systems, Ramp Metering |
| **D. Land Use Measures**<br>Transportation Demand Management Ordinances, Smart Growth/Sustainable Community Projects, Mixed Use Development, Parking Management and Standards, Congestion Management Plan, TDM Strategies |
| **E. Transit Measures**<br>Bus Fleet Expansion, Shuttles and Paratransit Vehicles Expansion, Transit Stations and Facilities, Express Busways, Passenger Rail Service, Rail Stations and Facilities, Real-Time Transit Information Systems, Transit Subsidies |

**DRAFT LIST OF 2010 MINI-CALL STP/CMAQ PROJECTS**
**LATE AT OBLIGATING CONSTRUCTION FUNDS PER GUIDELINES**

Hueneme Road Widening, Oxnard

Street Rehabilitation, Simi Valley

## TRANSPORTATION ENHANCEMENT ACTIVITIES (TE) PROGRAM
## PROJECT SCORING GUIDELINES

**SCORING CRITERIA**

Each project nomination can receive a maximum of 100 points; up to 60 points in general scoring and up to 40 points in activity-specific scoring. In the general scoring process, all applications are scored by the same point system. For the specific-activity scoring, the transportation enhancement activity categories are grouped into four divisions of commonality, then a proposal is scored within the applicable division.

**GENERAL MERIT** – These are the scoring values for the general merit criteria, and the possibly points in each area:

| | |
|---|---|
| Regional and Community Enhancement | 50 points |
| Cost Effectiveness/Reasonable Cost | 10 points |
| Total Possible General Score | 60 points |

**CONSERVATION CORPS INVOLVEMENT** – Per SB 286, priority will be given to projects with participation from the California Conservation Corps or a local conservation corps.

**SPECIFIC ACTIVITY** – These are the activity-specific divisions and the possible points in each area. A project can score in only **one** of the specific divisions.

| | | |
|---|---|---|
| 1. | Bicycle, Pedestrian, Abandoned Rail Right-of-Way | 40 points |
| 2. | Historic/Archeological/Museum | 40 points |
| 3. | Transportation Aesthetics/Scenic/Tourist | 40 points |
| 4. | Highway Runoff/Wildlife Crossings | 40 points |
| | Total Possible Specific Score | 40 points |

**EVALUATION PROCESS** – Each application will be evaluated on the following general merit criteria:

**1. Regional and Community Enhancement (50 points)**

The project score in this area is derived from the project's primary effects – its intent and purpose – on the following elements.

a). Benefit to quality-of-life, community, environment. Examples might include provision of safe, aesthetic pedestrian facility at a rail station, removal of billboards on a scenic highway, provision for wildlife corridors or migration areas.

**0-10 points**

b). Increases access to activity centers, such as businesses, school, recreational areas and shopping areas. Connects transportation modes, has multi-modal aspects. Reinforces, complements the regional transportation system, fills deficiency in the system.

**0-8 points**

c). Implements goals in the regional transportation plan, or other adopted federal, state, or local plans. Examples might include water quality plans or elements of general plans.

**0-8 points**

d). Increases availability, awareness, or protection of historic, community, visual, or natural resources. **0-8 points**

e). Degree of regional or community support. For example, letters of support from local interest groups and public bodies, additional match.

**0-8 points**

f). Encompasses more than one of the four activity-specific divisions.

**0-8 points**

**2. Cost Effectiveness/Reasonable Cost (10 points)**

The project score in this area is a function of improved performance or productivity of the project as it relates to the annualized total project cost. Where the project does not lend itself to this type of analysis, the reasonableness of the cost should be established. For example, a bicycle route that takes a shorter path may be considered more cost-effective than one that connects the same activity centers in a round about way.

| | |
|---|---|
| Highly cost-effective | **10 points** |
| Reasonable cost or moderately cost-effective | **6 points** |
| Low cost-effectiveness | **2 points** |
| Not cost-effective/Not applicable | **0 points** |

### 3. Activity-Specific Enhancement Divisions (40 points)

The Activity-Specific Enhancement Divisions are groupings of the activity categories into 4 divisions with similar characteristics. All TE-eligible projects may compete for funding. The projects may score 0-40 points. **A PROPOSAL CAN SCORE IN ONLY ONE CATEGORY.**

**APPLICATION FOR FUNDS**

**REGIONAL SURFACE TRANSPORTATION PROGRAM (RSTP)**
**CONGESTION MITIGATION AND AIR QUALITY (CMAQ)**

## I. GENERAL INFORMATION

**Project Title:**
**Lead Agency:**
**Contact Person:**

Title:

Address:

Phone:________________________ FAX:

**Project Description:**
(Describe the project's purpose, location, length, limits of work, size, etc. Attach vicinity/site maps and plans, if bike path indicate length)

**Project Federal Funding**:

Federal Funds Requested: $___________________

Phase(s):___________________

Match: $___________________ Source(s):____________________

Total Project Cost $___________________

.

Lead Agency:__________________________ Project Title:_________________________

## II. FINANCIAL INFORMATION

**Schedule for Obligating Funds (enter month and year):**

Prelim. Eng. ______________

Right-of-Way ______________

Construction ______________

**Local Funding Share Detail:**

| | **Federal Funds** | **Local Match** | **Total Cost** |
|---|---|---|---|
| Prelim. Eng. | $______ | $______ | $______ |
| Right-of-Way | $______ | $______ | $______ |
| Construction | $______ | $______ | $______ |
| TOTAL | $______ | $______ | $______ |

## III. ENVIRONMENTAL/SCHEDULE INFORMATION

**Environmental/Schedule Information:**

Federal environmental clearance category (CE, EA, or EIS):__________

Federal Environmental Process completion date: ______________

| | **Engineering** | **ROW** | **Construction** |
|---|---|---|---|
| Start Date: | _____________ | _____________ | ____________ |
| End Date: | _____________ | _____________ | ____________ |

Final Completion Date:____________

Lead Agency:___________________________ Project Title:__________________________

## IV. PROJECT SCREENING INFORMATION

Is the proposed project eligible for the following funds (check all that apply):

STP___ CMAQ____

Is the proposed project consistent with the area's adopted general plan?

YES ___ NO ___

Road Projects: Is the project an “urban collector” or above or a “rural major collector” or above?

YES ___ NO ___ N/A ___

Who will have the responsibility for completing, operating and maintaining the project? (If not applicant, please explain.)

______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________

## V. PROJECT SCORING INFORMATION

**Mobility Improvement:**

Will the project improve a road’s level of service or speed? If yes,
Project ADT: ___________, Current LOS: ______________
LOS with Project: ______________
Will the project improve the level of service of a transit system? If yes, explain:

________________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________

Will the project improve the level of service of the bikeway/pedestrian system?
If yes, explain:

______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________

Lead Agency:__________________________ Project Title:_________________________

**Air Quality Improvement:**

Will the project improve air quality, and if so, how? For example, will the project reduce pollutant emissions, single occupancy vehicle usage, reduce vehicle miles of travel, provide clean burning vehicles, improve traffic flow, etc? If yes, explain:

____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________

**Multi-Modal/HOV Needs:**

Will the project improve the coordination among different modes of travel? If yes, explain:

____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________

**Funding Leverage**

Does the applicant provide at least 40% local match?

YES _________ NO ________

**Preservation of Existing Facility**

Does the project preserve, replace or rehab existing transportation facility

YES __________ NO ________

**Improve Safety**

Does the project improve safety or security on a roadway or transportation facility

YES___________ NO ______

**APPLICATION FOR FUNDS**
**TRANSPORTATION ENHANCEMENT (TE) FUNDS**

## I. GENERAL INFORMATION

**Project Title:**
**Lead Agency:**
**Contact Person:**

Title:

Address:

Phone:________________________ FAX:

**Project Description:**
(Describe the project's purpose, location, length, limits of work, size, etc. Attach vicinity/site maps and plans)

Does this project partner with or commit to employ the services of the California Conservation Corps or a community conservation corps? Yes ___ No ___
If no, has the California Conservation Corps and the Association of Local Conservation Corps indicated they are not interested in participating in the project? Yes ___ No ___

**Project Federal Funding**:

Federal Funds Requested: $___________________

Phase(s):___________________

Match: $___________________ Source(s):___________________

Total TE Project Cost $___________________

Is TE Project Part of a Larger Project? Yes _____ No _____
If Yes, Total Cost of Larger Project, Including TE Project $_____________

Lead Agency:_________________________ Project Title:__________________________

**WHICH CATEGORY OR CATEGORIES ENCOMPASS THE ENHANCEMENT?**
(May be more than one.)
List approximate amount of federal TE funds to be spent in each of the TE categories:

$__________________1. Pedestrian or bike facilities $__________________ 6. Historic transportation rehabilitation

$__________________2. Acquisition of sites $__________________ 7. Rails to trails

$__________________3. Historic highway programs $__________________ 8. Outdoor advertising removal

$__________________4. Landscaping/scenic beautification $__________________ 9. Archaeology planning/research

$__________________5. Historic preservation $__________________10. Runoff water pollution control

Activities outside the categories: List approximate amount of federal TEA funds to be spent in activities outside the ten categories
(must be necessary and incidental to the portion inside the categories): $____________________
Describe:

**II. FINANCIAL INFORMATION**

**Project Component Costs:**

**Preliminary Engineering Phase:**
- Construction Documents $_____________
- Environmental Documents $_____________

TOTAL PRELIMINARY ENGINEERING $__________________

**Right Of Way Phase (Acquisition):**
- Capital $_____________
- Support costs $_____________

TOTAL RIGHT OF WAY $__________________

**Construction Phase:**
- Construction contract items $_____________*
- Contingencies $_____________
- Construction engineering $_____________

TOTAL CONSTRUCTION $__________________

Lead Agency:________________________ Project Title:_________________________

**Schedule for Obligating Funds (enter month and year):**

Prelim. Eng. _______________

Right-of-Way _______________

Construction _______________

**Schedule for Obligating Funds (enter month and year):**

Prelim. Eng. _______________

Right-of-Way _______________

Construction _______________

TE Application
Page Four

Lead Agency:_________________________ Project Title:_________________________

## ITEM ESTIMATE - CONSTRUCTION CONTRACT ITEMS

| Item | Description | Unit | Quantity | Unit Price | Amount |
|---|---|---|---|---|---|

TE Application
Page Five

Lead Agency:________________________ Project Title:_________________________

## III. ENVIRONMENTAL/SCHEDULE INFORMATION

**Environmental/Schedule Information:**

Federal environmental clearance category (CE, EA, or EIS):__________

Federal Environmental Process completion date: ______________

| | Engineering | ROW | Construction |
|---|---|---|---|
| Start Date: | _____________ | _____________ | ____________ |
| End Date: | _____________ | _____________ | ____________ |

Final Completion Date:____________

## IV. PROJECT SCORING INFORMATION

**Regional & Community Enhancements**

Will the project improve the access to a regional facility(ies)? If yes, identify the regional facility(ies) and the access improvements:

____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________

**Multi-Modal/HOV Needs:**

Will the project improve the coordination among different modes of travel? If yes, explain:

____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________

# CEO CERTIFICATION

I hereby certify that the applications included in this submittal package represent this agency's complete proposal for projects recommended for funding at this time. Should the projects be approved for funding by the Ventura County Transportation Commission, this agency will commit the local match as specified in the applications, and will make a priority of meeting the stated project delivery deadlines.

This agency is willing and able to maintain and operate the projects contained in the applications, and hereby assures that it will do so, with the proviso that the agency is permitted to transfer this responsibility to another qualified agency that is willing to do so.

____________________________

Signature

____________________________

Printed Name

____________________________

Date

____________________________

Title*

____________________________

Agency

*Must be signed by City Manager, County Executive Officer, County Transportation Agency Director, or other organizational CEO.

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**Item # 14**

**December 2, 2011**

**MEMO TO:** **VENTURA COUNTY TRANSPORTATION COMMISSION/VENTURA COUNTY AIRPORT LAND USE COMMISSION**

**FROM:** **STEVE DEGEORGE, PLANNING & TECHNOLOGY DIRECTOR**

**SUBJECT:** **COMPREHENSIVE TRANSPORTATION PLAN UPDATE**

**RECOMMENDATION:**

- Receive and file update presentation on the Comprehensive Transportation Plan

**DISCUSSION:**

Over the past year and a half the Commission has been engaged in a first ever long range transportation planning process including extensive public outreach and community involvement. This planning process will culminate in a proposed Comprehensive Transportation Plan for Ventura County to be considered by the Commission for adoption, early in 2012.

Input to the planning process was sought out on multiple levels. To determine currently identified needs and costs, staff contacted technical staff from each of the cities, the County and Caltrans. To determine community desire for transportation improvements, staff solicited public input in a variety of ways including presentations to community and public service groups, a project website that allowed direct comment into the plan and editorials in the local press inviting participation in the planning process. To provide focused recommendations and guide staff's responsiveness to comments received, geographically based Local Advisory Groups were formed as well as a Regional Advisory Group to provide a countywide perspective. Advisory group members were made up of community leaders and activists representing a broad cross section of interests throughout the County.

As staff collated the input from the various sources, it was evident that the need and desire for transportation improvements far outstripped the available funding to implement transportation projects. To provide a defensible estimate of a locally controlled alternative funding source, California Lutheran University's Center for Economic Research and Forecasting was enlisted to provide a revenue forecast for a local transportation measure as found in many other counties. The funding forecast from California Lutheran was then compared to the estimated cost of desired transportation improvements in an attempt to bring the transportation system into balance.

The plan brought to the advisory groups has therefore included two sets of strategies, those that could be achieved with current funding and those that might be achieved with additional sources of revenue. In many ways this process resembles the Southern California Association of Governments process of developing the Regional Transportation Plan (RTP).

Concurrent with the public outreach and plan development, staff has been conducting voter research to test the acceptance of alternative funding sources. The voter research will be discussed in detailed in the following agenda item.

Ms. Patricia McLaughlin of Moore Iacofano Goltsman, Inc. (MIG), part of the consultant team supporting the Comprehensive Transportation Plan will present a status report and update to the Commission.

**Item # 15**

**December 2, 2011**

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION/VENTURA COUNTY AIRPORT LAND USE COMMISSION**

**FROM: STEVE DEGEORGE, PLANNING & TECHNOLOGY DIRECTOR**

**SUBJECT: UPDATE ON VOTER RESEARCH FOR THE COMPREHENSIVE TRANSPORTATION PLAN**

## RECOMMENDATION:

- Receive and file update presentation on the voter research related to the Comprehensive Transportation Plan

## DISCUSSION:

As described in Item 15 of this agenda, for the past year and a half the Commission has been engaged in a first ever, long range transportation planning process including extensive public outreach and community involvement. This planning process will culminate in a proposed Comprehensive Transportation Plan for Ventura County to be considered by the Commission for adoption, early in 2012.

Through the Comprehensive Transportation Plan process a significant funding gap was identified between needed improvements and the funding available across the next twenty years. To bridge that funding gap the plan recognizes the need for an alternative funding source for transportation projects, as part of the Comprehensive Transportation Plan effort, voter research was conducted to test the viability of bringing an alternative funding source such as a transportation measure for Ventura County to the voters.

Mr. Monte Ward of Smith, Watts and Martinez, LLC., part of the consulting team supporting the Comprehensive Transportation Plan will present the findings of the polling conducted by Jim Moore of Moore Methods to the Commission.

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Item # 16

December 2, 2011

**MEMO TO:** VENTURA COUNTY TRANSPORTATION COMMISSION

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

**SUBJECT:** VCTC REGIONAL TRANSIT STUDY STATUS REPORT

## RECOMMENDATION

- Receive the report on the status and progress of the VCTC Regional Transit Study. *(Provided as a separate document)*
- Direct staff to receive input from the Transit Operators, as discussed below, and provide the information to the Regional Transit Study Steering Committee so that Steering Committee input, along with a recommended report to the Legislature can be considered by the full Commission at the February 3, 2012 meeting.
- Appoint new members from the Commission to the Steering Committee to fill vacancies.

## BACKGROUND

The Commission has been working for the past year on the Regional Transit Study, which includes a response to the Legislature regarding the implementation of SB 716. This planning process has included pursuing the opportunity provided by the Legislature to present an alternative plan for public transportation service provision in light of the directive of SB 716 that all Transportation Development Act (TDA) funds are to be spent for public transit (rather than streets and roads) commencing July 1, 2014. The process staff has pursued with the consultants in preparing this study is documented in the attached Progress Report.

Concurrently, Commission staff has been working on a Comprehensive Transportation Plan to address future transportation needs and plans for meeting those needs. That planning process has involved an unprecedented level of outreach and consultation with business and community leaders as well as the community at large. Repeatedly, participants at these meetings have called for a more integrated, robust public transportation network.

A progress report on the Regional Transit Study was provided to the Commission in May. Based on Commission direction to continue developing the possible alternatives, the VCTC staff and the consultant team continued to develop information, including material provided to and discussed with the City Managers, County Executive Officer, the Gold Coast Transit General Manager, and the VCTC Board Members. These materials also included a response to a number of issues and concerns raised by the City Managers.

A draft Progress Report on the study was reviewed and discussed with the City Managers and County Executive Officer on October 6, 2011. At that meeting the City Managers requested that a third alternative, a Cooperation and Coordination model should be added to the range of organizational models under consideration. The attached Progress Report, which was presented to the VCTC Regional Transit Study Steering Committee on November 5, 2011 with several City Managers and staff in attendance, was revised to include the concerns raised by the City Managers. The City Managers also asked that VCTC allow time for the County's transit operators to further develop the "Cooperation and Coordination" alternative, and that the VCTC delay its report back to the Legislature beyond the December 31, 2011 date specified in SB716. VCTC staff communicated with the Senate Transportation Committee that a short delay in approving a final report would allow VCTC to substantially comply with the intent of the Legislature and also allow for enhanced discussion and deliberation of transit organizational and operational options.

Based on discussion of the range of alternatives and the proposed extension of the schedule, the Steering Committee requested that the transit operators meet and develop a service delivery organizational proposal based on the cooperation and coordination alternatives. The Committee also directed VCTC staff and the consultant team to meet with and facilitate the work of the transit operators in this effort. The Steering Committee recognized that this would extend the timeframe for reporting to the Legislature past the date called for in SB716 but, if this option could be presented to the Steering Committee prior to the February 3, 2012 Commission meeting, the Commission would be able to provide timely input to the current legislative session. To meet this schedule, the Steering Committee will need to meet in January and the operator input should be received prior to that meeting.

**REPLACEMENT STEERING COMMITTEE MEMBERS**
When VCTC created the Steering Committee, the intent was that the committee have representation from the different areas and communities of interest in the county, but not constitute a majority of the Commission. The work was expected to be completed by December 3, 2011. Since creation of the Steering Committee, the member from the City of Ojai was replaced on the Commission, and in November, the representative from Fillmore resigned. In December, the representative from the City of Ventura will be resigning. This will leave a substantial portion of West County, as well as Gold Coast Transit, and the Heritage Valley without representation on the Steering Committee.

The Commission did not establish any criteria for membership on the Steering Committee, but did attempt to balance the different interests and areas of the county. Because the work is continuing through December and into the early part of 2012, the Commission should bring the Steering Committee up to full membership.