



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

AGENDA*

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

CAMARILLO CITY HALL
601 CARMEN DRIVE
CAMARILLO, CA
FRIDAY, DECEMBER 4, 2015
9:00 AM

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in a Commission meeting, please contact the Clerk of the Board at (805) 642-1591 ext 101. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting.

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

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

5. **CALTRANS REPORT -**

6. **COMMISSIONERS / EXECUTIVE DIRECTOR REPORT** - *This item provides the opportunity for the commissioners and the Executive Director to report on attended meetings/conferences and any other items related to Commission activities.*
7. **ADDITIONS/REVISIONS** – *The Commission may add an item to the Agenda after making a finding that there is a need to take immediate action on the item and that the item came to the attention of the Commission subsequent to the posting of the agenda. An action adding an item to the agenda requires 2/3 vote of the Commission. If there are less than 2/3 of the Commission members present, adding an item to the agenda requires a unanimous vote. Added items will be placed for discussion at the end of the agenda.*
8. **CONSENT CALENDAR** - *All matters listed under the Consent Calendar are considered to be routine and will be enacted by one vote. There will be no discussion of these items unless members of the Commission request specific items to be removed from the Consent Calendar for separate action.*

8A. **APPROVE SUMMARY FROM OCTOBER 2, 2015 VCTC MEETING** – PG.7

Recommended Action:

Approve

Responsible Staff: Donna Cole

8B. **SEPTEMBER, 2015 MONTHLY BUDGET REPORT** – PG. 11

Recommended Action:

Receive and File

Responsible Staff: Sally DeGeorge

8C. **OCTOBER, 2015 MONTHLY BUDGET REPORT** – PG.19

Recommended Action:

Receive and File

Responsible Staff: Sally DeGeorge

8D. **PASSENGER RAIL UPDATE** – PG.25

Recommended Action:

Receive and File

Responsible Staff: Ellen Talbo

8E. **AMENDMENT TO EASEMENT AT CAMARILLO STATION FOR CALLEGUAS WATER DISTRICT** – PG. 29

Recommended Action:

Authorize the Executive Director to approve an amendment to extend the expiration date of the water line easement to the Calleguas Municipal Water District (CMWD) at the Camarillo Rail Station

Responsible Staff: Peter De Haan

8F. BUDGET AMENDMENT - CITY OF OXNARD CONTRIBUTION FOR GRANT APPLICATION

PREPARATION – PG. 31

Recommended Action:

Amend adopted Fiscal Year 2015/16 VCTC budget to add \$3,450 in City of Oxnard revenues for the Transportation Programming item, and increase the Transportation Programming Consultant Services expenditure line item by \$3,450.

Responsible Staff: Peter De Haan

8G. VCTC INSURANCE COVERAGE- PG.33

Recommended Action:

Ratify the insurance renewal as presented for a total insurance cost of \$211,939 funded as part of the operational cost/indirect cost allocation plan in the Fiscal Year 2015/2016 Budget.

Responsible Staff: Sally DeGeorge

8H. VCTC 2016 REGULAR MEETING SCHEDULE- PG. 35

Recommended Action:

Adopt the schedule of regular monthly VCTC meeting dates for 2016

Responsible Staff: Donna Cole

8I. SERVANDO TORRES CLAIM – PG. 37

Recommended Action:

Reject a claim submitted on behalf of Servando Torres

Responsible Staff: Steve Mattas

8J. DAVID HAMER/INTERINSURANCE EXCHANGE OF THE AUTOMOBILE CLUB CLAIM FOR DAMAGES - PG 39

Recommended Action:

Reject a claim submitted on behalf of David Hamer/Interinsurance Exchange of the Automobile Club (“Hamer/Interinsurance”) for property damage.

Responsible Staff: Steve Mattas

8K. COLLEEN NEWHOUSE CLAIM – PG.41

Recommended Action:

Reject a claim submitted by Colleen Newhouse.

Responsible Staff: Steve Mattas

8L. APPROVE REGIONAL ACTIVE TRANSPORTATION PROGRAM SCORES – PG. 43

Recommended Action:

Approve regional assignment of points as shown in attachment, resulting in three projects receiving a total of \$3,305,000 in ATP funds.

Responsible Staff: Ellen Talbo

8M. BAILEE LAWRENCE CLAIM- PG.45

Recommended Action:

Reject a claim submitted on behalf of Bailee Lawrence

Responsible Staff: Steve Mattas

8N. ROUTE 101/23 INTERCHANGE PROJECT COOPERATIVE AGREEMENT – PG.47

Recommended Action:

Approve amendment to the Cooperative Agreement with Caltrans and the City of Thousand Oaks for the Route 101/23 Project, to restore \$3,349,000 in funds previously approved for the project, including \$1,512,000 from the City of Thousand Oaks with future state reimbursement, and \$1,837,000 from the federal Surface Transportation Program (STP).

Responsible Staff: Peter De Haan

8O. FY 16/17 TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET TRANSIT NEEDS PUBLIC HEARING SCHEDULE, PROCEDURES AND DEFINITIONS OF “UNMET TRANSIT NEEDS” AND “REASONABLE TO MEET”– PG.49

Recommended Action:

- Review and approve the schedule, procedures and definitions of “Unmet Transit Needs” and “Reasonable to Meet” for the FY 16/17 Unmet Transit Needs Public Hearing
- Approve the Chair to appoint a Hearing Board and Chair from the Commission to receive public input and make recommendations to the Commission

Responsible Staff: Ellen Talbo

8P. CUSTOMER SERVICE POSITION- PG.55

Recommended Action:

- Add one position allocation of Customer Service Representative.
- Amend the Salary Schedule to include the additional Customer Service Representative allocation

Responsible Staff: Darren Kettle

8Q. REVISION TO CAMARILLO SURFACE TRANSPORTATION PROGRAM FUNDS – PG.61

Recommended Action:

Reprogram \$152,365 of STP cost savings from the Pancho Road rehabilitation project in Camarillo to the Santa Rosa Road Widening project in Camarillo.

Responsible Staff: Peter De Haan

8R. FILLMORE & WESTERN RAILWAY’S CLAIM FOR ATTORNEYS’ FEES – PG. 63

Recommended Action:

Reject a claim made by Fillmore & Western Railway, Inc. in the matter of Beserra v. Griffin Industries, Inc.

Responsible Staff: Steve Mattas

8S. 2016 LEGISLATIVE PROGRAM – PG. 65

Recommended Action

Receive and File

Responsible Staff: Peter De Haan

9. VCTC COMPREHENSIVE ANNUAL FINANCIAL REPORT- PG. 77

Recommended Action:

Approve the audited Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2014/2015.

Responsible Staff: Sally DeGeorge

10. NAVAL BASE VENTURA COUNTY JOINT LAND USE STUDY UPDATE – PG. 79

Recommended Action:

Receive a presentation regarding the Final Naval Base Ventura County Joint Land Use Study (NBVC JLUS) and adopt a resolution in support for the JLUS.

Responsible Staff: Steve DeGeorge

11. FY 15/16 BUDGET AMENDMENT FOR METROLINK OPERATIONS – PG.81

Recommended Action:

Amend the VCTC Fiscal Year 2015-2016 Metrolink budget by increasing the operations expenditure line item by \$726,415, increasing the LTF fund transfer-in by \$145,000 and STA fund transfer-in by \$581,415. Amend the STA budget by increasing the fund transfer-out by \$581,415. This amendment will accommodate Metrolink's lease of 40 locomotives and additional operational and support costs for the balance of the fiscal year bringing the total budget to \$9,747,415.

Responsible Staff: Ellen Talbo

12. VCTC MARKETING AND COMMUNITY OUTREACH PROGRAM CONTRACT AMENDMENT – PG.83

Recommended Action:

Approve Contract Amendment No. 1 with Celtis Ventures LLC, the VCTC Marketing and Community Outreach Program contractor, to increase the FY 2015/16 budget by \$250,000, for a total annual cost not to exceed \$815,000.

Responsible Staff: Donna Cole

13. AGREEMENT WITH WILSON & COMPANY FOR BRIDGE INSPECTION AND LOAD CALCULATION – PG.93

Recommended Action:

Approve an agreement with Wilson & Company not to exceed \$90,534 for engineering services to perform annual bridge inspections and bridge load capacity calculations on the Santa Paula Branch Line as required by 49 CFR Part 237, Bridge Safety Standards.

Responsible Staff: Steve DeGeorge

14. ROUTE 101 WIDENING PRELIMINARY DESIGN COOPERATIVE AGREEMENT WITH CALTRANS – PG. 105

Recommended Action:

Approve Cooperative Agreement (provided as a separate attachment) with Caltrans for VCTC to prepare the Project Approval and Environmental Document (PAED) for the Route 101 Widening project, with oversight to be provided by Caltrans, and with the funding for VCTC's and Caltrans' effort to be provided by the \$14 million in federal Surface Transportation Program (STP) programmed by the Commission for the project

Responsible Staff: Peter De Haan

15. VCTC GENERAL COUNSEL'S REPORT

16. AGENCY REPORTS

17. CLOSED SESSION –

Conference with Legal Counsel, Anticipated Litigation
(Pursuant to Government Code Section 54956.9(d)
Significant Exposure to Litigation – One Case

18. ADJOURN to 9:00 a.m. Friday, January 8, 2016

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Item #8A

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, OCTOBER 2, 2015
9:00 AM**

MEMBERS PRESENT: Peter Foy, County of Ventura, Chair
Keith Millhouse, City of Moorpark, Vice Chair
Steve Bennett, County of Ventura
Claudia Bill-de la Peña, City of Thousand Oaks
Manuel Minjares, City of Fillmore
Ginger Gherardi, City of Santa Paula
Brian Humphrey, Citizen Rep, Cities
Kathy Long, County of Ventura
Linda Parks, County of Ventura
Steve Sojka, City of Simi Valley
Jim White, Citizen Rep, County
John Zaragoza, County of Ventura
Carrie Bowen, Caltrans District 7

ABSENT: Doug Breeze, City of Port Hueneme
Betsy Clapp, City of Ojai
Bill Little, City of Camarillo
Bryan MacDonald, City of Oxnard
Carl Morehouse, City of San Buenaventura

1. CALL TO ORDER
2. PLEDGE OF ALLGIANCE

3. ROLL CALL

4. PUBLIC COMMENTS FOR THOSE ITEMS NOT LISTED ON THIS AGENDA - None

5. CALTRANS REPORT -

Carrie Bowen reported that a kick off was held for the 118 project earlier this week. She also said that Caltrans is currently working on the Draft 101 Cooperative Agreement.

Caltrans, CHP and General Services have launched a campaign which will award \$25,000 to fund a new way in transportation innovation. Examples of past innovations include bots dots and led lighting.

The Federal Department Of Transportation is looking 30 years ahead at ports and technology in "Mega" Regions.

6. EXECUTIVE DIRECTOR REPORT –

Ridershare Week - Every October, VCTC sponsors Rideshare Week, an event that encourages drivers to try an alternative commute to work or school. This year it's scheduled Oct. 5 -9. Over the last couple of weeks, we have rolled out a campaign giving the event a new look and a new name: Ride Week. Given the diversity of transportation options available to commuters, we feel the term "rideshare" doesn't do this week justice. While people still use the traditional ridesharing modes – bus, carpool, and vanpool – biking, walking and telecommuting are now an important part of the mix. This year, Ride Week will encourage commuters find a better, healthier way to RIDE – whether they're riding a bus, a carpool, a bike or even *striding* on a sidewalk. Ride Week will feature some familiar activities from years past. Commuters who pledge to try an alternative ride will be entered into a drawing to win great prizes. And the more they ride, the more chances they'll have to win. We are running print, social media and drive-time radio ads. We are also hosting a live radio remote this weekend at the popular Harvest Festival and worksite events around the County to maximize our promotion and community interaction.

Active Transportation Program - The California Transportation Commission has just announced its recommendations for Cycle 2 of the state's Active Transportation Program, and I am sorry to report that as with the first cycle there were no Ventura County projects recommended for funding through the statewide competition. Caltrans District 7 Director Carrie Bowen has directed her staff to work with VCTC to help find out why these projects were not funded. At next month's meeting staff will bring to you a recommendation for funding projects from VCTC's \$3.3 million county apportionment of Active Transportation funds, and at that time we will evaluate performance of the Cycle 2 projects and recommend actions to for helping the project sponsors to improve their performance in Cycle 3. As a reminder, VCTC does not have a formal role in submitting local agency projects for the statewide funding selection.

Vic Kamhi Retirement – As was reported at the September Commission meeting Vic Kamhi will be retiring from VCTC effective October 9, 2015. Vic has been with VCTC for 15 years and in public service focusing on transportation in multiple agencies for 46 years (yes, nearly a half-century of public service). Add to those years of service the number of transportation courses Vic has taught through various affiliations and one could argue that there are few, if any, who have influenced transportation policy and transportation professionals in the state of California more so than one Mr. Victor Kamhi. He will be missed not just at VCTC but by the entire public transportation profession and industry. If there were a National Transportation Hall of Fame I have no doubt that Vic would be a first ballot inductee. Please join with me in wishing Vic a long and enjoyable retirement filled with vacation trips to Europe, an abundance of quality grandpa time, and a not too lengthy a honey-do list.

What Happens Next in the Transit Department?

VCTC is currently recruiting for Vic's replacement. The original application deadline was in mid-September and while the initial recruitment yielded some strong candidates I have extended the deadline to open until filled as the recruitment took place at the end of summer and over the Labor Day holiday. Additionally we have distributed the announcement through other outlets in hopes of increasing the candidate pool. In the meantime a significant amount of work is to be done in transit and with the loss of another employee to a transit operator in Los Angeles County there was some opportunity to recognize the very good work of two current VCTC employees with promotions.

Ellen Talbo - Ellen joined VCTC in November 2013 as an analyst after working in a similar capacity for the Shasta County Regional Transportation Planning Agency and a stint in the private sector with CH2MHill. Her undergraduate degree is from the University of Washington and she has a Masters in Urban Planning from the State University of New York, Buffalo. I am extremely pleased to announce that Ellen Talbo has accepted my offer of promotion to Regional Transit Planning Manager. This position will take the place of the former Smartcard Manager position and will assume some of those duties associated with regional fare media coordination. Ellen will retain her duties associated with Metrolink and Pacific Surfliner activities and will add to those responsibilities a robust job description to include regional transit planning and coordination with all public transit partners in the county and those that we connect to outside of Ventura County, countywide fare coordination and options including exploring mobile device fare payment, and managing the TDA unmet needs process.

Treena Gonzalez – Treena joined VCTC as an entry level Transit Specialist in December 2013. Prior to her permanent position with VCTC, Treena worked as a temp in the VCTC transit information center after finishing her undergraduate degree from UCSB. It is my pleasure to announce that Treena Gonzalez has accepted the promotional opportunity to the Transit Planner position and will be responsible for regional transit planning and analysis activities such as coordination with other transit operators, keeping our Google Transit up to date, and analyzing transit ridership data to identify opportunities to improve transit throughout the county. Finally, with Treena's promotion we now have an open entry-level Transit Specialist position. That position reports to the Transit Operations Program Manager, Aaron Bonfilio, and we will initiate the recruitment process for that position shortly.

- 7. ADDITIONS/REVISIONS** – *None*
- 8. CONSENT CALENDAR** – *Commissioner Sojka made a motion to approve all items as recommended. The motion was seconded by Commissioner Millhouse and passed unanimously.*
- 8A. APPROVE SUMMARY FROM SEPTEMBER 11, 2015 VCTC MEETING** – *Approve*
- 8B. APPROVE SUMMARY FROM SEPTEMBER 11, 2015 SPECIAL VCTC MEETING** – *Approve*
- 8C. JULY, 2015 MONTHLY BUDGET REPORT** - *Receive and File*
- 8D. AUGUST, 2015 MONTHLY BUDGET REPORT** – *Receive and File*
- 8E. PASSENGER RAIL UPDATE** – *Receive and File*
- 8F. LEGISLATIVE UPDATE** - *Receive and File*

8G. AMENDMENT TO THE VCTC INTERCITY TRANSIT SERVICES PROGRAM BUDGET PURSUANT TO THE APPROVED INTERIM AGREEMENT WITH ROADRUNNER MANAGEMENT SERVICES, INC. – *Approve amendment to the VCTC Intercity Services budget, by increasing the Contract Services line item by \$415,577, from \$7,230,000 to \$7,645,577, and, by increasing the Legal Services line item by \$50,000, from \$10,000 to \$60,000, and by correspondingly increasing the State Transit Assistance (STA) Fund Transfer revenues line item by \$465,577 from \$3,757,187 to \$4,222,764; and, to amend the VCTC STA budget by increasing the STA Fund Transfer expenditures by \$465,577.*

8H. PERSONNEL POLICIES AND PROCEDURES UPDATES– *Approve Updates to the Personnel Policies and Procedures Manual*

8I. AMENDMENT TO EMPLOYMENT AGREEMENT BETWEEN VCTC AND DARREN KETTLE AND APPROVAL OF AMENDMENT TO SALARY SCHEDULE - *Approve resolution authorizing Amendment No. 2 to the Employment Agreement between VCTC and Darren Kettle, authorizing the Chairperson to sign Amendment No. 2 on behalf of VCTC and approving an amendment to the VCTC Salary Schedule to implement the salary change approved in Amendment No. 2.*

9. 2016 STATE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) SUBMITTAL – *Commissioner Millhouse made a motion to approve 2016 STIP submittal to the California Transportation Commission. The motion was seconded by Commissioner Zaragoza and passed unanimously.*

10 VCTC SHORT RANGE TRANSIT PLAN AND INTERCITY TRANSIT FIVE YEAR SERVICE PLAN
Commissioner Gherardi made a motion to approve the VCTC Short Range Transit Plan (SRTP) and Intercity Transit Five Year Service Plan to provide direction for implementation of Commission transit actions. The motion was seconded by Commissioner Sojka and passed unanimously.

11. LOSSAN PACIFIC SURFLINER SERVICE UPDATE – *Commissioner Gherardi made a motion to receive and file the presentation from Jennifer Bergener, Executive Director of the LOSSAN Rail Corridor Agency. The motion was seconded by Commissioner Long and passed unanimously.*

12. VCTC GENERAL COUNSEL’S REPORT – *No Report*

13. AGENCY REPORTS - *None*

14. CLOSED SESSION – *No Report*

1) Conference with Labor Negotiator (Pursuant to Government Code Section 54957.6)

Unrepresented Employee: Executive Director

Agency Negotiators: Peter Foy and Steve Mattas

2) Conference with Legal Counsel (Pursuant to Government Code Section 54956.9)

Existing Litigation: VCTC v. Fillmore & Western, Case No. 56-2014-00449769

3) Significant Exposure to Litigation

(Pursuant to Paragraph (2) of Subdivision (d) of Section 54956.9): 1 case

15. ADJOURN



Item # 8B

November 6, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: SALLY DEGEORGE, FINANCE DIRECTOR

SUBJECT: MONTHLY BUDGET REPORT

RECOMMENDATION:

- Receive and file the monthly budget report for September 2015

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. Staff monitors the revenues and expenditures of the Commission on an on-going basis.

The September 30, 2015 budget reports indicate that revenues were approximately 11.52% of the adopted budget while expenditures were approximately 17.32% of the adopted budget. The revenues and expenditures are as expected. Although the percentage of the budget year completed is shown, be advised that neither the revenues nor the expenditures occur on a percentage or monthly basis. Furthermore, revenues are often billed and reimbursed in arrears.

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

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

December 4, 2015

Item #8B

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It should be noted that Fiscal Year 2014/2015 is in the process of being finalized and audited. The fund balances are considered estimates until Fiscal Year 2014/2015 is closed and the audit is final.

The Valley Express invoices and revenue information for the month of September were not available and are not reflected within the Heritage Valley Budget line item. This information will be provided with the October budget report brought to the Commission in December.

**VENTURA COUNTY TRANSPORTATION COMMISSION
BALANCE SHEET
AS OF SEPTEMBER 30, 2015**

ASSETS

Assets:

Cash and Investments - Wells Fargo Bank	\$ 5,481,972
Cash and Investments - County Treasury	20,439,726
Petty Cash	130
Receivables/Due from other funds	1,251,000
Prepaid Expenditures	296,556
Deposits	15,109
Capital Assets, undepreciated	25,938,653
Capital Assets, depreciated, net	<u>33,505,489</u>
Total Assets:	<u>\$86,928,635</u>

LIABILITIES AND FUND BALANCE

Liabilities:

Accrued Expenses/Due to other funds	\$ 2,260,485
Deferred Revenue	2,374,789
Deposits	<u>400</u>
Total Liabilities:	<u>\$ 4,635,674</u>

Net Position:

Invested in Capital Assets	\$59,444,142
Fund Balance	<u>22,848,819</u>
Total Net Position	<u>\$82,292,961</u>

Total Liabilities and Fund Balance:	<u>\$86,928,635</u>
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For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
FOR THE THREE MONTHS ENDING SEPTEMBER 30, 2015**

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	Fund Totals Actual	Annual Budget	Variance Over (Under)	% Year to Date
Revenues								
Federal Revenues	\$ 445,841	\$ 0	\$ 0	\$ 0	\$ 445,841	\$ 11,823,199	(11,377,358)	3.77
State Revenues	1,250,749	3,288,419	0	68,648	4,607,816	43,881,543	(39,273,727)	10.50
Local Revenues	1,864,662	0	0	558	1,865,220	4,292,692	(2,427,472)	43.45
Other Revenues	3,749	0	0	0	3,749	0	3,749	0.00
Interest	110	0	0	7	117	82,000	(81,883)	0.14
Total Revenues	3,565,111	3,288,419	0	69,213	6,922,743	60,079,434	(53,156,691)	11.52
Expenditures								
Administration								
Personnel Expenditures	571,520	0	0	0	571,520	3,082,700	(2,511,180)	18.54
Legal Services	3,670	0	0	0	3,670	25,000	(21,330)	14.68
Professional Services	19,726	0	0	0	19,726	133,000	(113,274)	14.83
Office Leases	41,167	0	0	0	41,167	152,200	(111,033)	27.05
Office Expenditures	35,497	0	0	0	35,497	443,000	(407,503)	8.01
Total Administration	671,580	0	0	0	671,580	3,835,900	(3,164,320)	17.51
Programs and Projects								
Transit & Transportation Program								
Senior-Disabled Transportation	25,027	0	0	0	25,027	219,000	(193,973)	11.43
Fare Collection APC Systems	25,487	0	0	0	25,487	737,600	(712,113)	3.46
VCTC Intercity Bus Service	1,912,116	0	0	0	1,912,116	535,472	1,376,644	357.09
HVT Bus Contract Services	368,051	0	0	0	368,051	9,522,840	(9,154,789)	3.86
Nextbus	7,610	0	0	0	7,610	305,400	(297,790)	2.49
Transit Grant Administration	1,273,434	0	0	0	1,273,434	7,442,300	(6,168,866)	17.11
Total Transit & Transportation	3,611,725	0	0	0	3,611,725	18,762,612	(15,150,887)	19.25

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	Fund Totals Actual	Annual Budget	Variance Over (Under)	% Year to Date
Highway Program								
Motorist Aid Call Box System	0	0	0	275,308	275,308	993,000	(717,692)	27.72
Highway Project Management	143	0	0	0	143	852,300	(852,157)	0.02
SpeedInfo Highway Speed Sensor	0	0	0	23,600	23,600	144,000	(120,400)	16.39
Total Highway	143	0	0	298,908	299,051	1,989,300	(1,690,249)	15.03
Rail Program								
Metrolink & Commuter Rail	1,905,963	0	0	0	1,905,963	5,013,052	(3,107,089)	38.02
LOSSAN & Coastal Rail	41	0	0	0	41	3,300	(3,259)	1.24
Santa Paula Branch Line	32,079	0	0	0	32,079	1,113,090	(1,081,011)	2.88
Total Rail	1,938,083	0	0	0	1,938,083	6,129,442	(4,191,359)	31.62
Commuter Assistance Program								
Transit Information Center	497	0	0	0	497	48,700	(48,203)	1.02
Rideshare Programs	1,009	0	0	0	1,009	83,100	(82,091)	1.21
Total Commuter Assistance	1,506	0	0	0	1,506	131,800	(130,294)	1.14
Planning & Programming								
Transportation Development Act Transportation Improvement Programming	122,633	4,666,781	0	0	4,789,414	30,716,006	(25,926,592)	15.59
Regional Transportation Planning	604	0	0	0	604	54,900	(54,296)	1.10
Airport Land Use Commission	28,282	0	0	0	28,282	894,800	(866,518)	3.16
Regional Transit Planning	975	0	0	0	975	100,580	(99,605)	0.97
Freight Movement	2,133	0	0	0	2,133	104,700	(102,567)	2.04
Total Planning & Programming	154,716	4,666,781	0	0	4,821,497	31,883,486	(27,061,989)	15.12
General Government								
Community Outreach & Marketing	185,137	0	0	0	185,137	590,800	(405,663)	31.34
State & Federal Relations	38,092	0	0	0	38,092	98,600	(60,508)	38.63
Management & Administration	10,386	0	0	0	10,386	71,500	(61,114)	14.53
Office Building Purchase	29,923	0	0	0	29,923	3,522,000	(3,492,077)	0.85
Total General Government	263,538	0	0	0	263,538	4,282,900	(4,019,362)	6.15
Total Expenditures	6,641,291	4,666,781	0	298,908	11,606,980	67,015,440	(55,408,460)	17.32

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	Fund Totals Actual	Annual Budget	Variance Over (Under)
Revenues over (under) expenditures	(3,076,180)	(1,378,362)	0	(229,695)	(4,684,237)	(6,936,006)	2,251,769
Other Financing Sources							
Transfers Into GF from LTF	0	0	0	0	0	4,328,180	(4,328,180)
Transfers Into GF from STA	1,938,585	0	0	0	1,938,585	8,403,959	(6,465,374)
Transfers Into GF from SAFE	0	0	0	0	0	21,500	(21,500)
Transfers Out LTF Art 3	0	0	0	0	0	(4,328,180)	4,328,180
Transfers Out of STA into GF	0	0	(1,938,585)	0	(1,938,585)	(8,371,787)	6,433,202
Transfers Out of SAFE into GF	0	0	0	0	0	(21,500)	21,500
Total Other Financing Sources	1,938,585	0	(1,938,585)	0	0	32,172	(32,172)
Net Change in Fund Balances	(1,137,595)	(1,378,362)	(1,938,585)	(229,695)	(4,684,237)	(6,903,834)	2,219,597
Beginning Fund Balance	3,537,313	8,009,206	11,902,365	4,084,172	27,533,056	23,834,920	3,698,136
Ending Fund Balance	<u>\$ 2,399,718</u>	<u>\$6,630,844</u>	<u>\$9,963,780</u>	<u>\$3,854,477</u>	<u>\$22,848,819</u>	<u>\$16,931,086</u>	<u>\$ 5,917,733</u>

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
INVESTMENT REPORT
AS OF SEPTEMBER 30, 2015**

As stated in the Commission's investment policy, the Commission's investment objectives are safety, liquidity, diversification, return on investment, prudence and public trust with the foremost objective being safety. VCTC has the ability to meet its expenditure requirements, at a minimum, for the next six months. Below is a summary of the Commission's investments that are in compliance with the Commission's investment policy and applicable bond documents.

Institution	Investment Type	Maturity Date	Interest to Date	Rate	Balance
Wells Fargo – Checking	Government Checking	N/A	\$175.75	0.01%	\$ 5,481,972.26
County of Ventura	Treasury Pool	N/A	\$0.00	0.0%	\$20,453,727.43
Total			\$ 175.75		\$25,935,699.69

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

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

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Item # 8C

December 4, 2015

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 2015

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. Staff monitors the revenues and expenditures of the Commission on an on-going basis.

The October 31 2015 budget reports indicate that revenues were approximately 17.44% of the adopted budget while expenditures were approximately 22.00% of the adopted budget. The revenues and expenditures are as expected. Although the percentage of the budget year completed is shown, be advised that neither the revenues nor the expenditures occur on a percentage or monthly basis. Furthermore, revenues are often billed and reimbursed in arrears.

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

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

The Valley Express invoices and revenue information for the month of October were not available and are not reflected within the Heritage Valley Budget line item. This information will be provided with the November budget report brought to the Commission in January.

**VENTURA COUNTY TRANSPORTATION COMMISSION
BALANCE SHEET
AS OF OCTOBER 31, 2015**

ASSETS

Assets:

Cash and Investments - Wells Fargo Bank	\$ 6,506,151
Cash and Investments - County Treasury	18,928,660
Petty Cash	130
Receivables/Due from other funds	1,601,123
Prepaid Expenditures	296,556
Deposits	15,064
Capital Assets, undepreciated	25,938,653
Capital Assets, depreciated, net	<u>33,505,489</u>

Total Assets:

\$86,791,826

LIABILITIES AND FUND BALANCE

Liabilities:

Accrued Expenses/Due to other funds	\$ 1,674,562
Deferred Revenue	2,509,691
Deposits	<u>400</u>

Total Liabilities:

\$ 4,184,653

Net Position:

Invested in Capital Assets	\$59,444,142
Fund Balance	<u>23,163,031</u>

Total Net Position

\$82,607,173

Total Liabilities and Fund Balance:

\$86,791,826

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
FOR THE FOUR MONTHS ENDING OCTOBER 31, 2015**

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	Fund Totals Actual	Annual Budget	Variance Over (Under)	% Year to Date
Revenues								
Federal Revenues	\$ 1,122,318	\$ 0	\$ 0	\$ 0	\$ 1,122,318	\$ 11,823,199	(10,700,881)	9.49
State Revenues	1,250,749	5,693,819	0	134,300	7,078,868	43,881,543	(36,802,675)	16.13
Local Revenues	2,252,380	0	0	558	2,252,938	4,292,692	(2,039,754)	52.48
Other Revenues	3,749	0	0	0	3,749	0	3,749	0.00
Interest	161	4,684	9,882	3,877	18,604	82,000	(63,396)	22.69
Total Revenues	4,629,357	5,698,503	9,882	138,735	10,476,477	60,079,434	(49,602,957)	17.44
Expenditures								
Administration								
Personnel Expenditures	787,757	0	0	0	787,757	3,082,700	(2,294,943)	25.55
Legal Services	7,578	0	0	0	7,578	25,000	(17,422)	30.31
Professional Services	39,608	0	0	0	39,608	133,000	(93,392)	29.78
Office Leases	52,967	0	0	0	52,967	152,200	(99,233)	34.80
Office Expenditures	249,825	0	0	0	249,825	443,000	(193,175)	56.39
Total Administration	1,137,735	0	0	0	1,137,735	3,835,900	(2,698,165)	29.66
Programs and Projects								
Transit & Transportation Program								
Senior-Disabled Transportation	38,139	0	0	0	38,139	219,000	(180,861)	17.42
Fare Collection APC Systems	25,628	0	0	0	25,628	737,600	(711,972)	3.47
VCTC Intercity Bus Service	2,664,148	0	0	0	2,664,148	585,472	2,078,676	455.04
HVT Bus Contract Services	523,385	0	0	0	523,385	9,938,417	(9,415,032)	5.27
Nextbus	7,610	0	0	0	7,610	305,400	(297,790)	2.49
Transit Grant Administration	1,391,895	0	0	0	1,391,895	7,442,300	(6,050,405)	18.70
Total Transit & Transportation	4,650,805	0	0	0	4,650,805	19,228,189	(14,577,384)	24.19

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	Fund Totals Actual	Annual Budget	Variance Over (Under)	% Year to Date
Highway Program								
Motorist Aid Call Box System	0	0	0	340,516	340,516	993,000	(652,484)	34.29
Highway Project Management	143	0	0	0	143	852,300	(852,157)	0.02
SpeedInfo Highway Speed Sensor	0	0	0	34,500	34,500	144,000	(109,500)	23.96
Total Highway	143	0	0	375,016	375,159	1,989,300	(1,614,141)	18.86
Rail Program								
Metrolink & Commuter Rail	1,911,758	0	0	0	1,911,758	5,013,052	(3,101,294)	38.14
LOSSAN & Coastal Rail	41	0	0	0	41	3,300	(3,259)	1.24
Santa Paula Branch Line	44,700	0	0	0	44,700	1,113,090	(1,068,390)	4.02
Total Rail	1,956,499	0	0	0	1,956,499	6,129,442	(4,172,943)	31.92
Commuter Assistance Program								
Transit Information Center	888	0	0	0	888	48,700	(47,812)	1.82
Rideshare Programs	1,878	0	0	0	1,878	83,100	(81,222)	2.26
Total Commuter Assistance	2,766	0	0	0	2,766	131,800	(129,034)	2.10
Planning & Programming								
Transportation Development Act	147,633	6,185,154	0	0	6,332,787	30,716,006	(24,383,219)	20.62
Transportation Improvement Program	4,834	0	0	0	4,834	54,900	(50,066)	8.81
Regional Transportation Planning	43,548	0	0	0	43,548	894,800	(851,252)	4.87
Airport Land Use Commission	975	0	0	0	975	100,580	(99,605)	0.97
Regional Transit Planning	4,489	0	0	0	4,489	104,700	(100,211)	4.29
Freight Movement	89	0	0	0	89	12,500	(12,411)	0.71
Total Planning & Programming	201,568	6,185,154	0	0	6,386,722	31,883,486	(25,496,764)	20.03
General Government								
Community Outreach & Marketing	251,825	0	0	0	251,825	590,800	(338,975)	42.62
State & Federal Relations	42,788	0	0	0	42,788	98,600	(55,812)	43.40
Management & Administration	12,280	0	0	0	12,280	71,500	(59,220)	17.17
Office Building Purchase	29,923	0	0	0	29,923	3,522,000	(3,492,077)	0.85
Total General Government	336,816	0	0	0	336,816	4,282,900	(3,946,084)	7.86
Total Expenditures	8,286,332	6,185,154	0	375,016	14,846,502	67,481,017	(52,634,515)	22.00

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	Fund Totals Actual	Annual Budget	Variance Over (Under)
Revenues over (under) expenditures	(3,656,975)	(486,651)	9,882	(236,281)	(4,370,025)	(7,401,583)	3,031,558
Other Financing Sources							
Transfers Into GF from LTF	1,794,533	0	0	0	1,794,533	4,328,180	(2,533,647)
Transfers Into GF from STA	2,069,112	0	0	0	2,069,112	8,860,536	(6,791,424)
Transfers Into GF from SAFE	886	0	0	0	886	21,500	(20,614)
Transfers Out LTF Art 3	0	(1,794,533)	0	0	(1,794,533)	(4,328,180)	2,533,647
Transfers Out of STA into GF	0	0	(2,069,112)	0	(2,069,112)	(8,837,364)	6,768,252
Transfers Out of SAFE into GF	0	0	0	(886)	(886)	(21,500)	20,614
Total Other Financing Sources	3,864,531	(1,794,533)	(2,069,112)	(886)	0	23,172	(23,172)
Net Change in Fund Balances	207,556	(2,281,184)	(2,059,230)	(237,167)	(4,370,025)	(7,378,411)	3,008,386
Beginning Fund Balance	3,537,313	8,009,206	11,902,365	4,084,172	27,533,056	23,834,920	3,698,136
Ending Fund Balance	<u>\$ 3,744,869</u>	<u>\$5,728,022</u>	<u>\$9,843,135</u>	<u>\$3,847,005</u>	<u>\$23,163,031</u>	<u>\$16,456,509</u>	<u>\$ 6,706,522</u>

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
INVESTMENT REPORT
AS OF OCTOBER 31, 2015**

As stated in the Commission's investment policy, the Commission's investment objectives are safety, liquidity, diversification, return on investment, prudence and public trust with the foremost objective being safety. VCTC has the ability to meet its expenditure requirements, at a minimum, for the next six months. Below is a summary of the Commission's investments that are in compliance with the Commission's investment policy and applicable bond documents.

Institution	Investment Type	Maturity Date	Interest to Date	Rate	Balance
Wells Fargo – Checking	Government Checking	N/A	\$229.61	0.01%	\$ 5,506,151.03
County of Ventura	Treasury Pool	N/A	\$18,432.85	0.42%	\$18,942,662.21
Total			\$18,662.46		\$24,448,813.24

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

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

For Management Reporting Purposes Only



Item #8D

December 4, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: ELLEN TALBO, TRANSIT PLANNING MANAGER

SUBJECT: PASSENGER RAIL UPDATE

RECOMMENDATION:

- Receive and file.

BACKGROUND:

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

DISCUSSION:

Ridership & On-Time Performance (OTP)

During the month of September, ridership on the Metrolink Ventura County Line averaged 3,640 total boardings per weekday (inbound and outbound) indicating no change from the previous month, and a 1.7% decrease from the same month last year. Systemwide ridership experienced a 2.3% increase from the previous month. Monthly ridership statistics for the month of September 2015 are provided in the attachment for reference.

On-time performance data (which denotes trains arriving within five minutes of scheduled time) for the month of August was 93.0% indicating a 3.0% increase from the previous month. A slight decrease in systemwide mechanical failures contributed to the minor OTP improvement.

Board & TAC Updates

Metrolink

In November the Mobile Ticketing team launched the first version of the mobile ticketing application for staff and specially selected customer beta testers. During that time, Metrolink tested the mobile application for both usability and experience. During mid-November, the trial for the Inland-Empire Orange County (IEOC) Line began where select customers who ride that line began testing a live version of the Metrolink mobile ticketing app. In the meantime, the Metrolink fare collection team is working with Metro on their optical "TAP" readers to ensure compatibility, as well as review design of the units for near-term production.

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In November, President Obama signed into law an extension of the Rail Safety Improvement Act of 2008 (RSIA). Railroads across the nation now have until December 31, 2018 to implement Positive Train Control (PTC). Metrolink launched PTC in FRA approved-Revenue Service Demonstration across the 341 miles of Metrolink-owned track in June of this year and has continued to work with BNSF, Union Pacific, the North County Transit District and Amtrak to create an interoperable PTC network for all rail operators and providers throughout Southern California.

LOSSAN

Continued progress is being made toward the evaluation of providing peak-period service to Ventura and Santa Barbara counties through the retiming of existing Pacific Surfliner trains. During November, LOSSAN CEO Jennifer Bergerner provided an update on the efforts to evaluate the retiming of existing Pacific Surfliner trains to the VCTC staff, Santa Barbara County Association of Governments, and the San Luis Obispo Council of Governments via conference call.

Where the State was previously conducting modeling work to evaluate revenue and ridership rates, Amtrak is performing additional modeling work to specifically determine the logistics of train meets, available track siding locations, and overall feasibility of scheduling. Once Amtrak completes this component of modeling, LOSSAN staff will need to further evaluate whether the schedule changes, if feasible, will meet the revenue goals of the corridor within the budgeted fiscal year. Over the next few weeks, Amtrak will review and model two draft schedules that have, through preliminary review, shown to meet the intent of peak-period service and also maintain both ridership and revenue.

September 2015 Metrolink Ridership

AVERAGE WEEKDAY PASSENGER TRIPS (INBOUND and OUTBOUND)
 SEPTEMBER 2015 vs. AUGUST 2015 (MONTH OVER MONTH)

MO/YR	Ventura County Line	System Grand Total	Metrolink Rail 2 Rail on Amtrak North of LA (weekday)
Sep-15	3,640	41,375	182
Aug-15	3,673	40,435	152
Change	-0.0%	2.3%	15.7%

AVERAGE WEEKDAY PASSENGER TRIPS (INBOUND and OUTBOUND)
 SEPTEMBER 2015 vs. SEPTEMBER 2014 (YEAR OVER YEAR)

MO/YR	Ventura County Line	System Grand Total	Metrolink Rail 2 Rail on Amtrak North of LA (weekday)
Sep-15	3,640	41,375	182
Sep-14	3,803	42,034	188
Change	-4.2%	-1.5%	0.0%

5 YEAR SNAPSHOT OF AVERAGE DAILY TOTAL BOARDINGS (INBOUND and OUTBOUND)

MO/YR	Ventura County Line	VC County Portion	System Grand Total	Average Daily Metrolink Monthly Passholders on Amtrak (weekday)
Sep-15	3,738	1,872	41,375	182
Sep-14	3,803	1,968	42,034	188
Sep-13	3,773	1,976	41,677	231
Sep-12	3,880	2,046	43,135	175
Sep-11	4,066	1,984	42,007	276

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Item #8E

December 4, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: PETER DE HAAN, PROGRAMMING DIRECTOR
SUBJECT: AMENDMENT TO EASEMENT AT CAMARILLO STATION FOR CALLEGUAS WATER DISTRICT

RECOMMENDATION:

- Authorize the Executive Director to approve an amendment to extend the expiration date of the water line easement to the Calleguas Municipal Water District (CMWD) at the Camarillo Rail Station.

BACKGROUND:

CMWD is one of the major water wholesalers in Ventura County and is constructing a regional salinity management pipeline. The 30-inch pipeline project crosses VCTC's property at the Camarillo Rail Station. At the May 13, 2011 meeting, the Commission granted CMWD a permanent pipeline easement and associated temporary construction easements, at a cost of \$85,335. Based on the final design, the Commission at its December 6, 2013 meeting approved an amendment to the easement which provided for a construction staging area in an infrequently-used portion of the Camarillo Station parking lot, and a realignment of the pipeline route, which resulted in a \$108,173 increase for a total easement cost of \$193,508 which has been paid in full.

Under the terms of the Temporary Construction Easement (TCE) agreement, the easement was to have a duration of 18 months but to end no later than December 31, 2015. The Easement Deed includes the right to extend the TCE by mutual written agreement. Since the work within VCTC's property commenced significantly behind the original schedule, with the TCE not being activated until February 13, 2015, the 18-month easement period will extend significantly beyond December 31st. The CMWD right-of-way consultant has therefore submitted a request to amend the easement agreement to allow for the full 18 months of the TCE period by extending the end date to August 13, 2016. VCTC staff recommends approval of CMWD's requested expiration date extension. Staff has reviewed the request and after consulting with City of Camarillo staff sees no issues with the pipeline construction work at the station continuing until this coming August. The Commission should note, however, CMWD anticipates completing the work by February, 2016.

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Item #8F

December 4, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: BUDGET AMENDMENT – CITY OF OXNARD CONTRIBUTION FOR GRANT APPLICATION PREPARATION

RECOMMENDATION:

- Amend adopted Fiscal Year 2015/16 VCTC budget to add \$3,450 in City of Oxnard revenues for the Transportation Programming item, and increase the Transportation Programming Consultant Services expenditure line item by \$3,450.

BACKGROUND:

Recently the Federal Railroad Administration announced the availability of \$10 million on a competitive basis for railroad grade crossing enhancements and track safety improvement projects that improve safety on rail routes that transport flammable energy products including crude oil, with applications due November 4, 2015. The announcement also disclosed the possibility that additional funds beyond the \$10 million could be made available to the program and used for applications submitted in response to the announcement. Applications were required to be submitted by state departments of transportation. VCTC took the lead in preparing an application for \$1,523,318 to fund 80% of the unfunded balance to complete design of the Rice Avenue Bridge grade separation project in Oxnard, with the City of Oxnard committing to providing the required local match of \$380,930. As required by the grant program, Caltrans is identified in the application as the grant recipient, and Oxnard as the Caltrans subrecipient to administer the project. After VCTC prepared the application it was submitted by Caltrans on VCTC's and the City's behalf.

Much of the application writing was completed by a consultant under the Executive Director's signature authority, at an estimated cost of \$6,900. Although the work has been completed as of this writing the final consultant invoice has not been received. City staff has agreed that the City will pay VCTC half of the consultant cost, while VCTC will absorb the other half of the cost from its existing budget. Therefore, staff recommends the Commission amend the VCTC budget to accommodate the anticipated Oxnard payment toward the cost of the grant application preparation.

According to the current project schedule prepared by Oxnard, the project's preliminary design and environmental document phase, which is funded by Surface Transportation Program funds programmed by VCTC as well as an 11.47% match from Oxnard, is scheduled to be completed in November 2017, at which point the project can move into the final design phase. A significant amount of preliminary work has already been completed by the City's consultant for project, and as a result there is a great deal of project information which staff was able to include in the application to help make the case for the project.

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Item #8G

December 4, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: SALLY DEGEORGE, FINANCE DIRECTOR

SUBJECT: INSURANCE COVERAGE

RECOMMENDATION:

- Ratify the insurance renewal as presented for a total insurance cost of \$211,939 funded as part of the operational cost/indirect cost allocation plan in the Fiscal Year 2015/2016 Budget.

BACKGROUND:

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

In September 2012 the Commission engaged Alliant Insurance Services, Inc. to be VCTC's insurance broker. Since then Alliant has assisted VCTC in obtaining insurance through several providers. Alliant continues to expertly assist VCTC staff by providing recommendations for activity appropriate coverage.

DISCUSSION:

In mid-October, Alliant provided VCTC with an insurance proposal for General Liability, Excess Liability, Public Officials Liability, and Crime after marketing VCTC's insurance needs. Normally an insurance proposal would be brought to the Commission at the November meeting for approval, but the November meeting was canceled.

The property insurance was renewed with Alliant Special Property Insurance on July 1, 2015. The remaining insurances were renewed on November 20, 2015. Detailed information is provided in the 2015/2016 proposals as separate attachments. The following is a summary of the insurance renewals:

- Property – The current policy is with Alliant Special Property Insurance and Alliant recommended renewing with the current provider with a premium of \$5,865, an increase of \$1,352. The increase in premium was largely due to the increase in property values.
- General Liability – The current provider is Navigators Specialty Insurance. Alliant recommended changing to Burlington for the general liability insurance with a premium of \$87,720, an increase of \$428 from the previous year. This policy excludes claims arising out of train and bus operations, but VCTC is covered through SCRRA for Metrolink and through MV and Roadrunner for bus operations, There were no significant changes to the policy.
- Excess Liability – The current provider is First Mercury Insurance Company. Alliant recommended changing to Burlington for excess liability insurance with a premium of \$41,247, a decrease of \$2,097 from the previous year. There were no significant changes to the policy.
- Public Officials Liability (POL), Public Entity Liability (PEL) and Employment Practices Liability (EPL) – The current policy is with Allied World Surplus Lines and Alliant recommended renewing with the current insurance carrier with a premium of \$74,535, an increase of \$1,932. There were no significant changes to the policy.
- Crime – The current policy is with National Union Fire Insurance Company. Alliant recommended renewing with National with a premium of \$2,572, an increase of \$75. There are no significant changes to the policy.

The overall premium increase for the five insurances presented above is \$1690 or 0.8% for a total of \$211,939 and is in line with market adjustments. Mr. Seth Cole from Alliant Insurance Services, Inc. will be attending the meeting to answer questions as needed.



Item 8H

December 4, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: DONNA COLE, CLERK OF THE BOARD
SUBJECT: 2016 VCTC REGULAR MEETING SCHEDULE

RECOMMENDATION:

- Adopt the following schedule of regular monthly VCTC meeting dates for 2016

BACKGROUND:

It is recommended the following meeting date schedule be adopted for 2016. The January meeting will be held on the second Friday of the month as the first Friday is a holiday.

VCTC REGULAR MEETING SCHEDULE 2016

Jan 8, 2016*
Feb 5, 2016
March 4, 2016
April 1, 2016
May 6, 2016
June 3, 2016
July 1, 2016
Sept 2, 2016
Oct 7, 2016
Nov 4, 2016
Dec 2, 2016

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Item # 81

December 4, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: STEVE MATTAS, GENERAL COUNSEL

SUBJECT: SERVANDO TORRES CLAIM FOR DAMAGES

RECOMMENDATION:

- It is recommended that the Ventura County Transportation Commission ("VCTC") reject a claim submitted on behalf of Servando Torres ("Torres").

BACKGROUND:

On October 8, 2015, VCTC received a claim on behalf of Servando Torres for personal injuries sustained in a bus accident. The accident occurred on August 4, 2015. Pursuant to Section 9 of the Agreement for Provision of Transportation Services between VCTC and Roadrunner Management Services, Inc. ("Roadrunner"), Roadrunner is obligated to defend, indemnify and hold harmless VCTC from all liability arising out of the provision of transportation services. In recognition of this provision, VCTC has submitted a tender letter in connection with this claim to Roadrunner. Therefore, it is recommended that VCTC reject the claim.

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Item # 8J

December 4, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: STEVE MATTAS, GENERAL COUNSEL
**SUBJECT: DAVID HAMER/INTERINSURANCE EXCHANGE OF THE AUTOMOBILE CLUB
CLAIM FOR DAMAGES**

RECOMMENDATION:

- It is recommended that the Ventura County Transportation Commission ("VCTC") reject a claim submitted on behalf of David Hamer/Interinsurance Exchange of the Automobile Club ("Hamer/Interinsurance") for property damage.

BACKGROUND:

On October 26, 2015, VCTC received a claim from Interinsurance for vehicle property damage sustained by its insured, David Hamer. The property damage stemmed from a multi-vehicle bus collision on September 21, 2015. Pursuant to Section 9 of the Agreement for Provision of Transportation Services between VCTC and Roadrunner Management Services, Inc. ("Roadrunner"), Roadrunner is obligated to defend, indemnify and hold harmless VCTC from all liability arising out of the provision of transportation services. In recognition of this provision, VCTC has submitted a tender letter in connection with this claim to Roadrunner. Therefore, it is recommended that VCTC reject the claim.

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Item # 8K

December 4, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: STEVE MATTAS, GENERAL COUNSEL

SUBJECT: COLLEEN NEWHOUSE CLAIM FOR DAMAGES

RECOMMENDATION:

- It is recommended that the Ventura County Transportation Commission ("VCTC") reject a claim submitted by Colleen Newhouse.

BACKGROUND:

On October 19, 2015, VCTC received a claim for damages from Colleen Newhouse in connection with a vehicle/train collision. On April 23, 2015, a vehicle driven by Timothy Newhouse (husband of Colleen Newhouse) collided with a Union Pacific train at the intersection of East 5th Street and Las Posas Road. According to staff, the tracks at issue are owned by Union Pacific and the collision did not take place on or near any property owned or controlled by VCTC. Consequently, it is recommended that VCTC reject Colleen Newhouse's claim.

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Item #8L

December 4, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: ELLEN TALBO, TRANSIT PLANNING MANAGER

SUBJECT: APPROVE ACTIVE TRANSPORTATION PROGRAM (ATP) REGIONAL SCORES

RECOMMENDATION:

- Approve regional assignment of points as shown in attachment, resulting in three projects receiving a total of \$3,305,000 in ATP funds.

BACKGROUND:

During September, the California Transportation Commission (CTC) released its scores for Cycle 2 of the statewide Active Transportation Program (ATP) call for projects. Per the 2015 ATP Regional Program Guidelines, the proposed funding awards for projects were based on population-based funding targets for each county. Within each county, a ranked list of projects is developed using the base scores awarded by the CTC as part of the evaluation process for the Statewide component. These scores are then supplemented by up to 10 points by each county in order to provide greater local input to the project selections. In May of this year, the Commission approved a policy to assign 5 additional points to applicants based on inclusion in local area plans, and 5 additional points based on inclusion in a Safe Routes to Schools plan.

Projects submitted from within Ventura County did not score high enough to warrant award of statewide funds, however projects not selected through the Statewide competition were eligible for funding through the Southern California Association of Governments' (SCAG) Regional Program. Project applications from the Ventura region were eligible for up to \$3.3 million of available funding from the SCAG region.

DISCUSSION:

For Cycle 2 of the Statewide ATP call for projects, there were thirteen capital project applications submitted from Ventura County jurisdictions. As a result of the CTC scores and the addition of up to ten points awarded by VCTC, the following project applications are recommended to receive regional funds and become locally programmed. In November, the SCAG Regional Council approved the list of Regional Program of projects. VCTC staff recommends approval of the projects listed in Table 1 so that these recommendations can be submitted to the CTC for final approval during their January 2016 meeting.

TABLE 1 – Ventura County Projects Selected for SCAG Regional Program ATP Funds

	Applicant	Project Title	Project Description	Total Project Cost	Total Fund Request	CTC Score	Combined CTC / VCTC Score
1	Oxnard	New Traffic Signal	This project will install a traffic signal at the intersection of Rose Avenue and Gary Drive. The new traffic signal will be equipped with Pedestrian Countdown Timers informing pedestrians how much time they have to cross the street. Additionally the new signal will be equipped with bicycle detection loops to provide bicyclists with sufficient green time to safely cross the intersection.	\$567,000	\$510,000	78.00	88.00
2	Ojai	Pedestrian and Bike Safety Improvements: Ojai Avenue and Maricopa Hwy	This project will provide access to a variety of community destinations through a continuous Class II bike lane on both sides of the 2.75 mile corridor and provide sidewalk infill improvements. The project will also construct pedestrian crossing improvements at 15 locations along the corridor.	\$2,833,000	\$2,333,000	80.00	85.00
3	Ventura County	Rio Real Elementary School-Pedestrian and Street Improvements Project	This project will provide sidewalks on both sides of Kenny Street along the school walk route for Rio Real Elementary School.	\$462,000	\$462,000	69.00	79.00



Item #8M

December 4, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: STEVE MATTAS, GENERAL COUNSEL

SUBJECT: BAILEE LAWRENCE CLAIM FOR DAMAGES

RECOMMENDATION:

- It is recommended that the Ventura County Transportation Commission ("VCTC") reject a claim submitted on behalf of Bailee Lawrence ("Lawrence").

BACKGROUND:

On October 29, 2015, VCTC received from Lawrence for personal injuries and property damage stemming from a multi-vehicle bus collision on September 21, 2015. Pursuant to Section 9 of the Agreement for Provision of Transportation Services between VCTC and Roadrunner Management Services, Inc. ("Roadrunner"), Roadrunner is obligated to defend, indemnify and hold harmless VCTC from all liability arising out of the provision of transportation services. In recognition of this provision, VCTC has submitted a tender letter in connection with this claim to Roadrunner. Therefore, it is recommended that VCTC reject the claim.

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Item #8N

December 4, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: PETER DE HAAN, PROGRAMMING DIRECTOR
SUBJECT: ROUTE 101/23 INTERCHANGE PROJECT COOPERATIVE AGREEMENT AMENDMENT

RECOMMENDATION:

- Approve amendment to the Cooperative Agreement with Caltrans and the City of Thousand Oaks for the Route 101/23 Project, to restore \$3,349,000 in funds previously approved for the project, including \$1,512,000 from the City of Thousand Oaks with future state reimbursement, and \$1,837,000 from the federal Surface Transportation Program (STP).

BACKGROUND:

Caltrans has requested that VCTC and the City of Thousand Oaks approve an amendment to the Cooperative Agreement for construction of the Route 101/23 Interchange Improvement project. The Commission originally approved a cost of \$42 million but that number was reduced based on the contract award. An amendment to the Agreement approved in 2014 increased the cost to \$34,137,000 which was still less than the original estimate. However, Caltrans has encountered additional cost items which now bring the cost estimate to \$37,486,000. The most significant item in this change in cost was due to a design error related to the location of an existing retaining wall relative to a new soundwall being constructed as part of the project. This change alone is estimated to cost about \$1.2 million. The revised project estimate is still less than the original VCTC-approved funding amount. Caltrans is currently pursuing cost recovery from the designer, but approval of the required funds is needed now so that the change orders can go forward.

Under the California Transportation Commission's (CTC) Proposition 1B policies, even though the CTC had originally approved the programming of \$13,118,000 in Proposition 1B Trade Corridor Infrastructure Fund funds for this project, the reduction of that share to \$10,346,000 upon contract award set a revised maximum Proposition 1B contribution, so the Proposition 1B amount can no longer increase beyond \$10,346,000. Therefore, any cost increases subsequent to contract award are the responsibility of VCTC and the City. The attached table shows the originally-approved project cost, the funding shares most recently approved by VCTC, and the revised funding shares based on the latest cost estimate. Staff recommends approving the Cooperative Agreement amendment to revise the funding amounts to be equal to the right-hand column of the Attachment, restoring \$3,349,000 to the project. It should be noted that the \$14,022,000 Thousand Oaks share will be reimbursed early next year by the state under AB 3090, using State Transportation Improvement Program funds.

**SUMMARY OF ROUTE 101/23 INTERCHANGE IMPROVEMENT
CONSTRUCTION FUNDING**

	Originally-Approved Funding	Currently-Approved Funding	Recommended Revised Funding
City of Thousand Oaks – Subject to AB 3090 STIP Reimbursement	\$15,764,000	\$12,510,000	\$14,022,000
Proposition 1B Trade Corridor Infrastructure Fund	\$13,118,000	\$10,346,000	\$10,346,000
VCTC - Surface Transportation Program	\$12,618,000	\$10,781,000	\$12,618,000
Federal Earmark	\$500,000	\$500,000	\$500,000
Total	\$42,000,000	\$34,137,000	\$37,486,000



Item # 80

DECEMBER 4, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: ELLEN TALBO, TRANSIT PLANNING MANAGER

SUBJECT: FY 16/17 TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET TRANSIT NEEDS PUBLIC HEARING SCHEDULE, PROCEDURES AND DEFINITIONS OF "UNMET TRANSIT NEEDS" AND "REASONABLE TO MEET"

RECOMMENDATION:

- Review and approve the schedule, procedures and definitions of "Unmet Transit Needs" and "Reasonable to Meet" for the FY 16/17 Unmet Transit Needs Public Hearing
- Approve the Chair to appoint a Hearing Board and Chair from the Commission to receive public input and make recommendations to the Commission

DISCUSSION:

VCTC has been designated by the State as the Regional Transportation Planning Agency (RTPA) for Ventura County. One of the RTPA's responsibilities is administration of the Transportation Development Act (TDA) which is a major source of transportation funding for the cities and County of Ventura.

Each year, the State Transportation Development Act (TDA) - California Public Utilities Code (PUC) Section 99401.5(c) - requires a public hearing be held to discuss public transit needs. 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 by staff against adopted definitions describing what are "unmet transit needs" and what is "reasonable to meet" as listed in Attachment A.

A Hearing Board will be appointed by the VCTC Chair, and the public hearing is currently scheduled for Monday, February 8, 2016 at 1:30 PM at Camarillo City Hall. The Hearing Board will then review the testimony and draft staff findings/recommendations on April 18, 2015 at 1:30 PM at Camarillo City Hall. A schedule for the FY 16/17 public hearing is attached. The procedures for the hearing will be the same as in past years where testimony will be collected from the public interested in transportation. Testimony can be submitted by letter, email, telephone call to VCTC's toll-free "800" number, by appearing at one of three proposed "listening sessions" to be scheduled for the evenings during the second or third week January, in the East County, West County, and Santa Clara River Valley and/or at the public hearing. Public comments will be reviewed by VCTC staff and analyzed in the context of the adopted definitions of

“unmet transit needs” and “reasonable to meet”. Commission staff will also hold a listening session in the East County, West County and Heritage Valley. In addition to collecting public comment pertinent to the Unmet Needs process at the January listening sessions, the format for the listening sessions this year will extend to other modes of transportation; allowing the Commission to collect additional public feedback that can be used toward updating the Congestion Management Plan and other activities.

Fiscal Year (FY) 2016/2017 Public Hearing Schedule: A detailed schedule with specific dates and locations of events will be distributed to the Commission and posted on the website in January. The draft schedule is included in Attachment B.

- The proposed Unmet Needs process and definitions were presented to the VCTC Citizens’ Transportation Advisory Committee/Social Service Transportation Advisory Committee (CTAC/SSTAC) in September. They were accepted with a minor correction in definitions identified by the Commission last year.
- In January 2016, three community “listening” sessions will be held in cooperation with the transit providers, social service agencies represented on the SSTAC, the East County and the Gold Coast Transit District boundaries – these sessions will be participant-friendly and encourage public discussion on transit and other transportation modes. It will also be explained that the collection of transit need input will be a continuing effort throughout the year albeit punctuated by the annual Public Hearing.
- The required Public Hearing will be February 8, 2016. At the hearing, the Hearing Board will be briefed on the comments heard to date and will also take any additional comments, however, most of the input about transit needs should have already been received.
- Between February and May, staff will then work with the cities/County and interested local agencies to develop the draft findings and respond directly to people and agencies who submitted testimony. Also, the draft findings will be posted on the website to encourage public reaction. In keeping with development of more user-friendly materials, the findings will be easier to navigate and understand with the required legalese confined as much as possible to the Commission resolution approving the findings. Note that specific findings must be made for the cities of Camarillo, Fillmore, Moorpark and Santa Paula before these cities can claim any TDA funds for local street purposes.
- CTAC/SSTAC will review the draft findings in April.
- The Hearing Board may decide to review testimony and findings on April 18, 2016 or, consolidate the Hearing Session with the May Commission meeting.
- The Commission will consider the findings at its’ May 6, 2016 meeting.
- The deadline for submittal of FY 2016/2017 findings to State is August 15th.

“UNMET TRANSIT NEED”

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

Includes:

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

Excludes:

- Operational changes such as minor route changes, bus stop changes, or changes in schedule
- Requests for extended hour (less than one (1) hour
- Service for groups or individuals that is not needed by or will not benefit the general public
- Comments about vehicles, facilities, driver performance and transit organizational structure
- Requests for better coordination
- Requests for reduced fares and changes to fare restrictions
- Improvements funded or scheduled for implementation in the following year
- Future transportation needs
- Duplication or replacement of existing service

“REASONABLE TO MEET”

Outcome	Definitions	Measures & Criterias
<i>Equity</i>	The proposed service will not cause reductions in existing transit services that have an equal or higher priority	Measures: Vehicle revenue service hours and revenue service miles. Criteria: Transit vehicle service hours and miles will not be reduced on existing routes to fund the proposed service
<i>Timing</i>	The proposed service is in response to an existing rather than future transit need	Criteria: Same as definition that proposed service is in response to an existing rather than future transit need; based on public input
<i>Feasibility</i>	The proposed service can be provided with the existing fleet or under contract to a private provider	Measure: Vehicle spare ratio: Transit system must be able to maintain FTA's spare ratio requirement of 20% (buses in peak service divided by the total bus fleet cannot fall below 20%). If less than 20%, can additional buses be obtained (purchased or

Outcome	Definitions	Measures & Criterias
		leased) or can service be provided under contract to a private provider?
Feasibility	There are adequate roadways to safely accommodate transit vehicles	Measure & Criteria: Route inspection to determine adequacy of infrastructure to accommodate transit vehicles and passengers.
Cost Effectiveness	The proposed service will not unduly affect the operator's ability to maintain the required passenger fare ratio for its system as a whole	Measure: Total estimate annual passenger fare revenue divided by total annual operating cost (the entire service including the proposed service) Criteria: fare revenue/operating cost cannot fall below the operator's required passenger fare ratio.
Cost Effectiveness	The proposed service will meet the scheduled passenger fare ratio standards described in Attachment A	Measures and criteria in Attachment A.
Service Effectiveness	Estimated passengers per hour for the proposed service will not be less than the system-wide average after three years.	Measure: Passengers per hour. Criteria: Projected passengers per hour for the proposed service is not less than 70% of the system-wide average (without the proposed service) at the end of 12 month of service, 85% at the end of 24 months of service, and 100% at the end of 36 months of service.

PASSENGER FARE RATIOS

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

Urban Service	Rural Service	Recommended Action
New Service Performance Criteria: End of Twelve Months		
Less than 6%	Less than 3%	Provider may discontinue service
6% or more	3% or more	Provider will continue service, with modifications if needed

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

Fiscal Year 16/17 Unmet Transit Needs Public Hearing and Process Schedule

September 8, 2015	CTAC/SSTAC reviews FY 16/17 Unmet Transit Needs Public Hearing Definitions Completed – SSTAC approved the schedule and provided feedback.
December 4, 2015	VCTC approves FY 16/17 Unmet Transit Needs Public Hearing schedule and Definitions
December 14, 2015	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, 2016	Legal notice for public hearing published (La Vida)
January 6, 2016	Legal notice for public hearing published (Star)
January 27 (La Vida) and January 31 (Ventura Star), 2016	Display advertisements on public hearing published in local English and Spanish language newspapers
<u>January (week of Jan 26), 2016 East County public meeting, 6:30 PM in (location to be determined)</u>	
<u>January (week of Jan 26), 2016 West County public meeting, 6:30 PM in (location to be determined)</u>	
<u>January (week of Jan 26), 2016 Santa Clara River Valley public meeting, 6:30 PM in (location to be determined)</u>	
January 26, 2016	Reminder notices on the public hearing sent to agencies/citizens
<u>February 8, 2016</u> Public Hearing, 1:30 PM Camarillo City Hall	
February 19, 2016	5 PM Hearing record closed – no further public testimony accepted
March 10, 2016	Transit Operators Advisory Committee (TRANSCOM) reviews testimony and makes recommendations regarding the proposed findings
April 12, 2016	CTAC/SSTAC reviews testimony and makes recommendations regarding the staff proposed findings
<u>April 18, 2016</u> 1:30 PM Camarillo City Hall – VCTC Hearing Board approves Unmet Transit Needs Public Hearing Findings	
May 6, 2016	9 am Camarillo City Hall – VCTC adopts Unmet Transit Needs Public Hearing Findings
May 9, 2016	Adopted findings are forwarded to the State for review
August 15, 2016	Deadline for State review of findings



Item #8P

December 4, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: DARREN M. KETTLE, EXECUTIVE DIRECTOR
SUBJECT: CUSTOMER SERVICE REPRESENTATIVE POSITION

RECOMMENDATION:

- Add one position allocation of Customer Service Representative.
- Amend the Salary Schedule to include the additional Customer Service Representative allocation.

BACKGROUND:

Staffing: In December 2009 the Commission adopted classification descriptions for all classifications in which Commission employees served. Job responsibilities were clearly delineated and the knowledge, skills, and abilities required to perform those jobs were identified. The Commission has made minimal changes to the staffing allocations and classifications since 2009, (most recently adding classifications of Senior Accountant/Analyst and Program Manager-Capital Projects in March 2015). Since then, the Transit Center staff's duties have evolved as technology has changed and transit ridership has grown across the county. With that, the volume of transit passengers served by the VCTC Transit Center has grown as well. Over the years, to address the additional customer service staffing needs, the Commission has utilized temporary staffing agencies.

Analysis: VCTC staff has analyzed the most efficient and effective staffing levels for recommendation and approval.

The additional allocation in the Transit Center will replace the temporary staffing VCTC has been relying on for the past eight years. It has become clear that the staffing levels needed to adequately run the Transit Center operations require two fulltime Customer Service Representatives. The additional allocation will allow the Transit Center to retain knowledgeable staff rather than training temporary employees every six months.

The staffing proposal provides for flexible staffing which allows the Executive Director to make an appointment at any point of the specific position's salary range. A flexibly staffed classification pattern allows qualifying individuals to promote upwards when the required level of knowledge, skills, and abilities has been reached. By filling at the lower classification level or a lower step of the salary range, VCTC can control personnel costs and still provide employees upward career mobility and staff development.

Salary Range:

Level	Title	Hourly Range
Staff Support I	Customer Service Representative	\$12.00- \$18.37

The cost for temporary staff was included in the FY 2015/2016 *VCTC Transit Information Center* (TIC) program budget under the *Temporary staff* line-item. The estimated costs for the remaining six months of the fiscal year will be \$13,100 for salary costs, \$16,400 for benefits and \$15,800 for indirect for a total of \$45,300 which will be funded from already budgeted funds found within the TIC budget - temporary staff line item and with cost savings in the Farebox/APC budget from a position that was temporarily vacant.

Proposal: It is recommended to add the new position allocation of Customer Service Representative.

ACTION/DISCUSSION:

It is requested that the Commission add the new position allocation of Customer Service Representative.

Attachment: 1 job description

Customer Service Representative

Definition

Under direct supervision, in English and in Spanish provides transit assistance and information, including fees, schedules, and routes to walk-in patrons, over the telephone, and via e-mail for Dial-a-Route (DAR), RideShare, Guaranteed Ride Home (GRH), Commuter Assistance, Service Authority for Freeway Emergencies (SAFE), Park 'n' Ride Lots and Go Ventura Smartcard programs as well as Amtrak and Metrolink; processes bus pass sales and recharge transactions, provides phone support to sales outlets for card replacements and authorizations; handles cash, checks, money orders, purchase orders and credit card transactions and receipts; and does related work as required.

Distinguishing Characteristics

This single-position classification reporting to the Lead Customer Service Representative has primary responsibility for providing direct assistance to customers in person and over the telephone. It is distinguished from the Lead Customer Service Representative in that the latter has overall responsibility for leading the function. This class is distinguished from other office administrative classes by the amount of customer contact.

Typical and Important Duties

Duties may include, but are not limited to, the following:

- Answers patrons' questions regarding bus schedules, bus routes, Metrolink schedules, fares for county and city buses, bus pass information; assists patrons in reading and understanding schedules, routes, and navigating Go Ventura transit website for Dial-a-Route, Commuter Assistance, Guaranteed Ride Home, Park 'n' Ride, Amtrak, and Metrolink.
- Assists walk-in, over the telephone, through U.S. mail, or e-mail patrons with Smartcard bus pass sales/recharges; describes the bus pass program and products available for purchase.
- Assists riders in determining location of buses, and works with contractor to address missed passengers and connections for late buses.
- Provides referrals for lost and found and other issues requiring communication between patrons and transit contractors.
- Provides Smartcard sales support and card replacement authorizations for DAR office and sales outlets.
- Handles cash, checks, money orders, purchase orders, and credit-card transactions and receipts; maintains fare-instrument inventory according to policy; balances cash drawer; processes daily reports, identifies and corrects exceptions, inputs and reconciles daily sales transactions, maintains log files and accounts for all damaged/defective cards returned by sales outlets, logs and properly discards.
- Processes tokens for purchase; counts tokens upon receipt, matching tokens to invoice numbers; processes VISTA tokens to private and public agencies to distribute to employees and clients.
- Ensures adequate inventory of new bus pass cards; initializes, maintains log file and distributes cards to sales outlets.
- Handles difficult customer service issues; refers the more complex customer service issues to appropriate staff; receives and responds to complaints; routes more complex complaints to appropriate staff, VISTA manager, or dispatch staff; enters complaints into data log for tracking and follow up.

- Performs a variety of routine office administrative tasks, such as stocking holders with brochures and schedules; keeps track of specific inventory, notifying appropriate staff when re-ordering is necessary; changes printer cartridges and prepares them for recycling; prepares packets for mailing of schedules and Smartcard sales outlet supplies to applicable agencies.
- Performs other related duties and responsibilities as assigned.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: One year experience in customer service or retail sales that included cashiering duties. Fluent in speaking and writing both Spanish and English is required; and multilingual abilities are desirable.

Training: Equivalent to graduation from high school.

Job-Related Qualifications

Knowledge of:

- Principles and practices of good customer service.
- Techniques for dealing effectively with the public, contractors and staff, in person and over the telephone.
- Procedures and techniques for proper cash handling.
- Basic arithmetic.
- Fundamental of office administrative procedures, including equipment and filing systems.
- Correct English usage, spelling, grammar, and punctuation.

Ability to:

- Learn, and follow customer service policies and procedures, including those applicable to bus pass sales.
- Learn and effectively use new computer-based systems and programs.
- Explain and interpret a variety of policies.
- Make accurate mathematical computations.
- Balance and reconcile data and daily sales totals including cash, checks, money orders, purchase orders, credit-card transactions, and receipts, and fare-media inventory.
- Verify and check files and data.
- Be flexible and patient.
- Maintain composure when dealing with the public in stressful situations.
- Communicate effectively in English and a second language in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Maintain composure when dealing with the public in stressful situations.
- Apply a customer service orientation when addressing and resolving complaints and other issues of concern to customers in a tactful and courteous manner.
- Establish and maintain effective relationships with those contacted in the course of the work.
- Represent the Agency effectively in contacts with the public and sales outlet staff occasionally in situations where relations may be difficult or strained.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Work in a safe manner adhering to correct Agency safety practices and procedures.

- Maintain confidentiality regarding sensitive information.

Skill in:

- Using a personal computer and associated applications.
- Troubleshooting office equipment.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- A valid appropriate California driver’s license may be required.
- Maintain a satisfactory driving record.

Special Requirements

Essential duties require the following physical skills, abilities, and work environment:

Physical Skills: Able to use standard office equipment, including a computer and other electronic equipment; arm, hand, finger, wrist, leg, or foot motion repetitively; firmly or lightly grasp items as needed; sit for extended periods; stand, walk, kneel, and maintain sustained posture in a seated or standing position for prolonged periods of time; vision to read printed materials, a computer screen, and to work in a typical office environment; hearing and speech to communicate in person, over the telephone, and to make public presentations; lift and carry 30 pound boxes, files, and materials.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; work protracted and irregular hours and evening meetings or work unusual hours for meeting attendance or participation in specific projects or programs.

Work Environment: Mobility to work in a typical office setting.

Approved:	February 2010
Revision Dates:	December 2009
Former Titles:	
Status:	Non-Exempt/Administrative
ADA Review:	
DOT:	No
Physical:	No

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Item #8Q

December 4, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: REVISION TO CAMARILLO SURFACE TRANSPORTATION PROGRAM (STP) FUNDS

RECOMMENDATION:

- Reprogram \$152,365 of STP cost savings from the Pancho Road rehabilitation project in Camarillo to the Santa Rosa Road Widening project in Camarillo.

BACKGROUND:

In the 2012 Mini Call for Projects, Camarillo received \$1,500,000 of STP for the Pancho Road Rehabilitation Project. The contract was completed with a \$152,365 savings in STP funds, and Camarillo has requested that the funds be shifted to the Santa Rosa Road Widening which requires additional funds based on design changes associated with a retaining wall.

TTAC approved this recommendation at its July, 2015 meeting.

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Item # 8R

December 4, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: STEVE MATTAS, GENERAL COUNSEL

SUBJECT: FILLMORE & WESTERN RAILWAY'S CLAIM FOR ATTORNEYS' FEES

RECOMMENDATION:

- It is recommended that the Ventura County Transportation Commission ("VCTC") reject a claim made by Fillmore & Western Railway, Inc. in the matter of Beserra v. Griffin Industries, Inc.

BACKGROUND:

On October 5, 2015, VCTC received a claim from Fillmore & Western Railway, Inc. for recovery of attorneys' fees and costs it alleged to have incurred in the Beserra v. Griffin Industries litigation. In consultation with the defense counsel who represented VCTC in the Beserra litigation, I recommend that the Commission deny Fillmore & Western Railway's claim for attorney's fees.

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Item #8S

December 4, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: PETER DE HAAN, PROGRAMMING DIRECTOR
SUBJECT: 2016 LEGISLATIVE PROGRAM AND LEGISLATIVE UPDATE

RECOMMENDATION:

Receive and file.

BACKGROUND:

Federal Issues

As was reported at the prior meeting, in October, the Senate has passed a six-year transportation authorization bill, the "The Developing a Reliable and Innovative Vision for the Economy (DRIVE) Act." At the end of October, Congress passed a three-week authorization extension, moving the program expiration date to November 20th. The three-week authorization extension measure also included a three-year delay of the Positive Train Control implementation deadline, moving it to the end of 2018. Then, prior to November 20th Congress signed another extension, through December 4th.

In early November, the House a passed its own 6-year authorization bill, called the Surface Transportation Reauthorization and Reform Act (STRRA). A conference committee has been established to negotiate the differences between the two bills.

The Senate bill identifies fund transfers to fully pay for the first three years, but not the final three years, of the six-year authorization period, while the House bill contains provisions to pay for the entire six years. The amount of funds provided in the Senate bill is slightly more in the House bill, but in either case the funding represents a relatively small annual increase from the prior authorization. A notable development for Southern California is that both bills provide for the establishment a National Freight program. One issue of concern is that the House bill includes a provision that would reduce the flexibility of the Congestion Mitigation an Air Quality (CMAQ) program, potentially limiting the amount that could be spent on pedestrian, bicycle, and transit projects which are priority uses according to VCTC's policies.

Meanwhile, the Administration has announced the latest round of funding awards from the Transportation Investments Generating Economic Recovery (TIGER) program, and as the Commissioners are probably all aware one of the selected projects was the Port of Hueneme Wharf Renewal, which will receive \$12.3 million.

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State Issues

Attachment A provides the monthly report of Delaney Hunter, the Commission's state lobbyist. Although the regular legislative session has ended, the special session regarding infrastructure has continued and a committee meeting was held.

Attachment B provides the final report on the status of bills being tracked by VCTC during 2015, including the Governor's approval on some of the bills that the Legislature had passed as of the last report.



**VENTURA COUNTY TRANSPORTATION COMMISSION
MONTHLY STATE ADVOCACY REPORT
OCTOBER/NOVEMBER 2015**

Legislative Update

The Legislature concluded the first of the current two year session late into the night on Friday, September 11. In the end, the Senate and Assembly passed a total of 941 bills to the Governor. Governor Brown had until Sunday, October 11th to take action on all pending legislation. Ultimately, the Governor signed 808 bills and vetoed 133. This ratio equated to a 14 percent veto rate for 2015. These deadlines applied to all regular session bills, but the Transportation and Infrastructure Special Session has not yet concluded. Despite the ongoing negotiations surrounding the Special Session Conference Committee, the Capitol has been relatively uneventful as legislators have returned to their districts and staff is preparing for next year's session. The Legislature will reconvene the regular session on January 4, 2016.

Transportation Special Session Update

The ongoing Transportation and Infrastructure Special Session has not generated much activity over the legislative interim. Near the end of session, both houses passed a bill into conference committee to continue the negotiations. ABX1-3 by Assemblyman Frazier and SBX1-4 by Senator Beall were voted into conference to further the discussions on developing an agreeable, comprehensive transportation funding package. However, the discussions thus far have not manifested into a workable plan. Furthermore, the timeline of feasibly establishing a revenue raising plan is being shortened by the upcoming election year politics. Winning necessary republican and moderate democrat support for a tax increase will be much harder as we near the election. Unless the Legislature and Administration act quickly, it seems unlikely that a transportation funding package will be able to garner the necessary votes. The conference committee members include:

Assembly Members

Jimmy Gomez, co-chair (D-Los Angeles)
Autumn Burke (D-Inglewood)
Kevin Mullin (D-South San Francisco)
Jay Obernolte (R-Big Bear Lake)
Melissa Melendez (R-Lake Elsinore)

Senators

Jim Beall, co-chair (D-San José)
Ben Allen (D-Santa Monica)
Connie Leyva (D-Chino)
Anthony Cannella (R-Ceres)
Ted Gaines (R-El Dorado Hills)

The conference committee held two hearings over the legislative recess. The first meeting occurred on October 16th in Sacramento. The goal of the information hearing was to continue the negotiations started earlier in the year and sort through the current funding proposals. Most agreed that the committee should use the Governor's \$3.6 billion proposal as a starting point for the negotiations. The highlights of the Governor's plan include a \$65 per year vehicle fee, indexing the gas and diesel tax rates to CPI, increasing the diesel excise tax, dedicating cap and trade revenue to transit, and constitutionally protecting these funds. The Legislative Analyst's Office (LAO) also provided a funding breakdown and detailed comparison of all the current proposals. Various groups provided feedback during the hearing. Specifically, the Orange County Business Council spoke in support of establishing ongoing revenue sources, and the California Alliance for Jobs agreed about using the Governor's plan as a basis for negotiations. Much of the public comment at the first hearing urged committee members to support CEQA reforms, shorten project delivery timelines, and ensure a fair split between state and local revenues.

The second information conference committee hearing was held in Ontario on October 21. The LAO led a discussion on the need for preventative maintenance and also provided a summary of the key funding proposals. This meeting was focused on receiving input from local government, including various city and county officials. The general consensus among the panelists was a fix it first approach, constitutionally protected revenues, CalTrans efficiency, and the streamlining of duplicative or unnecessary requirements. Specifically, local government presenters described the elongated paperwork process that is required for many projects. Business and labor groups also expressed a need for accountability measures, P3 extension, and modernizing outdated CEQA regulations. While all interested parties highlighted the need for a comprehensive funding package, not much progress has been made on negotiating what components will be included. After these information hearings concluded, the special session discussions have waned. While time to reach a consensus is running out, we will continue to track the discussions and report any progress on developing a transportation funding package.

Upcoming Bill Deadlines and 2 Year Bills

January 4 – Regular legislative session reconvenes.

January 15 – 2 year bills must be out of 1st house policy committee.

January 22 – 2 year bills must be out of all 1st house fiscal and policy committees.

January 31 – Deadline for 2 year bills to make it out of house of origin.

Below is a list of VCTC tracked 2 year bills that will be subject to the January deadline schedule.

AB 52 (Gray D) Public accommodations: construction-related accessibility claims

Introduced: 12/1/2014

Status: 5/15/2015-Failed Deadline pursuant to Rule 61(a)(3). (Last location was JUD. on 1/22/2015)

Location: 5/15/2015-A. 2 YEAR

Summary: Would provide that a defendant's maximum liability for statutory damages in a construction-related accessibility claim against a place of public accommodation is \$1,000 for each offense if the defendant has corrected all construction-related violations that are the basis of the claim within 180 days of being served with the complaint and the defendant demonstrates that the structure or area of the alleged violation was determined to meet standards or was subjected to an inspection, as specified.

AB 79 (Mathis R) State highway routes: route numbers.

Introduced: 1/5/2015

Status: 5/15/2015-Failed Deadline pursuant to Rule 61(a)(3). (Last location was PRINT on 1/5/2015)

Location: 5/15/2015-A. 2 YEAR

Summary: Current law gives the Department of Transportation full possession and control of all state highways. Current law describes the authorized routes in the state highway system by route numbers and provides that the route numbers are those given to the routes by the California Transportation Commission. This bill would make technical, nonsubstantive changes to these provisions.

AB 212 (Achadjian R) State highways.

Introduced: 2/2/2015

Status: 5/15/2015-Failed Deadline pursuant to Rule 61(a)(3). (Last location was PRINT on 2/2/2015)

Location: 5/15/2015-A. 2 YEAR

Summary: Current law establishes the Department of Transportation and the California Transportation Commission and provides that the department has full possession and control of all state highways and all property and rights in property acquired for state highway purposes and authorizes and directs the department to lay out and construct all state highways between the termini designated by law and on the locations as determined by the commission. This bill would make technical, nonsubstantive changes to these provisions.

AB 326 (Frazier D) Public works: prevailing wage rates: wage and penalty assessments.

Introduced: 2/13/2015

Status: 5/15/2015-Failed Deadline pursuant to Rule 61(a)(3). (Last location was L. & E. on 4/22/2015)

Location: 5/15/2015-A. 2 YEAR

Summary: Current law requires the Labor Commissioner to issue a civil wage and penalty assessment to a contractor or subcontractor, or both, if the Labor Commissioner determines, after investigation, that the contractor or subcontractor, or both, violated the laws regulating public works contracts, including the payment of prevailing wages. This bill would require the department to release the funds deposited in escrow plus interest earned to those persons and entities as expeditiously as possible following the conclusion of all administrative and judicial review. This bill contains other existing laws.

AB 457 (Melendez R) High-occupancy toll lanes.

Introduced: 2/23/2015

Status: 5/1/2015-Failed Deadline pursuant to Rule 61(a)(2). (Last location was TRANS. on 4/6/2015)

Location: 5/1/2015-A. 2 YEAR

Summary: Current law authorizes a regional transportation agency, as defined, in cooperation with the Department of Transportation, to apply to the California Transportation Commission to develop and operate high-occupancy toll lanes. Current law requires the commission, in cooperation with the Legislative Analyst, to annually prepare a report on the progress of the development and operation of these facilities. This bill would instead require the commission, in cooperation with the Legislative Analyst, to prepare this report every two years.

AB 1087 (Grove R) Greenhouse Gas Reduction Fund: high-speed rail.

Introduced: 2/27/2015

Status: 5/1/2015-Failed Deadline pursuant to Rule 61(a)(2). (Last location was TRANS. on 4/20/2015)

Location: 5/1/2015-A. 2 YEAR

Summary: Would provide that the continuous appropriations from the Greenhouse Gas Reduction Fund to the High-Speed Rail Authority are for specified components of the initial operating segment and Phase I blended system, as described in the authority's 2012 business plan, of the high-speed train system that shall be constructed as specified.

AB 1115 (Salas D) State highways: litter cleanup and abatement.

Introduced: 2/27/2015

Status: 5/1/2015-Failed Deadline pursuant to Rule 61(a)(2). (Last location was TRANS. on 4/6/2015)

Location: 5/1/2015-A. 2 YEAR

Summary: Current law requires the Department of Transportation to maintain the state highways and, within its maintenance programs relating to litter cleanup and abatement, to assign a high priority to litter deposited along state highway segments adjoining storm drains, streams, rivers, waterways, beaches, the ocean, and other environmentally sensitive areas. Existing law authorizes the department to use litter traps in drains and any other effective technology in carrying out these responsibilities. This bill would instead require the department to use litter traps in drains and any other effective technology in carrying out these responsibilities.

AB 1265 (Perea D) Transportation projects: comprehensive development lease agreements.

Introduced: 2/27/2015

Status: 5/29/2015-Failed Deadline pursuant to Rule 61(a)(5). (Last location was APPR. SUSPENSE FILE on 5/6/2015)

Location: 5/29/2015-A. 2 YEAR

Summary: Current law authorizes the Department of Transportation and regional transportation agencies, as defined, to enter into comprehensive development lease agreements with public and private entities, or consortia of those entities, for certain transportation projects that may charge certain users of those projects tolls and user fees, subject to various terms and requirements. These arrangements are commonly known as public-private partnerships. This bill would provide that a lease agreement shall not be entered into under these provisions on or after January 1, 2030, and would delete obsolete cross-references and make technical changes to these provisions.

AB 1364 (Linder R) California Transportation Commission.

Introduced: 2/27/2015

Status: 5/1/2015-Failed Deadline pursuant to Rule 61(a)(2). (Last location was TRANS. on 3/23/2015)

Location: 5/1/2015-A. 2 YEAR

Summary: Current law vests the California Transportation Commission with specified powers, duties, and functions relative to transportation matters. Current law requires the commission to retain independent authority to perform the duties and functions prescribed to it under any provision of law. This bill would exclude the California Transportation Commission from the Transportation Agency and establish it as an entity in the state government. The bill would also make conforming changes.

ACA 4 (Frazier D) Local government transportation projects: special taxes: voter approval.

Introduced: 2/27/2015

Status: 8/27/2015-In committee: Hearing postponed by committee.

Location: 8/19/2015-A. APPR. SUSPENSE FILE

Summary: Would provide that the imposition, extension, or increase of a sales and use tax imposed pursuant to the Bradley-Burns Uniform Local Sales and Use Tax Law or a transactions and use tax imposed in accordance with the Transactions and Use Tax Law by a county, city, city and county, or special district for the purpose of providing funding for local transportation projects, as defined, requires the approval of 55% of its voters voting on the proposition. The measure would also make conforming and technical, nonsubstantive changes.

SB 8 (Hertzberg D) Taxation.

Introduced: 12/1/2014

Status: 5/15/2015-Failed Deadline pursuant to Rule 61(a)(3). (Last location was G. & F. on 2/19/2015)

Location: 5/15/2015-S. 2 YEAR

Summary: Would state legislative findings regarding the Upward Mobility Act, key provisions of which would expand the application of the Sales and Use Tax law by imposing a tax on specified services, would enhance the state's business climate, would incentivize entrepreneurship and business creation by evaluating the corporate tax, and would examine the impacts of a lower and simpler personal income tax. This bill contains other related provisions.

SB 158 (Huff R) Transportation projects: comprehensive development lease agreements.

Introduced: 2/3/2015

Status: 5/1/2015-Failed Deadline pursuant to Rule 61(a)(2). (Last location was T. & H. on 4/7/2015)

Location: 5/1/2015-S. 2 YEAR

Summary: Would authorize the Department of Transportation or a regional transportation agency to enter into a comprehensive development lease on or after January 1, 2017, for a proposed transportation project on the state highway system if a draft environmental impact statement or draft environmental impact report for the project was released by the department in March 2015 for public comment. This bill contains other related provisions.

SB 194 (Cannella R) Vehicles: high-occupancy vehicle lanes.

Introduced: 2/10/2015

Status: 5/15/2015-Failed Deadline pursuant to Rule 61(a)(3). (Last location was RLS. on 2/19/2015)

Location: 5/15/2015-S. 2 YEAR

Summary: Current law authorizes local authorities and the Department of Transportation to establish exclusive or preferential use of highway lanes for high-occupancy vehicles on highways under their respective jurisdictions. This bill would make technical, nonsubstantive changes to that provision.

SB 321 (Beall D) Motor vehicle fuel taxes: rates: adjustments.

Introduced: 2/23/2015

Status: 9/11/2015-Failed Deadline pursuant to Rule 61(a)(14). (Last location was INACTIVE FILE on 9/11/2015)

Location: 9/11/2015-S. 2 YEAR

Summary: Would, for the 2016- 17 fiscal year and each fiscal year thereafter, require the State Board of Equalization on March 1 of the fiscal year immediately preceding the applicable fiscal year, as specified, to

adjust the rate in a manner as to generate an amount of revenue equal to the amount of revenue loss attributable to the exemption, based on estimates made by the board that reflect the combined average of the actual fuel price over the previous 4 fiscal years and the estimated fuel price for the current fiscal year, and continuing to take into account adjustments required by existing law to maintain revenue neutrality for each year. This bill contains other existing laws.

SB 391 (Huff R) Assault and battery: transit employees.

Introduced: 2/25/2015

Status: 5/1/2015-Failed Deadline pursuant to Rule 61(a)(2). (Last location was PUB. S. on 4/21/2015)

Location: 5/1/2015-S. 2 YEAR

Summary: Would make an assault committed against a transit employee punishable by imprisonment in a county jail not exceeding one year, by a fine not exceeding \$2,000, or by both that fine and imprisonment. By expanding the scope of a crime, this bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws.

SB 595 (Cannella R) Vehicles: prima facie speed limits: schools.

Introduced: 2/27/2015

Status: 5/15/2015-Failed Deadline pursuant to Rule 61(a)(3). (Last location was RLS. on 3/12/2015)

Location: 5/15/2015-S. 2 YEAR

Summary: Under current law, the prima facie speed limit when approaching or passing a school is 25 miles per hour. Current law authorizes a local authority to establish a lower prima facie speed limit within specified distances of a school. This bill would make technical, nonsubstantive changes to that provision.

SB 649 (Roth D) Vehicles: weight limits.

Introduced: 2/27/2015

Status: 5/15/2015-Failed Deadline pursuant to Rule 61(a)(3). (Last location was RLS. on 3/12/2015)

Location: 5/15/2015-S. 2 YEAR

Summary: Current law generally prohibits the total gross weight in pounds imposed on the highway by a group of 2 or more consecutive axles of a vehicle from exceeding a specified weight, depending on the distance in feet between the extremes of a group of 2 or more consecutive axles, and the number of axles. This bill would make technical, nonsubstantive changes to those provisions.

SB 698 (Cannella R) Active Transportation Program: school zone safety projects.

Introduced: 2/27/2015

Status: 5/1/2015-Failed Deadline pursuant to Rule 61(a)(2). (Last location was E.Q. on 3/19/2015)

Location: 5/1/2015-S. 2 YEAR

Summary: Would continuously appropriate an unspecified amount from the Greenhouse Gas Reduction Fund to the State Highway Account in the State Transportation Fund for purposes of funding school zone safety projects within the Active Transportation Program. This bill contains other existing laws.

SCA 5 (Hancock D) Local government finance.

Introduced: 3/26/2015

Status: 7/16/2015-From committee with author's amendments. Read second time and amended. Re-referred to Com. on GOV. & F.

Location: 7/16/2015-S. GOV. & F.

Summary: Would exempt from taxation for each taxpayer an amount up to \$500,000 of tangible personal property used for business purposes. This measure would prohibit the Legislature from lowering this

exemption amount or from changing its application, but would authorize it to be increased consistent with the authority described above. This measure would provide that this provision shall become operative on January 1, 2019. This bill contains other related provisions and other existing laws.

SCA 7 (Huff R) Motor vehicle fees and taxes: restriction on expenditures.

Introduced: 4/9/2015

Status: 5/28/2015-From committee with author's amendments. Read second time and amended. Re-referred to Com. on T. & H.

Location: 5/28/2015-S. T. & H.

Summary: Would prohibit the Legislature from borrowing revenues from fees and taxes imposed by the state on vehicles or their use or operation, and from using those revenues other than as specifically permitted by Article XIX. The measure would also provide that none of those revenues may be pledged or used for the payment of principal and interest on bonds or other indebtedness.

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VENTURA COUNTY TRANSPORTATION COMMISSION STATE LEGISLATIVE MATRIX BILL SUMMARY November 10, 2015			
BILL/AUTHOR	SUBJECT	POSITION	STATUS
AB 194 Frazier	Removes limitation on the number of toll lanes the California Transportation Commission can approve.	Watch	Signed by Governor.
AB 1250 Bloom	Extends the bus axle weight exemption.	Support	Signed by Governor.
AB X1-1 Alejo	Provides various transportation revenue enhancements including a prohibition on spending truck weight fees on transportation bond debt service.	Support	No action.
SB 508 Beall	Provides flexibility regarding transit cost and farebox ratio requirements.	Support	Signed by Governor.
SB X1-1 Beall	Increases fuel taxes and vehicle fees to raise \$3.5 billion annually for transportation over five years.	Support	In Senate Appropriations Committee.

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Item #9

December 4, 2015

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

RECOMMENDATION:

- Approve the audited Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2014/2015.

BACKGROUND:

State law requires that the Ventura County Transportation Commission (Commission) publish within six months of the close of each fiscal year a complete set of financial statements presented in conformity with generally accepted accounting principles (GAAP) and audited in accordance with generally accepted auditing standards by independent certified public accountants. Pursuant to that requirement, staff hereby issues the Comprehensive Annual Financial Report (CAFR) of the Ventura County Transportation Commission for the fiscal year ended June 30, 2015.

The Commission's auditors, the Pun Group, LLP, have completed the Fiscal Year 2014/2015 audit and all reports. The Pun Group, LLP, has issued reports stating that in their opinion, the Ventura County Transportation Commission's financial statements for the year ended June 30, 2015 are presented fairly in all material respects. The independent auditor reports begin on page 1 of the CAFR.

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

The Commission adopted annual budgets for all funds. Budgetary comparison schedules to demonstrate compliance with these budgets are provided on pages 60-63 of the CAFR as required supplementary information.

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 7-19 provides a narrative overview and analysis of the Commission's financial activities for the fiscal year. The statistical section can be found at the end of the CAFR on pages 70-85.

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At June 30, 2015, the Commission's General Fund balance was \$3,537,313, of which \$311,840 was nonspendable for prepaids and deposits and \$2,737,833 was restricted for rail and transit. The remaining \$487,640 was unassigned with \$140,840 set aside for compensated absences and \$302,995 available for Commission projects and/or operations in future years.

The remaining balances for the other funds were: \$8,009,206 for the LTF Fund; \$11,902,365 for the STA Fund; \$4,084,172 for the SAFE Fund. The total fund balance for Fiscal Year 2014/2015 was \$27,533,056 which was \$2.6 million lower than the previous year largely due to LTF funds passed-through to local agencies.

In June 2012 the Governmental Accounting Standards Board (GASB) issued Statement No. 68, *Accounting and Financial Reporting for Pensions*, which revised how government agencies account for pension related costs and report these costs and associated liabilities in the annual financial statements. The new reporting standard is effective for fiscal years beginning after June 14, 2014. VCTC implemented this requirement in Fiscal Year 2014/2015.

Prior to GASB 68, VCTC was only required to report a liability for its pension plan in the financial statements if VCTC did not fully pay its annual required contribution (ARC). As VCTC fully paid its ARC each year, there was no liability reported in the financial statements. VCTC did disclose pension information in the CAFR notes.

With the implementation of the new pension standard, there is a disconnect between the accounting for pensions and the funding for pensions. The annual liability (accounting) is different than annual ARC (funding). Now most agencies, including VCTC, are reporting a liability in their financial statements until such time that sufficient assets are set aside to fund the promised benefits. Detailed information about VCTC's pension expenses and liability can be found in the Notes to the Financial Statements - Note 5 of the CAFR beginning on page 43.

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

The audited Comprehensive Annual Financial Statement and single audit 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 # 10

December 4 , 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: STEVE DEGEORGE, PLANNING & TECHNOLOGY DIRECTOR
SUBJECT: NAVAL BASE VENTURA COUNTY, JOINT LAND USE STUDY (NBVC JLUS)

RECOMMENDATION:

- Receive a presentation regarding the Final Naval Base Ventura County Joint Land Use Study (NBVC JLUS) and adopt a resolution in support for the JLUS.

BACKGROUND:

In late 2012, the Commission in consideration of its role as the Airport Land Use Commission (ALUC), authorized staff to act as Study Sponsor to develop a Joint Land Use Study (JLUS) with Naval Base Ventura County (NBVC). Staff applied for and received a grant award from the Department of Defense Office of Economic Adjustment (DoD, OEA) for Department of Defense Community Planning Assistance Funds in the amount of \$225,000 for consultant assistance to conduct the JLUS

As the Commission may recall, a JLUS is a cooperative planning effort led by local communities or agencies promoting greater partnership with military installations. The dual goal of a JLUS is to develop land use strategies that preserve the ability of a military installation to perform its assigned mission by preventing the encroachment of incompatible land uses and to protect the public health, safety and welfare of the surrounding community.

DISCUSSION:

The Joint Land Use Study proved to be a complex but rewarding undertaking. Over the course of the study, the Technical/Advisory committee and the Policy Committee worked together diligently to identify potential land use conflicts, analyze public comments and develop the strategies which have brought the study to a successful close. The complete study and the background report can be found on VCTC's website at, <http://www.goventura.org/joint-land-use-study>.

Staff will be presenting a brief overview of the JLUS and is recommending that the Commission join the Camarillo, Oxnard and the County of Ventura in adopting the attached resolution in support of the JLUS.

RESOLUTION NO. 2015 – 11

**A RESOLUTION OF THE VENTURA COUNTY
TRANSPORTATION COMMISSION RECEIVING AND ENDORSING THE NAVAL BASE
VENTURA COUNTY JOINT LAND USE STUDY (NBVC JLUS).**

WHEREAS, Naval Base Ventura County (NBVC) consists of NBVC Port Hueneme, NBVC Point Mugu, and NBVC San Nicholas Island which collectively, operate as the Naval base Ventura County; and

WHEREAS, Naval Base Ventura County operates as a cohesive effort in support of the mission to protect the United States with all phases of naval Operations; and,

WHEREAS, Naval Base Ventura County has been a long-term use within Ventura County and represents a significant military establishment, which is a long standing economic engine for the families within Ventura County and the economy of the County as a whole; and

WHEREAS, The Joint Land Use Study (JLUS) is a cooperative planning effort conducted as a joint venture between an active military installation, surrounding cities, and the County, State, and federal agencies and other affected stakeholders; and

WHEREAS, The Ventura County Transportation Commission was the JLUS sponsor and an active participant in the study funded by a grant from the Department of Defense Office of Economic Adjustment; and

WHEREAS, The County of Ventura, the surrounding cities, including the City of Camarillo, the City of Oxnard, and the City of Port Hueneme will benefit from the collaborative effort through the establishment of long-range strategies, which will preserve the long term compatibility, between NBVC and the surrounding communities on a wide variety of issues, while supporting the mission of NBVC for years to come.

**NOW, THEREFORE, BE IT RESOLVED BY THE VENTURA COUNTY TRANSPORTATION
COMMISSION:**

1. VCTC has received the final JLUS report and associated background materials resulting and approved through a collaborative planning process reviewed and approved by the Technical/Advisory Committee and the Policy Committee.
2. The Ventura County transportation Commission endorses the final NBVC JLUS in its entirety and supports the strategies described therein that are intended to encourage the compatibility of NBVC and the surrounding areas within its influence.

PASSED, APPROVED, AND ADOPTED this 4th day of December, 2015.

PETER FOY, Chairperson

ATTEST:

DONNA COLE, Clerk

APPROVED AS TO FORM:

STEVE MATTAS, General Counsel



Item #11

December 4, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: ELLEN TALBO, TRANSIT PLANNING MANAGER

SUBJECT: METROLINK BUDGET AMENDMENT FOR FY 15-16

RECOMMENDATION:

Amend the VCTC Fiscal Year 2015-2016 Metrolink budget by increasing the operations expenditure line item by \$726,415, increasing the LTF fund transfer-in by \$145,000 and STA fund transfer-in by \$581,415. Amend the STA budget by increasing the fund transfer-out by \$581,415. This amendment will accommodate Metrolink's lease of 40 locomotives and additional operational and support costs for the balance of the fiscal year bringing the total budget to \$9,747,415.

BACKGROUND:

Metrolink recently amended its budget to enter into a lease with BNSF Railway for 40 locomotives and for various operational and support costs. As a member agency of Metrolink, VCTC's proportional share of these costs based on budgeted train miles is approximately 4.06 percent. Since these costs were not anticipated when VCTC FY 15-16 budget was approved, an amendment to the VCTC budget and an increase in the authorized member agency contribution are required.

DISCUSSION:

Metrolink, like most other commuter railroads, operates in a "push/pull" environment. This means that for one way of a round trip a locomotive is in the lead position, while for the other way of the round trip, a cab car is in the lead position. In September Metrolink determined that there is a temporary need to place a locomotive in the lead position for all Metrolink trips to eliminate the use of the cab-car taking the lead. To fulfill this temporary need, on September 25, 2015, the Metrolink Board was notified that a \$5.275 million increase in the operating budget was the first step in a series of required future actions necessary to operate and maintain the locomotives and modify them for operations with Positive Train Control (PTC), as seen in the staff report in Attachment A. As an alternative to increasing the operating budget, the SCRRA Board was given the option of reducing service in half from 165 trains to 80 or 90 trains per day.

The SCRRA Board approved the \$5.275 million increase to the operating budget in September. On October 9, 2015, the SCRRA Board further memorialized the lease agreement with BNSF by taking action to formally amend the FY 2015/16 Metrolink budget to provide the authority to execute additional actions needed to lease the 40 locomotives from BNSF. The actions consisted of the operation, installation of PTC, modifications and maintenance as shown in the October 9th Metrolink staff report in Attachment B. The budget authority approved by the SCRRA Board for a one-year lease of the locomotives now totals \$17,892,000 for the lease, operation, maintenance, and modification of the 40 locomotives. This figure includes the \$5,275,000 previously approved by the SCRRA Board for the lease in September.

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As shown in Attachment B, itemized cost estimates from the Metrolink Board October 9, 2015 meeting for the 12 month period of the lease are listed. Metrolink intends to try to recover these costs in the future. If it is necessary to extend the term of the lease beyond the current 12-month period, the associated costs will be incorporated the annual budget process going forward. Member agency shares of the lease and associated costs will be incorporated into the Metrolink FY2015-2016 operating subsidy billing cycle and invoiced this fiscal year, as shown in Table 1.

VCTC's share of these costs is 4.06 percent, which is based on the budgeted train miles for the fiscal year, as shown in Table 1 which also lists contributions from other member agencies. Staff is proposing the use of \$726,415 in additional State Transportation Assistance (STA) funds and no Local Transportation Funds (LTF) for VCTC's contribution toward the lease for locomotives.

Table 1 - SCRRA Member Agency Allocation Based Share of Locomotive Lease for FY 15-16 (Budgeted Train Miles)

Los Angeles Metro	Orange County Transportation Authority	San Bernardino Associated Governments	Riverside County Transportation Commission	Ventura County Transportation Commission	Total
54.69%	21.08%	8.86%	11.31%	4.06%	100.00%
\$9,785,134	\$3,771,633	\$1,585,231	\$2,023,585	\$726,415	\$17,892,000

As of November 9, 2015, all 40 of the leased locomotives are now in Metrolink possession. Seven locomotives are currently at L.A. Union Station, six are at Keller Yard, and the remainder are awaiting placement after compliance is achieved with the test train. Over the coming weeks, Metrolink will put the BNSF locomotives into service on a rolling basis of three to four per week following inspection and acceptance.

New Purchase of Tier IV Locomotives

On three previous occasions, the SCRRA Board approved the purchase of 40 Tier IV locomotives from EMD Corporation (EMD) at the price of \$6.3 million each. Twenty locomotives have been purchased and are currently under construction. The purchase for those locomotives was approved by the SCRRA Board in 2012. For the additional 20 new locomotives SCRRA received \$52 million in cap & trade grant funds covering most of the \$58 million total purchase amount. For the remaining amount, SCRRA is now working with the member agencies on finalizing the option for the additional locomotives. While the option consists of 20 locomotives for a total of 40, the member agencies have only agreed in concept to a total of 37 locomotives. Once member agencies have agreed how to finance the last 3 locomotives, staff will approach the Commission in January or February to request approval for purchase of the remaining 3 locomotives.

RECOMMENDATION:

Staff is requesting that the VCTC FY 2015/2016 Metrolink budget be increased by \$726,415 based on the total estimated cost of \$17,892,000 that was approved by the SCRRA Board on October 9, 2015. The member agency share of the estimated \$17.9 million total cost is based on the number of budgeted train miles in each member agency jurisdiction as shown in Table 1. Staff is proposing that these costs be funded with \$145,000 of LTF and \$581,415 of STA in the total of \$726,145.



Item #12

December 4, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: DONNA COLE, PUBLIC INFORMATION OFFICER

SUBJECT: VCTC MARKETING AND COMMUNITY OUTREACH PROGRAM CONTRACT AMENDMENT

RECOMMENDATION:

- Approve Contract Amendment No. 1 with Celtis Ventures LLC, the VCTC Marketing and Community Outreach Program contractor, to increase the FY 2015/16 budget by \$250,000, for a total annual cost not to exceed \$815,000.

BACKGROUND:

Celtis Ventures LLC (Celtis) began working with VCTC July 1, 2015. The Celtis contract covers marketing and outreach services for VCTC Commuter Services and Intercity Transit Services. The need has arisen to increase public education efforts in Ventura County with regard to service and infrastructure conditions and needs. Celtis has put together an education and outreach program designed to reach Ventura County residents. The program includes increased media spending in the areas of print, radio and digital, as well as enhanced social media and outreach activities.

The estimated cost of the enhanced education and outreach program is \$250,000. Staff has identified funds to cover the cost of the enhanced education and awareness program but requires authorization to amend the contract with Celtis Ventures LLC.

The staff recommendation has been endorsed by the AdHoc Sales Tax Committee.

The contract amendment and Scope of Work are attached.

CONTRACT AMENDMENT NO. 1

VENTURA COUNTY TRANSPORTATION COMMISSION (VCTC)

MARKETING AND COMMUNITY OUTREACH PROGRAM

This Contract Amendment No. 1 ("Amendment") by and between the Ventura County Transportation Commission ("VCTC"), herein referred to as "VCTC" and Celtis Ventures LLC, hereinafter referred to as "CONTRACTOR", is entered into as of this 4th day of December 2015.

WHEREAS, on July 1, 2015, VCTC entered into a consulting contract ("Contract") for a Marketing and Commuter Services Community Outreach Program; and

WHEREAS VCTC wishes to expand its public education effort; and

WHEREAS VCTC has funds available in its current budget.

NOW, THEREFORE, VCTC and CONTRACTOR agree as follows:

1. The Contract is hereby amended to increase the FY 2015/16 by \$250,000 increasing the total annual cost not to exceed \$815,000 for services described in the attached Scope of Work.
2. SCOPE OF SERVICES IS HEREBY AMENDED TO ADD THE SERVICES IN EXHIBIT A.
3. Except to the extent amended hereby, the Contract remains in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Contract Amendment No. 1 on the 4th day of December 2015.

APPROVED AS TO FORM:

**VENTURA COUNTY
TRANSPORTATION COMMISSION**

By: _____
General Counsel

By: _____
Darren Kettle, Executive Director

CONTRACTOR: CELTIS VENTURES LLC

By: _____
Matt Raymond, *President/CEO*

EXHIBIT A

SCOPE OF WORK

CELTIS VENTURES LLC
Matt Raymond
President & CEO

811 North Catalina Avenue
Suite 2006
Redondo Beach, CA 90277

☎ 310-374-7570
☎ 213-379-1134
✉ matt@celtis.com | celtis.com



Education/Outreach Plan

DRAFT

Repair Preserve Improve

We need this

The Goal

Increase Education and Awareness

- Increase awareness of transportation issues
- Educate on importance of addressing issues

Strategies

- Aggressive (concentrated) media approach
- Approach from a community perspective
- Focus on issues that drive support (from research)
- Increase “awareness” of VCTC role
- Take “education” of issues to the next level
- Capitalize on communication technologies
- Target (human) resources toward effort

The Concept: Repair-Preserve-Improve (RPI)

- Can be used throughout campaign
 - Even ballot language
- Potential Headlines:
 - “**Improve** traffic flow”
 - “**Repair** streets and roads”
 - “**Improve** bus service”
 - “**Improve** jobs and economic growth”
 - “**Repair** failing bridges”
 - “**Repair** unsafe rail crossings”
 - “**Preserve** mobility for our aging seniors”
 - “**Preserve** waterways and runoff”
 - “**Improve** rail service”
 - “**Improve** bike paths”
 - “**Preserve** our lands and water”
 - “**Improve** freight movement”
 - “**Preserve** local control of funding”
 - “**Improve** federal funding”
 - “**Improve** oversight”



Graphic Concept



Multiple Uses

- Direct Mail (brochure or postcard)
- Digital Advertising (composite or individual)
- Print Advertising (composite or individual)
- Social Media



Advertise in ALL community newspapers



Community Newspaper Ads

- Run in every Ventura County publication
- Run two weeks on/two weeks off
- Combo promotion/advertorial format
- Cover all VCTC issues
- Customize to address local concerns

Digital

- Includes online, search and social media
- Offers wide reach AND incredible accuracy
- Capability of pin-pointing specific audiences
- Can record exact number of conversions and interactions attributed by specific ads.
- Search allows for placing ads on relevant sites
 - Targets users seeking specific content
 - Communicates in real time



The 101 is Ventura County's Main Street

Traffic continues to grow on the 101 throughout Ventura County. It's our most heavily used road. Local residents rely on a free-flowing freeway to get where they need to go. VCTC is reviewing alternatives to preserve Ventura County's main street. Visit GoVentura.org for details.

VCTC Seeks Citizens for Transportation Advisory Committee

VCTC seeks citizens of Fillmore, Ojai, Oxnard, Port Hueneme and Santa Paula to lend their time to improve transportation in our communities. Monthly meetings September through May. For details, contact Donna Cole at 805-642-1591 ext. 101 or dcole@goventura.org.

VCTC's sky blue buses take you where you want to go

Travel within Ventura County or visit Santa Barbara or Los Angeles. VCTC offers six routes to choose from. Visit GoVentura.org for details.

Preparing for El Niño

It's always better to be prepared. In 1998, El Niño caused significant damage in Ventura County. As the rainy season approaches, follow VCTC on facebook (@GoVentura) for updates on weather delays and road closures.

Understanding "Ventura County's Traffic Jam"

With dwindling funds from Washington and Sacramento, Ventura County is facing a transportation fiscal cliff. On Nov. 3, VCTC Executive Director Darren Kettle talked to the Simi Valley Rotary about the mobility challenges facing our region. To schedule a presentation for your organization, contact Donna Cole.



@GoVentura

Radio

- :30-:60 Radio Spots
- Potential stations include:
- 100.7 KHAY-FM
- 103.3 KQYB-FM
- 95.1 KBBY-FM
- 106.3 KRRF-FM
- 1450 KVEN-AM
- 102.9 KXLM-FM (Hispanic)
- 88.3 KCLU-FM (NPR)
- 104.7 KCAQ-FM
- 105.5 KFYV-FM
- 95.9 KOCP-FM
- 1590 KVTA-AM



On-line and social ad placement



Enhanced Staffing

- On-site marketing support
- Aggressive community/constituent outreach
- Expanded social media activity

Expanded Social Media

- Engaging on new platforms (added Instagram)
- Platform-specific content
- More current/frequent postings
- Utilize more visual content
- Expand into more diverse demographic bases
- Create more responsive/engaging posts
- Migrate Incorporate social media into outreach
 - Leverage commission member outlets
- Augment reach through paid media

Extensive Outreach

- Create and outreach database
 - Of all local opinion/thought leaders
- Expand eblast program to reach all
- Create a standard RPI presentation
- Identify internal and external presenters
- Schedule extensive presentations

Create “Needs” Summit

- Create promotable public event
- Possibly link to current efforts
- “Listening Sessions” (w/o January 26)
- “Unmet Needs” Public Hearing (February 8)
- Student Summit (March)
- Bring in speakers to discuss issues
- Promote extensively to elevate issue awareness

Increase Website Engagement

- Update website to accommodate efforts
- Drive people to specific site locations
 - Online ads link directly
- Use as repository for all RPI information
- Guide people where we want them
- Use website to engage visitors

Branded System Information

- Extend VCTC Brand onto streets
- VCTC everything
- Make “sky blue” bus color dominant throughout
 - Information will match brand
- Update all VCTC bus stop signs
- Use all available system signage
 - Shelters, stations and park & rides

Budget Summary

- \$250k (over 5 months)
 - Print/Community Newspapers \$70k
 - Drive-Time Radio \$38k
 - Digital \$42k
 - Direct Mail \$70k
 - Outreach/Social \$30k

Anticipated Results

- Intense outreach to adults 18-64 (voters)
- Mailer to every (265k) household
- 26 million impressions (from media)
- Awareness/understanding of issues
- VCTC plan positioned as solution
- Public mandate to act now

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Item # 13

December 4 , 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: STEVE DEGEORGE, PLANNING & TECHNOLOGY DIRECTOR
SUBJECT: AGREEMENT WITH WILSON & COMPANY FOR BRIDGE INSPECTION AND LOAD CALCULATION

RECOMMENDATION:

- Approve an agreement with Wilson & Company not to exceed \$90,534 for engineering services to perform annual bridge inspections and bridge load capacity calculations on the Santa Paula Branch Line as required by 49 CFR Part 237, Bridge Safety Standards.

BACKGROUND:

In July of 2010 the Federal Railroad Administration (FRA) enacted Title 49, Code of Federal Regulations (CFR) Part 237, and Bridge Safety Standards which mandated that owners of railroads develop and adopt a Bridge Management Plan (BMP). As part of the BMP, bridges must be inspected annually for safety and engineering deficiencies and by March of 2017 all bridges in service must have bridge load capacity ratings performed to determine the safe load carrying ability of each bridge. As owners of the Santa Paula Branch Line (SPBL) the VCTC must comply with the federally mandated 49CFR part 237 on the prescribed schedule.

DISCUSSION:

In September the Commission approved the release of a Request for Proposal (RFP) soliciting engineering services to perform both the annual bridge inspections and bridge load calculations. RFPs were direct mailed to five firms, advertised in rail publications and posted on VCTC's website. By the close of the RFP deadline, VCTC had received two responses declining the opportunity due to previous commitments and two responsive proposals from J.L. Patterson and Associates and Wilson & Company.

A consultant selection panel consisting of David Fleisch, County of Ventura, John Ilasin, City of Santa Paula, Darren Kettle, VCTC, and Steve DeGeorge, VCTC was convened and conducted consultant interviews on November 4, 2015. The consultant selection panel unanimously selected Wilson & Company as the top ranked firm.

December 4, 2014
Item #13
Page #2

Funding for this activity was anticipated in the adopted VCTC Fiscal Year 2015/2016 SPBL Budget and is required by 49CFR part 237, Bridge Safety Standards. Staff therefore recommends the Commission approve the agreement shown in Attachment 1 to this item below, with Wilson & Company not to exceed \$90,534 to perform both the annual bridge inspections and bridge load calculations.

Attachment 1

AGREEMENT BETWEEN THE VENTURA COUNTY TRANSPORTATION COMMISSION WILSON & COMPANY FOR BRIDGE INSPECTION AND LOAD CALCULATIONS

This is Agreement by and between the Ventura County Transportation Commission, hereinafter referred to as VCTC, and Wilson & Company hereinafter referred to as CONTRACTOR, to provide engineering services to perform in-depth structural inspections and determination of bridge load capacities for Ventura County as detailed in the Scope of Work and Project Proposal attached to this agreement.

VCTC and CONTRACTOR agree as follows:

1. STATEMENT OF AGREEMENT

VCTC hereby engages CONTRACTOR, and CONTRACTOR hereby accepts such engagement, to provide engineering services to perform in-depth structural inspections and determination of bridge load capacities to comply with 49 CFR, Part 237, Bridge Safety Standards, on the VCTC owned, Santa Paula Branch Line (SPBL). Contractor shall perform those services on the terms and conditions herein described, and as set forth in Attachment 1 Scope of Work, to this Agreement. CONTRACTOR hereby affirms that it has the professional qualifications, experience and facilities to properly perform said services and hereby agrees to undertake and complete the performance thereof.

2. DESCRIPTION OF SERVICES

The services to be performed by CONTRACTOR are those set forth in Attachment 1 Scope of Work and further clarified in Attachment 2, Project Proposal dated October 16, 2015 of this Agreement. In the event of a conflict between any specific provision of this Agreement and any provision of Attachment 1 or Attachment 2, the provisions of this Agreement shall prevail. In the event of any conflict between any provisions of Attachment 1 and Attachment 2, the provisions of Attachment 1 shall prevail over conflicting provisions of Attachment 2. All work by the CONTRACTOR shall be performed in a good and workmanlike manner.

3. COMPENSATION

3.1 - The total compensation payable by VCTC to CONTRACTOR for the above stated services is not to exceed \$90,534.00 for the one-time engagement. The VCTC shall not be obligated to pay CONTRACTOR for costs incurred in excess of this amount unless received in writing and agreed to by VCTC prior to the commencement of the work.

3.2 - CONTRACTOR will invoice VCTC by completed task deliverables in accordance with the amended price proposal in Attachment 2 to this agreement. VCTC will pay CONTRACTOR within thirty (30) days of approved receipt of invoice. Each invoice shall be supported by an itemized statement of costs as specified in Contractor's Proposal and claimed to have been incurred by CONTRACTOR and its subcontractors in the performance of the Agreement during the period covered by each invoice. Costs in excess of those specified in the Contractor's Proposal in Attachment 2 shall not be eligible for reimbursement.

4. PROGRESS AND COMPLETION

CONTRACTOR shall commence work on the services to be performed upon full execution of this Agreement and shall consider full execution of this Agreement as Notice to Proceed. All services shall be completed in accordance with the Contractor's schedule, adjusted for start date, contained Attachment 2 to this Agreement. Deviations from the schedule shall be approved by VCTC and all work under this agreement is to be completed within eighteen months of the commencement date.

5. ASSIGNMENT AND SUBCONTRACTING

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

5.2 - CONTRACTOR shall complete all work under this Agreement and as set forth in Attachment 1. Contractor may assign duties to another contractor or to any subcontractor only upon prior written consent of the VCTC. Any assignment or delegation without VCTC's prior written consent shall be void.

6. RELATIONSHIP OF THE PARTIES

CONTRACTOR is, and at all times retains the status of, an independent contractor and shall represent the will of VCTC only as to the results of the subject matter of this Agreement, and not as to the manner in which the services herein are performed, except as provided in Attachment 1. CONTRACTOR shall have complete control and responsibility over the details and performance of the services herein required to complete the Agreement, and in no event shall CONTRACTOR be considered an officer, agent, servant or employee of VCTC.

7. KEY PERSONNEL

Mr. Andrew Leifheit, Principal-in-Charge, and Mr. Todd Kelly, Project Manager are considered essential to the work being performed under this Agreement; substitution for these individuals will not be made without the prior written consent of the VCTC.

8. INSURANCE

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

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

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

3. Workers' Compensation insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. (Not required if consultant provides written verification it has no employees)
4. Professional Liability (Errors and Omissions) Insurance appropriate to the Consultant's profession, with limit no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate.

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

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Status

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

Primary Coverage

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

Notice of Cancellation

Coverage shall not be canceled, except with 30 days' notice to the VCTC.

Waiver of Subrogation

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

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise accepted in writing by VCTC.

Claims Made Policies

If any of the required policies provide coverage on a claims-made basis:

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

Verification of Coverage

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

Subcontractors

Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein.

Special Risks or Circumstances

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

Deductibles and Self-Insured Retentions

Consultant shall disclose to and obtain the approval of VCTC for any self-insured retention and/or deductible of all insurance policies required by this Agreement before beginning any of the services or work called for by any term of this Agreement/approval of this agreement by VCTC. The VCTC may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. Further, if any insurance policy required by this Agreement includes a self-insured retention that must be paid by a named insured as a precondition of the insurer's liability, or which has the effect of providing that payments of the self-insured retention by others, including additional insureds or insurers do not serve to satisfy the self-insured retention, such provisions must be modified by special endorsement so as to not apply to the additional insured coverage required by this agreement so as to not prevent any of the parties to this agreement from satisfying or paying the self-insured retention required to be paid as a precondition to the insurer's liability. Additionally, the certificates of insurance must note whether the policy does or does not include any self-insured retention and also must disclose the deductible.

9. PERMITS

CONTRACTOR shall, at CONTRACTOR's expense, obtain all necessary permits and licenses necessary to perform and complete the work under this Agreement, give all notices, and pay all fees and taxes required by law. Any permits required from VCTC shall be granted to CONTRACTOR at no cost.

10. INDEMNIFICATION

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

11. NON-DISCRIMINATION

CONTRACTOR shall not discriminate in the hiring of employees or in the employment of subcontractors on the basis of sex, race, religion, age, natural origin, handicap, or any other basis prohibited by law. CONTRACTOR shall comply with the provisions of the Fair Employment and Housing Act and applicable laws promulgated thereunder.

12. RECORDS AND AUDITS

The CONTRACTOR's accounting systems shall conform to generally accepted accounting principles (GAAP), enable the determination of costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices. All accounting records and other supporting papers, except for the audit working papers, of CONTRACTOR connected with performance under this Agreement shall be maintained for a minimum of three years from the date of final payment to CONTRACTOR and shall be held open to inspection and audit by representatives of the State Auditor General.

13. ATTORNEY'S FEES

In the event an action is filed by either party to enforce rights under this Agreement, the prevailing party shall be entitled to recover a reasonable attorney's fee in addition to any relief granted by the court.

14. TERMINATION BY VCTC

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

15. NOTICES

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

Mr. Steve DeGeorge, Director of Planning
Ventura County Transportation Commission
950 County Square Drive, Suite 207
Ventura, CA 93003

15.2 - All notices to CONTRACTOR under this Agreement shall be in writing and sent to:

Mr. Andrew Leifheit, PE
Wilson & Company
1675 Broadway, Suite 200
Denver, CO 80202

16. ENTIRE AGREEMENT, MODIFICATION, AND EFFECTIVE DATE

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

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

16.3 - This Agreement shall be effective as of the issuance of a Notice to Proceed from the VCTC to CONTRACTOR.

17. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of California. This Agreement is executed and to be performed in the County of Ventura.

18. BREACHES AND DISPUTE RESOLUTION PROCEDURE

Disputes - Disputes arising in the performance of this Contract which are not resolved by agreement of the parties shall be decided in writing by the authorized representative of VCTC. This decision shall be final and conclusive unless within [ten (10)] days from the date of receipt of its copy, the Contractor mails or otherwise furnishes a written appeal to the VCTC. In connection with any such appeal, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of its position. The decision of the VCTC shall be binding upon the Contractor and the Contractor shall abide by the decision.

Performance During Dispute - Unless otherwise directed by VCTC, Contractor shall continue performance under this Contract while matters in dispute are being resolved.

Claims for Damages - Should either party to the Contract suffer injury or damage to person or property because of any act or omission of the party or of any of his employees, agents or others for whose acts he is legally liable, a claim for damages therefor shall be made in writing to such other party within a reasonable time after the first observance of such injury of damage.

Remedies - Unless this contract provides otherwise, all claims, counterclaims, disputes and other matters in question between the VCTC and the Contractor arising out of or relating to this agreement or its breach will be decided by arbitration if the parties mutually agree, or in a court of competent jurisdiction within the State of California.

Rights and Remedies - The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. No action or failure to act by the VCTC, or Contractor shall constitute a waiver of any right or duty afforded any of them under the Contract, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.

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

VENTURA COUNTY TRANSPORTATION COMMISSION

Peter Foy, Chair

Date

APPROVED AS TO FORM:

Steven T. Mattas, General Counsel

Date

CONTRACTOR – Wilson & Company

Andrew Leifheit, Principal-in-Charge

Date

Attachment 1

SCOPE OF WORK

The scope of work consists of two separate and distinct tasks, **Task 1, Annual Bridge Inspections** and **Task 2, Determination of Bridge Load Capacities**.

Task 1, Annual Bridge Inspection:

Task 1 consists of physical inspection of each bridge listed on Table 1, VCTC Bridge Inventory List Updated 2014 in conformance with 49 CFR 237.109 below. Deliverables include two hardcopy and one digital copy Bridge Inspection Reports as well as estimates for any required repairs or modifications. All work and documentation must be completed and submitted to VCTC by January 15, 2016.

49 CFR 237.109

- (a) Each track owner to which this part applies shall keep a record of each inspection required to be performed on those bridges under this part.
- (b) Each record of an inspection under the bridge management program prescribed in this part shall be prepared from notes taken on the day(s) the inspection is made, supplemented with sketches and photographs as needed. Such record will be dated with the date(s) the physical inspection takes place and the date the record is created, and it will be signed or otherwise certified by the person making the inspection.
- (c) Each bridge management program shall specify that every bridge inspection report shall include, as a minimum, the following information:
 - (1) A precise identification of the bridge inspected;
 - (2) The date on which the physical inspection was completed;
 - (3) The identification and written or electronic signature of the inspector;
 - (4) The type of inspection performed, in conformance with the definitions of inspection types in the bridge management program;
 - (5) An indication on the report as to whether any item noted thereon requires expedited or critical review by a railroad bridge engineer, and any restrictions placed at the time of the inspection;
 - (6) The condition of components inspected, which may be in a condition reporting format prescribed in the bridge management program, together with any narrative descriptions necessary for the correct interpretation of the report; and
 - (7) When an inspection does not encompass the entire bridge, the portions of the bridge which were inspected shall be identified in the report.
- (d) An initial report of each bridge inspection shall be placed in the location designated in the bridge management program within 30 calendar days of the completion of the inspection unless the complete inspection report is filed first. The initial report shall include the information required by paragraphs (c) (1) through (c) (5) of this section.
- (e) A complete report of each bridge inspection, including as a minimum the information required in paragraphs (c)(1) through (c)(6) of this section, shall be placed in the location designated in the bridge management program within 120 calendar days of the completion of the inspection.
- (f) Each bridge inspection program shall specify the retention period and location for bridge inspection records. The retention period shall be no less than two years following the completion of the inspection. Records of underwater inspections shall be retained until the completion and review of the next underwater inspection of the bridge.
- (g) If a bridge inspector, supervisor, or engineer discovers a deficient condition on a bridge that affects the immediate safety of train operations, that person shall report the condition as

promptly as possible to the person who controls the operation of trains on the bridge in order to protect the safety of train operations.

Task 2, Determination of Bridge Load Capacities

Task 2 consists of determining the safe load capacity of each bridge listed on Table 1, VCTC Bridge Inventory List Updated 2014 in conformance with 49 CFR 237.71 below. Please note that no technical or engineering drawings or documentation exist for any of the bridges on the SPBL, other than those contained in the Annual Bridge Inspection

In consultation with VCTC, the successful proposer will determine the precise sequence and phasing of bridges to be rated. Proposers should develop a unit price per bridge in the event that portions of the SPBL are taken out of service as a result of inspections and/or load capacity calculations.

Deliverables include two hardcopy and one digital copy Bridge Load Capacity Reports as well as estimates for any required repairs or modifications. All work and documentation must be completed and submitted to VCTC by March 2017.

§ 237.71 Determination of bridge load capacities.

- (a)** Each track owner shall determine the load capacity of each of its railroad bridges. The load capacity need not be the ultimate or maximum load capacity, but must be a safe load capacity.
- (b)** The load capacity of each bridge shall be documented in the track owner's bridge management program, together with the method by which the capacity was determined.
- (c)** The determination of load capacity shall be made by a railroad bridge engineer using appropriate engineering methods and standards that are particularly applicable to railroad bridges.
- (d)** Bridge load capacity may be determined from existing design and modification records of a bridge, provided that the bridge substantially conforms to its recorded configuration. Otherwise, the load capacity of a bridge shall be determined by measurement and calculation of the properties of its individual components, or other methods as determined by a railroad bridge engineer.
- (e)** If a track owner has a group of bridges for which the load capacity has not already been determined, the owner shall schedule the evaluation of those bridges according to their relative priority, as established by a railroad bridge engineer. The initial determination of load capacity shall be completed not later than five years following the required date for adoption of the track owner's bridge management program in conformance with § 237.31.
- (f)** Where a bridge inspection reveals that, in the determination of the railroad bridge engineer, the condition of a bridge or a bridge component might adversely affect the ability of the bridge to carry the traffic being operated, a new capacity shall be determined.
- (g)** Bridge load capacity may be expressed in terms of numerical values related to a standard system of bridge loads, but shall in any case be stated in terms of weight and length of individual or combined cars and locomotives, for the use of transportation personnel.
- (h)** Bridge load capacity may be expressed in terms of both normal and maximum load conditions. Operation of equipment that produces forces greater than the normal capacity shall be subject to any restrictions or conditions that may be prescribed by a railroad bridge engineer

VCTC Bridge Inventory List UPDATED 2014

New MP	Old MP	Crossing	Description	Bridge Length	Span Length	Year Built	Nearest Town	Comment
407.48	407.25	Drainage	Open Deck Trestle	30'	12'	1947	Saticoy, CA	Timber Bridge, concrete abutment, concrete pier
408.02	407.79	Drainage	Culvert, 17 x11', CBC	17'	17'	1984	Saticoy, CA	Concrete box culvert
408.84a	408.6 A	Ellsworth Barranca	Ballast deck timber trestle	24'	14', 7'-4"	1973	Saticoy, CA	2 span ballast deck timber trestle
408.84b	408.6 B	Ellsworth Barranca	Deck plate girder	60'	60'	1973	Saticoy, CA	Single span steel deck plate girder
408.84c	408.6 C	Ellsworth Barranca	Ballast deck timber trestle	22'	6'-5", 15'	1973	Saticoy, CA	2 span ballast deck timber trestle
409.74	409.56	Drainage	Ballast deck timber trestle	16'	16'	1963	Saticoy, CA	Single span ballast deck timber trestle over a V-Channel
410.40	410.17	Todds Barranca	Deck plate girder (E55)	40'	40'	1915	Saticoy, CA	Open deck, deck plate girder over flood control channel. Concrete abutment
411.97	411.74	Haines Barranca	Concrete double box girder	30'	30'	1965	Santa Paula, CA	Concrete double box girder on steel piles
412.25	412.02	Drainage	Thru plate girder (E55)	30'	30'	1915	Santa Paula, CA	Thru plate girder on concrete abutments
415.20	414.97	Drainage	Ballast deck timber trestle	15'	15'	1950	Santa Paula, CA	Ballast deck timber trestle on cut stone abutments
415.32	415.09	Drainage	Ballast deck timber trestle	15'	15'	1940	Santa Paula, CA	Single span ballast deck timber trestle over drainage ditch
415.59	415.36	Santa Paula Creek	100' Truss bridge and 60' thru plate girder	160'	60', 100'	1916	Santa Paula, CA	Thru plate girder (new), Thru truss
415.69	415.44	Ferris Dr	Ballast deck timber trestle	45'	15'	1959	Santa Paula, CA	3 span ballast deck timber trestle on concrete abutment and pier
415.79	415.54	Drainage	Ballast deck timber trestle	15'	8'-1", 7'-10"	1958	Santa Paula, CA	2 span ballast deck timber trestle
415.82	415.70	Drainage	Ballast deck timber trestle	16'-5"	8'-4", 8'-1"	Unknown	Santa Paula, CA	2 span ballast deck timber trestle
415.92	415.79	Drainage	Ballast deck timber trestle	15'	8'	1897	Santa Paula, CA	2 span ballast deck timber trestle on concrete abutments
416.02	415.79	Drainage	Ballast deck timber trestle	16'	8'	1897	Santa Paula, CA	2 span ballast deck timber trestle on concrete abutments
416.21	415.98	Drainage	Ballast deck timber trestle	30'	14'-11", 14'-9"	1900	Santa Paula, CA	2 span ballast deck timber trestle on concrete abutments
416.32	416.09	Haua Creek	Ballast deck timber trestle	45'	15'	1945	Santa Paula, CA	3 panel ballast deck timber trestle on concrete abutments
416.63	416.40	Drainage	Steel stringer bridge	12'-5"	12'-5"	1903	Santa Paula, CA	Single span steel stringer
417.24	471.01	Drainage	Ballast deck timber trestle	75'	15'	1956	Santa Paula, CA	5 panel ballast deck timber trestle
417.96	417.73	Drainage	Ballast deck timber trestle	15'	15'	1921	Santa Paula, CA	Single span ballast deck timber trestle on cut stone abutments
418.02	417.79	Drainage	Ballast deck timber trestle	15'	15'	1921	Santa Paula, CA	Single span ballast deck timber trestle on cut stone abutments
419.42	419.20	Drainage	Concrete double box girder	30'	30'	1969	Santa Paula, CA	Concrete double box girder on steel piles
419.69	419.69	Drainage	Ballast deck timber trestle	90'	15'	1940	Fillmore, CA	6 panel ballast deck timber trestle
420.20	419.97	Robert H Dudley Ranch Rd	Ballast deck timber trestle	60'	15'	1946	Fillmore, CA	4 panel ballast deck timber trestle, Underpass
420.46	420.22	Drainage	Ballast deck timber trestle	90'	15'	1946	Fillmore, CA	6 panel ballast deck timber trestle
421.05	420.82	Drainage	Ballast deck timber trestle	30'	15'	1897	Fillmore, CA	2 panel ballast deck timber trestle on concrete abutments
421.23	421.00	Drainage	Ballast deck timber trestle	60'	15'	1897	Fillmore, CA	4 panel ballast deck timber trestle
422.53	422.31	Drainage	Steel I-beam	15'	15'	1941	Fillmore, CA	Steel I-beam on cut stone abutments
422.89	422.67	Drainage	Concrete Box	12'	10'	Unknown	Fillmore, CA	Cast in place concrete box Added to Inventory 2014
423.28	423.03	Sespe Ck	Thru truss (E48)	211'	210'-10"	1903	Fillmore, CA	Thru truss on cut stone abutments
423.44	423.18	Sespe Ck overflow	Concrete double box girder	450'	30'	1969	Fillmore, CA	Concrete double box girder on steel piles
425.15	424.92	Pole Creek	Concrete double box girder	60'	30'	1969	Fillmore, CA	Concrete double box girder
427.13	426.90	Drainage	Steel I-beam	20'	10'	1904	Fillmore, CA	Steel I-beam
427.64	427.41	Drainage	Steel I-beam	15'	15'	1960	Fillmore, CA	Steel I-beam
429.27	429.04	Drainage	Steel I-beam	12'	12'	Unknown	Fillmore, CA	Steel I-beam
429.33	429.15	Drainage	Rail-Top	12'	12'	1903	Fillmore, CA	Bridge has been replaced with 2 CMP No longer FRA bridge
429.35a	429.56 A	Hopper Ck	Open-deck trestle	22'	15'-12"	1938	Piru, CA	West Approach removed 2014
429.78b	429.56 B	Hopper Ck	Thru plate girder	157'	70', 82'	1938	Piru, CA	70' TPG (E70) and 82' TPG (E46)
429.79c	429.56 C	Hopper Ck	Open deck trestle	27'	15', 12'	1938	Unknown	NOT INCLUDED IN INSPECTION - Bridge is out-of-service and tracks have been removed
432.20	432.20		Thru truss			1902	Piru, CA	

**Attachment 2
Wilson & Company Proposal
(Supplied under separate cover)**



Item #14

December 4, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: ROUTE 101 WIDENING PRELIMINARY DESIGN COOPERATIVE AGREEMENT WITH CALTRANS

RECOMMENDATION:

- Approve Cooperative Agreement (provided as a separate attachment) with Caltrans for VCTC to prepare the Project Approval and Environmental Document (PAED) for the Route 101 Widening project, with oversight to be provided by Caltrans, and with the funding for VCTC's and Caltrans' effort to be provided by the \$14 million in federal Surface Transportation Program (STP) programmed by the Commission for the project.

BACKGROUND:

In 2013 Caltrans completed the work funded by VCTC to prepare a Project Study Report for the proposed project to increase the capacity of the Route 101 Freeway from Moorpark Road in Thousand Oaks to the Route 33 Freeway junction in Ventura. That document identified a cost of \$14 million for the project's PAED phase, and based on this estimate VCTC nominated the PAED phase for inclusion in the 2014 State Transportation Improvement Program (STIP). As part of VCTC's action nominating the 101 project for STIP funds, the Commission directed that VCTC would take the lead for the project, while Caltrans would take the lead for the Route 118 widening for which PAED was also included in VCTC's program for the 2014 STIP. The California Transportation Commission approved both projects, programming them in Fiscal Year 2017/18.

At the May, 2015 meeting, the Commission voted to fund the PAED phases of the Route 101 and 118 projects with federal Surface Transportation Program (STP) funds rather than STIP funds, to allow the PAED phases on both projects to move forward without having to wait for FY 2017/18. Caltrans has now prepared for Commission approval a Cooperative Agreement which provides that VCTC will perform the required work including the Environmental Document, with Caltrans serving as lead environmental agency as required by state and federal law. As the owner/operator of the State Highway System Caltrans will also exercise oversight for all the work. VCTC will reimburse Caltrans' work out of the project funds.

The draft Cooperative Agreement is attached, and is subject to change prior to the Commission meeting based on review by VCTC Counsel. Also, the Caltrans cost share as well as the environmental review work scope table have not yet been finalized and will be provided to the Commission at the meeting.

Based on the completed Project Study Report, the PAED phase will consider alternatives for improving Route 101 including the addition of one High-Occupancy Vehicle Lane in each direction, as well as auxiliary lanes between interchanges. Alternatives for phasing the project will be considered to allow implementation based on the availability of construction funds.