



VENTURA COUNTY TRANSPORTATION COMMISSION

LOCAL TRANSPORTATION AUTHORITY

AIRPORT LAND USE COMMISSION

SERVICE AUTHORITY FOR FREEWAY EMERGENCIES

CONSOLIDATED TRANSPORTATION SERVICE AGENCY

CONGESTION MANAGEMENT AGENCY

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AGENDA*

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

CAMARILLO CITY HALL
601 CARMEN DRIVE
CAMARILLO, CA
FRIDAY, DECEMBER 2, 2016
9:00 AM

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

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

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

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

8A. APPROVE SUMMARY FROM OCTOBER 7, 2016 VCTC MEETING – PG. 5

Recommended Action:

Approve

Responsible Staff: Donna Cole

8B. MONTHLY BUDGET REPORT – PG. 9

Recommended Action:

Receive and file

Responsible Staff: Sally DeGeorge

8C. MONTHLY BUDGET REPORT – PG. 17

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. FY 17/17 TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET TRANSIT NEEDS PUBLIC HEARING SCHEDULE, PROCEDURES AND DEFINITIONS OF “UNMET TRANSIT NEEDS” AND “REASONABLE TO MEET” - PG. 29

Recommended Action:

Review and Approve Unmet Transit Needs Schedule and Definitions

Responsible Staff: Ellen Talbo/Kevin Khouri

8F. AGREEMENT WITH SOUTHERN CALIFORNIA REGIONAL RAIL AUTHORITY (SCRRA) FOR FUNDING VCTC’S SHARE OF TICKET VENDING MACHINE PROJECT - PG.35

Recommended Action:

Approve attached Agreement, including any subsequent technical changes, with SCRRA to provide \$1,800,600 for VCTC’s share of the Ticket Vending Machine (TVM) Replacement Project.

Responsible Staff: Peter De Haan

8G. INSURANCE COVERAGE PG.41

Recommended Action:

Ratify the insurance renewal as presented for a total insurance cost of \$235,560 funded as part of the operational cost/indirect cost allocation plan in the Fiscal Year 2016/2017 Budget.

Responsible Staff: Sally DeGeorge

**8H. GOLD COAST TRANSIT PROPOSITION 1B TRANSIT CAPITAL PROJECT APPROVAL
PG.43**

Recommended Action:

Adopt Resolution No. 2016-12 taking the following actions:

- *Approving the programming \$1,255,000 of Proposition 1B Transit Capital Funds to purchase Replacement Paratransit Vehicles for Gold Coast Transit. Approving the PTMISEA Certification and Assurances and agreeing to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations, and guidelines for all PTMISEA funded transit projects; and*
- *Authorizing the Executive Director to execute all required documents to receive the Transit Capital funds for the approved project.*

Responsible Staff: Judy Johnduff

8I. VCTC 2017 REGULAR MEETING SCHEDULE - PG. 51

Recommended Action:

Adopt the schedule of regular monthly VCTC meeting dates for 2017

Responsible Staff: Donna Cole

9 COMPREHENSIVE ANNUAL FINANCIAL REPORT- PG. 53

Recommended Action:

Approve the audited Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2015/2016.

Responsible Staff: Sally DeGeorge

**10. FISCAL YEAR (FY) 2016/17 TRANSIT PROGRAM OF PROJECTS (POP) – PUBLIC HEARING-
PG. 55**

Recommended Action:

- *Open public hearing and receive testimony.*
- *Adopt the attached final Program of Projects approving the projects to receive Federal Transit Administration funds for all areas of Ventura County in FY 2016/17.*

Responsible Staff: Peter De Haan

**11. PROPOSITION 1B CALIFORNIA TRANSIT SECURITY GRANT PROGRAM PROJECT APPROVAL
- PG.59**

Recommended Action:

Adopt Resolution No. 16-13 taking the following actions:

- *Approving the programming of the following projects for Proposition 1B California Transit Security Grant Program funding:*
 - *\$1,324,772 for improvements to bridges and culverts along the Metrolink Rail Line in Ventura County, and*
 - *\$280,000 for Safety and Security Improvements at the Ventura County Transportation Commission Offices.*
- *Authorizing the Executive Director to execute all required documents to receive the Propositions 1B California Transit Security Grant Program funds for the approved projects. *

Responsible Staff: Peter De Haan

12. VCTC GENERAL COUNSEL'S REPORT

13. AGENCY REPORTS

14. CLOSED SESSION

15. ADJOURN to 9:00 a.m. Friday, January 6, 2017



Item #8A

Meeting Summary

VENTURA COUNTY TRANSPORTATION COMMISSION

LOCAL TRANSPORTATION AGENCY

AIRPORT LAND USE COMMISSION

SERVICE AUTHORITY FOR FREEWAY EMERGENCIES

CONSOLIDATED TRANSPORTATION SERVICE AGENCY

CONGESTION MANAGEMENT AGENCY

CAMARILLO CITY HALL

601 CARMEN DRIVE

CAMARILLO, CA

FRIDAY, OCTOBER 7, 2016

9:00 AM

MEMBERS PRESENT: Keith Millhouse, City of Moorpark, Chair
Bryan MacDonald, City of Oxnard, Vice Chair
Claudia Bill-de la Peña, City of Thousand Oaks
Ginger Gherardi, City of Santa Paula
Brian Humphrey, Citizen Rep., Cities
Bill Little, City of Camarillo
Manuel Minjares, City of Fillmore
Steve Sojka, City of Simi Valley
Jim White, Citizen Rep., County
Carrie Bowen, Caltrans District 7

ABSENT: Steve Bennett, County of Ventura
Peter Foy, County of Ventura
Severo Lara, City of Ojai
Kathy Long, County of Ventura
Carl Morehouse, City of San Buenaventura
Linda Parks, County of Ventura
John Zaragoza, County of Ventura

CALL TO ORDER

PLEDGE OF ALLGIANCE

ROLL CALL

PUBLIC COMMENTS FOR THOSE ITEMS NOT LISTED ON THIS AGENDA

Daniel Chavez - *Oxnard Resident. City Council Candidate*

He supports Measure AA. Residents will be influenced by transit service when casting their votes. Riders need better accessibility to public transportation, reduced headway times and fewer stops.

CALTRANS REPORT

Carrie Bowen introduced Blanca Rodriguez, Caltrans District 7 Public Information Officer, Deputy Director of External Affairs. She reported that currently Ventura County Projects total \$318 million in design and \$178 million in construction. The 126 safety project is currently in the environmental process and the environmental document will be released in 2017. The 101/23 Interchange project is wrapping up and a ribbon cutting is being planned for early November.

Commissioner Gherardi requested a report on the accident that killed a fireman in Santa Barbara County as it relates to roundabouts.

COMMISSIONERS / EXECUTIVE DIRECTOR REPORT

Commissioner Millhouse attended his final meeting at Metrolink and announced that Commissioner Humphrey is now the voting member for Ventura County.

ADDITIONS/REVISIONS –

Commissioner Bill-de la Peña requested to pull Item #8E for discussion.

CONSENT CALENDAR -

Commissioner Sojka made a motion to approve all items except Item #8E on the Consent Calendar as recommended. The motion was seconded by Commissioner Little and passed by a unanimous roll call vote.

8A. APPROVE SUMMARY FROM SEPTEMBER 9, 2016 VCTC MEETING – Approve

8B. MONTHLY BUDGET REPORT – Receive and file

8C. MONTHLY BUDGET REPORT – Receive and file

8D. PASSENGER RAIL UPDATE – Receive and file

8F. APPROVAL OF REQUEST FOR PROPOSALS FOR STATE REQUIRED TRANSPORTATION DEVELOPMENT ACT (TDA) TRIENNIAL PERFORMANCE AUDITS FOR VENTURA COUNTY TDA CLAIMANTS -

- *Approve the Request for Proposals (RFP) for State required Transportation Development Act (TDA) triennial performance audits for distribution to appropriate consulting firms.*
- *Approve a budget amendment to increase the Regional Transit Planning Budget consultant services line item by \$150,000 for the TDA Triennial Performance Audit; and correspondingly increase the Local Transportation Fund (LTF) revenues by \$150,000 from the LTF Balance in the general fund.*

8G. CASH MANAGEMENT FOR DELAYED FTA GRANTS – Authorize the Executive Director to utilize State Transit Assistance (STA) fund balance for cash flow purposes for the General Fund, VCTC Intercity Fund and Valley Express Fund expenditures until the Federal Transit Administration (FTA) grants are approved.

8H. LEGISLATIVE UPDATE - Receive and File

8E. ACTIVE TRANSPORTATION PROGRAM CYCLE 3 10-POINT BONUS CRITERIA

Commissioner Bill - de la Peña asked if there had been any consideration of Safe Routes to School Bonus Points for Potrero Road as there is a school at the end of Potrero Road. Staff replied that the reviewing panel did not recognize the school.

Commissioner Bill de la Peña made a motion to approve the 10-Point Bonus Criteria for Ventura County Cycle 3 Active Transportation (ATP) projects as shown in Table 1 (Attachment 1) allowing the Ventura County Transportation Commission (VCTC) to advance competitive applications for grant funds under the SCAG Regional ATP Cycle 3 Program. The motion was seconded by Commissioner Humphrey and passed unanimously.

9. OXNARD HARBOR DISTRICT QUARTERLY UPDATE - Oral Report by Oxnard Harbor District Executive Director Kristin Decas
The Update was received and filed.

10 SOUTHERN CALIFORNIA REGIONAL RAIL AUTHORITY (SCRRA)/METROLINK FUNDING-
Commissioner Gherardi made a motion to :

- ***Authorize Executive Director to sign Attachment 1 Fund Exchange Agreement, including any subsequent technical changes with Los Angeles County Metropolitan Transportation Authority (METRO) and Southern California Regional Rail Authority (SCRRA) to exchange \$5,103,189 of Section 5307 funds and \$6,857,000 of Section 5337 funds in exchange for METRO paying \$11,960,189 in Los Angeles County local transportation sales tax funds to SCRRA on behalf of VCTC.***
- ***Authorize Executive Director to sign Attachment D Letter of Agreement with the Orange County Transportation Authority (OCTA) for a side exchange of \$6,857,000 of Section 5337 funds to facilitate flexibility for METRO's use of the funds received in the Attachment A agreement.***
- ***Amend VCTC's FY 2016/2017 budget to shift \$643,289 of Local Transportation Funds from Metrolink Equipment to Metrolink Operations; to be offset by a shift of \$643,289 of Section 5337 from the operating fund exchange to the Metrolink Equipment project for Ticket Vending Machine replacement.***

The motion was seconded by Commissioner Millhouse and passed by a unanimous roll call vote.

11 VCTC OXNARD-CAMARILLO CONNECTOR ROUTE - Public Comment

Daniel Chavez reiterated his concern about headways and that it is a component that pushes people away from using public transit. A two hour headway is excessive even for a start up route. He said that this new service should also be for shoppers, not just employees. He would like to see this schedule synched with Gold Coast Routes.

The report was received and filed.

12. VETS RIDE FREE VETERANS DAY FARE PROMOTION- Received and Filed

13. WILSON & COMPANY INC. CONSTRUCTION MANAGEMENT CONTRACT RATIFICATION-
Commissioner Gherardi made a motion to ratify the agreement with Wilson & Company Inc. for construction management and inspection services not to exceed \$77,000 for repairs at two Santa Paula Branch Line (SPBL) highway crossing locations, Highway 126/East Fillmore and Highway 126/Hopper Creek. The motion was seconded by Commissioner Little and passed by a unanimous roll call vote.

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14. VCTC GENERAL COUNSEL'S REPORT - *No report*

15. AGENCY REPORTS

16. CLOSED SESSION

17. ADJOURN



Item # 8B

December 2, 2016

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 2016

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, 2016 budget reports indicate that revenues were approximately 10.8% of the adopted budget while expenditures were approximately 14.89% 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.

The Fiscal Year 2015/2016 financial statements and CAFR have been finalized. There was an adjustment to the Fiscal Year 2015/2016 State Transit Assistant revenues after the July and August 2016 financial statements were produced. The State delayed issuing the third and fourth quarter allocations and initially an estimate was used. The State released the actual numbers in October and the Fiscal Year 2015/2016 financials were updated resulting in a reduction of STA revenues of approximately \$137,000 in Fiscal Year 2015/2016 which results in a lower STA fund balance for this fiscal year. The September 2016 financials reflect this change.

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.

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The General Fund Office Expenditures line item includes an adjustment for indirect costs that are transferred to the VCTC Intercity and Valley Transit funds. This month the General Fund office expenditure line item is a small credit because of a timing issue as office expenditures and staff indirect costs are not directly related on a month-to-month basis. Also, there is a credit balance for the Transit Information Center as the majority of this budgets costs are for salaries shown under Personnel Expenditures; furthermore, the Transit Information Center budget received several refunds from the telephone company.

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.

**VENTURA COUNTY TRANSPORTATION COMMISSION
BALANCE SHEET
AS OF SEPTEMBER 30, 2016**

ASSETS

Assets:

Cash and Investments - Wells Fargo Bank	\$ 5,756,288
Cash and Investments - County Treasury	15,190,428
Petty Cash	130
Receivables/Due from other funds	4,303,885
Prepaid Expenditures	150,037
Deposits	15,836
Capital Assets, undepreciated	26,153,437
Capital Assets, depreciated, net	32,991,740

Total Assets: **\$84,561,781**

LIABILITIES AND FUND BALANCE

Liabilities:

Accrued Expenses/Due to other funds	\$ 819,961
Deferred Revenue	2,499,885
Deposits	400

Total Liabilities: **\$ 3,320,246**

Net Position:

Invested in Capital Assets	\$59,145,177
Fund Balance	22,096,358

Total Net Position **\$81,241,535**

Total Liabilities and Fund Balance: **\$84,561,781**

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, 2016**

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	VCTC Intercity Actual	Valley Express Actual	Fund Totals Over (Under)	Annual to Date	Variance Actual	% Year Actual
Revenues										
	\$		\$	\$	\$	\$	\$	\$		
Federal Revenues	510,088	\$ 0	0	0	968,364	148,328	1,626,780	14,922,448	(13,295,668)	10.90
State Revenues	102,247	2,912,383	0	0	0	0	3,014,630	41,205,958	(38,191,328)	7.32
Local Revenues	270,430	0	0	627	598,654	999,798	1,869,509	4,311,459	(2,441,950)	43.36
Other Revenues	97	0	0	0	0	0	97	0	97	0.00
Interest	53	6,619	14,557	6,656	27	3	27,915	95,000	(67,085)	29.38
Total Revenues	882,915	2,919,002	14,557	7,283	1,567,045	1,148,129	6,538,931	60,534,865	(53,995,934)	10.80
Expenditures										
Administration										
Personnel Expenditures	558,863	0	0	0	38,173	13,685	610,721	2,975,000	(2,364,279)	20.53
Legal Services	1,457	0	0	0	0	0	1,457	25,000	(23,543)	5.83
Professional Services	13,160	0	0	0	0	0	13,160	106,500	(93,340)	12.36
Office Leases	42,636	0	0	0	0	0	42,636	155,300	(112,664)	27.45
Office Expenditures	(3,130)	0	0	0	20,907	7,495	25,272	435,700	(410,428)	5.80
Total Administration	612,986	0	0	0	59,080	21,180	693,246	3,697,500	(3,004,254)	18.75
Programs and Projects										
Transit & Transportation Program										
Senior-Disabled Transportation	38,319	0	0	0	0	0	38,319	257,600	(219,281)	14.88
Fare Collection APC										
Systems	3,608	0	0	0	0	0	3,608	348,800	(345,192)	1.03
VCTC Intercity Bus Service	0	0	0	0	1,844,111	0	1,844,111	9,877,942	(8,033,831)	18.67
HVT Bus Contract Services	0	0	0	0	0	369,021	369,021	1,969,700	(1,600,679)	18.73
Nextbus	0	0	0	0	0	0	0	266,675	(266,675)	0.00
Transit Grant Administration	42,260	0	0	0	0	0	42,260	6,492,100	(6,449,840)	0.65
Total Transit & Transportation	84,187	0	0	0	1,844,111	369,021	2,297,319	19,212,817	(16,915,498)	11.96

Highway Program

Motorist Aid Call Box

System	0	0	0	56,297	0	0	56,297	724,000	(667,703)	7.78
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Highway Project

Management	16	0	0	0	0	0	16	502,500	(502,484)	0.00
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SpeedInfo Highway Speed

Sensor	0	0	0	10,100	0	0	10,100	144,000	(133,900)	7.01
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Total Highway

	16	0	0	66,397	0	0	66,413	1,370,500	(1,304,087)	4.85
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	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	VCTC Intercity Actual	Valley Express Actual	Fund Totals Over (Under)	Annual to Date	Variance Actual	% Year Actual
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Rail Program

Metrolink & Commuter Rail

	1,131,937	0	0	0	0	0	1,131,937	4,582,170	(3,450,233)	24.70
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LOSSAN & Coastal Rail

	1,563	0	0	0	0	0	1,563	6,100	(4,537)	25.62
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Santa Paula Branch Line

	36,309	0	0	0	0	0	36,309	700,500	(664,191)	5.18
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Total Rail

	1,169,809	0	0	0	0	0	1,169,809	5,288,770	(4,118,961)	22.12
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Commuter Assistance**Program**

Transit Information Center

	(713)	0	0	0	0	0	(713)	31,500	(32,213)	(2.26)
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Rideshare Programs

	23,166	0	0	0	0	0	23,166	67,600	(44,434)	34.27
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Total Commuter

	22,453	0	0	0	0	0	22,453	99,100	(76,647)	22.66
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Assistance

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	VCTC Intercity Actual	Valley Express Actual	Fund Totals Over (Under)	Annual to Date	Variance Actual	% Year Actual
Planning & Programming										
Transportation Development										
Act	1	5,246,092	0	0	0	0	5,246,093	30,453,618	(25,207,525)	17.23
Transportation Improvement										
Program	1,881	0	0	0	0	0	1,881	47,300	(45,419)	3.98
Regional Transportation										
Planning	49,089	0	0	0	0	0	49,089	684,300	(635,211)	7.17
Airport Land Use										
Commission	0	0	0	0	0	0	0	9,000	(9,000)	0.00
Regional Transit Planning	7,071	0	0	0	0	0	7,071	466,300	(459,229)	1.52
Freight Movement	0	0	0	0	0	0	0	11,800	(11,800)	0.00

Total Planning &

Programming	58,042	5,246,092	0	0	0	0	5,304,134	31,672,318	(26,368,184)	16.75
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Programming

General Government

Community Outreach & Marketing	127,302	0	0	0	0	0	127,302	529,400	(402,098)	24.05
State & Federal Relations Management & Administration	38,455	0	0	0	0	0	38,455	106,900	(68,445)	35.97
Office Building Purchase	7,922	0	0	0	0	0	7,922	81,000	(73,078)	9.78
	7,314	0	0	0	0	0	7,314	3,317,001	(3,309,687)	0.22
Total General Government	180,993	0	0	0	0	0	180,993	4,034,301	(3,853,308)	4.49

Total Expenditures	2,128,486	5,246,092	0	66,397	1,903,191	390,201	9,734,367	65,375,306	(55,640,939)	14.89
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	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	VCTC Intercity Actual	Valley Express Actual	Fund Totals Over (Under)	Annual to Date	Variance Actual
Revenues over (under) expenditures	(1,245,571)	(2,327,090)	14,557	(59,114)	(336,146)	757,928	(3,195,436)	(4,840,441)	1,645,005

Other Financing Sources

Transfers Into GF from LTF	1,443,480	0	0	0	0	0	1,443,480	4,307,713	(2,864,233)
Transfers Into GF from STA	12,023	0	0	0	1,500,000	0	1,512,023	6,918,230	(5,406,207)
Transfers Into GF from SAFE	7,568	0	0	0	0	0	7,568	15,000	(7,432)
Transfers Out LTF into GF	0	(1,443,480)	0	0	0	0	(1,443,480)	(4,307,713)	2,864,233
Transfers Out of STA into GF	0	0	(1,512,023)	0	0	0	(1,512,023)	(6,918,230)	5,406,207
Transfers Out of SAFE into GF	0	0	0	(7,568)	0	0	(7,568)	(15,000)	7,432
Total Other Financing Sources	1,463,071	(1,443,480)	(1,512,023)	(7,568)	1,500,000	0	0	0	0

Net Change in Fund Balances

	217,500	(3,770,570)	(1,497,466)	(66,682)	1,163,854	757,928	(3,195,436)	(4,840,441)	1,645,005
Beginning Fund Balance	2,469,487	8,108,784	10,656,447	4,048,076	0	9,000	25,291,794	17,224,142	8,067,652
Ending Fund Balance	<u>\$2,686,987</u>	<u>\$4,338,214</u>	<u>\$9,158,981</u>	<u>\$3,981,394</u>	<u>\$1,163,854</u>	<u>\$766,928</u>	<u>\$22,096,358</u>	<u>\$12,383,701</u>	<u>\$9,712,657</u>

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
INVESTMENT REPORT
AS OF SEPTEMBER 30, 2016**

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	\$141.53	0.01%	\$ 5,756,287.73
County of Ventura	Treasury Pool	N/A	27,822.91	0.73%	15,166,328.46
Total			\$27,964.44		\$20,922,616.19

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 2, 2016

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 2016

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, 2016 budget reports indicate that revenues were approximately 16.95% of the adopted budget while expenditures were approximately 20.21% 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 General Fund Office Expenditures line item includes an adjustment for indirect costs that are transferred to the VCTC Intercity and Valley Transit funds. This month the General Fund office expenditure line item is a small credit because of a timing issue as office expenditures and staff indirect costs are not directly related on a month-to-month basis. Also, there is a credit balance for the Transit Information Center as the majority of this budgets costs are for salaries shown under Personnel Expenditures; furthermore, the Transit Information Center budget received several refunds from the telephone company.

December 2, 2016

Item #8C

Page #2

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.

**VENTURA COUNTY TRANSPORTATION COMMISSION
BALANCE SHEET
AS OF OCTOBER 31, 2016**

ASSETS

Assets:

Cash and Investments - Wells Fargo Bank	\$ 8,598,397
Cash and Investments - County Treasury	15,154,917
Petty Cash	130
Receivables/Due from other funds	1,913,574
Prepaid Expenditures	150,037
Deposits	15,836
Capital Assets, undepreciated	26,153,437
Capital Assets, depreciated, net	<u>32,991,740</u>

Total Assets: **\$84,978,068**

LIABILITIES AND FUND BALANCE

Liabilities:

Accrued Expenses/Due to other funds	\$ 1,091,684
Deferred Revenue	2,432,069
Deposits	<u>400</u>

Total Liabilities: **\$ 3,524,153**

Net Position:

Invested in Capital Assets	\$59,145,177
Fund Balance	<u>22,308,738</u>

Total Net Position **\$81,453,915**

Total Liabilities and Fund Balance: **\$84,978,068**

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, 2016**

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	VCTC Intercity Actual	Valley Express Actual	Fund Totals Over (Under)	Annual to Date	Variance Actual	% Year Actual
Revenues										
Federal Revenues	\$ 855,868	\$ 0	\$ 0	\$ 0	\$ 1,266,065	\$ 201,502	\$ 2,323,435	\$14,922,448	(12,599,013)	15.57
State Revenues	131,704	5,359,683	0	140,798	16,483	0	5,648,668	41,205,958	(35,557,290)	13.71
Local Revenues	275,809	0	0	627	957,743	1,027,188	2,261,367	4,311,459	(2,050,092)	52.45
Other Revenues	227	0	0	0	0	0	227	0	227	0.00
Interest	96	6,619	14,557	6,660	37	8	27,977	95,000	(67,023)	29.45
Total Revenues	1,263,704	5,366,302	14,557	148,085	2,240,328	1,228,698	10,261,674	60,534,865	(50,273,191)	16.95
Expenditures										
Administration										
Personnel Expenditures	761,529	0	0	0	54,925	19,420	835,874	2,975,000	(2,139,126)	28.10
Legal Services	2,521	0	0	0	0	0	2,521	25,000	(22,479)	10.08
Professional Services	34,890	0	0	0	0	0	34,890	106,500	(71,610)	32.76
Office Leases	54,436	0	0	0	0	0	54,436	155,300	(100,864)	35.05
Office Expenditures	(8,774)	0	0	0	30,082	10,636	31,944	435,700	(403,756)	7.33
Total Administration	844,602	0	0	0	85,007	30,056	959,665	3,697,500	(2,737,835)	25.95
Programs and Projects										
Transit & Transportation Program										
Senior-Disabled Transportation	72,043	0	0	0	0	0	72,043	257,600	(185,557)	27.97
Fare Collection APC Systems	4,702	0	0	0	0	0	4,702	348,800	(344,098)	1.35
VCTC Intercity Bus Service	0	0	0	0	2,486,170	0	2,486,170	9,877,942	(7,391,772)	25.17
HVT Bus Contract Services	0	0	0	0	0	497,883	497,883	1,969,700	(1,471,817)	25.28
Nextbus	0	0	0	0	0	0	0	266,675	(266,675)	0.00
Transit Grant Administration	126,929	0	0	0	0	0	126,929	6,492,100	(6,365,171)	1.96
Total Transit & Transportation	203,674	0	0	0	2,486,170	497,883	3,187,727	19,212,817	(16,025,090)	16.59
Highway Program										
Motorist Aid Call Box System	0	0	0	77,304	0	0	77,304	724,000	(646,696)	10.68
Highway Project Management	29	0	0	0	0	0	29	502,500	(502,471)	0.01
SpeedInfo Highway Speed Sensor	0	0	0	10,100	0	0	10,100	144,000	(133,900)	7.01
Total Highway	29	0	0	87,404	0	0	87,433	1,370,500	(1,283,067)	6.38

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	VCTC Intercity Actual	Valley Express Actual	Fund Totals Over (Under)	Annual to Date	Variance Actual	% Year Actual
Rail Program										
Metrolink & Commuter Rail	1,712,102	0	0	0	0	0	1,712,102	4,582,170	(2,870,068)	37.36
LOSSAN & Coastal Rail	1,594	0	0	0	0	0	1,594	6,100	(4,506)	26.13
Santa Paula Branch Line	44,565	0	0	0	0	0	44,565	700,500	(655,935)	6.36
Total Rail	1,758,261	0	0	0	0	0	1,758,261	5,288,770	(3,530,509)	33.25
Commuter Assistance Program										
Transit Information Center	(44)	0	0	0	0	0	(44)	31,500	(31,544)	(0.14)
Rideshare Programs	23,469	0	0	0	0	0	23,469	67,600	(44,131)	34.72
Total Commuter Assistance	23,425	0	0	0	0	0	23,425	99,100	(75,675)	23.64
Planning & Programming										
Transportation Development Act	1	6,819,232	0	0	0	0	6,819,233	30,453,618	(23,634,385)	22.39
Transportation Improvement Program	3,252	0	0	0	0	0	3,252	47,300	(44,048)	6.88
Regional Transportation Planning	63,965	0	0	0	0	0	63,965	684,300	(620,335)	9.35
Airport Land Use Commission	13	0	0	0	0	0	13	9,000	(8,987)	0.14
Regional Transit Planning	36,035	0	0	0	0	0	36,035	616,300	(580,265)	5.85
Freight Movement	49	0	0	0	0	0	49	11,800	(11,751)	0.42
Total Planning & Programming	103,315	6,819,232	0	0	0	0	6,922,547	31,822,318	(24,899,771)	21.75
General Government										
Community Outreach & Marketing	238,612	0	0	0	0	0	238,612	529,400	(290,788)	45.07
State & Federal Relations	43,024	0	0	0	0	0	43,024	106,900	(63,876)	40.25
Management & Administration	11,937	0	0	0	0	0	11,937	81,000	(69,063)	14.74
Office Building Purchase	12,099	0	0	0	0	0	12,099	3,317,001	(3,304,902)	0.36
Total General Government	305,672	0	0	0	0	0	305,672	4,034,301	(3,728,629)	7.58
Total Expenditures	3,238,978	6,819,232	0	87,404	2,571,177	527,939	13,244,730	65,525,306	(52,280,576)	20.21

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	VCTC Intercity Actual	Valley Express Actual	Fund Totals Over (Under)	Annual to Date	Variance Actual
Revenues over (under) expenditures	(1,975,274)	(1,452,930)	14,557	60,681	(330,849)	700,759	(2,983,056)	(4,990,441)	2,007,385
Other Financing Sources									
Transfers Into GF from LTF	4,307,713	0	0	0	0	0	4,307,713	4,307,713	0
Transfers Into GF from STA	19,382	0	0	0	1,500,000	0	1,519,382	6,918,230	(5,398,848)
Transfers Into GF from SAFE	7,849	0	0	0	0	0	7,849	15,000	(7,151)
Transfers Out LTF into GF	0	(4,307,713)	0	0	0	0	(4,307,713)	(4,307,713)	0
Transfers Out of STA into GF	0	0	(1,519,382)	0	0	0	(1,519,382)	(6,918,230)	5,398,848
Transfers Out of SAFE into GF	0	0	0	(7,849)	0	0	(7,849)	(15,000)	7,151
Total Other Financing Sources	4,334,944	(4,307,713)	(1,519,382)	(7,849)	1,500,000	0	0	0	0
Net Change in Fund Balances	2,359,670	(5,760,643)	(1,504,825)	52,832	1,169,151	700,759	(2,983,056)	(4,990,441)	2,007,385
Beginning Fund Balance	2,469,487	8,108,784	10,656,447	4,048,076	0	9,000	25,291,794	17,224,142	8,067,652
Ending Fund Balance	<u>\$ 4,829,157</u>	<u>\$2,348,141</u>	<u>\$9,151,622</u>	<u>\$4,100,908</u>	<u>\$ 1,169,151</u>	<u>\$ 709,759</u>	<u>\$ 22,308,738</u>	<u>\$12,233,701</u>	<u>\$10,075,037</u>

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
INVESTMENT REPORT
AS OF OCTOBER 31, 2016**

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	\$203.94	0.01%	\$ 8,598,397.01
County of Ventura	Treasury Pool	N/A	27,822.91	0.73%	15,130,817.18
Total			\$28,026.85		\$23,729,214.19

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 #8D

December 2, 2016

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:

Metrolink

During the month of September, ridership on the Ventura County portion of the VC Line averaged 1,832 total boardings per weekday (inbound and outbound) resulting in a year over year decrease of 2.1% on the line. Systemwide ridership experienced a year over year decrease of 4.3%. In general, morning trains #102 and #104 into Los Angeles Union Station, and evening trains #117 and #119 into East Ventura Station continue to attract the highest number of passengers on the VC Line.

Monthly ridership statistics for the month of September and October 2016 are provided in the attachment for reference. Metrolink on-time performance, which denotes trains arriving within five minutes of scheduled time, for the month of September was 95.0% and 95.7% in October reflecting little change from the monthly average. On-time performance on the VC Line continues to perform above the systemwide average.

Since November 2015, the Metrolink Board has been taking steps to replace its aging ticket vending machine (TVM) fleet including the evaluation of replacing the TVMs with non-cash accepting features. This past summer, the Board approved staff to initiate a public outreach process and Title VI fare equity analysis to identify potential disparate impacts to the community's low income and minority population from reducing or removing cash purchase options for ticketing devices at Metrolink station platforms. A public hearing held on September 9, 2016 concluded the public outreach period.

The Title VI analysis found that removing a cash payment option from station TVMs does not constitute a disparate impact to minority riders, and that removing a cash payment option from station TVMs without mitigation does constitute a disproportionate burden to low income riders. However, removing a cash payment option from station ticket vending devices in conjunction with implementing mitigation options does not constitute a disproportionate burden to low income riders. Mitigation options include providing additional ways for riders to pay at a ticket vending device using payment media such as Golden State Advantage (EBT) cards, TAP cards, student ID cards, and mobile wallets (e.g., ApplePay, Android Pay), along with providing additional locations where riders can pay for their tickets with cash, such as Metrolink ticket windows, and digitally, such as the Metrolink mobile app and website. VCTC staff is continuing to work with Metrolink to identify whether any TVMs in Ventura County would require mitigation options.

LOSSAN

LOSSAN initiated service enhancements on the *Pacific Surfliner* service in late October/early November. The expanded Business Class and the 12th roundtrip began on October 31, 2016 and November 7, 2016 respectively. The expanded Business Class is now offered on all *Pacific Surfliner* trains and will be provided by moving the *Superliner* car next to the existing Business Class car, offering significant additional Business Class capacity.

September 2016 Metrolink Ridership

AVERAGE WEEKDAY PASSENGER TRIPS (INBOUND and OUTBOUND)
 SEPTEMBER 2016 vs. AUGUST 2016 (MONTH OVER MONTH)

MO/YR	Ventura County Portion	Ventura County Line	System Grand Total	Metrolink Rail 2 Rail on Amtrak North of LA (weekday)
Sep-16	1,832	3,650	39,604	N/A
Aug-16	1,656	3,368	38,093	154
Change	10.63%	8.37%	3.97%	N/A

AVERAGE WEEKDAY PASSENGER TRIPS (INBOUND and OUTBOUND)
 SEPTEMBER 2016 vs. SEPTEMBER 2015 (YEAR OVER YEAR)

MO/YR	Ventura County Portion	Ventura County Line	System Grand Total	Metrolink Rail 2 Rail on Amtrak North of LA (weekday)
Sep-16	1,832	3,650	39,604	N/A
Sep-15	1,872	3,738	41,375	182
Change	-2.14%	-2.35%	-4.28%	N/A

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)
16-Sep	3,650	1,832	39,604	N/A
15-Sep	3,738	1,872	41,375	182
14-Sep	3,803	1,968	42,034	188
13-Sep	3,773	1,976	41,677	231
12-Sep	3,880	2,046	43,135	175

October 2016 Metrolink Ridership

AVERAGE WEEKDAY PASSENGER TRIPS (INBOUND and OUTBOUND)
OCTOBER 2016 vs. SEPTEMBER 2016 (MONTH OVER MONTH)

MO/YR	Ventura County Portion	Ventura County Line	System Grand Total
Oct-16	1,753	3,679	39,674
Sep-16	1,832	3,650	39,604
Change	-4.31%	0.79%	0.18%

AVERAGE WEEKDAY PASSENGER TRIPS (INBOUND and OUTBOUND)
OCTOBER 2016 vs. OCTOBER 2015 (YEAR OVER YEAR)

MO/YR	Ventura County Portion	Ventura County Line	System Grand Total	Metrolink Rail 2 Rail on Amtrak North of LA (weekday)
Oct-16	1,753	3,679	39,674	N/A
Oct-15	1,875	3,640	41,934	41,934
Change	-6.51%	1.07%	-5.39%	N/A

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)
16-Oct	3,679	1,753	39,674	N/A
15-Oct	3,640	1,875	41,934	163
14-Oct	3,723	1,990	42,491	263
13-Oct	3,772	1,796	42,040	256
12-Oct	4,041	2,115	44,269	212



Item #8E

December 2, 2016

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: ELLEN TALBO, TRANSIT PLANNING MANAGER

SUBJECT: FY 17/17 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 Unmet Transit Needs Schedule and Definitions

DISCUSSION:

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

A schedule for the FY 17/18 public hearing is attached. In the past VCTC has conducted three public workshops and appointed a separate public hearing board to collect public feedback or testimony. Although the public workshops are not required by the State to approve the unmet needs process, a public hearing is required.

During late August/early September 2016, VCTC staff held two workshops with social service agencies and transit providers in addition to three transit user forums. The purpose of these sessions was to consult with these parties over concerns about current transit issues faced by seniors, disabled persons, and persons of low income. The feedback collected will be used toward completion of the regional Coordinated Human Services Transportation Plan, currently in the process of its five year update by VCTC. However, feedback collected through these sessions concerning unmet transit needs will be incorporated into the annual unmet needs process. To continue consultation with these groups, staff recommends a February workshop in lieu of three general public workshops. The purpose of the February workshop is to collect guidance and focused feedback directly from the CTAC/SSTAC as staff has found this format to be more useful for collecting more specific feedback and developing more meaningful analysis of the specialized transit systems. To avoid schedule conflicts that arise with coordinating a separate unmet needs public hearing and hearing board, staff recommends including the required public hearing at the Commission's regular May meeting so that transit users interested in testifying can do so with the entire Commission instead of only a few Commissioners.

December 2, 2016
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The testimony will be reviewed by the Commission for discussion so they can take action appropriately prior to reviewing VCTC's staff recommendation. The CTAC/SSTAC also has the option of submitting a formal recommendation in addition to the Staff recommendation to the May Commission meeting.

The definition of "unmet transit needs" and "reasonable to meet" remain unchanged from last year's adoption by the CTAC/SSATAC and the Commission and they are presented in the attachment for reference.

Attachment A: Unmet Transit Needs Definition
Attachment B: FY 17-18 Unmet Transit Needs Schedule

“UNMET TRANSIT NEED”

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

Includes:

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

Excludes:

- Operational changes such as minor route changes, bus stop changes, or changes in schedule
- Requests for 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

Outcome	Definitions	Measures & Criterias
<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 leased) or can service be provided under contract to a private provider?
<i>Feasibility</i>	There are adequate roadways to safely accommodate transit vehicles	Measure & Criteria: Route inspection to determine adequacy of infrastructure to accommodate transit vehicles and passengers.
<i>Cost Effectiveness</i>	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.
<i>Cost Effectiveness</i>	The proposed service will meet the scheduled passenger fare ratio standards described in Attachment A	Measures and criteria in Attachment A.
<i>Service Effectiveness</i>	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 ratio 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 17/18 Unmet Transit Needs Schedule

October 11, 2016	CTAC/SSTAC review and approve Unmet Transit Needs schedule and Definitions
October 26, 2016	Pacific View Mall Passenger Survey
December 2, 2016	VCTC approves FY 16/17 Unmet Transit Needs schedule and Definitions
December 14, 2016	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 2, 2017	30 day legal notice for public hearing appears in print on VC Star, La Vida News
February 3, 2017	Public Hearing 9:00 AM, Camarillo City Hall (in conjunction with VCTC meeting)
February 14, 2017	Consultation workshop with CTAC/SSTAC to provide SSTAC input on regional specialized transportation needs
March 14, 2017	CTAC/SSTAC to review draft findings from Feb workshop
April 11, 2017	CTAC/SSTAC approves unmet needs findings and staff recommendation
May 5, 2017	9:00 AM, Camarillo City Hall: <ul style="list-style-type: none"> - VCTC Unmet Needs Staff Presentation of Findings - VCTC adopts Unmet Transit Needs Public Hearing Findings
June 2, 2017	VCTC adopts 17-18 TDA apportionments
August 15, 2017	Deadline to submit to State for review of findings



Item #8F

December 2, 2016

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: AGREEMENT WITH SOUTHERN CALIFORNIA REGIONAL RAIL AUTHORITY (SCRRA) FOR FUNDING VCTC'S SHARE OF TICKET VENDING MACHINE PROJECT

RECOMMENDATION:

- Approve attached Agreement, including any subsequent technical changes, with SCRRA to provide \$1,800,600 for VCTC's share of the Ticket Vending Machine (TVM) Replacement Project.

BACKGROUND:

The Metrolink automatic ticket vending machine system operates on the original platform established when Metrolink began service in 1992. The system as a whole and most of its component parts have outlived their expected lifecycle, and the devices are becoming increasingly difficult to maintain due to parts being expensive to replace or having been discontinued. In recent years, customers have complained consistently in regards to the poor performance, unreliability, and difficulty in using the current system.

SCRRA has developed a plan for deploying a new TVM system that will feature the latest in fare payment technology. Key improvements include:

- Large touch screen displays capable of showing a wide array of colors in all ambient lighting conditions;
- Simpler, easier to understand screen flows and a better customer experience, all of which will be fully customizable by SCRRA;
- Faster and more reliable equipment based on new software; and
- Contactless payment functionality allowing for interface with near field communication devices and media.

SCRRA's goal is that the system will support all known fare collection system types that exist today, and will include open architecture and open Application Programming Interfaces (APIs). The selected system must be able to interface and integrate with the mobile/online ticketing system, web/online ticketing system, internal Metrolink systems and applications, and other member agency ticketing systems, and future system components such as mobile agency point-of-sale devices, fare validators, and a potential retail network. It is envisioned that some devices will be cashless, while others will accept cash.

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In October 2016, SCRRA released a Request for Proposals (RFP) to begin the procurement process to replace the TVMs. It is expected that the competitive procurement will take approximately 6 to 9 months from the issuance of the RFP, with a 12 to 24 month implementation period from Notice to Proceed.

In its approval of the 2014 call for projects for Congestion Mitigation and Air Quality (CMAQ) funds, VCTC approved a SCRRA application for \$900,300 in CMAQ funds for VCTC's share of the Metrolink TVM project, with VCTC committing to provide another \$900,300 in matching funds. At the last Commission meeting a budget revision was approved to provide that \$643,289 of the required match from Section 5337 funds previously programmed that had previously been programmed for the swap for Metrolink operations, with the remaining \$257,011 to come from the Local Transportation Fund (LTF) as previously approved in the budget. The attached agreement provides for the \$257,011 cash payment to SCRRA for the Ticket Vending Machine project, and memorializes the remainder of the project funding coming from CMAQ and Section 5337 funds programmed by VCTC through grants to be administered by SCRRA.

COOPERATIVE AGREEMENT**BETWEEN****VENTURA COUNTY TRANSPORTATION COMMISSION
AND
SOUTHERN CALIFORNIA REGIONAL RAIL AUTHORITY**

THIS COOPERATIVE AGREEMENT (Agreement) is entered into between Ventura County Transportation Commission (VCTC) and the Southern California Regional Rail Authority (SCRRA) regarding the administration of VCTC's share of funds to support the systemwide Ticket Vending Machine Replacement Project (Project).

WHEREAS, VCTC is a member of the Joint Powers Authority (JPA) that constitutes SCRRA, operator of Metrolink commuter rail service; and,

WHEREAS VCTC in adopting its Fiscal Year 2016/17 budget, as amended at its October 7, 2016 meeting, has budgeted and programmed a total of \$1,800,600 to pay the Ventura County share for the Project; and,

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

NOW THEREFORE THE PARTIES DO AGREE AS FOLLOWS:

1. Funding Summary: VCTC will provide up to \$1,800,600 for the Project from federal and local sources as summarized in the Attachment to this agreement.
2. Method of Local Fund Payment: Within thirty (30) days of the execution of this Agreement, VCTC shall transfer to SCRRA the local funds programmed for the Project, consisting of \$257,011 in Local Transportation Funds (LTF).
3. Project Scope: The scope of the Project funded under this agreement shall be consistent with the number and type of fare collection equipment VCTC selects for the four Ventura County stations, as well as systemwide equipment shared among the SCRRA member agencies.
4. Federal Grant Administration: VCTC affirms it has provided from its apportionment and programmed in the current version of the Federal Transportation Improvement Program the Federal funds provided towards its share of the Project. These funds consist of \$900,300 in Congestion Mitigation and Air Quality (CMAQ) funds and \$643,289 of Section 5337 State of Good Repair funds. It shall be the responsibility of SCRRA to submit and administer the grants to receive these funds and ensure compliance with that all Federal requirements. VCTC has programmed Toll Credits such that the Section 5337 funds do not require a match, while the CMAQ funds will be matched by the LTF provided under Paragraph 2 above.
5. Amendments to the Agreement: The provisions of this Agreement may be amended upon written acceptance and ratification of any such amendment by both VCTC and SCRRA.
6. Order of Expenditure: SCRRA shall expend all the LTF and CMAQ funds prior to spending any Section 5337 funds. In the event that the programmed Section 5337 funds are not all used for this project, these funds will be reprogrammed for use in other SCRRA rehabilitation projects to be mutually agreed to by VCTC and SCRRA.

7. Relationship to Fund Exchange: It is recognized that under the agreement between VCTC and the Orange County Transportation Authority dated October 10, 2016, and under the pending Fund Exchange Agreement between VCTC, SCRRA, and the Los Angeles County Metropolitan Transportation Authority approved by the VCTC Board on October 7, 2016, VCTC is providing \$6,857,000 in Section 5337 funds to be exchanged in return for provision of VCTC's share of operating funds, and that these funds could be applied toward other SCRRA member agency shares of the cost of the Ticket Vending Machine Project. These \$6,857,000 Section 5337 funds being exchanged are in addition to the funds being provided by VCTC under this Agreement towards VCTC's share of the Project.
8. Termination: This Fund Exchange Agreement will terminate upon closeout of the applicable FTA grants for the Section 5337 and CMAQ funds covered in this Agreement, and upon final reconciliation of expenses for the Project.
9. Indemnification: SCRRA shall protect, defend, indemnify, and hold harmless VCTC, its officers, agents, servants, and employees, from any and all liability arising out of, caused by or resulting from, any act or omission of SCRRA or its officers, agents, or employees in its performance pursuant to this Agreement.

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

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

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

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

Public Liability and Property Damage Insurance – SCRRA is self-insured and/or has excess insurance as allowed by law at least up to the limits provided herein. SCRRA and any SCRRA contractor contracting with SCRRA as an element of Project Implementation, if any, shall take out and maintain during the life of this Agreement such public liability and property damage insurance as shall insure and name as an additional insured VCTC, its elective and appointive boards, commissions, officers, agents, and employees, and any VCTC contractor or subcontractor performing work covered by this Agreement from claims for damages for personal injury, including death, as well as from claims for property damage which may arise from SCRRA's or any contractors or subcontractors operations hereunder, or by anyone directly or indirectly employed by any contractor or subcontractor, and the amounts of such insurance shall be as follows:

(1) Public Liability Insurance. In an amount not less than \$2,000,000 for injuries, including, but not limited to death, to any one person and, subject to the same limit for each person, in an amount not less than \$4,000,000 on account of any one occurrence:

(2) Property Damage Insurance In an amount of not less than \$1,000,000 for damage to the property of each person on account of any one occurrence.

Deductibles and Self-Insured Retentions – SCRRRA 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. 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.

**SOUTHERN CALIFORNIA
REGIONAL RAIL AUTHORITY**

Arthur T. Leahy
Chief Executive Officer

Approved as to Form

Don O. Del Rio
General Counsel

**VENTURA COUNTY TRANSPORTATION
COMMISSION**

Darren M. Kettle
Executive Director

Approved as to Form

Steven T. Mattas
General Counsel

**FUNDING SUMMARY – VCTC SHARE FOR
METROLINK TICKET VENDING MACHINE PROJECT**

Fund Source	Amount	Comments
LTF	\$257,011	\$116,643 to be used as required minimum match for CMAQ.
CMAQ	\$900,300	See above regarding match.
Section 5337	\$643,289	Includes \$73,785 of Toll Credits thus no match required.
TOTAL	\$1,800,600	



Item #8G

December 2, 2016

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 \$235,560 funded as part of the operational cost/indirect cost allocation plan in the Fiscal Year 2016/2017 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 the Alliant Special Property Insurance Program on July 1, 2016. The remaining insurances were renewed on November 20, 2016. Detailed information is provided in the 2016/2017 proposals as separate attachments. The following is a summary of the insurance renewals:

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- **Property** – The current policy is with the Alliant Special Property Insurance Program and Alliant recommended renewing with the current provider with a premium of \$5,912, an increase of \$47 due to an increase in insured values.
- **General Liability** – The current provider is Burlington Insurance Company. Burlington has decided to narrow their focus and will not be renewing VCTC's insurance. As a result, Alliant marketed coverage to 28 insurance companies and received 3 premium quotes. Alliant recommended changing to Indian Harbor/XL Catlin Insurance for the general liability insurance with a premium of \$91,389, an increase of \$3,669 from the previous year. This is an increase of 4% and in keeping with market increases and risks with losses. This policy continues to exclude 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 Burlington Insurance Company. Burlington offered a renewal quote with restricted coverage terms. As a result, Alliant marketed coverage to 24 insurance companies and recommended changing to Indian Harbor/XL Catlin and Arch Specialty Insurance for excess liability insurance with a premium of \$58,506, an increase of \$17,259 from the previous year. Alliant has indicated that the excess liability market has limited capacity for VCTC's unique risk profile and VCTC is currently seen as higher risk due to multiple general liability claims and an on-going law suit over the last few years. Furthermore, the insurance policies with Indian/Arch offers broader coverage in the first \$2 million excess layer in that the Indian policy includes designated operations, land subsidence and inverse condemnation as well as providing a total of a \$12 million aggregate limit.
- **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 \$75,880, an increase of \$1,345. 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 \$3,873, an increase of \$1,301. This increase is due to increasing VCTC's coverage from \$500,000 to \$1 million.

The overall premium increase for the five insurances presented above is \$23,621 or 10% for a total of \$235,560. Mr. Seth Cole from Alliant Insurance Services, Inc. will be attending the meeting to answer questions as needed.



Item # 8H

December 2, 2016

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: JUDITH JOHNDUFF, PROGRAM ANALYST

SUBJECT: GOLD COAST TRANSIT PROPOSITION 1B TRANSIT CAPITAL PROJECT APPROVAL

RECOMMENDATION:

Adopt Resolution No. 2016-12 taking the following actions:

- Approving the programming \$1,255,000 of Proposition 1B Transit Capital Funds to purchase Replacement Paratransit Vehicles for Gold Coast Transit.
- Approving the PTMISEA Certification and Assurances and agreeing to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations, and guidelines for all PTMISEA funded transit projects; and
- Authorizing the Executive Director to execute all required documents to receive the Transit Capital funds for the approved project.

BACKGROUND:

Proposition 1B, approved by the voters in 2006, includes \$3.6 billion statewide for transit capital projects, to be distributed to transit operators and regional agencies by formula. The Ventura County Transportation Commission's (VCTC) total apportionment is approximately \$39.5 million. Much of this funding was programmed through recommendations from the VCTC Transit Investment Study and the selection criteria recommended by the study. To date, Proposition 1B Transit grants have funded approximately \$3.8 million in rail and rail station improvements and \$35.7 million in bus, paratransit, and transportation facility projects.

At the October 5, 2012 meeting, VCTC reserved \$13,890,000 for future bus replacement projects and the construction phase of the Gold Coast Transit facility. This reserve list included \$2,630,000 to purchase 24 paratransit vehicles for Gold Coast Transit. Of this amount, Gold Coast Transit has submitted allocation requests for Phases 1 and 2 of the project totaling \$1,341,667. All of the other projects on the reserve list have been programmed with only the \$1,288,333 remaining on the reserve list for Phase 3 of the Gold Coast Transit project.

DISCUSSION:

Recently, Gold Coast Transit informed staff that they are ready to purchase the remaining paratransit vehicles on the reserve list.

The unexpended balance of Ventura County's share of Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA) funds is \$1,255,000. This amount is \$33,333 lower than staff's original estimate. Therefore, it is recommended that VCTC approve programming the remaining PTMISEA Program funds of \$1,255,000, which will deplete Ventura County's portion of the Proposition 1B Transit Capital Program.

Staff is also recommending that Gold Coast Transit's \$33,333 project balance be offset by using 5307 carryover funds as shown in the proposed FY 2016/17 Federal Transit Administration (FTA) Program of Projects which is the subject of Item #10 in this Agenda. Agenda Item #10 is a Public Hearing to consider the proposed Fiscal Year 2016/17 FTA Program of Projects.

This recommendation was approved by TRANSCOM at their October 13, 2016 meeting.

**RESOLUTION #2016-12 OF THE
VENTURA COUNTY TRANSPORTATION COMMISSION APPROVING THE ALLOCATION OF
\$1,255,000 OF PROPOSITION 1B TRANSIT CAPITAL FUNDS TO PURCHASE REPLACEMENT
PARATRANSIT VEHICLES FOR GOLD COAST TRANSIT, APPROVING THE PROPOSITION 1B
PUBLIC TRANSPORTATION MODERNIZATION, IMPROVEMENT AND SERVICE ENHANCEMENT
ACCOUNT BOND PROGRAM (PTMISEA) CERTIFICATION AND ASSURANCES, AND AUTHORIZING
THE EXECUTIVE DIRECTOR TO EXECUTE ALL REQUIRED PTMISEA DOCUMENTS**

WHEREAS, the Ventura County Transportation Commission ("VCTC") is an eligible project sponsor and may receive state funding from the Public Transportation Modernization, Improvement, and Service Enhancement Account ("PTMISEA") now or sometime in the future for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 88 (2007) named the Department of Transportation ("Department") as the administrative agency for the PTMISEA; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing PTMISEA funds to eligible project sponsors (local agencies); and

WHEREAS, VCTC has reviewed eligible transit capital projects through the Transit Management Advisory Committee (TRANSCOM), and developed a list of priority projects.

NOW, THEREFORE, the Ventura County Transportation Commission does hereby resolve as follows:

Section 1. VCTC approves the allocation of \$1,255,000 of Proposition 1B Transit Capital Funds to purchase Replacement Paratransit Vehicles for Gold Coast Transit.

Section 2. VCTC will comply with all conditions and requirements set forth in the Certification and Assurances document (Exhibit 1) and applicable statutes, regulations, and guidelines for all PTMISEA funded transit projects.

Section 3. VCTC authorizes the Executive Director to execute all required documents of the PTMISEA program and any Amendments thereto with the California Department of Transportation.

PASSED AND ADOPTED by the VCTC at its regular meeting this 2th day of December 2016.

Keith Millhouse, Chair

ATTEST:

Donna Cole, Clerk

APPROVED AS TO FORM:

Steven T. Mattas, General Counsel

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Exhibit 1

Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) Bond Program

Certifications and Assurances

Project Sponsor: *Ventura County Transportation Commission.*

Effective Date of this Document: *December 2, 2016*

The California Department of Transportation (Department) has adopted the following certifications and assurances for the Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) bond program. As a condition of the receipt of PTMISEA bond funds, project sponsors must comply with these terms and conditions.

A. General

- (1) The project sponsor agrees to abide by the current PTMISEA Guidelines
- (2) The project sponsor must submit to the Department a PTMISEA Program Expenditure Plan, listing all projects to be funded for the life of the bond, including the amount for each project and the year in which the funds will be requested.
- (3) The project sponsor must submit to the Department a signed Authorized Agent form designating the representative who can submit documents on behalf of the project sponsor and a copy of the board resolution appointing the Authorized Agent.

B. Project Administration

- (1) The project sponsor certifies that required environmental documentation is complete before requesting an allocation of PTMISEA funds. The project sponsor assures that projects approved for PTMISEA funding comply with Public Resources Code § 21100 and § 21150.
- (2) The project sponsor certifies that PTMISEA funds will be used only for the transit capital project and that the project will be completed and remains in operation for its useful life.
- (3) The project sponsor certifies that it has the legal, financial, and technical capacity to carry out the project, including the safety and security aspects of that project.
- (4) The project sponsor certifies that they will notify the Department of pending litigation, dispute, or negative audit findings related to the project, before receiving an allocation of funds.

- (5) The project sponsor must maintain satisfactory continuing control over the use of project equipment and facilities and will adequately maintain project equipment and facilities for the useful life of the project.
- (6) Any interest the project sponsor earns on PTMISEA funds must be used only on approved PTMISEA projects.
- (7) The project sponsor must notify the Department of any changes to the approved project with a Corrective Action Plan (CAP).
- (8) Under extraordinary circumstances, a project sponsor may terminate a project prior to completion. In the event the Project Sponsor terminates a project prior to completion, the Project Sponsor must (1) contact the Department in writing and follow-up with a phone call verifying receipt of such notice; (2) pursuant to verification, submit a final report indicating the reason for the termination and demonstrating the expended funds were used on the intended purpose; (3) submit a request to reassign the funds to a new project within 180 days of termination.
- (9) Funds must be encumbered and liquidated within the time allowed in the applicable budget act.

C. Reporting

- (1) Per Government Code § 8879.55, the project sponsor must submit the following PTMISEA reports:
 - a. Semi-Annual Progress Reports by February 15th and August 15th each year.
 - b. A Final Report within six months of project completion.
 - c. The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of PTMISEA bond funds. A copy of the audit report must be submitted to the Department within six months of the close of the year (December 31) each year in which PTMISEA funds have been received or expended.

D. Cost Principles

- (1) The project sponsor agrees to comply with Title 2 of the Code of Federal Regulations 225 (2 CFR 225), Cost Principles for State and Local Government, and 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- (2) The project sponsor agrees, and will assure that its contractors and subcontractors will be obligated to agree, that (a) Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allowability of individual project cost items and (b) those parties shall comply with Federal administrative procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Every sub-recipient receiving PTMISEA funds as a contractor or sub-contractor shall comply with Federal administrative procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

- (3) Any project cost for which the project sponsor has received payment that are determined by subsequent audit to be unallowable under 2 CFR 225, 48 CFR, Chapter 1, Part 31 or 49 CFR, Part 18, are subject to repayment by the project sponsor to the State of California (State). Should the project sponsor fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the project sponsor from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

E. Record Retention

- (1) The project sponsor agrees, and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the project sponsor, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices. All accounting records and other supporting papers of the project sponsor, its contractors and subcontractors connected with PTMISEA funding shall be maintained for a minimum of three (3) years from the date of final payment and shall be held open to inspection, copying, and audit by representatives of the State and the California State Auditor. Copies thereof will be furnished by the project sponsor, its contractors, and subcontractors upon receipt of any request made by the State or its agents. In conducting an audit of the costs claimed, the State will rely to the maximum extent possible on any prior audit of the Project Sponsor pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the project sponsor's external and internal auditors may be relied upon and used by the State when planning and conducting additional audits.
- (2) For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with the performance of the project sponsor's contracts with third parties pursuant to Government Code § 8546.7, the project sponsor, its contractors and subcontractors and the State shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times during the entire project period and for three (3) years from the date of final payment. The State, the California State Auditor, or any duly authorized representative of the State, shall each have access to any books, records, and documents that are pertinent to a project for audits, examinations, excerpts, and transactions, and the project sponsor shall furnish copies thereof if requested.
- (3) The project sponsor, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by the State, for the purpose of any investigation to ascertain compliance with this document.

F. Special Situations

- (1) A project sponsor may lend its unused funds from one year to another project sponsor for an eligible project, for maximum fund use each fiscal year (July1 – June 30). The project sponsor shall collect no interest on this loan.
- (2) Once funds have been appropriated in the budget act, a project sponsor may begin a project with its own funds before receiving an allocation of bond funds, but does so at its own risk.
- (3) The Department may perform an audit and/or request detailed project information of the project sponsor's PTMISEA funded projects at the Department's discretion at any time prior to the completion of the PTMISEA program.

I certify all of these conditions will be met.

VENTURA COUNTY TRANSPORTATION COMMISSION

BY:

Darren Kettle, Executive Director

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Item 8I

December 2, 2016

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: DONNA COLE, CLERK OF THE BOARD
SUBJECT: 2017 VCTC REGULAR MEETING SCHEDULE

RECOMMENDATION:

- Adopt the following schedule of regular monthly VCTC meeting dates for 2017

BACKGROUND:

It is recommended the following meeting date schedule be adopted for 2017. The September meeting will be held on the second Friday of the month as the first Friday is on the Labor Day Holiday weekend..

VCTC REGULAR MEETING SCHEDULE 2017

Jan 6, 2017
Feb 3, 2017
March 3, 2017
April 7, 2017
May 5, 2017
June 2, 2017
July 7, 2017
Sept 8, 2017*
Oct 6, 2017
Nov 3, 2017
Dec 1, 2017

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Item #9

December 2, 2016

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 2015/2016.

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, 2016.

The Commission's auditors, the Pun Group, LLP, have completed the Fiscal Year 2015/2016 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, 2016 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 5-17 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 72-87.

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At June 30, 2016, the Commission's General Fund balance was \$2,478,487, of which \$165,959 was nonspendable for prepaids and deposits and \$1,994,084 was restricted for rail and transit. The remaining \$318,444 was unassigned with \$138,217 set aside for compensated absences and \$180,227 available for Commission projects and/or operations in future years.

The remaining balances for the other funds were: \$8,108,784 for the LTF Fund; \$10,656,447 for the STA Fund; \$4,048,076 for the SAFE Fund. The total fund balance for Fiscal Year 2015/2016 was \$25,291,794 which was \$2.2 million lower than the previous year largely due to the consumption of prepaid items and utilization of rail funds held within the General Fund balance as well as lower State Transit Assistant revenues collected on the diesel fuel sales tax.

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

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



Item #10

December 2, 2016

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

**SUBJECT: FISCAL YEAR (FY) 2016/17 TRANSIT PROGRAM OF PROJECTS (POP) –
PUBLIC HEARING**

RECOMMENDATION:

- Open public hearing and receive testimony.
- Adopt the attached final Program of Projects approving the projects to receive Federal Transit Administration funds for all areas of Ventura County in FY 2016/17.

BACKGROUND:

The Federal Transit Administration (FTA) requires that the public be provided an opportunity to review and comment on transit projects proposed to be funded with federal dollars. As the designated recipient of federal transit funds, the VCTC is required to hold a public hearing and adopt a POP which lists projects to be funded with federal funds in all of the urban areas of Ventura County. Since 2003, VCTC has prepared the POP using separate programs for the Oxnard/Ventura, Thousand Oaks/Moorpark, and Camarillo urbanized areas, as defined by the U.S. Census Bureau. Later, VCTC also began to prepare the POP for Simi Valley based on a decision by Caltrans to delegate to VCTC the Designated Recipient status for Simi Valley.

The FY 2016/17 POP was developed using the same methodology that was first developed for the FY 2003/04 POP, which provides a fair share distribution of revenues and expenses between the four urbanized areas in the County. A draft of this POP was reviewed and approved by TRANSCOM at its May 2016 meeting, and by the VCTC on June 3, 2016.

DISCUSSION:

The attached Program of Projects table shows the recommended projects for each of the urbanized areas. The most significant changes from the draft are the inclusion of \$2,500,000 in new CMAQ projects which were approved at the September Commission meeting, and the recategorization from Capital Rehabilitation to Preventive Maintenance of the funds to be provided in lieu of a portion of VCTC's FY 2017/18 Metrolink operations share. As discussed at last month's meeting, by programming funds to Preventive Maintenance starting in FY 2017/18, VCTC will facilitate SCRRA's ability to continue accessing other non-federal revenues that can go towards operations in place of a portion of VCTC's member agency share.

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The final POP also uses carryover funds to increase Gold Coast Transit funding by \$33,000, to offset a \$33,000 in Proposition 1B funds described in another item in this agenda. There is also an \$85,000 increase for Camarillo using carryover Camarillo area funds.

The estimated available funds are based on the amounts authorized under the federal transportation authorization, Fixing America's Surface Transportation (FAST). This authorization is subject to approval of the annual federal budget.

The final POP was approved at the October 13, 2016 TRANSCOM meeting. The public hearing notice was published in the Ventura County Star on November 17, 2016.

Program of Projects			
<p>The Ventura County Transportation Commission (VCTC) will hold a public hearing on the Program of Projects (POP) for the Oxnard, Thousand Oaks, Camarillo and Simi Valley Urbanized Areas (UAs) for projects to be funded with Federal Transit Administration funds in the 2016/17 Fiscal Year (FY 2017). The funds available in FY 2017 are estimated to be \$18,220,000 for the Oxnard UA, \$6,325,000 for the Thousand Oaks UA, \$3,095,000 for the Camarillo UA, and \$2,951,000 for the Simi Valley UA, based on anticipated FY 2017 funds, prior year carry-over funds, and federal discretionary funds. The public hearing will be held at 9:00 a.m. on Friday, December 2, 2016, in the Camarillo City Council Chamber, 601 Carmen Drive, in Camarillo. The POP is available for public inspection at 950 County Square Drive, Suite 207, Ventura CA 93003. Unless a subsequent list is published, this list will become the final Program of Projects for inclusion in the Southern California Association of Governments Federal Transportation Improvement Program.</p>			
FY 2016/17 Federal Transit Program of Projects			
	Total Cost	Federal Share	Local Share & Other
OXNARD/VENTURA URBANIZED AREA			
Gold Coast Transit			
<u>Operating Assistance</u>			
Operating Assistance	\$ 2,100,000	\$ 1,050,000	\$ 1,050,000
	\$ 2,100,000	\$ 1,050,000	\$ 1,050,000
<u>Planning Assistance</u>			
Transit Service Administration & Support	\$ 125,000	\$ 100,000	\$ 25,000
Marketing & Passenger Awareness Activities	\$ 125,000	\$ 100,000	\$ 25,000
	\$ 250,000	\$ 200,000	\$ 50,000
<u>Capital Assistance</u>			
Preventive Maintenance	\$ 2,050,638	\$ 1,640,510	\$ 410,128
Operations and Maintenance Facility	\$ 643,809	\$ 515,047	\$ 128,762
Debt Repayment (5339 Funds)			
ADA Paratransit Service	\$ 1,120,766	\$ 896,613	\$ 224,153
	\$ 3,815,213	\$ 3,052,170	\$ 763,043
Total Gold Coast	\$ 6,165,213	\$ 4,302,170	\$ 1,863,043
Ventura County Transportation Commission			
<u>Operating Assistance</u>			
VCTC Intercity Operating Assistance (FY 17/18)	\$ 1,364,443	\$ 1,207,941	\$ 156,502
	\$ 1,364,443	\$ 1,207,941	\$ 156,502
<u>Planning Assistance</u>			
Transit Planning and Programming (FY 17/18)	\$ 47,778	\$ 38,222	\$ 9,556
Transit Mobility Management Info Cen (FY 17/18)	\$ 237,500	\$ 190,000	\$ 47,500
Fare Collection/Passenger Counting Data Management (FY 17/18)	\$ 300,000	\$ 240,000	\$ 60,000
	\$ 500,000	\$ 500,000	\$ -
Transit Marketing / Outreach (FY 17/18)(CMAQ)			
Elderly/Disabled Planning/Evaluation (FY 16/17)	\$ 12,500	\$ 10,000	\$ 2,500
Elderly/Disabled Planning/Evaluation (FY 17/18)	\$ 287,500	\$ 230,000	\$ 57,500
Bus Service Planning (FY 17/18)	\$ 468,750	\$ 375,000	\$ 93,750
	\$ 1,854,028	\$ 1,583,222	\$ 270,806
<u>Capital Assistance</u>			
VCTC Svcs - Cap Leases (FY17/18)	\$ 395,808	\$ 316,646	\$ 79,162
Fare Collection/Ridership Monitoring Equipment	\$ 140,829	\$ 112,663	\$ 28,166
Fare Collection/Ridership Monitoring Equipment (Section 5339)	\$ 197,431	\$ 157,945	\$ 39,486
Automatic Vehicle Locator System	\$ 93,750	\$ 75,000	\$ 18,750
Automatic Vehicle Loc / Farebox Equip (CMAQ)	\$ 2,000,000	\$ 2,000,000	\$ -
Metrolink Capital Rehabilitation (FY 16/17) (Section 5337)	\$ 1,006,925	\$ 1,006,925	\$ -
Metrolink Capital Rehabilitation (FY 17/18) (Section 5337)	\$ 2,000,000	\$ 2,000,000	\$ -
Metrolink Preventive Maintenance (FY 17/18)	\$ 1,849,413	\$ 1,849,413	\$ -
Metrolink Preventive Maint (FY 17/18)(Sec 5337)	\$ 2,891,175	\$ 2,891,175	\$ -
	\$ 10,575,331	\$ 10,409,767	\$ 165,564
Total VCTC	\$ 13,793,801	\$ 13,200,930	\$ 592,871
Valley Express			
<u>Operating Assistance</u>			
Operating Assistance (FY 17/18)	\$ 1,079,846	\$ 539,923	\$ 539,923
Total Valley Express	\$ 1,079,846	\$ 539,923	\$ 539,923
TOTAL	\$ 21,038,859	\$ 18,043,023	\$ 2,995,836
THOUSAND OAKS/MOORPARK URBANIZED AREA			
Ventura County Transportation Commission			
<u>Planning Assistance</u>			
Transit Planning and Programming (FY 17/18)	\$ 815,616	\$ 652,493	\$ 163,123
	\$ 815,616	\$ 652,493	\$ 163,123
<u>Capital Assistance</u>			
VISTA Svcs - Cap Leases (FY17/18) (Sec 5339)	\$ 257,203	\$ 205,762	\$ 51,441
Metrolink Preventive Maintenance (FY 17/18)	\$ 732,966	\$ 732,966	\$ -
Metrolink Preventive Maint (FY 17/18)(Sec 5337)	\$ 1,810,920	\$ 1,810,920	\$ -

Metrolink Capital Rehab (FY 17/18)(Sec 5337)	\$ 1,500,000	\$ 1,500,000	\$ -
Automatic Vehicle Locator System	\$ 37,500	\$ 30,000	\$ 7,500
	<u>\$ 4,338,589</u>	<u>\$ 4,279,648</u>	<u>\$ 58,941</u>
Total VCTC	\$ 5,154,205	\$ 4,932,141	\$ 222,064
City of Thousand Oaks			
<u>Operating Assistance</u>			
Metrolink Shuttle	\$ 200,000	\$ 100,000	\$ 100,000
Beach Bus	\$ 100,000	\$ 50,000	\$ 50,000
	<u>\$ 300,000</u>	<u>\$ 150,000</u>	<u>\$ 150,000</u>
<u>Planning Assistance</u>			
Transit Marketing / Public Outreach	\$ 62,500	\$ 50,000	\$ 12,500
Transit Planning and Technical Support	\$ 61,335	\$ 49,068	\$ 12,267
	<u>\$ 123,835</u>	<u>\$ 99,068</u>	<u>\$ 24,767</u>
<u>Capital Assistance</u>			
Transit Vehicle Maintenance	\$ 475,000	\$ 380,000	\$ 95,000
Transit Facilities / Bus Stops Maintenance	\$ 250,000	\$ 200,000	\$ 50,000
Transit Vehicle Capital Lease	\$ 150,000	\$ 120,000	\$ 30,000
Inter-City ADA	\$ 125,000	\$ 100,000	\$ 25,000
	<u>\$ 1,000,000</u>	<u>\$ 800,000</u>	<u>\$ 200,000</u>
Total Thousand Oaks	\$ 1,423,835	\$ 1,049,068	\$ 374,767
City of Moorpark			
<u>Operating Assistance</u>			
Fixed Route/Paratransit Operating Assistance	\$ 100,000	\$ 50,000	\$ 50,000
	<u>\$ 100,000</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>
<u>Capital Assistance</u>			
Fixed Route Vehicle Capital Maintenance	\$ 174,640	\$ 139,712	\$ 34,928
Dial-a-Ride Capital Leases / Cap Maint	\$ 125,000	\$ 100,000	\$ 25,000
	<u>\$ 299,640</u>	<u>\$ 239,712</u>	<u>\$ 59,928</u>
Total Moorpark	\$ 399,640	\$ 289,712	\$ 109,928
TOTAL	<u>\$ 6,977,680</u>	<u>\$ 6,270,921</u>	<u>\$ 706,759</u>
CAMARILLO URBANIZED AREA			
Ventura County Transportation Commission			
<u>Planning Assistance</u>			
Transit Planning and Programming (FY 17/18)	\$ 62,694	\$ 50,155	\$ 12,539
	<u>\$ 62,694</u>	<u>\$ 50,155</u>	<u>\$ 12,539</u>
<u>Capital Assistance</u>			
Fare Collection/Ridership Mon Equip (FY17/18) (Section 5339)	\$ 186,740	\$ 149,392	\$ 37,348
	<u>\$ 186,740</u>	<u>\$ 149,392</u>	<u>\$ 37,348</u>
Total VCTC	\$ 249,434	\$ 199,547	\$ 49,887
City of Camarillo			
<u>Planning Assistance</u>			
Transit Planning	\$ 106,250	\$ 85,000	\$ 21,250
	<u>\$ 106,250</u>	<u>\$ 85,000</u>	<u>\$ 21,250</u>
<u>Operating Assistance</u>			
Camarillo Area Transit Operating Assistance	\$ 1,102,500	\$ 551,250	\$ 551,250
	<u>\$ 1,102,500</u>	<u>\$ 551,250</u>	<u>\$ 551,250</u>
<u>Capital Assistance</u>			
One Replacement Paratransit Vehicle	\$ 60,000	\$ 48,000	\$ 12,000
One Replacement Bus	\$ 120,000	\$ 96,000	\$ 24,000
Two Expansion Paratransit Vehicles	\$ 120,000	\$ 96,000	\$ 24,000
ADA Service	\$ 60,000	\$ 48,000	\$ 12,000
Camarillo Rail Station / Bus - Capital Maintenance	\$ 609,486	\$ 487,589	\$ 121,897
	<u>\$ 969,486</u>	<u>\$ 775,589</u>	<u>\$ 193,897</u>
Total Camarillo	\$ 2,178,236	\$ 1,411,839	\$ 766,397
TOTAL	<u>\$ 2,427,670</u>	<u>\$ 1,611,386</u>	<u>\$ 816,284</u>
SIMI VALLEY URBANIZED AREA			
Ventura County Transportation Commission			
<u>Planning Assistance</u>			
Transit Planning and Programming (FY 17/18)	\$ 98,913	\$ 79,130	\$ 19,783
	<u>\$ 98,913</u>	<u>\$ 79,130</u>	<u>\$ 19,783</u>
<u>Capital Assistance</u>			
VISTA Svcs - Cap Leases (FY17/18) (Sec 5339)	\$ 370,666	\$ 296,533	\$ 74,133
	<u>\$ 370,666</u>	<u>\$ 296,533</u>	<u>\$ 74,133</u>
Total VCTC	\$ 469,579	\$ 375,663	\$ 93,916
City of Simi Valley			
<u>Operating Assistance</u>			
Simi Valley Transit Operating Assistance	\$ 4,090,894	\$ 2,045,447	\$ 2,045,447
	<u>\$ 4,090,894</u>	<u>\$ 2,045,447</u>	<u>\$ 2,045,447</u>
<u>Capital Assistance</u>			
Preventive Maintenance	\$ 289,200	\$ 231,360	\$ 57,840
Non Fixed-Route ADA Paratransit Capital	\$ 331,746	\$ 265,397	\$ 66,349
Dispatch Software	\$ 40,800	\$ 32,640	\$ 8,160
	<u>\$ 661,746</u>	<u>\$ 529,397</u>	<u>\$ 132,349</u>
Total Simi Valley	\$ 4,752,640	\$ 2,574,844	\$ 2,177,796
TOTAL	<u>\$ 5,222,219</u>	<u>\$ 2,950,507</u>	<u>\$ 2,271,712</u>



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December 2, 2016

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

**FROM: PETER DE HAAN, PROGRAMMING DIRECTOR
JUDITH JOHNDUFF, PROGRAMMING ANALYST**

**SUBJECT: PROPOSITION 1B CALIFORNIA TRANSIT SECURITY GRANT
PROGRAM PROJECT APPROVAL**

RECOMMENDATION:

Adopt Resolution No. 16-13 taking the following actions:

- Approving the programming of the following projects for Proposition 1B California Transit Security Grant Program funding:
 - \$1,324,772 for improvements to bridges and culverts along the Metrolink Rail Line in Ventura County, and
 - \$280,000 for Safety and Security Improvements at the Ventura County Transportation Commission Offices.
- Authorizing the Executive Director to execute all required documents to receive the Propositions 1B California Transit Security Grant Program funds for the approved projects.

BACKGROUND:

This is the final year of Proposition 1B California Transit Security Grant Program (CTSGP) funding. The program has allocated \$1 billion of bond funds statewide for security related transit capital projects since 2006. As with all bond measures the funds were authorized by the voters on a one-time basis and after 11 years these funds are being depleted. A list of eligible projects for the CTSGP Program is included in Attachment A.

Over the life of the program, starting in Fiscal Year 2006/07 through the current Fiscal Year 2016/17, Ventura County has been apportioned \$7,034,357. The Ventura County Transportation Commission (VCTC) is the designated agency responsible for nominating Proposition 1B CTSGP projects for funding. Fifty-seven percent (57%) of the funds were allocated to local transit agencies for projects such as security cameras on buses (\$1,120,416) and for transit office and transit operation center security features (\$731,736).

Forty-three percent (43%) of the funds approved thus far have been for Metrolink projects, with the largest being \$709,972 which VCTC provided towards its share of the Positive Train Control (PTC) system design. These funds helped to advance the PTC project which enabled Metrolink to meet the federally-mandated implementation deadline.

The table below summarizes the amounts allocated by agency.

DISTRIBUTION OF PROP 1B TRANSIT SECURITY FUNDS
(Includes funds recommended for approval in this item.)

AGENCY	Amount Allocated	Proposed	Total Allocated
Area Agency on Aging	\$10,000		\$10,000
Camarillo	\$40,000		\$40,000
East County Transit Authority	\$40,000		\$40,000
Fillmore	\$15,000		\$15,000
Gold Coast Transit	\$798,172		\$798,172
Metrolink	\$2,335,365	\$1,324,772	\$3,660,137
Moorpark	\$100,000		\$100,000
Ojai	\$25,000		\$25,000
Oxnard	\$100,000		\$100,000
San Buenaventura	\$110,000		\$110,000
Simi Valley	\$280,000		\$280,000
Thousand Oaks	\$766,604		\$766,604
Valley Express	\$188,500		\$188,500
VCTC	\$470,944	\$280,000	\$750,944
Multiple Agency Countywide	\$150,000		\$150,000
TOTAL	\$5,429,585	\$1,604,772	7,034,357

DISCUSSION

VCTC currently has an unprogrammed balance including \$414,840 carryover FY14/15 funds, \$661,073 carryover from FY 15/16 funds, and Ventura County's final allocation of CTSGP funding of \$528,859 for Fiscal Year 16/17, bringing the total amount of funding currently available to program for projects in Ventura County to \$1,604,772. Fiscal Year 14/15 funding balances need to be applied for immediately or the funds will be lost.

Two projects with countywide benefits have been identified for the remaining funds: 1) Metrolink rail line improvements and 2) safety and security improvements at the new VCTC offices.

- 1) Metrolink Rail Line Improvements:** In late September, VCTC staff was informed by the Southern California Regional Rail Authority (SCRRA) of an urgent need for system-wide track and bridge rehabilitation work, which if not repaired in the next 18 – 36 months, could result in safety risks necessitating "slow orders" on the system. This issue was then presented to the SCRRA Board of Directors at its September 23rd meeting. VCTC's share in the required cost was presented as being \$5,424,483. Of this amount, SCRRA's estimate for the rehabilitation work includes \$1,324,772 specifically for Ventura County rail bridges and culverts and would include:

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- Stronger concrete headways to support the slopes at end of the culverts and bridges,
- Additional concrete aprons built into the culverts and bridges to prevent erosion, and
- Adding handrails to help evacuation in case of a security or safety threat.

Based on preliminary discussions with the Office of Emergency Services, these improvements would be eligible for Proposition 1B funding since the improvements would provide structures more impervious to damage and also provide train evacuation features.

Due to the countywide benefit of these proposed improvements staff recommends that they be given priority for Proposition 1B Transit Security funds. If no other funds can be identified for the required improvements VCTC may need to consider taking LTF or STA funds off the top of the County's allocation to avoid the issuance of slow orders that would negatively impact Metrolink, Amtrak and freight trains.

2) Safety and Security Improvements at Ventura County Transportation Commission Offices:

The architects working on renovating the Ventura County Transportation Commission's new offices in Camarillo have identified needed safety and security improvements including a security alarm system, a fire sprinkler system, new lighting and security cameras in the parking lot and a shatterproof-bullet resistant window at the new ticket sales office, with a total estimated cost of \$280,000. These items are eligible for Proposition 1B Security Funds. As was noted earlier, \$731,736 of Proposition 1B funds have been provided for safety and security improvements at various transit offices and operations centers, and a need will now exist to use a relatively small amount of the overall \$7 million program for similar improvements at the new VCTC facility. For this reason and because the new VCTC facility will also provide a countywide benefit staff is recommending that this project also be given priority for Proposition 1B Transit Security funds.

The total amount of funding requested for the Metrolink Rail Line Improvement Project and the Safety and Security Improvements at the VCTC Offices is \$1,604,772. The Transit Operators Committee approved both projects at their November 10, 2016 meeting.

Proposition 1B California Transit Security Grant Program
Eligible Projects

The following projects are eligible for this program:

1. Capital projects that provide increased protection against a security or safety threat, including, but not limited to the following:
 - a) Construction or renovation projects that are designed to enhance security of public transit stations, facilities, and equipment;
 - b) Explosive device mitigation and remediation equipment;
 - c) Chemical, biological, radiological and nuclear explosives search, rescue or response equipment;
 - d) Interoperable communications equipment;
 - e) Physical security enhancement equipment;
 - f) Installation of fencing, barriers, gates or related security enhancements that are designed to improve the physical security of transit stations, facilities, and equipment; and
 - g) Other security and safety related projects approved by the California Governor's Office of Emergency Services (Cal OES).
2. Capital expenditures to increase the capacity of transit operators to prepare for disaster-response transportation systems that can move people, goods, emergency personnel, and equipment in the aftermath of a disaster.
3. Other allowable costs under California Government Code 16727 (a) include costs directly related to construction or acquisition, including but not limited to planning, engineering, construction management, architectural, and other design work, EIRs and assessments, required mitigation expenses, appraisals, legal expenses, site acquisitions, necessary easements, and warranties, as approved by Cal OES.

RESOLUTION NO.16-13

A RESOLUTION OF THE VENTURA COUNTY TRANSPORTATION COMMISSION APPROVING PROJECTS FOR THE PROPOSITION 1B CALIFORNIA TRANSIT SECURITY GRANT PROGRAM FUNDS AND AUTHORIZING THE VCTC EXECUTIVE DIRECTOR TO TAKE ALL NECESSARY ACTION TO OBTAIN FINANCIAL ASSISTANCE UNDER THE PROPOSITION 1B CALIFORNIA TRANSIT SECURITY GRANT PROGRAM

WHEREAS, the Ventura County Transportation Commission ("VCTC") was created pursuant to Public Utilities Code § 130000, et seq.; and,

WHEREAS, VCTC serves as the Transportation Planning Agency ("TPA") for Ventura County; and,

WHEREAS, VCTC is eligible to receive Proposition 1B California Transit Security Grant Program funds; and,

WHEREAS, VCTC staff recommends applying for FY 14/15, FY 15/16 and FY 16/17 6861-0002 CTSGP funds for two projects :

- \$1,324,772 for improvements to bridges and culverts along the Metrolink Rail Line in Ventura County, and
- \$280,000 for Safety and Security Improvements at the Ventura County Transportation Commission Offices; and,

WHEREAS, VCTC recognizes that it is responsible for compliance with all California Office of Emergency Services Proposition 1B CTSGP grant assurances, and state and federal laws, including, but not limited to, laws governing the use of bond funds; and,

WHEREAS, the Transit Operators Committee (TRANSCOM) of VCTC reviewed and approved the Ventura County Transportation Commission Office Safety and Security Projects .at its November 10, 2016 meeting

NOW, THEREFORE, the Ventura County Transportation Commission does hereby take the following actions:

1. Approves submitting applications for two projects for Proposition 1B California Transit Security Grant Program funds: \$1,324,772 for improvements to bridges and culverts along the Metrolink Rail Line in Ventura County, and \$280,000 for Safety and Security Improvements at the Ventura County Transportation Commission Offices; and
2. Authorizes the VCTC Executive Director to take such actions as legally necessary and appropriate to obtain financial assistance under the Proposition 1B California Transit Security Grant Program from the State of California and to submit grant applications on behalf of VCTC to access such financial assistance.

PASSED AND ADOPTED by the VCTC at its regular meeting this 2nd day of December, 2016.

Keith Millhouse, Chair

ATTEST:

APPROVED AS TO FORM:

Donna Cole, Clerk

Steven Mattas, General

|

Certification

I, _____, duly appointed and
(Name)

_____ of the _____
(Title) (Governing Body)

do hereby certify that the above is a true and correct copy of a resolution passed and approved by

the _____ of the _____ on the
(Governing body) (Name of Applicant)

_____ day of, _____, 20_____ .

(Official Position)

(Signature)

**California Transit Security Grant Program
California Transit Assistance Fund**

Name of Applicant: _____

Grant Cycle: _____ Grant Number: _____

Address: _____

City: _____ Ventura _____ State: _____ CA _____ Zip Code: _____ 93010 _____

Telephone Number: _____

E-Mail Address: _____

As the duly authorized representative of the applicant, I certify that the applicant named above:

1. Has the legal authority to apply for Transit System Safety, Security, and Disaster Response Account funds, and has the institutional, managerial and financial capability to ensure proper planning, management and completion of the grant provided by the State of California and administered by the California Governor's Office Emergency Services (Cal OES).
2. Will assure that grant funds are only used for allowable, fair, and reasonable costs.
3. Will give the State of California generally and Cal OES in particular, through any authorized representative, access to and the right to examine all paper or electronic records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or Cal OES directives.
4. Will provide progress reports and other information as may be required by Cal OES.
5. Will initiate and complete the work within the applicable timeframe after receipt of Cal OES approval.
6. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain for themselves or others, particularly those with whom they have family, business or other ties.
7. Will comply with all California and federal statutes relating to nondiscrimination. These include but are not limited to:
 - a. Title VI of the Civil Rights Act of 1964 (P.L. 88-352), as amended, which prohibits discrimination on the basis of race, color or national origin;
 - b. Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683 and 1685-1686), which prohibits discrimination on the basis of sex;
 - c. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §§ 794) which prohibits discrimination on the basis of handicaps;
 - d. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107) which prohibits discrimination on the basis of age;

- e. The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255) as amended, relating to nondiscrimination on the basis of drug abuse;
 - f. The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
 - g. Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290dd-2), as amended, relating to confidentiality of alcohol and drug abuse patient records;
 - h. Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;
 - i. Any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made; and
 - j. The requirements on any other nondiscrimination statute(s) which may apply to the application.
8. Will comply, if applicable, with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
9. Will comply with applicable environmental standards which may be prescribed pursuant to California or federal law. These may include, but are not limited to, the following:
- a. California Environmental Quality Act. California Public Resources Code Sections 21080-21098. California Code of Regulations, Title 14, Chapter 3 Sections 15000-15007;
 - b. Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
 - c. Notification of violating facilities pursuant to EO 11738;
 - d. Protection of wetlands pursuant to EO 11990;
 - e. Evaluation of flood hazards in floodplains in accordance with EO 11988;
 - f. Assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.);
 - g. Conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.);
 - h. Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and
 - i. Protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
10. Will comply, if applicable, with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
11. Will assist Cal OES, as appropriate, in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §§ 470), EO 11593 (identification and preservation of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq).
12. Will comply with Standardized Emergency Management System requirements as stated in the California Emergency Services Act, Gov Code §§ 8607 et seq. and CCR Title 19, Sections 2445, 2446, 2447 and 2448.
13. Will:
- a. Promptly return to the State of California all the funds received which exceed the approved, actual expenditures as accepted by Cal OES;

- b. In the event the approved amount of the grant is reduced, the reimbursement applicable to the amount of the reduction will be promptly refunded to the State of California; and
 - c. CTSGP-CTAF funds must be kept in a separate interest bearing account. Any interest that is accrued must be accounted for and used towards the approved Prop1B project approved by Cal OES.
- 14. Will comply, if applicable, with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
- 15. Agrees that equipment acquired or obtained with grant funds:
 - a. Will be made available under the California Disaster and Civil Defense Master Mutual Aid Agreement in consultation with representatives of the various fire, emergency medical, hazardous materials response services, and law enforcement agencies within the jurisdiction of the applicant;
 - b. Will be made available pursuant to applicable terms of the California Disaster and Civil Defense Master Mutual Aid Agreement and deployed with personnel trained in the use of such equipment in a manner consistent with the California Law Enforcement Mutual Aid Plan or the California Fire Services and Rescue Mutual Aid Plan.
- 16. Will comply, if applicable, with Subtitle A, Title II of the Americans with Disabilities Act (ADA) 1990.
- 17. Will comply with all applicable requirements, and all other California and federal laws, executive orders, regulations, program and administrative requirements, policies and any other requirements governing this program.
- 18. Understands that failure to comply with any of the above assurances may result in suspension, termination or reduction of grant funds.
 - a. The applicant certifies that it and its principals:
 - 1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency;
 - 2. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - 3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and (d) have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.
- 19. Will retain records for thirty-five years after notification of grant closeout by the State.

20. Will comply with the audit requirements set forth in the Office of Management and Budget (OMB) Circular A-133, "Audit of States, Local Governments and Non-Profit Organizations."
21. Grantees and subgrantees will use their own procurement procedures which reflect applicable state and local laws and regulations.
22. Grantees and subgrantees will comply with their own contracting procedures or with the California Public Contract Code, whichever is more restrictive.
23. Grantees and subgrantees will maintain procedures to minimize the time elapsing between the award of funds and the disbursement of funds.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

The undersigned represents that he/she is authorized by the above named applicant to enter into this agreement for and on behalf of the said applicant.

Signature of Authorized Agent: _____

Printed Name of Authorized Agent: _____

Title: _____ Date: _____

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