VENTURA COUNTY TRANSPORTATION COMMISSION

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

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AGENDA*

Actions may be taken on any item listed on the agenda

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

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

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

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

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

5. **CALTRANS REPORT -** *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 DECEMBER 5, 2014 VCTC MEETING – PG.5**
Recommended Action:
Approve
Responsible Staff: Donna Cole

8B. NOVEMBER 2014 MONTHLY BUDGET REPORT – PG. 9
Recommended Action:
Receive and File
Responsible Staff: Sally DeGeorge

8C. PASSENGER RAIL UPDATE – PG. 15
Recommended Action:
Receive and File
Responsible Staff: Ellen Talbo

8D. COMMUTER SERVICES QUARTERLY REPORT – PG.19
Recommended Action:
Receive and File
Responsible Staff: Alan Holmes

8E. COASTAL EXPRESS TEN-YEAR TRANSIT SERVICE PLAN– PG.27
Recommended Action:
Accept the Coastal Express Ten-Year Transit Service Plan as guidance for the Coastal Service
Responsible Staff: Aaron Bonfilio

9. **VCTC OFFICE BUILDING PROJECT MANAGEMENT– PG. 29**
Recommended Action:
Approve Cooperative Agreement and authorize Executive Director to execute Project Charter with County of Ventura Public Works Agency Engineering Services Department to provide Project Management professional services to serve as VCTC Project Manager/representative for building renovation/reconstruction. The not to exceed cost for services provided under this cooperative agreement over what is expected to be a twenty-four (24) month period is $400,000.
Responsible Staff: Darren Kettle

10. 2015 LEGISLATIVE PROGRAM AND LEGISLATION STATUS UPDATE– PG. 35
Recommended Action:
Adopt 2015 Legislative Program
Responsible Staff: Peter De Haan

11. AUTHORIZATION FOR PURCHASE OF FAREBOX EQUIPMENT - PG. 39
Recommended Action:
- *Authorize the Executive Director to procure remaining proprietary GFI Odyssey farebox equipment and materials from Genfare/SPX for an amount not to exceed $200,000.*
- *Approve finding of need for sole source justification (two-thirds vote required).*

Responsible Staff: Aaron Bonfilio

12. PROGRAM OF PROJECTS FOR FTA SECTION 5307 (JOBS ACCESS AND REVERSE COMMUTE) AND SECTION 5310 – PUBLIC HEARING – PG. 41
Recommended Action:
- *Conduct Public Hearing.*
- *Adopt the attached list of Jobs Access and Reverse Commute (JARC) and Section 5310 projects (ATTACHMENT A) and Fiscal Year (FY) 2014/15 Program of Projects (ATTACHMENT B).*

Responsible Staff: Stephanie Young

13. VCTC GENERAL COUNSEL'S REPORT

14. AGENCY REPORTS

15. CLOSED SESSION

16. ADJOURN to 9:00 a.m. Friday, February 6, 2015

Item #8A

MEETING SUMMARY

VENTURA COUNTY TRANSPORTATION COMMISSION

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

www.goventura.org

CAMARILLO CITY HALL
601 CARMEN DRIVE
CAMARILLO, CA
FRIDAY, DECEMBER 5, 2014
9:00 AM

5. CALL TO ORDER

6. PLEDGE OF ALLEGIANCE

7. ROLL CALL

Present:
Peter Foy, Chair, County of Ventura
Steve Bennett, County of Ventura *(arrived 9:35)*
Claudia Bill-de la Peña, City of Thousand Oaks
Manuel Minjares, City of Fillmore
Betsy Clapp, City of Ojai
Brian Humphrey, Citizen Rep., Cities
Kathy Long, County of Ventura
Bryan MacDonald, City of Oxnard
Jan McDonald, City of Camarillo
Keith Millhouse, City of Moorpark
Carl Morehouse, City of San Buenaventura
Linda Parks, County of Ventura
Jon Sharkey, City of Port Hueneme
Jim White, Citizen Rep., County
John Zaragoza, County of Ventura
Carrie Bowen, Caltrans District 7

Absent: Steve Sojka, City of Simi Valley

8. ELECTION OF VICE CHAIR

Commissioner Morehouse nominated Commissioner Millhouse to serve as Vice Chair. Commissioner Long seconded the motion. Commissioner MacDonald closed the nominations and Commissioner Millhouse accepted the nomination which passed by a unanimous vote.

5. PUBLIC COMMENTS

Bill Clark, Simi Valley Resident presented a proposal to reduce speed on Rincon Parkway. It is presently in Sacramento with Das Williams.

Ryan Stearn – Fillmore and Western volunteer. The holidays have been very busy with thousands of visitors coming to Fillmore to enjoy the train. This year many visitors are upset about possible closure of the railroad. It is disheartening that VCTC disregards the fact that the railroad is operated safely. VCTC should be clear about what is really going on. It is not due to a lack of maintenance. He requested a future agenda item to schedule a withdrawal of eviction.

6. CALTRANS REPORT

Carrie Bowen reported on progress on the clean up from the recent storm, stating that PCH Southbound has reopened but Northbound is still closed and Caltrans is continuing to work on the slide at 33/101. The 101 widening project is 90% complete and the 101/23 Interchange is underway and 25% complete. The 126 safety improvement project initiation documents are ready to roll out.

Commissioner Humphrey requested a 3-7 minute presentation from Caltrans to share objective measures regarding the 23 project, including an overview of material and labor to understand Quality Control measures.

7. EXECUTIVE DIRECTOR REPORT-

After 15 years of running the smart card program and overseeing customer service Gloria Sotelo is retiring. Today is her last day in the office.

Darren Kettle has been reaching out to the community colleges about creating a student transit pass program.

COMMISSIONERS REPORTS

Commissioner Millhouse reported on the recent SCAG Economic Recovery and Job Creation Summit. Ventura County is the slowest recovering county with job levels returning to a desirable level in 2017 in best case or 2019 in the worst case. We need to attract higher paying jobs.

Commissioner Morehouse elaborated on Commissioner Millhouse's comments and said SCAG is focusing on the questions of "Who are we planning for?", "What can be done to facilitate job creation?", "How do we deal with failing infrastructure and needs for transportation?"

Every other county is recovering much faster. With so much agriculture the water shortage is contributing to the lack of job growth in getting this county's economy back on track.

8. ADDITIONS/REVISIONS –

Commissioner Millhouse requested that a closed session be added to the agenda to discuss anticipated Metrolink litigation. Commissioner Morehouse made a motion to add the closed session. The motion was seconded by Commissioner Long and passed unanimously.

Adoption of Resolution #2014-05 will be added to Item #14.

9. <u>CONSENT CALENDAR</u> -
Commissioner Zaragoza made a motion to pass all items as presented on the Consent Calendar. The motion was seconded by Commissioner Sharkey and passed by the following unanimous roll call vote:

Yes: Commissioners McDonald, Millhouse, MacDonald, Parks, Zaragoza, Long, Morehouse, Bill-de la Peña, Humphrey, White, Minjares, Sharkey, Clapp

No: None
Abstain: None
Absent: Commissioners Bennett and Sojka

9A. APPROVE SUMMARY FROM NOVEMBER 7, 2014 VCTC MEETING - *Approve*

9B. OCTOBER 2014 MONTHLY BUDGET REPORT - *Receive and File*

9C. PASSENGER RAIL UPDATE - *Receive and File*

9D. AMENDMENT TO TRANSCOM BYLAWS - *Approve amendment to the TRANSCOM bylaws*

9E. COMPREHENSIVE ANNUAL FINANCIAL REPORT - *Approve the audited Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2013/2014*

9F. NAVAL BASE VENTURA COUNTY JOINT LAND USE STUDY UPDATE - *Receive and File*

9G. ROADRUNNER INTERCITY BUS CONTRACT UPDATE – *Receive status report on the Agreement between VCTC-and Roadrunner Management Service, Inc., for VCTC Intercity Bus Services*

9H. FY 15/16 TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET TRANSIT NEEDS PUBLIC HEARING SCHEDULE, PROCEDURES AND DEFINITIONS OF "UNMET TRANSIT NEEDS" AND "REASONABLE TO MEET"
- *Review and approve the schedule, procedures and definitions of "Unmet Transit Needs" and "Reasonable to Meet" for the FY 15/16 Unmet Transit Needs Public Hearing*
- *Approve the Chair to appoint a Hearing Board and Chair from the Commission to receive public input and make recommendations to the Commission*

9I. APPROVAL OF REQUEST FOR PROPOSALS FOR AMERICANS WITH DISABILITIES ACT CERTIFICATION SERVICES
Authorize staff to release the attached RFP for ADA Certification Services, with proposals due February 3, 2015.

10. <u>LEGISLATIVE UPDATE – POSITION ON HOUSE RESOLUTION (HR) 5101 (HAHN) NATIONAL FREIGHT NETWORK TRUST FUND ACT OF 2014</u>
Commissioner MacDonald made a motion to Support/ Work with Author on HR 5101. The motion was seconded by Commissioner Sharkey and passed unanimously.

11. <u>HERITAGE VALLEY TRANSIT SERVICE IMPLEMENTATION</u>
Commissioner Long made a motion to approve the Heritage Valley Policy Advisory Committee's recommendations for implementation of the new Heritage Valley Transit Service operational policies, including: the new service name, the Dial-a-ride scheduling policies and procedures, transit rider guidelines, passenger fares, fare media, fare policies, and the service levels and system routes. The motion was seconded by Commissioner Minjares and passed unanimously.

12. <u>HERITAGE VALLEY TRANSIT SERVICE CONTRACT</u>
Commissioner Morehouse made a motion to approve the five-year Fixed Route, Dial-a-ride and ADA Paratransit services contract with MV Transportation Inc., for an amount not to exceed $12,000,000. Commissioner Minjares seconded the motion which passed unanimously.

(Commissioner Bennett arrived)

13. <u>HERITAGE VALLEY TRANSIT SERVICE CONTRACT EXTENSION AND FISCAL YEAR 14/15 BUDGET AMENDMEN</u>T
Commissioner Minjares made a motion to

- Approve a two-month contract extension with current VISTA Community/Dial-a-ride contractor, FATCO, to allow for implementation of contractor startup for the new Heritage Valley transit service (Valley Express);
- Approve the finding of need for a sole source contract for the provision of VISTA Community/Dial-a-ride transit service for a two-month extension; and,
- Amend the Heritage Valley Transit Service Budget by increasing the Local Contribution funding line item by $183,000, from $1,094,905 to $1,277,905, and, increase the Contract Services expenditures line item, an equal amount, from $1,696,400 to $1,879,400, for a total Heritage Valley Transit Service Budget of $3,921,800.

The motion was seconded by Commissioner White and passed unanimously.

14. <u>VCTC OFFICE BUILDING PURCHASE</u>
(Commissioner McDonald excused herself from discussion of this item)
Commissioner Morehouse made a motion to:

- Approve purchase agreement and associated documents with the City of Camarillo (“City”) for the acquisition of City-owned property located at 2220 Ventura Boulevard at a purchase price of $1 and further considerations described below.
- Authorize Executive Director to execute all documents associated with the purchase.
- Approve amendment to the VCTC’s FY 2014/15 budget to add a new task of VCTC Office Building Purchase and Renovation project as presented in the attached draft budget task description (Attachment 1).
- Adopt Resolution #2014-05, approving the purchase agreement and associated documents for the acquisition of 2220 Ventura Blvd from the City of Camarillo, Autohrizing the Executive Director to execute all the documents associated with the purchase, and approving an amendment to FY 2014/15 Budget

The motion was seconded by Commissioner Zaragoza and passed unanimously.

15. VCTC GENERAL COUNSEL’S REPORT

16. AGENCY REPORTS

17. CLOSED SESSION – *No Report*
Conference with Legal Counsel regarding Anticipated Litigation: One Case
(Pursuant to Government Code Section 54956.9 and 54956.96)

18. ADJOURN to 9:00 a.m. Friday, January 9, 2015

Item # 8B

January 9, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: SALLY DEGEORGE, FINANCE DIRECTOR

SUBJECT: MONTHLY BUDGET REPORT

RECOMMENDATION:

- Receive and file the monthly budget report for November 2014

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 November 30, 2014 budget reports indicate that revenues were approximately 26.72% of the adopted budget while expenditures were approximately 27.19% of the adopted budget. The revenues and expenditures are as expected. Although the percentage of the budget year completed is shown, be advised that neither the revenues nor the expenditures occur on a percentage or monthly basis. Furthermore, revenues are often billed and reimbursed in arrears.

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

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

The deferred revenue item is larger than normal due to Proposition 1B funds received in earlier fiscal Years for buses for the VCTC Intercity Services and Heritage Valley Transit as well as Metrolink Capital projects. These funds will be realized as the projects move forward in Fiscal Year 2014/2015.

VENTURA COUNTY TRANSPORTATION COMMISSION
BALANCE SHEET
AS OF NOVEMBER 30, 2014

ASSETS

Assets:	
Cash and Investments - Wells Fargo Bank	$12,132,467
Cash and Investments - County Treasury	23,461,581
Petty Cash	50
Receivables/Due from other funds	3,586,021
Prepaid Expenditures	359,401
Deposits	15,735
Capital Assets, undepreciated	25,885,133
Capital Assets, depreciated, net	24,533,736
Total Assets:	**$89,974,124**

LIABILITIES AND FUND BALANCE

Liabilities:	
Accrued Expenses/Due to other funds	$ 1,512,913
Deferred Revenue	9,579,636
Deposits	400
Total Liabilities:	**$11,092,949**
Net Position:	
Invested in Capital Assets	$50,418,869
Fund Balance	28,462,306
Total Net Position	**$78,881,175**
Total Liabilities and Fund Balance:	**$89,974,124**

For Management Reporting Purposes Only

VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
FOR THE FIVE MONTHS ENDING NOVEMBER 3 0, 2014

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	Fund Totals Actual	Annual Budget	Variance Over (Under)	% Year to Date
Revenues								
Federal Revenues	$ 4,381,328	$ 0	$ 0	$ 0	$ 4,381,328	$ 12,835,091	(8,453,763)	34.14
State Revenues	119,000	8,404,611	1,039,899	195,290	9,758,800	44,829,553	(35,070,753)	21.77
Local Revenues	2,459,060	0	0	523	2,459,583	4,419,529	(1,959,946)	55.65
Other Revenues	7	0	0	0	7	0	7	0.00
Interest	587	5,462	9,588	2,721	18,358	105,000	(86,642)	17.48
Total Revenues	**6,959,982**	**8,410,073**	**1,049,487**	**198,534**	**16,618,076**	**62,189,173**	**(45,571,097)**	**26.72**
Expenditures								
Administration								
Personnel Expenditures	963,037	0	0	0	963,037	2,663,500	(1,700,463)	36.16
Legal Services	4,469	0	0	0	4,469	25,900	(21,431)	17.25
Professional Services	40,315	0	0	0	40,315	107,600	(67,285)	37.47
Office Leases	63,391	0	0	0	63,391	149,200	(85,809)	42.49
Office Expenditures	250,649	0	0	0	250,649	320,800	(70,151)	78.13
Total Administration	**1,321,861**	**0**	**0**	**0**	**1,321,861**	**3,267,000**	**(1,945,139)**	**40.46**
Programs and Projects								
Transit & Transportation Program								
Senior-Disabled Transportation	61,705	0	0	0	61,705	140,925	(79,220)	43.79
Go Ventura Smartcard	76,661	0	0	0	76,661	248,500	(171,839)	30.85
Fare Collection APC Systems	37	0	0	0	37	571,753	(571,716)	0.01
VCTC Interciy Bus Service	3,235,171	0	0	0	3,235,171	16,956,072	(13,720,901)	19.08
HVT Bus Contract Services	1,091,378	0	0	0	1,091,378	3,638,500	(2,547,122)	30.00
Nextbus	151,394	0	0	0	151,394	520,906	(369,512)	29.06
Transit Grant Administration	1,277,290	0	0	0	1,277,290	6,156,431	(4,879,141)	20.75
Total Transit & Transportation	**5,893,636**	**0**	**0**	**0**	**5,893,636**	**28,233,087**	**(22,339,451)**	**20.87**

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	Fund Totals Actual	Annual Budget	Variance Over (Under)	% Year to Date
Highway Program								
Congestion Management Program	0	0	0	0	0	35,000	(35,000)	0.00
Motorist Aid Call Box System	0	0	0	89,733	89,733	440,500	(350,767)	20.37
SpeedInfo Highway Speed Sensor	0	0	0	35,000	35,000	144,000	(109,000)	24.31
Total Highway	**0**	**0**	**0**	**124,733**	**124,733**	**619,500**	**(494,767)**	**20.13**
Rail Program								
Metrolink & Commuter Rail	1,750,079	0	0	0	1,750,079	3,537,922	(1,787,843)	49.47
LOSSAN & Coastal Rail	31,712	0	0	0	31,712	36,600	(4,888)	86.64
Santa Paula Branch Line	76,584	0	0	0	76,584	769,356	(692,772)	9.95
Total Rail	**1,858,375**	**0**	**0**	**0**	**1,858,375**	**4,343,878**	**(2,485,503)**	**42.78**
Commuter Assistance Program								
Transit Information Center	11,824	0	0	0	11,824	45,500	(33,676)	25.99
Rideshare Programs	4,676	0	0	0	4,676	70,400	(65,724)	6.64
Total Commuter Assistance	**16,500**	**0**	**0**	**0**	**16,500**	**115,900**	**(99,400)**	**14.24**
Planning & Programming								
Transportation Development Act	275	8,657,141	0	0	8,657,416	28,554,937	(19,897,521)	30.32
Transportation Improvement Program	7,265	0	0	0	7,265	292,520	(285,255)	2.48
Regional Transportation Planning	31,176	0	0	0	31,176	342,000	(310,824)	9.12
Airport Land Use Commission	362	0	0	0	362	113,967	(113,605)	0.32
Regional Transit Planning	37,479	0	0	0	37,479	132,848	(95,369)	28.21
Freight Movement	45	0	0	0	45	12,500	(12,455)	0.36
Total Planning & Programming	**76,602**	**8,657,141**	**0**	**0**	**8,733,743**	**29,448,772**	**(20,715,029)**	**29.66**
General Government								
Community Outreach & Marketing	237,562	0	0	0	237,562	898,900	(661,338)	26.43
State & Federal Relations	33,321	0	0	0	33,321	86,200	(52,879)	38.66
Management & Administration	19,151	0	0	0	19,151	77,100	(57,949)	24.84
Total General Government	**290,034**	**0**	**0**	**0**	**290,034**	**1,062,200**	**(772,166)**	**27.31**
Total Expenditures	**9,457,008**	**8,657,141**	**0**	**124,733**	**18,238,882**	**67,090,337**	**(48,851,455)**	**27.19**

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	Fund Totals Actual	Annual Budget	Variance Over (Under)
Revenues over (under) expenditures	**(2,497,026)**	**(247,068)**	**1,049,487**	**73,801**	**(1,620,806)**	**(4,901,164)**	**3,280,358**
Other Financing Sources							
Transfers Into GF from LTF	2,817,017	0	0	0	2,817,017	3,116,035	(299,018)
Transfers Into GF from STA	3,045,356	0	0	0	3,045,356	7,748,910	(4,703,554)
Transfers Into GF from SAFE	10,075	0	0	0	10,075	42,600	(32,525)
Transfers Out of LTF into GF	0	(2,817,017)	0	0	(2,817,017)	(2,817,017)	0
Transfers Out of STA into GF	0	0	(3,045,356)	0	(3,045,356)	(7,748,910)	4,703,554
Transfers Out of SAFE into GF	0	0	0	(10,075)	(10,075)	(42,600)	32,525
Total Other Financing Sources	**5,872,448**	**(2,817,017)**	**(3,045,356)**	**(10,075)**	**0**	**299,018**	**(299,018)**
Net Change in Fund Balances	**3,375,422**	**(3,064,085)**	**(1,995,869)**	**63,726**	**(1,620,806)**	**(4,602,146)**	**2,981,340**
Beginning Fund Balance	**1,493,411**	**11,255,387**	**13,535,597**	**3,798,717**	**30,083,112**	**20,859,960**	**9,223,152**
Ending Fund Balance	**$4,868,833**	**$8,191,302**	**$11,539,728**	**$3,862,443**	**$28,462,306**	**$16,257,814**	**$12,204,492**

VENTURA COUNTY TRANSPORTATION COMMISSION
INVESTMENT REPORT
AS OF NOVEMBER 30, 2014

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	$1,080.38	0.02%	$12,132,467.25
County of Ventura	Treasury Pool	N/A	$17,743.89	0.31%	$23,506,593.19
Total			**$18,824.27**		**$35,639,060.44**

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

The Commission's checking accounts for the General Fund are swept daily into a money market account. The interest earnings are deposited the following day. The first $250,000 of the combined deposit balance is federally insured and the remaining balance is collateralized by Wells Fargo Bank. A portion of interest earned in the General Fund is for Proposition 1B funds and is reclassified and is not shown as General Fund interest in the Statement of Revenues, Expenditures and Changes in Fund Balance.

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

For Management Reporting Purposes Only

Item #8C

January 9, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: ELLEN TALBO, PROGRAM ANALYST

SUBJECT: PASSENGER RAIL UPDATE

RECOMMENDATION:

- Receive and file.

BACKGROUND:

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

DISCUSSION:

Ridership & On-Time Performance (OTP)

During the month of November, ridership on the Ventura County Line averaged 3,787 total boardings per weekday (inbound and outbound) indicating a 1.7% increase from the previous month of October 2014, and a 4.0% increase from the same month last year. Systemwide ridership experienced a 1.6% decrease from the previous month. Monthly ridership statistics for the month of November 2014 are provided in the attachment for reference.

In relation to current gas prices, the average price of gas in Ventura County ranged between $3.40 and $3.00 during the month of November, offering a possible observation in the 4.0% year over year increase in November ridership. During the month of December 2014, the average price of gas in Ventura County fell below $3.00 for the first time since February of 2011. Although monthly ridership statistics for the month of December were not available at the time of this report, the decrease in gas prices likely indicates that ridership decreases can be expected for the month of December and possibly January 2015. These statistics will be confirmed in the next Commission report.

On-time performance data (which denotes trains arriving within five minutes of scheduled time) for the month of November was 95.1% indicating no change from the previous month.

Amtrak ridership numbers at the Ventura County stations for the month of November were unavailable at the time of this report and will be reported for the next Commission meeting. However, ridership and revenue statistics on the Pacific Surfliner for the month of November indicate a 9.2% ridership increase and 16.5% revenue increase in comparison to the previous year. These increases account for all stations between San Luis Obispo and San Diego.

Board & TAC Updates

<u>Metrolink</u>

Since July, an ad-hoc governance committee comprised of Board and Technical Advisory Committee (TAC) members and consultant staff has been working to review the governance and joint powers agreement (JPA) of Metrolink based on the Board's direction to address Metrolink's difficulties in operating, maintaining and administering rail service and coordinating with member agencies, in part due to governance and management issues. In December, consultant staff presented a summary of the ad-hoc committee's review and analysis of the current JPA Board and Metrolink staff organization which started an ongoing discussion among the Board of restructuring the joint powers authority that could consider any of the following options – a copy of the Governance Options Report is included in Attachment B (*Separate Attachment*).

A. Contract portions of management of Metrolink to member agency(ies).
B. Create a Managing Agency within an existing Member Agency - Retain a Metrolink JPA Board.
C. Create a Transit District or Authority.
D. Contract out the management of Metrolink. The management firm would provide the Chief Executive Office and senior staff. All other staff would be transferred to the management firm (P3 management firm model).

Next steps forward include additional review among JPA Board members and CEOs to further explore options A, B, and D.

Management changes occurred in December and Mike DePallo, Chief Executive Officer and Barbara Manning, Chief Audit Manager are no longer with Metrolink. In the meantime, the TAC and Metrolink staff has been working to develop principles for the cost-sharing of operations, capital, and rehabilitation to improve coordination among member agencies for cost allocation upon implementation of capital projects.

VCTC staff is also currently working on initiating a bus transfer agreement with Metrolink. Currently VISTA Intercity Bus accepts Metrolink fare as a free transfer. Implementation of a transfer agreement will enable VISTA Intercity Bus to recover reimbursable costs associated with transfer riders.

<u>LOSSAN</u>

The December Board meeting was canceled due to scheduling conflicts, therefore there is no Board or TAC summary at this time.

November 2014 Metrolink Ridership

AVERAGE WEEKDAY PASSENGER TRIPS (INBOUND and OUTBOUND)
NOVEMBER 2014 v. OCTOBER 2014 (MONTH OVER MONTH)

MO/YR	Ventura County Line	System Grand Total	Metrolink Rail 2 Rail on Amtrak North of LA (weekday)
Nov-14	3,787	41,778	233
Oct-14	3,723	42,491	263
Change	*1.7%*	*-1.6%*	*-11.7%*

AVERAGE WEEKDAY PASSENGER TRIPS (INBOUND and OUTBOUND)
NOVEMBER 2014 V. NOVEMBER 2013 (YEAR OVER YEAR)

MO/YR	Ventura County Line	System Grand Total	Metrolink Rail 2 Rail on Amtrak North of LA (weekday)
Nov-14	3,787	41,778	233
Nov-13	3,642	42,193	220
Change	*4.0%*	*-1.0%*	*%6.0*

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

MO/YR	Ventura County Line	VC County Portion	System Grand Total	Average Daily Metrolink Monthly Passholders on Amtrak (weekday)
Nov-14	3,723	1,990	42,491	n/a
Nov-13	3,772	1,796	42,040	256
Nov-12	4,041	2,115	44,269	212
Nov-11	4,035	1,972	42,379	292
Nov-10	3,605	1,995	39,605	304
Nov-09	3,762	2,027	41,776	340

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Item # 8D

January 9, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: ALAN HOLMES, TRANSPORTATION DEMAND MANAGEMENT PROGRAM MANAGER

SUBJECT: COMMUTER SERVICES QUARTERLY REPORT

RECOMMENDATION:

- Receive and file

DISCUSSION:

Staff provides this report to the Commission so that it is aware of VCTC's efforts to reduce single occupant vehicle travel through the promotion of Transportation Demand Management (TDM) programs. The primary focus is to reduce traffic congestion and improve air quality by a voluntary reduction of single occupant vehicle (SOV) commute trips in Ventura County. Employers are offered assistance in creating and maintaining rideshare programs through access to the regional rideshare database operated jointly with Los Angeles Metro and Orange County in order to reach the largest number of commuters possible. Matching services are also provided directly to county residents, promoting carpooling, vanpooling, bus pooling, transit, walking, bicycling, and other Transportation Demand Management (TDM) commute alternatives.

Marketing Activities:

Staff working with the VCTC marketing consultant reaches out through a variety of channels throughout the year. Below is a summary of activities for the quarter dating July 1, 2014 through September 30, 2014. During this period, VCTC continued planning the Rideshare Week 2014 campaign, planned and hosted the second annual Rideshare Week Kickoff Luncheon, and distributed targeted communications via social media and email (eBlast).

Employer Support

- **Commuter eBlast –** The Commuter Services program's monthly communication continued to be distributed electronically on the first business day of each month to a database of approximately 275 ETCs located at employers throughout the county. Specific eBlast topics included "Diamond Award Winners Announced; New Go511 Mobile Application Now Available," "Save the Date: Rideshare Week Activities Are Right Around the Corner!" and "Join a new social network…Rideshare!"

- **On the Go newsletter (CommuteSmart newsletter)** – Commuter Services continued distribution of the new "On the Go" newsletter (former the "CommuteSmart newsletter") to Ventura County ETCs, including an initial introductory eBlast. Content was created for the monthly newsletter and hosted on www.GoVenturaRideshare.org in advance of monthly distribution to 255 contacts.

- **Rideshare Luncheon** – Building on the success of last year's first Rideshare Week Kickoff Luncheon, a second luncheon was coordinated and held at Cal State University Channel Islands on September 19. The luncheon served as a launching point for campaign promotion to Ventura County ETCs in an engaging and relaxed environment. Nearly 50 ETCs attended the special event, which featured social media-connected photo booths, informational presentations, and a catered lunch. During the luncheon, ETCs also had the opportunity to inquire about and sign up for a no-cost worksite event during Rideshare Week. The event successfully created considerable "buzz" in advance of Rideshare Week.

- **Rideshare Week 2014** – Following initial theme conceptualization during the fourth quarter of FY 2013/2014, comprehensive planning and preparations began for Rideshare Week 2014, the Commuter Services program's largest campaign of the year. These efforts included development of campaign-specific artwork and communications including posters, flyers, eBlasts, pledge cards, and informational materials; event coordination; general logistics; and finalization of the participation prize pool, which included $5.00 Starbucks gift cards for the first 1,000 pledges. Radio spots were produced and began running on local stations at the end of September. Content was also developed and promoted in VCTC's "On the Move" newsletter, the VC *Star* (media release and "Eye on the Environment" column), "On the Go" newsletter, employer eBlasts, and social media (Facebook and Twitter). Building upon momentum stemming from a successful Rideshare Luncheon, Commuter Services held the first of 12 worksite events at Sage Publications on September 26. Additional worksite events would be held during the second quarter of FY 2014/2015.

Outreach and Promotion

- **Ventura County Fair 2014** – From July 30 through August 10, 2014, VCTC hosted a booth at the Ventura County Fair. Commuter Services materials including employee- and employer-focused brochures, Guaranteed Ride Home brochures, promotional items, and Rideshare Week 2014 materials were distributed to nearly 8,000 estimated Fair attendees who visited the booth.

- **Community Events** – Outside of campaign planning and preparations, VCTC also provided rideshare information and promotional items in conjunction with the 2014 Mobility 21 Southern California Transportation Summit on September 3, Traffic Reporters Luncheon on September 23, and Simi Valley Living Green Expo on September 27.

- **Employer Events** – In advance of Rideshare Week, a worksite event was held at CSUCI Health and Safety Fair on September 15. Rideshare-related information and promotional items as well as campaign materials were distributed to attendees.

Social Media

- **Facebook and Twitter –** Approximately 26 percent of all posts and tweets on Facebook and Twitter during the first quarter encouraged ridesharing. Across the quarter, Facebook "likes" increased approximately two percent and Twitter followers increased approximately seven percent.

Print Media

- **Rideshare Luncheon** – In advance of the luncheon, an invitation was designed, produced, and distributed to ETCs across Ventura County. Commuter Services also designed and produced event-specific artwork, ice-breaker materials, photo booth artwork and props, and take-home materials for the ETCs.

- **Rideshare Week 2014** – Posters and promotional packets with bilingual materials were designed and shipped to nearly 300 employers throughout Ventura County and postcards were distributed to nearly 1,500 additional businesses. Postcards were also mailed to more than 700 residences in communities with low participation rates in 2013. Postcards were also distributed as "seat drops" onboard VISTA buses for further outreach to the general public. To supplement these efforts, event-specific posters were also designed and distributed to Benchmark Electronics, City of Simi Valley, County of Ventura, DEX, Ensign-Bickford Aerospace & Defense, Harbor Freight Tools (Camarillo), Macy's (Ventura), Meissner Filtration, SloanLED, Spatz Laboratories, and WellPoint Newbury Park to promote the on-site rideshare events. Additionally, Commuter Services prepared an "Eye on the Environment" column, which was published in the VC *Star*.

Services:

Through the first quarter of Fiscal Year 2014/2015, VCTC staff continued to provide ridematching, employer support, and Guaranteed Ride Home services to commuters and employers throughout Ventura County. Nearly 30,700 commuters and 300 worksites are currently on file, with nearly 5,700 commuters active for ridematching. More than 450 matches were attempted, which is above average for a single quarter and in line with the annual goal. Nearly 68 percent of carpool matches were done online, which contributes to an overall decrease in call volume. Eight Guaranteed Rides Home were provided during this quarter, which is in line with anticipated usage of the program.

CalVans:

The California Vanpool Authority (CalVans) is a Joint Powers Authority which operates commuter vanpools within jurisdictions of its member agencies. A full suite of third-party vanpool services are available including vehicle acquisition, insurance, maintenance, driver recruitment and training. Thirteen vanpools are currently based in Ventura County and over four hundred are operating statewide reducing traffic congestion, air pollution and saving participants thousands of dollars per year compared to driving alone. CalVans operations in the county are supported solely by passenger fares.

CalVans Passengers			
	Weekdays	***Saturday***	***Sunday***
July	7,963	506	385
Aug	8,163	513	219
Sept	4,843	217	192
TOTAL	**20,969**	**1,236**	**796**
Miles			
	Weekdays	***Saturday***	***Sunday***
July	23,536	2,514	1,550
Aug	21,386	3,049	1,491
Sept	14,919	1,165	1,165
TOTAL	**59,841**	**6,728**	**4,206**
Passenger Lane Miles			
	Weekdays	***Saturday***	***Sunday***
July	261,869	30,785	19,289
Aug	241,690	38,490	17,988
Sept	156,043	14,622	8,859
TOTAL	**659,602**	**83,897**	**46,136**

In the first quarter of FY 14/15, CalVans experienced increased agricultural vanpool activity in Ventura County due to the peak strawberry, citrus and blueberry seasons. A total of eighteen Agricultural vans were operating in Ventura County during the quarter. These Farm Labor vanpools primarily traveled the 101 corridor with destinations in Oxnard and Camarillo for the strawberry crop as well as to Goleta for the citrus harvest. While there has been a substantial increase in farmworker van usage, commuter vanpools this quarter have remained at three. At the end of September, the majority of the Heritage Valley farmworker vanpools began working in

Maricopa and Kern Counties. In September, three Direct Impact vanpool groups signed on and will be on the road in October. Staff is also working with Channel Tech Group to form new commuter vans traveling between Oxnard and Goleta.

Second Quarter FY 2014/2015 Planned Activities:

- Finalize last-minute logistics and officially launch Rideshare Week 2014. The second quarter of FY 2014/2015 will include staffing of Rideshare Week events and implementation of the campaign. A total of 12 worksite events are planned as part of Rideshare Week, while final promotion, selection and distribution of prizes, and all concluding tasks will also occur during the second quarter.

- Continue promotion of the Commuter Services program's available resources for local employers as well as the benefits of ridesharing via social media (Facebook and Twitter).

- Continue preparation of monthly rideshare-focused eBlasts to local employers.
  Develop content for the "On the Go" newsletter, host associated files on www.GoVentura.org, and distribute corresponding eBlasts to local employers.

Program Metrics:

Annual program metrics were developed in order to measure the progress and success of the Commuter Services program. Marketing metrics assess performance against established goals, which are based on anticipated activities as well as prior year performance. Service metrics review current performance against similarly developed goals. Each of the metrics for the first quarter of FY 2014/15 (below) is compared against the overall goal for the year as well as the actual performance from FY 2013/14.

Marketing	**FY 14/15 1st Quarter**	**FY 14/15 Goals**	**FY 13/14 Actual**
Percent of total VCTC social media content	26%	37%	36.5%
Commuter Services-related eblasts	3	26	24
Commuter Services eblast click-throughs	20.5%	25%	23.5%
On the Move newsletter articles	2	15	15
Worksite/employer events	2	18	16
Community events	4	20	18
Rideshare Week participants	N/A	1,000	763
Bike to Work Week participants	N/A	250	228
Marketing pieces	5	15	14

Commuter Services Overview

Ridesharing enjoys the single largest mode share other than SOVs according to the American Community Survey with almost 13% of Ventura County workers sharing the ride.

The Commuter Services program supports ridesharing and works to reduce traffic congestion and improve air quality by facilitating voluntary reduction of single occupant vehicle (SOV) commute trips in Ventura County. SOV trips are reduced by offering direct assistance to employers located in Ventura County and through the provision of services to county residents, promoting carpooling, vanpooling, bus pooling, transit, walking, bicycling, and other Transportation Demand Management (TDM) commute alternatives. A full description of all commuter services can be found later in this item.

The Commuter Services staff maintains a database of employers with 100 or more employees. Through the participation in VCTC- provided services, registered employees can find others travelling in the same direction. The table below describes the number of employees participating in the program

Ridematching Services	**FY 14/15 1st Quarter**	**FY 13/14 Actual**
Total number of employees registered at worksites in Ventura County	30,671	30,082
The number of registered employees that request personalized ridematching information (RideGuide)	5,612	5,532
Number of worksites with at least one registered commuter in Ventura County	299	300
Average one-way commute distance of all commuters on file.	13.73	13.36

Employees can access the ride matching system directly with a username/password combination or through VCTC staff via phone or email. The table below provides the number of commuters requesting personalized matching information.

Matching Transactions	**FY 14/15 1st Quarter**	**FY 13/14 Actual**
Number of carpool matches attempted:		
Number of commuters that requested active ridematching information via the internet	309	1,542
Number of commuters that received personal assistance from staff	136	817
The total of Public & Staff generated RideGuides	455	2359
Average number of matches per RideGuide generated. Hardcopy RideGuides are restricted to six matches; there are no limitations on the number of matches on the eRideGuide.	7	10
Average one-way distance of commuters that requested a RideGuide	17.9	18.1

VCTC offers other services as well as ridematching. Below is the number of employees that have utilized VCTC's other services, a full description of which can be found later in this item.

The GRH program provides rides home to registered employees in case of an emergency	**FY 14/15 1st Quarter**	**FY 13/14 Actual**
Rental Car Trips	1	25
Taxi Rides	7	27
Total	8	52

RideSmart Tips are produced for employees that do not request RideGuides	**FY 14/15 1st Quarter**	**FY 13/14 Actual**
	2,160	9,150

Estimated Program Benefits

Program benefits are estimated based on the number of RideGuides generated for a specific time period. The ridematching software utilizes a formula to estimate the reduction in vehicle miles travelled (VMT) using the industry standard placement rate of 7% of employees that receive a RideGuide changes their commute mode from driving alone to an alternative commute mode. The Reduction in Commuting Costs figure is based on latest annual AAA Cost of Driving estimate, currently set at $0.59 per mile. Reductions in pollution are based on the latest available data from multiple sources, including the Environmental Pollution Agency (EPA), the California Air Resources Board (ARB), and local agencies.

	FY 14/15 1st Quarter	**FY 13/14 Actual**
Reduction in Vehicle miles traveled	479,312	2,531,410
Reduction in commuting costs	$258,806	$1,366,866
Reduction in carbon monoxide (tons)	8.66	26.23
Reduction in volatile organic compounds (tons)	.95	2.87
Reduction in oxides of nitrogen	.36	1.93

A more detailed description of services offered to Ventura County's commuters can be found below.

- RideGuide
  The RideGuide provides customized information based on the employees home/work locations and shift times. It contains carpool match information, estimated annual commute costs and potential savings available by changing commute modes, incentives and amenities offered at the worksite, Employee Transportation Coordinator (ETC) contact information, available vanpool seats, bus pass information, bicycle route map availability, Park & Ride lot locations in the county and a full description of the Guaranteed Ride Home program. VCTC operates the regional ridematching database with Los Angeles Metro and the Orange County Transportation Authority. Costs are split based on census population counts.

- RideSmart Tips
  RideSmart Tips provides information for commuters that request their personal contact information not be released to others. Contents include ETC contact information, GRH program description, details on how to obtain a RideGuide, contact resources for transit and Metrolink schedules, availability of the Ventura County Bicycle Route Map and a listing of Park & Ride locations throughout the county.

- Guaranteed Ride Home Program
  Offers a free ride home via taxi or overnight use of a rental car to registered carpoolers, vanpoolers and transit users should they experience a personal emergency or unexpected overtime. Trips of twenty miles or less are provided by taxi; trips over twenty mile by rental car.

- Rule 211 Transportation Survey
  VCAPCD's Rule 211 requires employers with more than 100 employees at a worksite to survey their employee's commute modes and distances biennially. The Transportation Survey collects data for compliance with Rule 211 while generating RideGuides for employees requesting personalized ridematching information, RideSmart Tips for employees that do not wish to be part of the active ridematching database and automatic registration of all respondents in the Guaranteed ride Home Program.

- Customized reports
  The RidePro ridematching software has a robust report writer feature that allows the user to create origin/destination reports by mode. This has proven to be a useful feature for employers considering beginning or expanding a carpool and /or vanpool program.

- Employer Rideshare Program Enhancement
  Customized rideshare programs are developed for employers upon request. The program is based on several factors including available budget, site location, amenities, employee classification, and local resources.

- Commuter Benefits education/updates
  Provide information and updates for employers regarding Transportation Fringe Benefits (IRS code section 132(f)) which allows employees to withhold pre-tax up to $130/month for transit/ vanpool fares and up to $20/month for bicycle commuting costs.

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Item #8E

January 9, 2015

MEMO TO: **VENTURA COUNTY TRANSPORTATION COMMISSION**
FROM: **AARON BONFILIO, CONTRACT MANAGER**
AMY AHDI, TRANSIT PLANNER

SUBJECT: **COASTAL EXPRESS TEN-YEAR TRANSIT SERVICE PLAN**

RECOMMENDATION:

- Accept the Coastal Express Ten-Year Transit Service Plan as guidance for the coastal service *(Provided as a separate attachment)*

BACKGROUND:

Since 2001, the Santa Barbara County Association of Governments (SBCAG) and the Ventura County Transportation Commission (VCTC) have partnered to co-manage and co-fund the VCTC Coastal Express Inter-county bus service. Although the Coastal Express has grown to be the largest and most productive VCTC service, no plan had ever been developed to formalize a shared vision between the two agencies for transit service in the corridor. In 2013, Wendel Consulting was selected to develop a Coastal Express Ten-Year Transit Service Plan. The Coastal Express Policy Committee meetings were held on August 8, September 9 and October 18 to help guide the development of the Coastal Express Ten-Year Transit Plan and lay the groundwork for future cooperation by the two agencies to enhance and expand the service.

The objective of the plan was to assess market demand for service in the corridor, evaluate existing service efficiency, provide policy recommendations regarding issues such as, but not limited to, service levels, funding and governance alternatives, and recommendations for how to organize, administer, and operate a unified transit service in the corridor.

In September 2014, the CEPAC approved the plan for recommendation to the Commission. It is recommended that the Commission accept the plan as guidance for the coastal service.

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Item #9

January 9, 2015

MEMO TO: **VENTURA COUNTY TRANSPORTATION COMMISSION**

FROM: **DARREN KETTLE, EXECUTIVE DIRECTOR**

SUBJECT: **VCTC OFFICE BUILDING PROJECT MANAGEMENT**

RECOMMENDATION:

- Approve Cooperative Agreement and authorize Executive Director to execute Project Charter with County of Ventura Public Works Agency Engineering Services Department to provide Project Management professional services to serve as VCTC Project Manager/representative for building renovation/reconstruction. The not to exceed cost for services provided under this cooperative agreement over what is expected to be a twenty-four (24) month period is $400,000.

BACKGROUND:

At the October 3, 2014 Commission meeting, the Commission authorized staff to negotiate with the Ventura County Public Works Agency Engineering Services Department to provide project management services for VCTC's renovation/reconstruction of its new headquarters building located at 2220 Ventura Boulevard. The Engineering Services Department is responsible for managing building projects for all County departments ranging from building remodels for the Health Care Agency to managing new building construction for the County Hospital. Additionally, by utilizing the services of the County VCTC may realize accelerated project delivery as the County has pre-qualified list of architects which will allow for retaining an architect 3-4 months sooner than if VCTC had to conduct its own procurement. Furthermore, the Engineering Services Department has in-house staff for construction management and construction inspection services which further simplifies the project management for VCTC. VCTC will separately contract for architectural services and material testing services.

The Recitals section of the cooperative agreement describes the services to be provided including project planning and estimating, reviews of reports, agreements, plans, and specifications; professional services and construction contracting facilitation; architectural/design management; and construction management and inspection services. The Project Charter to be developed by the Public Works Agency Director and the VCTC Executive Director will detail all the services to be provided and include a detailed project timeline for project initiation through project completion. Preliminary costs estimates for the various services to be provided are as follows:

Project Management (6% of total project cost)	$210,000
Construction Management (3% of total project cost)	$105,000
Construction Inspection (2% of total project cost)	$ 80,000

At the regular Commission meeting of December 5, 2014, the Commission approved a new task for the 2014/15 FY Budget – VCTC Office Building Purchase and Reconstruction – that includes funds budgeted for Project Management, Construction Management, and Construction Inspection services.

AGREEMENT TO PROVIDE PROJECT MANAGEMENT SERVICES

This agreement ("Agreement") is entered into between the County of Ventura ("the Agency") and the Ventura County Transportation Commission ("the VCTC"), hereafter collectively referred to as "Parties."

RECITALS

The VCTC desires to have the Agency perform Project Management Services ("Services"), for the renovation and reconstruction of VCTC's Office Building at 2220 Ventura Boulevard, Camarillo, California. Services that may be required include:

a. Project planning and estimating;
b. Reviews of reports, agreements, plans, and specifications;
c. Professional services and construction contracting;
d. Design management;
e. Construction management and inspection services; and
f. Other project related services as may be mutually agreed upon by the Parties.

TERMS AND CONDITIONS

1. Project Charter. Prior to the Agency performing any work, the Parties shall execute a Project Charter ("Charter"). The Charter will include: a description of the specific Services to be performed pursuant to this Agreement; an estimate of the total cost of providing such Services, an overview of the project, the objectives and scope, relevant guidance, roles and responsibilities; and other pertinent information. Any changes to the terms and conditions provided in the Charter, including any revisions to the total estimated cost of providing the agreed upon Services, shall be mutually agreed upon and documented by revision(s) to the Charter.

2. Cost and Payment for Agency Services.

   a. Compensation. The VCTC will pay the Agency fees for Services performed at an hourly rate not to exceed a total fee amount of four hundred thousand dollars ($400,000). The hourly rate charged for work performed by Agency employees will be in accordance with the County of Ventura Board of Supervisors adopted fee resolution in effect at the time of performance. The Agency will provide a copy of the most recently adopted fee resolution containing service rates applicable to this Agreement to the VCTC. Rates are normally revised, if necessary, on an annual basis. Work performed by consultants under contract to the Agency will be charged at cost, without added overhead, at the rate specified in the consultant's contract with Agency.

   b. Billing. The Agency shall prepare and send to the VCTC monthly invoices within 30 days of the month end. The invoices shall state the project name, the number of hours worked on the project, by whom, and the hourly rate ("Invoice").

   c. Payment. The VCTC shall pay the Agency the full amount of the Invoice within 30 days of the date of the Invoice. If the VCTC disputes any charge in the Invoice, it must notify the Agency within 15 business days of the date of the Invoice of the disputed charge. If the VCTC fails to notify the Agency of any dispute within that time, any challenge to the Invoice is waived by the VCTC.

d. Reserve Establishment. As required by Government Code section 23008, before the Agency begins performing Services the VCTC must reserve an amount 10 percent in excess of the total estimated cost of providing the agreed upon Services from the VCTC's funds.

2. Term. This Agreement shall go into effect upon execution by the Parties. Unless otherwise provided by law, this Agreement shall remain in effect until the project is completed or a Party terminates the Agreement in accordance with paragraph 6.

3. The County of Ventura Public Works Agency Director, or his or her designee shall be the administrator of this Agreement for the Agency and is authorized to sign the Charter on behalf of the Agency. The Executive Director, or his or her designee, shall be the administrator of this Agreement for the VCTC and is authorized to sign the Charter on behalf of the VCTC.

4. Addresses for Notice and Payment. Any notice or payment to be given or made pursuant to this Agreement, including a change in the address to which notices are to be sent, shall be given by personal delivery to the other party or by mail addressed as follows:

Agency	VCTC
Engineering Services Department	Executive Director
Public Works Agency, L/C 1670	Ventura County Transportation Comm.
800 S. Victoria Ave.	950 County Square Drive, Suite 207
Ventura, CA 93009	Ventura, CA 93003

5. Amendment of Agreement. This Agreement may only be amended in writing upon mutual consent of the Parties.

6. Termination of Agreement. This Agreement may be terminated by either Party for any reason by providing 30 days written notice of termination to the other Party ("Notice of Termination"). If any Services agreed to be performed under a Charter have not been completed as of the date of the Notice of Termination, the Agency shall complete such Services unless the VCTC directs the Agency in writing to not complete such Services. In any event, the VCTC shall pay the Agency for all Services performed even if partially complete.

7. Hold Harmless, Defense and Indemnification. The VCTC shall hold harmless, defend, and indemnify the Agency, its boards, officers, agents, and employees, from and against all suits and causes of actions, claims, damages, losses and expenses, arising out of the performance of this Agreement to the extent caused by any negligent act or omission of the VCTC, its boards, officers, agents, and employees. The Agency shall hold harmless, defend, and indemnify the VCTC, its boards, officers, agents, and employees, from and against all suits and causes of actions, claims, damages, losses and expenses, arising out of the performance of this Agreement to the extent caused by any negligent act or omission of Agency, its boards, officers, agents, and employees.

8. Records. The parties agree to retain and preserve all relevant records pertaining to the services under this Agreement required by law and in accordance with the Party's applicable policy for record retention. Each party shall allow the other party to inspect and copy any such records upon reasonable request.

9. Independent Public Entities. The Agency and the VCTC are independent public entities. Any employees, agents or contractors of the Agency engaged in provision of Services to the VCTC under this Agreement will be entirely and exclusively under the direction, supervision and control of the Agency and shall not be deemed employees of the VCTC for any reason. Any employees, agents or contractors of the VCTC engaged in any work on a project for which the Agency is providing Services under this Agreement will be entirely and exclusively under the direction, supervision and control of the VCTC, except as

explicitly provided in this Agreement or a Charter, and shall not be deemed employees of the Agency for any reason.

IN WITNESS WHEREOF the parties hereto have executed this Agreement.

VENTURA COUNTY TRANSPORTATION COMM.   APPROVED AS TO FORM:

______________________________	______________________________
Darren Kettle Date	Steve Mattas Date
Executive Director	VCTC General Counsel

COUNTY OF VENTURA:

____
Jeff Pratt   Date
Director, Public Works Agency

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Item #10

January 9, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: 2015 LEGISLATIVE PROGRAM AND LEGISLATION STATUS UPDATE

RECOMMENDATION:

- Adopt 2015 Legislative Program (Attachment).

BACKGROUND:

Every year the Commission adopts a Legislative Program for the upcoming year, for both State and Federal legislation. The Legislative Program sets forth in general terms the Commission's overall priorities, to provide legislators, their staffs, and the public with a sense of what the Commission feels are the important transportation issues requiring attention. The adopted Legislative Program also gives staff its basic direction for legislative involvement, so that it can react quickly as developments occur. As the year progresses, staff will return to the Commission to request positions on specific legislative proposals including bills that are introduced. Delaney Hunter, VCTC's state representative, will be present at the meeting to discuss the state portion of the proposed program.

DISCUSSION:

2015 Legislative Program

This year's proposed program is similar to the 2014 program The discussion regarding cap-and-trade funds has been focused to reflect the state's approval this year of cap-and-trade funds for transportation-related uses. Although transportation agencies are generally pleased with the state's decision to use cap-and-trade funds for transportation, thus far the funding for public transportation (including intercity rail), active transportation, and sustainable communities strategies has been relatively small. Furthermore, there is a need for a greater regional role in selecting projects given the regions' responsibility under state law for implementing the Sustainable Communities Strategy.

It should be noted that over the past several years the Commission has passed similar versions of the Legislative Program unanimously, with the exception of the item regarding the submittal to the voters of a Constitutional Amendment reducing the supermajority requirement for local transportation taxes to 55% rather than 2/3rds. The last Commission position regarding that submittal of that Constitutional Amendment to the voters passed with a divided vote (11-5).

Federal Issues

Congress passed the Fiscal Year 2014/15 budget bill on December 13th. Funds for the highway program will remain equal to the prior year, at $40.3 billion, while core transit programs will also remain unchanged at $8.6 billion. The Transportation Investment Generating Economic Recovery (TIGER) program, which provides project funding on a competitive basis, will be reduced from $600 million to $500 million.

ATTACHMENT

VENTURA COUNTY TRANSPORTATION COMMISSION
2015 LEGISLATIVE PROGRAM

STATE LEGISLATIVE PROGRAM

A. TRANSPORTATION FUNDING

- Support ongoing statewide efforts to provide develop adequate funding resources for all aspects of transportation investment including capacity improvements, operations, and state of good repair.
- Support placing on the statewide ballot a constitutional amendment to lower the voter threshold to pass local transportation finance measures to 55% supermajority vote.
- Support the continued ability of regions to set priorities as set forth in SB 45, and oppose any efforts to lessen regional agencies' jurisdiction over the regional program within the State Transportation Improvement Program.
- Support legislation to increase flexibility of the Service Authority for Freeway Emergencies (SAFE) regarding eligible uses of funds.

B. RAIL PROGRAM

- Support incentives to encourage transit-oriented development projects.
- Monitor and evaluate plans and progress of high-speed rail and its funding, including funding for connectivity projects.

C. PLANNING

- Support legislation to extend CEQA streamlining provisions to transportation projects that are consistent with the Sustainable Communities Strategy.
- Support increased use of cap-and-trade revenues for public transportation (including intercity rail), active transportation, and sustainable communities programs, while providing a significant regional role in project selection given the regions' responsibility under state law for transportation and land use related greenhouse gas reduction.
- Support Transportation Demand Management measures to reduce auto trips, including facilitation of technology, such as telecommuting, videoconferencing, and smart utility meters.

FEDERAL LEGISLATIVE PROGRAM

- Work with Caltrans, SCAG, and other appropriate parties to develop a united approach for advocacy of the next federal transportation authorization scheduled for May, 2015.
- Work with the Southern California Regional Rail Authority and other member agencies to advocate for further Federal action in support of rail safety, including any federal actions needed to support timely Positive Train Control implementation.
- Support continuation of federal programs and funding, such as Congestion Mitigation and Air Quality (CMAQ), which provide special benefits to Ventura County.

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Item #11

January 9, 2015

MEMO TO: **VENTURA COUNTY TRANSPORTATION COMMISSION**

FROM: **AARON BONFILIO, PROGRAM MANAGER**

SUBJECT: **AUTHORIZATION FOR PURCHASE OF FAREBOX EQUIPMENT**

RECOMMENDATION:

- Authorize the Executive Director to procure remaining proprietary GFI Odyssey farebox equipment and materials from Genfare/SPX for an amount not to exceed $200,000.
- Approve finding of need for sole source justification (two-thirds vote required).

BACKGROUND:

In October 2012 Gold Coast Transit released a Request for Proposals (RFP) for replacement of automated fareboxes and fare collections system. Multiple transit operators joined in the solicitation, which included Thousand Oaks Transit, Simi Valley Transit and the VISTA bus service. Each operator's specifications were incorporated as "options" for bidders to propose on. Genfare/SPX was selected by an evaluation panel which included members of the VCTC staff, and was awarded the contract for its GFI Odyssey Farebox and fare collection solution.

At the time of the award, farebox equipment for the VISTA fleet was purchased. However, not all equipment needed to implement the VISTA system was purchased. Stand-alone point-of-sale equipment and spare fleet equipment was not purchased at that time. This was due in part to the pending decision of whether VCTC was going to continue to operate the intercity VISTA bus service. The Commission acted in March 2013 to continue direct oversight and operations of the VISTA intercity bus system.

As a result of VCTC retaining the service as a "stand-alone" operator, additional proprietary equipment and materials are needed at this time, prior to the launch of the new fare collection system; this includes:

1) Point-of-sale fare media equipment,
2) Spare fleet equipment (including fareboxes), and
3) Supply of new cardstock fare media.

While this equipment was proposed with Genfare/SPX's original proposal to Gold Coast Transit, the purchase made on behalf of the VISTA system did not include the specific spare fleet or point-of-sale equipment, nor did it include any pass cardstock or fare media for VISTA operations.

A sole source finding for the recommended procurement is justified as the proposed equipment technology offered by Genfare/SPX is proprietary, unavailable from a separate vendor and designed to integrate directly with the GFI Odyssey Fareboxes. Alternative equipment would be incompatible for use with the farebox equipment purchased by Gold Coast Transit using funds programmed by VCTC. The equipment recommended for sole source procurement is the same equipment as purchased by Gold Coast Transit for outfit of their system's point-of-sale operations at the Oxnard Transportation Center.

RECOMMENDATION:

Staff recommends the Commission authorize the Executive Director to proceed with procurement of the necessary remaining items related new farebox and fare collections system in an amount not to exceed $200,000, and at the same time approve the finding of need for Sole Source Justification as the equipment is proprietary and will integrate with the pre-existing fareboxes, planned for deployment May 2015.

While the necessary funds are currently programmed and in the current fiscal year budget for this express purpose, staff requests approval of this two-part recommendation as the purchase is in excess of the Executive Director's maximum spending authority, and utilizes FTA funds, which requires either a competitive solicitation or a sole source justification.

The proposed expenditures are consistent with pricing quoted to VCTC by Genfare/SPX and would provide VCTC with the fare media, point-of-sale and spare farebox and fleet equipment necessary to operate the intercity bus service.

Breakdown of Proposed Fund Expenditures:

ITEM	*Cost*
Spare Fleet Equipment	*$100,000*
Point-of-Sale Equipment	*$52,000*
Fare Media	*$48,000*
Total Amount	*$200,000*

Item # 12

January 9, 2015

MEMO TO: **VENTURA COUNTY TRANSPORTATION COMMISSION**

FROM: **STEPHANIE YOUNG, PROGRAM ANALYST**

SUBJECT: **PROGRAM OF PROJECTS FOR FTA SECTION 5307 (JOBS ACCESS AND REVERSE COMMUTE) AND SECTION 5310 – PUBLIC HEARING**

RECOMMENDATION:

- Conduct public hearing.
- Adopt the attached list of Jobs Access and Reverse Commute (JARC) and Section 5310 projects (ATTACHMENT A) and Fiscal Year (FY) 2014/15 Program of Projects (ATTACHMENT B).

BACKGROUND:

At the October 3, 2014 meeting, the Commission authorized a call for projects for FTA Section 5307 (Jobs Access and Reverse Commute) and Section 5310 (Seniors and Disabled) grant funds. The following table shows the total amounts of each funding type available for FY 2014/15 and FY 2015/16. Section 5310 allows 10% of the apportionment for administration, and this amount has been subtracted from the 5310 amounts below.

	FTA 5307 JARC	FTA 5310
Oxnard/Ventura	$220,500	$493,364
FY 13/14 Carryover	$0	$153,963
TOTAL	**$220,500**	**$647,327**
T.O./Moorpark	$129,500	$289,424
FY 13/14 Carryover	$0	$147,809
TOTAL	**$129,500**	**$437,233**

VCTC received applications totaling $1,156,755 for the large urban areas. Based on the estimates above, there is sufficient funding for all of these projects. A listing of project applications received can be found in ATTACHMENT A. The attachment also shows the staff recommendation for project funding. The Program of Projects for FY 2014/15 can be found in ATTACHMENT B.

JARC:

At the June 6, 2014 meeting, the VCTC set aside a portion of FTA 5307 funds for Jobs Access and Reverse Commute purposes administered by social service agencies only as provided for under the federal Moving Ahead for Progress in the 21st Centura (MAP-21) legislation. The City of Thousand Oaks applied for $25,000 of these funds for the Summer Beach Bus project. Because there is sufficient funding in the Thousand Oaks urbanized area, staff is recommending approval of this project.

As the Commission will note, there is a $180,000 unused balance of the funds set aside for JARC, so these funds will be returned to the general 5307 apportionments to the transit operators.

Section 5310 Large Urban:

Some of the applicants for Section 5310 requested a local match amount that was less than the required match. Since there was enough 5310 in both large urban areas, project sponsors will be allowed to provide a reduced match if they justified the need in their application.

Section 5310 Small Urban:

Caltrans is currently conducting a call for projects for small urban Section 5310 projects with applications due to VCTC on December 1st. VCTC received the Conejo Valley Senior Concerns Transportation Project application on this deadline. This project is defined as a Small Urban project because it is designed to serve residents of Simi Valley, which is defined by the United States Census Bureau as a Small Urban area. The project will be scored by staff and forwarded to Caltrans to compete in the statewide small urban call for projects. Staff will bring this project back to the Commission for approval of project scores.

The project list and POP were recommended for approval by TRANSCOM at its December 11, 2014 meeting. A notice of the POP was published in the Ventura County Star on Tuesday, December 30th.

ATTACHMENT A

Project Descriptions

Mobility Management Partners Ventura County Catch-A-Ride
A comprehensive mobility management program including a mileage reimbursement program for volunteer drivers, travel training, and outreach through transit workshops and other community events.

Ventura Transit Systems Accessible Taxicabs
Purchase of six accessible taxicabs which provide transportation services 24 hours per day, 7 days per week. Taxicab service complements transit and paratransit service by providing rides at any time of day and to locations outside of service areas.

Ventura County Area Agency on Aging Medi-Ride
Door to door non-emergency medical transportation for seniors and disabled adults who cannot access regular fixed route or dial-a-ride services and vouchers for transit and paratransit to seniors and disabled adults who are mobile but economically disadvantaged. VCAAA would like to add a Mobility Management staff position to coordinate with other agencies on providing the most appropriate and cost-effective forms of transportation to seniors and disabled adults.

Thousand Oaks/Moorpark Senior Dial-A-Ride
Intercity dial-a-ride service between Moorpark and Thousand Oaks service areas using the existing intercity ADA service standards, hours, and fare structures. Requested funding is for Year 3 of 3-year demonstration project.

Thousand Oaks Free Rides for Seniors and ADA Cardholders
Reimbursement of lost fare revenue to the City for allowing Dial-A-Ride and ADA cardholders to ride the Thousand Oaks Transit buses for free. Since August 2011, this program has provided nearly 25,000 fixed route rides annually.

Thousand Oaks/Moorpark Group Travel Training
Group travel training sessions for seniors at the Thousand Oaks and Moorpark Senior Centers, including demonstration rides for participants. Sessions will be held at least once per month.

Conejo Valley Senior Concerns Simi Valley Senior Transportation
Operating assistance for transportation service from Simi Valley to Senior Concerns, a social model adult day program in Thousand Oaks, twice per week. Several Simi Valley-based families are interested in the program but are unable to attend due to lack of transportation.

Ventura County Human Services Agency RAIN Work Reliability Transportation
Enhanced transportation services to eligible adult homeless residents of RAIN Transitional Living Center to and from employment trainings, work, and school. Residents also receive training on how to access public transportation and car ownership.

Thousand Oaks Summer Beach Bus
Fixed-route service over the summer between Thousand Oaks and select beach locations along the Malibu coastline. Requested funding is for the 3rd year of a 3-year demonstration project.

CalVans Vanpool Operating Assistance
Coordination and marketing of vanpools to places of employment, especially those that difficult to reach by public transportation. CalVans also provides transportation from adult care facilities to community worksites.

Recommendations by Funding Source

		FY 14/15			FY 15/16	
Agency	**Project Description**	5310 Large Urban	Urban (Caltrans)	JARC	5310 Large Urban	JARC
Mobility Management Partners	VenCAR Travel Training and Mileage Reimbursement	$ 293,456			$ 113,879	
Ventura Transit Systems	Purchase Six Accessible Taxicabs	$ 220,000				
VC Area Agency on Aging	MediRide (2 years)	$ 144,710			$ 144,710	
Thousand Oaks and Moorpark	Senior DAR Intercity between TO and Moorpark				$ 40,000	
Thousand Oaks	Free Rides for Senior DAR and ADA Cardholders	$ 20,000				
Thousand Oaks and Moorpark	Group Travel Training				$ 10,000	
Conejo Valley Senior Concerns	Simi Valley Senior Transportation		$ 11,114			
Ventura County Human Services Agency	RAIN Work Reliability Transportation (2 years)			$ 60,000		$ 60,000
Thousand Oaks	Summer Beach Bus			$ 25,000		
CalVans	Vanpool Operating Assistance			$ 25,000		$ 25,000
		$ 678,166	**$ 11,114**	**$ 110,000**	**$ 308,589**	**$ 85,000**

ATTACHMENT B

Program of Projects

The Ventura County Transportation Commission (VCTC) will hold a public hearing on the Program of Projects (POP) for the Oxnard and Thousand Oaks Urbanized Areas (UAs) for projects to be funded with Federal Transit Administration Enhanced Mobility for Seniors and Individuals with Disabilities (5310) and Jobs Access Reverse Commute (JARC) funds in the 2014/15 Fiscal Year (FY 2015). The funds available in FY 2015 for 5310 are estimated to be $428,054 for the Oxnard UA and $308,600 for the Thousand Oaks UA. The JARC funds available in FY 2015 are estimated to be $220,500 in the Oxnard UA and $129,500 in the Thousand Oaks UA. The estimates are based on anticipated FY 2015 funds and prior year carry-over funds. The public hearing will be held at 9:00 a.m. on Friday, January 9, 2015, 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 notice is published, this project list will become the final Program of Projects for inclusion in the Southern California Association of Governments Regional Transportation Improvement Program.

FY 2014/15 Section 5310/JARC Program of Projects

	Total Cost	Federal Share	Local Share & Other
OXNARD/VENTURA URBANIZED AREA			
Enhanced Mobility for Seniors and Individuals with Disabilities			
Planning Assistance			
Program Administration	$ 27,409	$ 27,409	$ -
	$ 27,409	$ 27,409	$ -
Operating Assistance			
County Area Agency on Aging Mediride	$ 150,206	$ 99,266	$ 50,940
	$ 150,206	$ 99,266	$ 50,940
Capital Assistance			
Ventura Transit Systems Accessible Taxicabs	$ 173,880	$ 138,600	$ 35,280
Mobility Management Partners Carry-over From Previous POP	$ 35,000	$ 35,000	$ -
Mobility Management Partners Catch-A-Ride	$ 127,779	$ 127,779	$ -
	$ 336,659	$ 301,379	$ 35,280
Total Enhanced Mobility	$ 514,274	$ 428,054	$ 86,220
Jobs Access Reverse Commute			
Operating Assistance			
CalVans Vanpool	$ 31,500	$ 15,750	$ 15,750
County Human Services Agency Work Reliability Transport	$ 75,600	$ 37,800	$ 37,800
	$ 107,100	$ 53,550	$ 53,550
Total JARC	$ 107,100	$ 53,550	$ 53,550
THOUSAND OAKS/MOORPARK URBANIZED AREA			
Enhanced Mobility for Seniors and Individuals with Disabilities			
Planning Assistance			
Program Administration	$ 16,079	$ 16,079	$ -
	$ 16,079	$ 16,079	$ -
Operating Assistance			
County Area Agency on Aging Mediride	$ 68,764	$ 45,444	$ 23,320
	$ 68,764	$ 45,444	$ 23,320
Capital Assistance			
Ventura Transit Systems Accessible Taxicabs	$ 102,120	$ 81,400	$ 20,720
Mobility Management Partners Catch-A-Ride	$ 165,677	$ 165,677	$ -
	$ 267,797	$ 247,077	$ 20,720
Total Enhanced Mobility	$ 352,640	$ 308,600	$ 44,040
Jobs Access Reverse Commute			
Operating Assistance			
CalVans Vanpool	$ 18,500	$ 9,250	$ 9,250
County Human Services Agency Work Reliability Transport	$ 44,400	$ 22,200	$ 22,200
	$ 62,900	$ 31,450	$ 31,450
Capital Assistance			
T.O. Summer Beach Bus	$ 50,000	$ 25,000	$ 25,000
	$ 50,000	$ 25,000	$ 25,000
Total JARC	$ 112,900	$ 56,450	$ 56,450