



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, JANUARY 8, 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 DECEMBER 4, 2015 VCTC MEETING](#) – PG.5

Recommended Action:

Approve

Responsible Staff: Donna Cole

8B. [MONTHLY BUDGET REPORT](#) – PG. 9

Recommended Action:

Receive and File

Responsible Staff: Sally DeGeorge

8C. [PASSENGER RAIL UPDATE](#) – PG. 15

Recommended Action:

Receive and File

Responsible Staff: Ellen Talbo

8D. [ALLOCATION OF FISCAL YEAR 2015/16 CAP-AND-TRADE FUNDS](#) – PG.19

Recommended Action:

- Program \$801,097 of VCTC's FY 2015/16 Cap-and-Trade operations apportionment to the Oxnard/Camarillo VCTC Intercity Bus Service Project.
- Adopt Resolution 2016-01 in Attachment A authorizing the Executive Director to execute all required documents to receive VCTC's FY 2015/16 cap-and-trade transit operations apportionment for the Oxnard/Camarillo VCTC intercity Bus Service project.
- Reserve the remainder \$82,826 in FY 2015/16 LCTOP Funds for a SCRRA project to be determined at a later date.

Responsible Staff: Judith Jonduff

8E. REVISION TO PROPOSITION 1B TRANSIT CAPITAL PROGRAM - -PG.23

Recommended Action:

- Approve reprogramming City of Thousand Oaks Proposition 1B Transit Capital Fund project balances totaling \$15,991 along with any accrued interest to purchase a new transit support vehicle for the City of Thousand Oaks.
- Approve reprogramming up to \$7,728 of available funding from the Proposition 1B Heritage Valley Bus Purchase project for engine replacement for a Camarillo Healthcare District vehicle, and approve the attached Proposition 1B Subrecipient Agreement with the Camarillo Health Care District.
- Amend the VCTC budget to transfer \$7,728 of Proposition 1B revenues from the Valley Express Bus Purchase line item to the Transit Grant Administration Pass-Through item.

Responsible Staff: Judith Johnduff

8F. HERITAGE VALLEY TRANSIT SERVICE MARKETING AND COMMUNITY OUTREACH PROGRAM CONTRACT AMENDMENT- PG. 29

Recommended Action:

Authorize the Executive Director to execute the draft Contract Amendment No. 1 with Moore & Associates, the Heritage Valley Transit Service Marketing and Community Outreach Program contractor, to increase the FY 2015/16 Marketing budget from \$50,000, by \$35,000, for a total contract cost not to exceed \$85,000.

Responsible Staff: Aaron Bonfilio

8G. COMMUTER SERVICES QUARTERLY REPORT – PG.31

Recommended Action:

Receive and File

Responsible Staff: Alan Holmes

8H. VENTURA COUNTY COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN 2016 REVISION, REQUEST FOR QUALIFICATIONS – PG. 39

Recommended Action:

Approve and issue the attached draft RFQ for updating the Coordinated Human Services Transportation Plan.

Responsible Staff: Ellen Talbo

9. OXNARD HARBOR DISTRICT QUARTERLY UPDATE – Oral Report

Recommended Action:

Receive and File Update provided by Oxnard Harbor District

Responsible Staff: Kristin Decas, Executive Director, Oxnard Harbor District

10. 2016 LEGISLATIVE PROGRAM AND LEGISLATIVE UPDATE – PG.47

Recommended Action:

Receive and File

Responsible Staff: Peter De Haan

11. CONGESTION MITIGATION AND AIR QUALITY PROJECT SHELF LIST PROJECTS – PG. 49

Recommended Action:

Approve programming \$11,358,524 for the attached previously-adopted shelf list of CMAQ projects

Responsible Staff: Peter De Haan

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12. [VCTC OFFICE BUILDING UPDATE](#) – PG.53

Recommended Action:

Receive and File

Responsible Staff: Darren Kettle

13 [TRANSPORTATION REVENUE MEASURE AD HOC COMMITTEE STATUS REPORT](#) – PG. 55

Recommended Action:

Receive and File

Responsible Staff: Darren Kettle

14. VCTC GENERAL COUNSEL'S REPORT

15. AGENCY REPORTS

16. CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9

17. ADJOURN to 9:00 a.m. Friday, February 5, 2016



Item #9A

Meeting Summary

**VENTURA COUNTY TRANSPORTATION COMMISSION
LOCAL TRANSPORTATION AUTHORITY
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, DECEMBER 4, 2015
9:00 AM**

MEMBERS PRESENT: Peter Foy, County of Ventura, Chair
Keith Millhouse, City of Moorpark, Vice Chair
Steve Bennett, County of Ventura
Claudia Bill-de la Peña, City of Thousand Oaks
Douglas Breeze, City of Port Hueneme
Betsy Clapp, City of Ojai
Ginger Gherardi, City of Santa Paula
Brian Humphrey, Citizen Rep., Cities
Bill Little, City of Camarillo
Bryan MacDonald, City of Oxnard
Carl Morehouse, City of San Buenaventura
Linda Parks, County of Ventura
Steve Sojka, City of Simi Valley
Jim White, Citizen Rep., County
John Zaragoza, County of Ventura
Carrie Bowen, Caltrans District 7

ABSENT: Kathy Long, County of Ventura
Manuel Minjares, City of Fillmore

CALL TO ORDER

PLEDGE OF ALLGIANCE
January 8, 2016

ROLL CALL

PUBLIC COMMENTS FOR THOSE ITEMS NOT LISTED ON THIS AGENDA – None

CALTRANS REPORT - *Carrie Bowen reported that Caltrans aided CHP in traffic control during the recent San Bernardino Shooting tragedy and noted that several Caltrans employees were directly affected by this incident.*

COMMISSIONERS REPORTS – *Commissioner Morehouse reported that the SCAG Regional Council approved the Regional Transportation Plan/Sustainable Communities Strategy for release for a 60 day review.*

ADDITIONS/REVISIONS – *Commissioner Gherardi made a motion to add an additional Closed Session Item to the item that is currently listed. The motion was seconded by Commissioner MacDonald and passed unanimously.*

8. CONSENT CALENDAR - *Commissioner MacDonald made a motion to approve all items on the consent calendar as recommended, The motion was seconded by Commissioner Sojka and passed by a unanimous roll call vote.*

8A. APPROVE SUMMARY FROM OCTOBER 2, 2015 VCTC MEETING - *Approve*

8B. SEPTEMBER, 2015 MONTHLY BUDGET REPORT - *Receive and File*

8C. OCTOBER, 2015 MONTHLY BUDGET REPORT - *Receive and File*

8D. PASSENGER RAIL UPDATE - *Receive and File*

8E. AMENDMENT TO EASEMENT AT CAMARILLO STATION FOR CALLEGUAS WATER DISTRICT- *Authorize the Executive Director to approve an amendment to extend the expiration date of the water line easement to the Calleguas Municipal Water District (CMWD) at the Camarillo Rail Station*

8F. BUDGET AMENDMENT - CITY OF OXNARD CONTRIBUTION FOR GRANT APPLICATION PREPARATION - *Amend adopted Fiscal Year 2015/16 VCTC budget to add \$3,450 in City of Oxnard revenues for the Transportation Programming item, and increase the Transportation Programming Consultant Services expenditure line item by \$3,450.*

8G. VCTC INSURANCE COVERAGE- *Ratify the insurance renewal as presented for a total insurance cost of \$211,939 funded as part of the operational cost/indirect cost allocation plan in the Fiscal Year 2015/2016 Budget.*

8H. VCTC 2016 REGULAR MEETING SCHEDULE - *Adopt the schedule of regular monthly VCTC meeting dates for 2016*

8I. SERVANDO TORRES CLAIM – *Reject a claim submitted on behalf of Servando Torres*

8J. DAVID HAMER/INTERINSURANCE EXCHANGE OF THE AUTOMOBILE CLUB CLAIM FOR DAMAGES - *Reject a claim submitted on behalf of David Hamer/Interinsurance Exchange of the Automobile Club ("Hamer/Interinsurance") for property damage.*

8K. COLLEEN NEWHOUSE CLAIM – *Reject a claim submitted by Colleen Newhouse.*

8L. APPROVE REGIONAL ACTIVE TRANSPORTATION PROGRAM SCORES - *Approve regional assignment of points as shown in attachment, resulting in three projects receiving a total of \$3,305,000 in ATP funds.*

8M. BAILEE LAWRENCE CLAIM - *Reject a claim submitted on behalf of Bailee Lawrence*

8N. ROUTE 101/23 INTERCHANGE PROJECT COOPERATIVE AGREEMENT - *Approve amendment to the Cooperative Agreement with Caltrans and the City of Thousand Oaks for the Route 101/23 Project, to restore \$3,349,000 in funds previously approved for the project, including \$1,512,000 from the City of Thousand Oaks with future state reimbursement, and \$1,837,000 from the federal Surface Transportation Program (STP).*

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

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

8P. CUSTOMER SERVICE POSITION-

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

8Q. REVISION TO CAMARILLO SURFACE TRANSPORTATION PROGRAM FUNDS - *Reprogram \$152,365 of STP cost savings from the Pancho Road rehabilitation project in Camarillo to the Santa Rosa Road Widening project in Camarillo.*

8R. FILLMORE & WESTERN RAILWAY’S CLAIM FOR ATTORNEYS’ FEES- *Reject a claim made by Fillmore & Western Railway, Inc. in the matter of Beserra v. Griffin Industries, Inc.*

8S. 2016 LEGISLATIVE PROGRAM – *Receive and File*

9. VCTC COMPREHENSIVE ANNUAL FINANCIAL REPORT-

Commissioner Gherardi made a motion to approve the audited Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2014/2015. The motion was seconded by Commissioner MacDonald and passed by a unanimous roll call vote.

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

Commissioner Parks made a motion to receive the presentation regarding the Final Naval Base Ventura County Joint Land Use Study (NBVC JLUS) and adopt a resolution in support for the JLUS. The motion was seconded by Commissioner Zaragoza and passed by a unanimous roll call vote.

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

Commissioner Gherardi made a motion to amend the VCTC Fiscal Year 2015-2016 Metrolink budget by increasing the operations expenditure line item by \$726,415, increasing the LTF fund transfer-in by \$145,000 and STA fund transfer-in by \$581,415. Amend the STA budget by increasing the fund transfer-out by \$581,415. This amendment will accommodate Metrolink's lease of 40 locomotives and additional operational and support costs for the balance of the fiscal year bringing the total budget to \$9,747,415. The motion was seconded by Commissioner Morehouse and passed by a unanimous roll call vote.

(Commissioner Bennett Left the Meeting)

12. VCTC MARKETING AND COMMUNITY OUTREACH PROGRAM CONTRACT AMENDMENT –

Commissioner Sojka made a motion to approve Contract Amendment No. 1 with Celtis Ventures LLC, the VCTC Marketing and Community Outreach Program contractor, to increase the FY 2015/16 Marketing and Outreach budget by \$250,000, for a total annual cost not to exceed \$815,000. The motion was seconded by Commissioner Zaragoza and passed by the following roll call vote.

Yes: Commissioners MacDonald, Millhouse, Morehouse, Gherardi, Zaragoza, Little, Sojka, Humphrey, White, Breeze, Clapp, Bennett, Bill- de la Peña, Foy

No: Commissioner Parks

Abstain: None

Absent: Commissioners Bennett, Long, Minjares

13. AGREEMENT WITH WILSON & COMPANY FOR BRIDGE INSPECTION AND LOAD

CALCULATION *Commissioner Gherardi made a motion to approve an agreement with Wilson & Company not to exceed \$90,534 for engineering services to perform annual bridge inspections and bridge load capacity calculations on the Santa Paula Branch Line as required by 49 CFR Part 237, Bridge Safety Standards. The motion was seconded by Commissioner Morehouse and passed by a unanimous roll call vote.*

14. ROUTE 101 WIDENING PRELIMINARY DESIGN COOPERATIVE AGREEMENT WITH CALTRANS

Commissioner Gherardi made a motion to approve the Cooperative Agreement with Caltrans for VCTC to prepare the Project Approval and Environmental Document (PAED) for the Route 101 Widening project, with oversight to be provided by Caltrans, and with the funding for VCTC's and Caltrans' effort to be provided by the \$14 million in federal Surface Transportation Program (STP) programmed by the Commission for the project. The motion was seconded by Commissioner Zaragoza and passed by a unanimous roll call vote.

15. VCTC GENERAL COUNSEL'S REPORT - None

16. AGENCY REPORTS - None

17. CLOSED SESSION – No Report from Closed Session

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

18. ADJOURN to 9:00 a.m. Friday, January 8, 2016 – The meeting adjourned in memory of those who lost their lives in the tragic terrorist attack in San Bernardino on December 2, 2015.



Item # 8B

January 8, 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 November 2015

BACKGROUND:

The monthly budget report is presented in a comprehensive agency-wide format with the investment report presented at the end. The Annual Budget numbers are updated as the Commission approves budget amendments or administrative budget amendments are approved by the Executive Director. Staff monitors the revenues and expenditures of the Commission on an on-going basis.

The November 30 2015 budget reports indicate that revenues were approximately 24.66% of the adopted budget while expenditures were approximately 28.78% 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.

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

ASSETS

Assets:

Cash and Investments - Wells Fargo Bank	\$ 5,186,386
Cash and Investments - County Treasury	19,918,634
Petty Cash	130
Receivables/Due from other funds	1,750,176
Prepaid Expenditures	296,556
Deposits	15,064
Capital Assets, undepreciated	25,938,653
Capital Assets, depreciated, net	33,505,489

Total Assets: **\$86,611,088**

LIABILITIES AND FUND BALANCE

Liabilities:

Accrued Expenses/Due to other funds	\$ 1,695,731
Deferred Revenue	2,548,155
Deposits	400

Total Liabilities: **\$ 4,244,286**

Net Position:

Invested in Capital Assets	\$59,444,142
Fund Balance	22,922,660

Total Net Position **\$82,366,802**

Total Liabilities and Fund Balance: **\$86,611,088**

For Management Reporting Purposes Only

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

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	Fund Totals Actual	Annual Budget	Variance Over (Under)	% Year to Date
Revenues								
Federal Revenues	\$ 1,806,180	\$ 0	\$ 0	\$ 0	\$ 1,806,180	\$11,823,199	(10,017,019)	15.28
State Revenues	1,381,639	8,901,019	0	198,053	10,480,711	43,881,543	(33,400,832)	23.88
Local Revenues	2,503,799	0	0	558	2,504,357	4,292,692	(1,788,335)	58.34
Other Revenues	3,749	0	0	0	3,749	0	3,749	0.00
Interest	203	4,684	9,882	3,881	18,650	82,000	(63,350)	22.74
Total Revenues	5,695,570	8,905,703	9,882	202,492	14,813,647	60,079,434	(45,265,787)	24.66
Expenditures								
Administration								
Personnel Expenditures	971,313	0	0	0	971,313	3,082,700	(2,111,387)	31.51
Legal Services	8,726	0	0	0	8,726	25,000	(16,274)	34.90
Professional Services	52,172	0	0	0	52,172	133,000	(80,828)	39.23
Office Leases	64,767	0	0	0	64,767	152,200	(87,433)	42.55
Office Expenditures	256,159	0	0	0	256,159	443,000	(186,841)	57.82
Total Administration	1,353,137	0	0	0	1,353,137	3,835,900	(2,482,763)	35.28
Programs and Projects								
Transit & Transportation Program								
Senior-Disabled Transportation	50,604	0	0	0	50,604	219,000	(168,396)	23.11
Fare Collection APC Systems	26,173	0	0	0	26,173	737,600	(711,427)	3.55
VCTC Intercity Bus Service	3,314,353	0	0	0	3,314,353	8,231,049	(4,916,696)	40.27
HVT Bus Contract Services	811,135	0	0	0	811,135	2,292,840	(1,481,705)	35.38
Nextbus	7,610	0	0	0	7,610	305,400	(297,790)	2.49
Transit Grant Administration	1,405,951	0	0	0	1,405,951	7,442,300	(6,036,349)	18.89
Total Transit & Transportation	5,615,826	0	0	0	5,615,826	19,228,189	(13,612,363)	29.21

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	Fund Totals Actual	Annual Budget	Variance Over (Under)	% Year to Date
Highway Program								
Motorist Aid Call Box System	0	0	0	531,863	531,863	993,000	(461,137)	53.56
Highway Project Management	143	0	0	0	143	852,300	(852,157)	0.02
SpeedInfo Highway Speed Sensor	0	0	0	45,600	45,600	144,000	(98,400)	31.67
Total Highway	143	0	0	577,463	577,606	1,989,300	(1,411,694)	29.04
Rail Program								
Metrolink & Commuter Rail	1,911,842	0	0	0	1,911,842	5,013,052	(3,101,210)	38.14
LOSSAN & Coastal Rail	41	0	0	0	41	3,300	(3,259)	1.24
Santa Paula Branch Line	234,081	0	0	0	234,081	1,113,090	(879,009)	21.03
Total Rail	2,145,964	0	0	0	2,145,964	6,129,442	(3,983,478)	35.01
Commuter Assistance Program								
Transit Information Center	959	0	0	0	959	48,700	(47,741)	1.97
Rideshare Programs	1,893	0	0	0	1,893	83,100	(81,207)	2.28
Total Commuter Assistance	2,852	0	0	0	2,852	131,800	(128,948)	2.16
Planning & Programming								
Transportation Development Act	147,633	9,148,239	0	0	9,295,872	30,716,006	(21,420,134)	30.26
Transportation Improvement Program	9,489	0	0	0	9,489	54,900	(45,411)	17.28
Regional Transportation Planning	54,039	0	0	0	54,039	894,800	(840,761)	6.04
Airport Land Use Commission	975	0	0	0	975	100,580	(99,605)	0.97
Regional Transit Planning	4,851	0	0	0	4,851	104,700	(99,849)	4.63
Freight Movement	89	0	0	0	89	12,500	(12,411)	0.71
Total Planning & Programming	217,076	9,148,239	0	0	9,365,315	31,883,486	(22,518,171)	29.37
General Government								
Community Outreach & Marketing	252,825	0	0	0	252,825	590,800	(337,975)	42.79
State & Federal Relations	48,246	0	0	0	48,246	98,600	(50,354)	48.93
Management & Administration	14,769	0	0	0	14,769	71,500	(56,731)	20.66
Office Building Purchase	47,503	0	0	0	47,503	3,522,000	(3,474,497)	1.35
Total General Government	363,343	0	0	0	363,343	4,282,900	(3,919,557)	8.48
Total Expenditures	9,698,341	9,148,239	0	577,463	19,424,043	67,481,017	(48,056,974)	28.78

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	Fund Totals Actual	Annual Budget	Variance Over (Under)
Revenues over (under) expenditures	(4,002,771)	(242,536)	9,882	(374,971)	(4,610,396)	(7,401,583)	2,791,187
Other Financing Sources							
Transfers Into GF from LTF	1,794,533	0	0	0	1,794,533	4,328,180	(2,533,647)
Transfers Into GF from STA	2,089,267	0	0	0	2,089,267	8,869,536	(6,780,269)
Transfers Into GF from SAFE	1,348	0	0	0	1,348	21,500	(20,152)
Transfers Out LTF Art 3	0	(1,794,533)	0	0	(1,794,533)	(4,328,180)	2,533,647
Transfers Out of STA into GF	0	0	(2,089,267)	0	(2,089,267)	(8,869,536)	6,780,269
Transfers Out of SAFE into GF	0	0	0	(1,348)	(1,348)	(21,500)	20,152
Total Other Financing Sources	3,885,148	(1,794,533)	(2,089,267)	(1,348)	0	0	0
Net Change in Fund Balances	(117,623)	(2,037,069)	(2,079,385)	(376,319)	(4,610,396)	(7,401,583)	2,791,187
Beginning Fund Balance	3,537,313	8,009,206	11,902,365	4,084,172	27,533,056	23,834,920	3,698,136
Ending Fund Balance	<u>\$ 3,419,690</u>	<u>\$5,972,137</u>	<u>\$9,822,980</u>	<u>\$3,707,853</u>	<u>\$22,922,660</u>	<u>\$16,433,337</u>	<u>\$ 6,489,323</u>

For Management Reporting Purposes Only

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

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

Institution	Investment Type	Maturity Date	Interest to Date	Rate	Balance
Wells Fargo – Checking	Government Checking	N/A	\$274.96	0.01%	\$ 5,186,386.28
County of Ventura	Treasury Pool	N/A	\$18,432.85	0.42%	\$19,932,635.99
Total			\$18,662.46		\$25,119,022.27

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 8, 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:

Ridership & On-Time Performance (OTP)

During the month of November, ridership on the Metrolink Ventura County Line averaged 3,632 total boardings per weekday (inbound and outbound) indicating generally no change from the previous month, and a 4.09% decrease from the same month last year. Systemwide ridership experienced a 0.91% decrease from the previous month. Monthly ridership statistics for the month of November 2015 are provided in the attachment for reference.

On-time performance data (which denotes trains arriving within five minutes of scheduled time) for the month of August was 90.2% indicating a 3.0% decrease from the previous month. Data was unavailable for this month's report referencing the cause of decreased on-time performance however, the line experienced an slight increase in trains departing up to five minutes earlier than their scheduled time.

Board & TAC Updates

Metrolink

Metrolink staff is currently working to install Positive Train Control software and equipment on the remaining BNSF locomotives. It is expected that the first of the locomotives will go into regular Metrolink service in January.

In December, Metrolink Board members along with member agency CEOs, finance and technical staff met to discuss the railroad's 10-year Strategic Plan and Fleet Management Plan. Consensus on these

plans will contribute towards the development of the next fiscal year budget and future years. Specific outcomes from the workshop were not available for this report and will be provided in next month's Commission report.

LOSSAN

LOSSAN Agency staff has been coordinating with Amtrak to discuss the development of the On-Board Information System (OBIS) on the three state-funded intercity rail corridors in California. The OBIS project is currently being managed by Amtrak in coordination with the California Department of Transportation Division of Rail and Mass Transportation. The three joint powers authorities representing California's intercity rail corridors have been asked to participate on the OBIS steering committee, along with the State of Illinois, which will also be implementing the system on its new railcars. OBIS will provide enhanced customer communications on trains via video and audio, including next station and train status information, safety and emergency messages, local points of interest, food service information, internal advertisements, and potentially paid advertisements. OBIS will be installed on the existing Pacific Surfliner bi-level fleet as well as the new railcars currently on order. LOSSAN Agency staff will continue to be involved with the OBIS project, and will provide regular updates to the TAC and Board. The first prototype railcars equipped with OBIS are expected to be completed in early 2017.

LOSSAN Agency staff has also been working with Amtrak marketing staff regarding development of Pacific Surfliner branding as well as a dedicated Pacific Surfliner website. As directed by the LOSSAN Agency Board, both efforts seek to preserve the association of the Pacific Surfliner service with Amtrak in order to leverage Amtrak's broader advertising efforts, while also highlighting the unique features, destinations, and amenities on the Pacific Surfliner route. LOSSAN marketing staff have visited the Ventura area to shoot footage of popular destinations along the corridor.

VCTC staff met with executive management from LOSSAN, Santa Barbara County Association of Governments (SBCAG) and the California State Transportation Agency (CalSTA) this month to discuss the status of the Pacific Surfliner re-timing effort. Both Ventura and Santa Barbara staff were informed that the goal of re-timing the Surfliner toward a commuter-friendly timeslot is likely to be pushed out from April 2016 to October 2016. With the effort being managed by CalSTA, recent modeling and feasibility analyses has shown that a northbound train movement during the AM peak hour(s) cannot easily travel along the mostly single track between Ventura and Santa Barbara, resulting in a need for additional time for CalSTA and LOSSAN to coordinate with Union Pacific and Metrolink in determining an adequate time slot for a re-timed Amtrak train. CalSTA's next steps will be to initiate deeper conversations with Metrolink operations staff to analyze potential timing adjustments that can be applied to the morning commuter trains and the extent of any impacts.

November 2015 Metrolink Ridership

AVERAGE WEEKDAY PASSENGER TRIPS (INBOUND and OUTBOUND)
 NOVEMBER 2015 vs. OCTOBER 2015 (MONTH OVER MONTH)

MO/YR	Ventura County Line	System Grand Total	Metrolink Rail 2 Rail on Amtrak North of LA (weekday)
Nov-15	3,632	41,552	195
Oct-15	3,640	41,934	163
Change	-0.02%	1.0%	19.6%

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

MO/YR	Ventura County Line	System Grand Total	Metrolink Rail 2 Rail on Amtrak North of LA (weekday)
Nov-15	3,632	41,552	195
Nov-14	3,787	41,778	220
Change	-4.09%	-0.91%	-11.36%

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)
15-Nov	3,632	1,852	41,552	195
14-Nov	3,787	1,997	41,778	220
13-Nov	3,643	1,753	42,181	208
12-Nov	3,943	2,109	43,418	204
11-Nov	3,774	1,957	40,848	261

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Item #8D

January 8, 2016

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: JUDITH JOHNDUFF, PROGRAMMING ANALYST

SUBJECT: ALLOCATION OF FISCAL YEAR (FY) 2015/16 CAP-AND-TRADE FUNDING RESOLUTION

RECOMMENDATION:

- Program \$801,097 of VCTC's FY 2015/16 Cap-and-Trade operations apportionment to the Oxnard/Camarillo VCTC Intercity Bus Service Project.
- Adopt Resolution 2016-01 in Attachment A authorizing the Executive Director to execute all required documents to receive VCTC's FY 2015/16 cap-and-trade transit operations apportionment for the Oxnard/Camarillo VCTC intercity Bus Service project.
- Reserve the remainder \$82,826 in FY 2015/16 LCTOP Funds for a SCRRA project to be determined at a later date.

BACKGROUND:

The Low Carbon Transit Operations Program (LCTOP) is one of several programs funded through the California Air Resource Board's (ARB) Cap-and-Trade Program. The Program receives 5% of the annual proceeds from the Greenhouse Gas Reduction Fund. Funds are allocated based on the State Transit Assistance formula. The amount of FY 15/16 LCTOP funds to be programmed at VCTC's discretion is \$883,923 which includes the Ventura County population formula funds as well as the SCRRA revenue formula amount of \$62,459.

DISCUSSION:

On April 3, 2015, the Commission programmed VCTC's Fiscal Year (FY) 2014/15 Cap-and-Trade transit operations apportionment of \$295,041 which included the SCRRA attributable apportionment, to initiate a new Oxnard/Camarillo Intercity Bus Service to connect communities in south and east Oxnard to employment centers in Camarillo. At the meeting the Commission also approved programming all of the available 2015/16 LCTOP apportionment for this service as well. Attachment B provides a map of the proposed service. The total cost for the service includes \$630,000 to purchase the 1 bus required to operate the service, plus \$265,000 per year in FY 2015/16 and FY 2016/17 to operate the service. VCTC staff has issued the purchase order for the bus and it is currently in production. The estimated delivery date is March 2016. Service is expected to begin shortly thereafter.

The total amount of LCTOP Funds attributable to SCRRA is \$82,826 which includes \$20,367 in FY 14/15 funds and \$62,459 in FY 15/16 funds. Since the Camarillo/Oxnard bus service project used the \$20,367 of FY14/15 funds attributable to Metrolink, it is recommended that SCRRA receive \$20,367 from VCTC's FY15/16 attributable apportionment along with the \$62,459 in Metrolink FY 15/16 attributable funds. SCRRA is currently reviewing projects to determine how best to use the LCTOP allocation and is asking VCTC to reserve the \$82,826 until a specific project is identified at which time SCRRA will come back to the Commission for consideration with a separate action.

Staff recommends the Commission program \$801,097 of VCTC's FY 2015/16 cap-and-trade transit operations apportionment for the bus purchase and operation of the new Oxnard / Camarillo VCTC Intercity Bus Service and adopt Resolution 2016-01 in Attachment A authorizing the Executive Director to execute all required documents to receive the cap-and-trade transit operations funds for the approved project. Additionally, staff recommends the Commission reserve the remainder \$82,826 FY 2015/16 LCTOP Funds for a SCRRA project to be determined at a later date.

RESOLUTION NO. 2016-01

**AUTHORIZATION FOR THE EXECUTION OF CERTIFICATIONS AND ASSURANCES
FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)**

WHEREAS, the Ventura County Transportation Commission is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) 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 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

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

WHEREAS, the Ventura County Transportation Commission wishes to delegate authorization to execute these documents and any amendments thereto to the Executive Director.

NOW, THEREFORE, BE IT RESOLVED by the Ventura County Transportation Commission that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

BE IT FURTHER RESOLVED that the Executive Director be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

BE IT FURTHER RESOLVED that the Commission hereby appropriates \$801,097 of VCTC's FY 2015/16 Cap-and-Trade operations allocations to the Oxnard/Camarillo VCTC Intercity Bus Service Project

PASSED AND ADOPTED by the VCTC at its regular meeting this 8th day of January 2016.

Peter Foy, Chair

ATTEST:

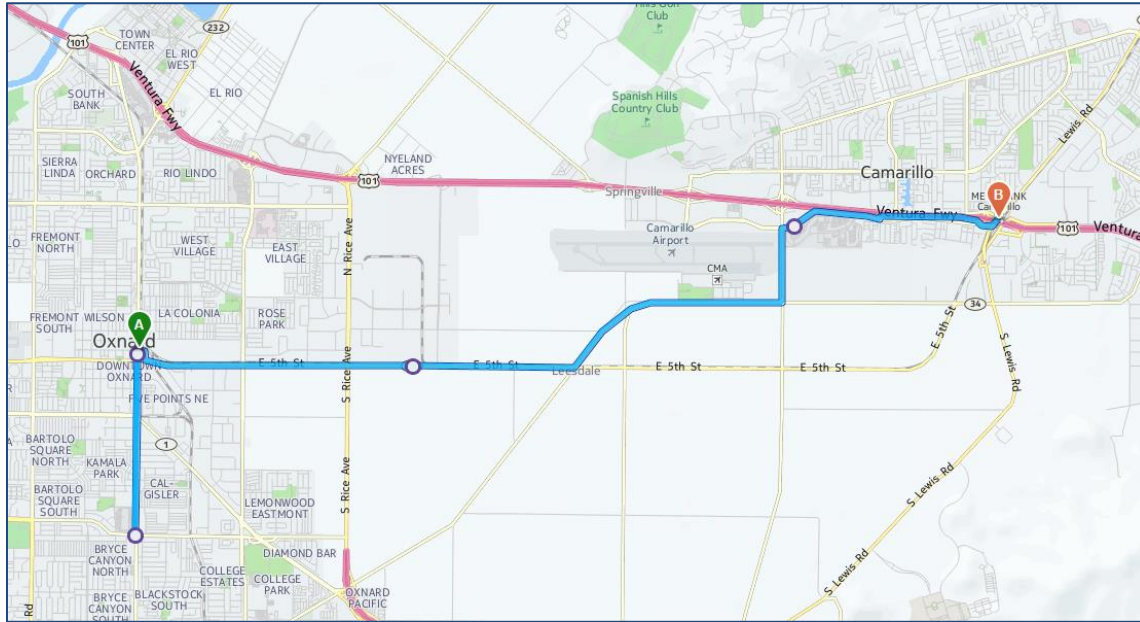
Donna Cole, Clerk

APPROVED AS TO FORM:

Steven Mattas, General Counsel

CAP AND TRADE PROPOSAL

Oxnard-Camarillo Employment Connector





Item #8E

January 8, 2016

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: JUDITH JOHNDUFF, PROGRAM ANALYST

SUBJECT: REVISION TO PROPOSITION 1B TRANSIT CAPITAL PROGRAM

RECOMMENDATION:

- Approve reprogramming City of Thousand Oaks Proposition 1B Transit Capital Fund project balances totaling \$15,991 along with any accrued interest to purchase a new transit support vehicle for the City of Thousand Oaks.
- Approve reprogramming up to \$7,728 of available funding from the Proposition 1B Heritage Valley Bus Purchase project for engine replacement for a Camarillo Healthcare District vehicle, and approve the attached Proposition 1B Subrecipient Agreement with the Camarillo Health Care District.
- Amend the VCTC budget to transfer \$7,728 of Proposition 1B revenues from the Valley Express Bus Purchase line item to the Transit Grant Administration Pass-Through item.

DISCUSSION:

City of Thousand Oaks Proposition 1B Project Balances: Three City of Thousand Oaks Proposition 1B projects have been completed or are near completion and have small remaining balances. These projects include the Portable Bus Lift Project, the Bus Parking Improvement Project, and the CNG Fueling Upgrade Project. The remaining balances for these projects total \$15,991. The City of Thousand Oaks would like to use these funds to purchase a new support vehicle for their Transit Program. It is therefore recommended that the Commission approve reprogramming the Proposition 1B project balances along with any accrued interest to purchase a new transit support vehicle for the City of Thousand Oaks.

Camarillo Healthcare District Vehicle: In 2009, VCTC approved the allocation of American Recovery and Reinvestment Act (ARRA) funds to purchase 5 vehicles for the Camarillo Healthcare District. The District provides transportation for medical appointments and other activities of daily living. The engine on one of the vehicles, a 2010 fourteen passenger bus, needs to be replaced. The estimated cost to replace the engine is \$7,728. Even though there are only 43,000 miles on this vehicle, the 5 year maintenance warranty has expired. The District primarily uses the bus to transport sight-impaired clients to the Braille Institute in Santa Barbara. This vehicle has low mileage and is otherwise in a good state of repair. The Heritage Valley buses have been purchased and the \$7,728 will not be required for that project. Therefore, it is recommended that the Commission approve reprogramming \$7,728 of available funding from the Proposition 1B Heritage Valley Bus Purchase project to make the necessary repairs to extend the useful life of the Camarillo Healthcare District vehicle and approve the attached Proposition 1B Subrecipient Agreement with the Camarillo Health Care District. It is also recommended that the Commission amend the VCTC budget to transfer \$7,728 of Proposition 1B revenues from the Valley Express Bus Purchase line item to the Transit Grant Administration Pass-Through item.

January 8, 2016
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On December 10th, TRANSCOM reviewed and approved reprogramming the requested Proposition 1B Funds for the City of Thousand Oaks service vehicle purchase project and the Camarillo Healthcare District engine replacement project. If approved by VCTC, both of these recommended program changes will be submitted to Caltrans for review before they can proceed.

COOPERATIVE AGREEMENT
BETWEEN
VENTURA COUNTY TRANSPORTATION COMMISSION
AND
THE CAMARILLO HEALTH CARE DISTRICT

THIS AGREEMENT is entered into this 8th day of January, 2016, between Ventura County Transportation Commission (VCTC) and the Camarillo Health Care District (District) regarding the administration of funds from the Proposition 1B Public Transportation Modernization, Improvement and Service Enhancement Account (PTMISEA).

WHEREAS, California voters in November, 2006, approved the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 (Proposition 1B), which authorizes state general obligation bonds for transportation infrastructure, including grants for transit system safety, security, and disaster response projects; and,

WHEREAS Senate Bill 88 of the 2007 Statutes appropriates funds from Proposition 1B to the PTMISEA program, administered by the Department of Transportation (Caltrans); and,

WHEREAS, at its January 8, 2016 meeting the VCTC programmed \$7,728 in PTMISEA grant funds for the Camarillo Health Care District Van Engine Replacement Project (Project), utilizing funds previously received from the State Controller for the Valley Express Bus Purchase project; and,

WHEREAS, it is the intention of VCTC to enter into this Cooperative Agreement with the District regarding the administration of PTMISEA funds prior to the disbursement of funds to the District.

NOW THEREFORE THE PARTIES DO AGREE AS FOLLOWS:

I. FUNDING/PROGRAM MANAGEMENT

1. **Assignments of Participants:** VCTC hereby agrees to engage the District and the District hereby agrees to carry out the work hereinafter described in connection with the administration of PTMISEA funds. The District will be responsible for assuring that the District meets all grant requirements placed on PTMISEA fund recipients.
2. **Scope of Services:**
 - a. **Grant Administration:** VCTC shall be responsible to reserve, apply for and receive PTMISEA funds and to be responsible for assuring that VCTC and the District meet all requirements placed on PTMISEA fund recipients.
 - b. **Project Implementation:** The District shall implement the Project to replace the inoperable engine in an existing van with a new engine.
3. **Duration of Agreement and Authorization to Proceed:** The term of this Agreement shall become VCTC receiving notice from Caltrans that Caltrans has approved the reallocation of PTMISEA funds to the Project, and continue until the earlier of the following events: (1) all work on the Project is completed and accepted, all contracts to construct the Project are closed, and VCTC has approved and paid the final invoice, or (2) the Agreement is terminated by either party after thirty (30) days written notice. Section III of this Agreement will remain in effect while the Project equipment is in the possession or control of the District.

4. 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 the District.
5. Method of Payment: VCTC, as the grant applicant shall upon receipt of Caltrans approval for the reallocation of the PTMISEA funds, shall transfer the \$7,728 to the District. The District must keep the unexpended funds in a separate interest-bearing account. Any interest that is accrued must be accounted for and used for the Project. Any Project funds received in excess of the final Project cost, or those found to be owed back to VCTC as a result of a final review or audit, must be refunded to VCTC within twenty (20) days of VCTC invoicing the District.
6. Costs: Under no circumstances will VCTC be responsible for funding the Project in excess of the grant funds and the interest earned thereon.

II. CALTRANS REQUIREMENTS

The District shall note the following provisions apply to PTMISEA grants, and must take all necessary action to ensure its compliance as though it was the grantee directly.

1. Reports: Semi-annual performance reports must be prepared and submitted to VCTC no later than January 31st and July 31st, for the duration of the project performance period, or until all activities are completed and the Project is formally closed. VCTC will then forward the reports to Caltrans in time for the Caltrans deadline. The semi-annual reporting cycle will start with the December 2015 reporting cycle, and must be submitted on or before January 31, 2016. Failure to submit performance reports could result in the reduction of Project funds, termination, or suspension.

Within five (5) months of the Project becoming operable, the District shall provide to VCTC a report on actual project performance to projected project performance. Within (11) months of the Project becoming operable, the District shall provide to VCTC a report regarding the long-term benefits of the project.

2. Other Provisions: The District is subject to all policies and provisions as set forth by Caltrans with regard to the PTMISEA and all applicable laws regarding public works projects, including but not limited to, contract bid procedures and the payment of prevailing wages. Some or all of these regulations may be available from Caltrans at http://www.dot.ca.gov/hq/MassTrans/Docs-Pdfs/Prop%201B/PTMISEA-Guidelines_2013.pdf.
3. Grant Performance Period: Funds allocated under this grant shall be expended by July 30, 2018. Funds remaining unexpended thereafter shall revert to Caltrans.

III. OTHER PROVISIONS

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

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

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

CAMARILLO HEALTH
CARE DISTRICT

Rod Brown
Chairman

Approved as to Form

Kara Ralston
Chief Executive Officer

General Counsel

VENTURA COUNTY TRANSPORTATION
COMMISSION

Peter Foy
Chairman

Approved as to Form

Darren M. Kettle
Executive Director

Steven T. Mattas
General Counsel

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Item #8F

January 8, 2016

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: AARON BONFILIO, PROGRAM MANAGER

**SUBJECT: HERITAGE VALLEY TRANSIT SERVICE MARKETING AND COMMUNITY
OUTREACH PROGRAM CONTRACT AMENDMENT**

RECOMMENDATION:

- Authorize the Executive Director to execute the draft Contract Amendment No. 1 with Moore & Associates, the Heritage Valley Transit Service Marketing and Community Outreach Program contractor, to increase the FY 2015/16 Marketing budget from \$50,000, by \$35,000, for a total contract cost not to exceed \$85,000.

BACKGROUND:

Moore & Associates began working formally as the dedicated Heritage Valley Transit Service (HVTs) marketing and community outreach contractor July 1, 2015. The contract covers marketing and outreach services for the recently launched Heritage Valley Transit Service, operated under the banner of Valley Express. Since its implementation the HVTs Policy Advisory Committee (HVPAC)—which is made up of members of the Commission representing the cities of Fillmore and Santa Paula, and the County—have met regularly to review service performance and provide recommendations to staff for route changes and policy updates. At its last meeting, held October 12, 2015, the HVPAC adopted significant service changes and passenger fare increases that will take effect January 18, 2016. In order to implement these changes as well as other changes that took place earlier in the year, the need has arisen to re-print schedules, bus stop information and conduct increased public outreach and education efforts in the Heritage Valley service area. The HVPAC was made aware at the October meeting that an amendment to the Contract would be necessary. However, the HVPAC has not met since that time for this single item.

The recommended contract amendment will ensure that proper funding levels are provided to the contractor in order to implement the January 18th service changes, as well as, support the marketing and outreach activities planned for the remainder of the fiscal year. The estimated cost of the planned activities and continued outreach program is \$35,000. Funds to cover the cost of the service implementation and outreach program are already contained in the Heritage Valley Transit Service budget under the Professional Services line-item, but authorization by the Commission is required to amend the contract with Moore & Associates.

CONTRACT AMENDMENT NO. 1

CONSULTING SERVICES AGREEMENT BETWEEN

THE VENTURA COUNTY TRANSPORTATION COMMISSION (VCTC) AND MOORE & ASSOCIATES

This Contract Amendment No. 1 ("Amendment") by and between the Ventura County Transportation Commission ("VCTC"), herein referred to as "VCTC" and Moore & Associates, hereinafter referred to as "CONSULTANT", is entered into as of this 8th day of January 2016.

WHEREAS, on July 1, 2015, VCTC entered into a consulting contract ("Contract") for marketing and outreach services for the Heritage Valley Transit Services (HVTS); and

WHEREAS, The Heritage Valley Transit Service Policy Advisory Committee (HVPAC) has approved numerous route modifications for the Valley Express bus service, requiring additional public outreach and marketing expense; and

WHEREAS VCTC acting on behalf of the HVTS wishes to expand its public outreach and marketing effort, and has funds available in its current program budget;

NOW, THEREFORE, VCTC and CONSULTANT agree as follows:

1. Section 2 of the Contract is hereby amended to increase the total not to exceed amount by \$35,000, for a new total of \$85,000.

2. Except to the extent amended hereby, the Contract remains in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Contract Amendment No. 1 on the 8th day of January 2016.

APPROVED AS TO FORM:

**VENTURA COUNTY
TRANSPORTATION COMMISSION**

By: _____
General Counsel

By: _____
Darren Kettle, Executive Director

CONSULTANT: MOORE & ASSOCIATES

By: _____
Jim Moore, Vice President



Item # 8G

January 8, 2016

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
**FROM: ALAN HOLMES, TRANSPORTATION DEMAND MANAGEMENT
PROGRAM MANAGER**
SUBJECT: COMMUTER SERVICES QUARTERLY REPORT

RECOMMENDATION:

- Receive and file

DISCUSSION:

To improve reporting of Ventura County Rideshare activities, staff prepares and submits to the Commission quarterly reports for review. The primary focus of the Commuter Services program is to reduce traffic congestion and improve air quality by a 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, biking, and other Transportation Demand Management (TDM) commute alternatives.

Through the fourth quarter of Fiscal Year 2014/2015, VCTC staff and its marketing consultant continued to promote the agency's popular Commuter Services program through a variety of channels. During this period, VCTC coordinated its Bike to Work Week and Earth Day campaigns and distributed targeted communications via social media and email (eBlast). In the first quarter of Fiscal Year/2016 our new marketing consultant, Celtis came on board. Significant time was devoted to a review of current materials and employer outreach efforts in preparation of a comprehensive Commuter Services Marketing Plan that staff expects to receive in the third quarter of the current

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 250 ETCs located at employers throughout the county. Specific eBlast topics included **"Make Your Commute Eco-Friendly this Spring"**, **"Bike to Work Week 2015 – Get Exercise, Save Money, Win Prizes,"** **"Leave the Gas Station Behind During Dump the Pump Day,"** **"Get in on the Rideshare Program to Share and Save,"** and **"Something New is coming to Rideshare in October"**

- **On the Go newsletter** – Commuter Services continued hosting and distribution of the “On the Go” newsletter to Ventura County ETCs, including monthly availability announcement eblasts. Content was created for the monthly newsletter and uploaded to www.GoVenturaRideshare.org in advance of monthly distribution to approximately 250 contacts.
- **Earth Day 2015** – In preparation for this year’s Earth Day promotion, participation was coordinated and confirmed at events in Oxnard, Thousand Oaks, and Ventura. Staff worked with the Teen Council to build a photo booth, prize wheel, and graffiti pledge wall for these events. “Trading cards” featuring each of the winners’ artwork from last year’s Teen Council art contest were created for distribution at Earth Day events. Additionally, a full inventory was conducted to assess stock levels of printed collateral and promotional materials. Upon completion of this inventory, the following giveaways were used to promote the Commuter Services program at the aforementioned events: Guaranteed Ride Home-branded jar openers, biodegradable paper clips, and plastic bag-holder tote bags that encourage people to recycle, reduce, and reuse.
- **Bike to Work Week 2015** – To build on a highly successful 2014 campaign, planning began on VCTC’s second-largest promotion of the year — Bike to Work Week 2015, held May 11-15. This campaign is designed to communicate the environmental, personal, and financial benefits of using a bicycle as a viable commute option and has become an increasingly popular annual event across Ventura County. Early planning included the development of three campaign theme concepts to guide promotion and communications. Pit stops were scheduled and held in Camarillo, Oxnard, Simi Valley, Thousand Oaks, and Ventura, where printed collateral and promotional items were distributed, breakfast refreshments were offered, and, following coordination with local bike shops, free bike tune-ups were provided. Two hundred seventy three entries were received, a ten percent increase from the previous year, with forty percent of those from County of Ventura employees.
- **Wellness/Health Events** – In correlation with Earth Day event scheduling, VCTC participation was coordinated for the Simi Valley Wellness Expo on May 21 and the Family Care and Volunteer Resource Fair in Ventura on May 22.
- **Ventura County Fair 2015** – As in previous years, VCTC hosted a booth through the duration of the Ventura County Fair, Aug. 5-16. Although the purpose of the Fair booth was to promote all VCTC services and programs, booth staff distributed over 1,200 Commuter Services brochures and fielded dozens of questions related to VCTC’s Rideshare program.
- **Ride Week 2015 Preparation** – Ventura County’s participation in Ride Week 2015 was the highest in the history of the event with more than 1,000 commuters from dozens of companies pledging to rideshare. In preparation for Ride Week, VCTC created a Ride Week website where participants could make their pledges online. This accomplished two things: it made pledging easy to do from any phone, tablet or computer and it delivered the contact information of new rideshare participants directly into the regional ridesharing database used by transportation agencies across Southern California. In addition, electronic packets of promotional materials – including bilingual posters, fliers, email templates, and graphics – were distributed to all Ventura County ETCs. In the two weeks leading up to Ride Week, VCTC promoted the event through social media, print ads in nine Ventura County publications as well as radio spots on KLCU and a live radio remote at the Ventura County Harvest Festival hosted by KOCP. During Ride Week, VCTC worked with ETCs at nine large employers to hold onsite Ride Week events for employees. A particular emphasis this year was coordination with CSU Channel Islands to increase student and employee participation in Ride Week. VCTC worked with CSUCI staff and student government to coordinate an event that was attended by hundreds of students and staff, leading CSUCI to boast some of the highest Ride Week participation in the County.

Social Media

- **Facebook and Twitter** – Approximately 36 percent of all posts and tweets on Facebook and Twitter encouraged ridesharing. Across the quarter, Facebook “likes” increased approximately seven percent and Twitter followers increased approximately five percent.

Services:

Through the fourth quarter of Fiscal Year 2014/2015 and the first quarter of Fiscal Year 2015/2016, VCTC staff continued to provide ridematching, employer support, and Guaranteed Ride Home services to commuters and employers throughout Ventura County. At the end of the fourth quarter over 30,000 commuters and 300 worksites were on file, with over 5,700 commuters active for ridematching. Nearly 300 carpool matches were attempted, of which approximately 70 percent were done online, which contributes to an overall decrease in call volume. Twelve Guaranteed Rides Home were provided during this quarter, which is in line with anticipated usage of the program.

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.

Marketing	FY 15/16 1st Quarter	FY 15/16 Goal	FY 14/15 4th Quarter	FY 14/15 Actual
Percent of total VCTC social media content	39.3%	33%	32.87%	33%
Commuter Services-related eblasts	3	9	3	9
Commuter Services eblast click-throughs	18.6%	18.5%	16.91%	18.72%
On the Move newsletter articles	2	12	6	18
Worksite/employer events	0	18	7	21
Community events	1	6	6	11
Rideshare Week participants	-	-	-	1,059
Bike to Work Week participants	-	-	273	273
Marketing pieces	2	6	9	15

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.

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. Employees can access the ride matching system directly with a username/password combination or through VCTC staff via phone or email.

In the first quarter of FY 2015/2016 all commuter data over 30 months of age was deleted which resulted in a decrease of Guaranteed Ride Home registrants and active commuters. This was the first age of data purge since 2013, so while the number of participants has declined, the quality of available matches has increased as the matching data is now more up to date. Purging of data over 30 months of age will be done quarterly in an effort to provide the best information available.

Services		FY 15/16 1 st Quarter	FY 15/16 Goal	FY 14/15 4th Quarter	FY 14/15 Actual
Database					
Commuters on file		28,775	30,500	30,100	30,082
Commuters active for matching		4,935	5,550	5,700	5,532
Company worksites on file		300	305	300	300
Estimated Avg. Home to work distance		14.53	N/A	N/A	13.36
AVR reports generated		8	55	6	52

Employees can access the ridematching 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 ridematching information

Services		FY 15/16 1 st Quarter	FY 15/16 Goal	FY 14/15 4th Quarter	FY 14/15 Actual
Matching Transactions					
Number of carpool matches attempted:					
Public (web)		290	1,600	175	1,542
Staff		379	900	122	817
Total carpool matches attempted (RideGuides)		669	2,800	297	2,359
Number receiving at least one match		517	2,000	207	1,734
Average age of matching record (days)		147	145	248	213
Average number of matches/RideGuide		10	10	8	9
Avg. distance home/work		N/A	N/A	16.03	16.105
RideSmart Tips generated		1,790	6,600	780	6,503

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.

	FY 15/16 1 st Quarter	FY 15/16 Goal	FY 14/15 4 th Quarter	FY 14/15 Actual
Guaranteed Ride Home Program Usage				
Rental Car Trips	0	20	3	25
Taxi Rides	5	25	9	27
Total	5	45	12	52

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 15/16 1 st Quarter	FY 15/16 Goal	FY 14/15 4 th Quarter	FY 14/15 Total
Reduction in Vehicles Miles of Travel	985,725	2,500,000	362,122	2,205,508
Reduction in Commuting Costs	\$581,550	\$1,400,000	\$213,625	\$1,232,823
Reduction in carbon monoxide (tons)	10.21	25	3.75	22.9
Reduction in volatile organic compounds (tons)	1.12	3	0.41	2.5
Reduction in Oxides of Nitrogen (tons)	.75	2	0.27	1.7

A more detailed description of services offered to Ventura County's commuters is below.

- 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. Per the Omnibus spending bill just passed by the House and Senate, the amount is increasing to \$255/month in 2016 and subsequent years.

CalVans:

Background

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 is available including vehicle acquisition, insurance, maintenance, driver recruitment, and training. Thirteen vanpools are currently based in Ventura County and over five hundred are operating statewide, reducing traffic congestion, air pollution and saving participants thousands of dollars per year compared to driving alone.

Discussion

The fourth quarter saw an increase of agricultural vanpool usage due to the seasonal increase in Ventura County berry production. The five vanpools operating within the Heritage Valley remained strong and consistent with the other six agricultural vans working between Oxnard and Lompoc. In May, workers with Rincon Farms used CalVans to travel between Oxnard and Lompoc, with the three vans operating at capacity, averaging 14 riders per van. The grower assisted the vanpool riders by providing travel vouchers, which contributed to the Camarillo-based company getting their crop to market in a timely basis.

During the fourth quarter outreach presentations were conducted with Ventura County Road Maintenance crews and with other Public Works employees, focusing on workers traveling between Piru and Simi Valley. Also during May, CalVans was proud to see its first Mercedes-Benz Sprinter diesel van hit the road with a group of Santa Barbara City College's faculty members and students. The group is saving \$200 a month from the reduced diesel fuel cost. A limited number of Sprinter vans were purchased over the last eighteen months with the anticipation that the lower operating and fuel costs will offset the higher purchase price of the vehicles.

In the first quarter of FY 2015/2016, Southland Sod, a Ventura County-based agricultural company sought the assistance of CalVans regarding the long commute distance between Oxnard, where most workers reside, and Southland Sod's Ojai work locations. After speaking with drivers, it was decided that 3 vanpool groups could be placed, taking as many as 35 vehicles off the very congested State Route 33.

Also in the first quarter, the Implant Direct vanpool group traveling between Ventura and Thousand Oaks began using a Ford Transit Diesel van. The group kept the van after a weeklong test drive, noting the decrease in diesel gas costs as well as increased engine efficiency. In September, CalVans staff began conducting winter preventative maintenance by changing out windshield wipers, adding wiper fluid, and checking tires for wear and proper inflation. With the forecast of a strong El Nino weather system for the winter, it is our goal to provide all riders and drivers with safe and well-maintained vehicles.

CalVans Passengers			
	<i>Weekdays</i>	<i>Saturday</i>	<i>Sunday</i>
April	5,507	258	211
May	3,817	338	121
June	3,806	206	149
July	4,528	632	196
August	3,186	522	354
September	3,756	586	290
TOTAL	24,600	2,542	1,321
Miles			
	<i>Weekdays</i>	<i>Saturday</i>	<i>Sunday</i>
April	9,390	698	581
May	6,361	971	386
June	7,013	453	456
July	13,675	2276	431
August	13,087	2193	1,482
September	10,402	1,367	392
TOTAL	59,928	7,958	3,728
Passenger Lane Miles			
	<i>Weekdays</i>	<i>Saturday</i>	<i>Sunday</i>
April	104,242	8,206	6,471
May	75,515	11,743	4,668
June	79,369	5,632	5,314
July	162,952	27116	4656
August	158,810	28,581	20,205
September	117,794	16,959	5,454
TOTAL	698,682	98,237	46,768

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Item #8H

January 8, 2016

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: ELLEN TALBO, TRANSIT PLANNING MANAGER
**SUBJECT: VENTURA COUNTY COORDINATED PUBLIC TRANSIT-HUMAN SERVICES
TRANSPORTATION PLAN 2016 REVISION, REQUEST FOR QUALIFICATIONS (RFQ)**

RECOMMENDATION:

- Approve and issue the attached draft RFQ for updating the Coordinated Human Services Transportation Plan.

BACKGROUND:

The Ventura County Transportation Commission (VCTC) holds statutory responsibility for planning and coordinating transportation and public transit services throughout Ventura County.

Although Congress recently passed the Fixing Surface Transportation Act (FAST Act) in November 2015, the Federal Transit Administration (FTA) has not issued any directive to transit operators of any regulatory changes to its grant programs. Therefore, until such a directive is issued to transit operators, the Moving Ahead for Progress in the 21st Century Act (MAP-21) still governs recipients of FTA assistance under Sections 5310 (Elderly and Disabled capital funds), 5316 (JARC- or Job Access Reverse Commute for low income passengers and to provide reverse-direction commute services), and 5317 (New Freedoms Initiative for disabled transit services) of the law.

To receive funds, potential grantees must comply with all federal coordinated planning requirements. MAP-21 stipulates that projects selected for funding under these programs must be derived from a locally coordinated, public transit-human services transportation plan (Coordinated Paratransit Plan). Under federal guidelines, Coordinated Paratransit Plans are to be revised/updated every five years. Since the original VCTC Coordinated Paratransit Plan was adopted in 2007 and revised in 2012, a plan revision is due during 2016.

An update of VCTC's Coordinated Paratransit Plan is necessary for several reasons:

- The current plan is no longer consistent with federal changes that affected FTA's 5310, 5311, 5316 and 5317 programs in 2012
- The current plan does not address changes in regional transit implementation since 2012, such as creation of the Valley Express service
- An updated plan is needed to discuss paratransit service and complement the 2015 VCTC Short Range Transit Plan since it is currently not included.

The attached draft scope of work proposes an approach to completing the Coordinated Paratransit Plan by forming a subcommittee that includes social service agency transportation providers and transit operators. The purpose of the subcommittee is to gather working feedback about paratransit and transportation needs among the human service organizations & transit operators so that future transportation needs, such as vehicle or wheelchair lift purchases, can be positioned for inclusion in VCTC's annual preparation of the federal program of transit projects.

A draft scope of work for an RFQ to draft a revised Coordinated Paratransit Plan is attached for review. A complete copy of the current plan from 2012 is available on the VCTC website: <http://www.goventura.org/ventura-county-coordinated-public-transit-human-services-transportation-plan>.

January 11, 2016

**VENTURA COUNTY COORDINATED PUBLIC TRANSIT-HUMAN SERVICES
TRANSPORTATION PLAN 2016 REVISION
REQUEST FOR QUALIFICATIONS (RFQ)**

**(For more information, please contact Ellen Talbo, Transit Planning Manager, at
(805) 642-1591 ext. 105 or email to: etalbo@goventura.org)**

**PROPOSALS ARE DUE AT THE VCTC OFFICE IN VENTURA ON JANUARY 29, 2016, NO
LATER THAN 5 PM PDT**

I. INTRODUCTION/OVERVIEW

The Ventura County Transportation Commission (VCTC) is seeking qualified professionals to complete a revision/update to the April 2007 Human Service Transportation and Transit Service Coordination Study (2007 Study can be viewed at <http://www.goventura.org/ventura-county-coordinated-public-transit-human-services-transportation-plan>). The update will be prepared under the direction of VCTC staff with the active involvement of, and consultation with, public, private and non-profit transportation providers, transportation users and Stakeholders throughout the county.

BACKGROUND

The Ventura County Transportation Commission (VCTC) holds statutory responsibility for planning and coordinating transportation and public transit services throughout Ventura County.

- Although Congress recently passed the Fixing Surface Transportation Act (FAST Act) in November 2015, the Federal Transit Administration (FTA) has not issued any directive to transit operators of any regulatory changes to its grant programs. Therefore, until such a directive is issued to transit operators, the Moving Ahead for Progress in the 21st Century Act (MAP-21) still governs recipients of FTA assistance under Sections 5310 (Elderly and Disabled capital funds), 5316 (JARC- or Job Access Reverse Commute for low income passengers and to provide reverse-direction commute services), and 5317 (New Freedoms Initiative for disabled transit services) of the law.
- Under MAP-21, the 5316 (JARC- or Job Access Reverse Commute for low income passengers and to provide reverse-direction commute services), and 5317 (New Freedoms Initiative for disabled transit services) were folded into the 5310 and 5307 programs, changing some of the FTA compliance aspects for these programs. The current plan is no longer consistent with federal changes that affected FTA's 5310, 5311, 5316 and 5317 programs in 2012 so an update of the Coordinated Paratransit Plan is needed to bring these activities into consistency with MAP-21.

To receive funds, potential grantees must comply with all federal coordinated planning requirements. MAP-21 stipulates that projects selected for funding under these programs must be derived from a locally coordinated, public transit-human services transportation plan (Coordinated Paratransit Plan).

The Ventura County Transportation Commission (VCTC) is the Regional Transportation Planning Agency (RTPA) for Ventura County. As such, VCTC is the designated recipient for the funding programs mentioned above. VCTC also performs a role in the State approval process for Section 5310 grants.

VCTC has also been designated by FTA and by the California Department of Transportation (Caltrans) as the agency responsible for developing the local Coordinated Public Transit-Human Services Transportation Plan (Coordinated Paratransit Plan) for Ventura County. The Coordinated Paratransit Plan is utilized to determine the transportation needs for individuals with disabilities, older

adults, and people with low incomes in the community and as a tool to evaluate applications for Section 5310, and JARC/New Freedom activities.

FTA requirements call for the Coordinated Paratransit Plan to include the following elements:

- (1) An assessment of available services that identifies current transportation providers (public, private, and non-profit);
- (2) An assessment of transportation needs for individuals with disabilities, older adults, and people with low incomes;
- (3) Strategies, activities and/or projects to address the identified gaps between current services and needs, as well as opportunities to improve efficiencies in service delivery; and
- (4) Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified.

The current procedure for considering Section 5310 grant requests is for the applicants to submit applications to VCTC. VCTC staff reviews the applications based on the needs identified in the Plan, and draft scores are developed based either on VCTC scoring criteria- see Appendix H- (for Section 5316 or 5317 grant requests) or Caltrans scoring criteria (for Section 5310 grant requests). The draft scores are presented to a joint meeting of TRANSCOM (Transit Operators Committee). This committee makes recommendations about the project scoring before the applications are brought to the VCTC for action.

The current Ventura County Plan was adopted on April 13, 2007. An addendum was prepared and adopted in 2012 consisting of revisions to the original plan. VCTC is seeking a qualified professional to revise and update the Coordinated Paratransit Plan as necessary so that its purpose, intent, goals and policies are consistent with current federal regulations as well as existing regional transit service as it is outlined in the 2015 VCTC Short Range Transit Plan. The purpose of this Request for Qualifications is to contract with a consultant to prepare the Coordinated Transit Plan update.

II. SCOPE OF SERVICES

A. CONSULTANT RESPONSIBILITIES

Contractor shall prepare/arrange the following:

- Develop a work plan/project schedule.
- Update the Stakeholder Contact List, Appendix A of the 2007 Plan.
- Prepare a Power Point presentation about Plan purpose/overview/input solicitation for presentation at public forums.
- Schedule, coordinate, publicize and facilitate public public forums, at two locations in Ventura County (east and west county), to which the public and identified Stakeholders are invited (including Transcom members and SSTAC members). At these meetings contractor shall present background information about the Plan and solicit oral and written input about the needs and service gaps of the Target Populations.
- Hold up to three focus group meetings as directed by VCTC staff with an Ad Hoc Human Service and Transportation Service Coordination Committee.
- Work with VCTC staff to prepare a first draft Plan.
- Circulate the first draft Plan to members of the AD Hoc Human Service and Transportation Service Coordination Committee for comments.
- Work with VCTC staff, make revisions as necessary and circulate a second draft Plan for review and comment by Stakeholders.
- Prepare a Power Point presentation to summarize the draft plan for the “draft plan

- review” public forums, the CTAC/SSTAC, TRANSCOM/Ad Hoc Committee and VCTC.
- Schedule, coordinate, publicize and facilitate two “draft plan review” public forums (east and west county), to which the public and Stakeholders are invited. Present the draft final Plan at the forums, the CTAC/SSTAC and at TRANSCOM/Human Services Ad Hoc Committee and request comments and recommendations.
- Working with VCTC staff, modify the draft final Plan as necessary and present to VCTC.
- Qualified bidders may propose an alternative approach to completing the plan in lieu of the process described above. However, any proposed alternative approach should be consistent with FTA best management practices regarding preparing Coordinated Transportation Plans (NCHRP Project 20-65, Task 14).

The final work product will be a 2016 Coordinated Paratransit Plan, which will meet the federal requirements listed in FTA Circulars for the Section 5307/5310 programs and 5316/5317 activities and the specifications contained in this scope of work.

B. THE PLAN

The final plan will address at a minimum the following issues/information:

- Update demographic information involving disabled, elderly and low income populations as well as job and housing density maps (using census and other publicly-available information).
- Update information from the 2007 Plan about Ventura County demographic setting and expected trends for the Target Populations. Working with service providers, update information about transportation programs that serve the needs of the subject populations and the trends in demand for these services (number of vehicles and passenger trips for each service provider, increase/change in ADA ridership/senior ridership since the 2007 Plan, costs to provide service).
- Identify any changes to service areas/ service hours.
- Summarize the conclusions and goals of the 2007 Plan and review progress made toward achieving those goals, including information about efforts to eliminate barriers and improve coordination between agencies.
- Describe remaining gaps in service, especially with regard to commute and reverse commute needs, including origins and destinations within Ventura County where a significant portion of the Target Populations are un-served (based on census, 2009 VCTC Transit Investment Study and other publicly-available information and information from the VCTC Unmet Needs process). Update information about obstacles to travel for these populations.
- List programs which currently receive JARC/ New Freedoms funding in Ventura County.
- Update information about possible opportunities to increase federal, state or private funding to support these transportation services.
- Update the list of projects in the Coordinated Paratransit Plan so that they are positioned for inclusion in future VCTC’s FTA Program of Projects (POP).
- Summarize Stakeholder and public input and Unmet Needs requests. Categorize possible improvements as near term or long term, based on funding constraints and other issues barriers.
- Provide updated stakeholder contact list.

C. DELIVERABLES

- The Contractor will prepare an electronic copy of the Plan.
- Upon Commission approval, up to 25 print copies.

- Electronic copies of all supporting meeting materials for the public involvement process including any power point presentations, hand-outs, comments, surveys, etc.

III. VCTC OVERSIGHT AND MANAGEMENT

Contractor performance pursuant to this procurement will be managed by the VCTC Transit Planning Manager

IV. CHANGES TO THESE REQUIREMENTS

During the term of this project, including any extensions thereof, VCTC may choose to implement changes to the scope of this project. In such event, VCTC shall provide Contractor with a description of the changes to be implemented, including any modification of the Contractor's requirements and responsibilities related to such change and the timing thereof.

V. CONSULTANT SELECTION/ WORK SCHEDULE

January 11, 2016	RFQ Issued
January 19, 2017	Bidder Q&A session – contact etalbo@goventura.org for call-in information
January 29, 2016	Submittals due by 5:00pm at VCTC office; 950 County Square Drive #207, Ventura 93003
Week of February 8, 2016	VCTC staff holds proposer interviews if necessary
March 4, 2016	VCTC approval of contract and Notice to Proceed

VI. CONSULTANT SELECTION PROCESS

Five (5) bound copies and one (1) electronic copy on a flash drive or disc of the proposal shall be submitted by 5 PM Friday, January 29, 2016 to:

Ventura County Transportation Commission
Attention: Ellen Talbo, Transit Planning Manager
950 County Square Drive #207
Ventura, CA 93003

Proposals will be reviewed by a selection committee of VCTC local transit and social service agency staffs. Interviews may be arranged with some or all proposers at the VCTC office in Ventura as noted in the schedule above.

The proposals will be ranked in accordance with the criteria described in the Project Evaluation Section of this RFP; Section VIII.

VCTC reserves the right to reject any or all proposals if deemed nonresponsive.

VII. PROPOSAL INFORMATION AND CONTENT

Proposals should include the following information:

1. Title Page - Indicate RFP subject, name of proposer's firm, address, telephone number, name of contact person, and date of proposal.

2. Brief statement of the proposer's understanding of the work to be done and proposed timeline as well as representative experience relevant to the work solicited by this RFP. Provide qualifications of key individual staff to be assigned to this contract and a list of references.
3. Describe how the proposer will address the Scope of Services, providing a flexible timeline and key milestones for the update which meets the needs discussed above in a cost-efficient manner.
4. Fee Structure - Include a fee structure and man-hours estimate including a not to exceed figure.
5. Certification of Federal Compliance - Include all necessary federal regulatory compliance certifications in the proposal; see Section IX and Appendices for certification information and forms.

VIII. PROPOSAL EVALUATION

Proposals will be evaluated according to the following criteria:

- Responsiveness to RFQ, as well as understanding of State and Federal requirements;
- Assigned personnel and, demonstrated competence to perform work specific in this RFQ;
- Familiarity with Ventura County, the various public transportation services in the area;
- Cost value for services performed.

IX. CONTRACT PROVISIONS AND CERTIFICATIONS

The contract provisions requirements and required certifications found in the Appendices are considered a part of this RFP and will become a part of the contract for consultant services. VCTC expects to use funding from the Federal Transit Administration for all or part of this contract and therefore the contract requirements in the appendix include FTA-required clauses. The certifications must be signed and included in the consultant's submittal for the proposal to be considered "responsive."

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Item #10

January 8, 2016

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: 2016 LEGISLATIVE PROGRAM AND LEGISLATIVE UPDATE

RECOMMENDATION:

- Receive and file.

Federal Issues

On December 4th the President signed the Fixing America's Surface Transportation (FAST) Act, authorizing the federal transportation program for five years. This act is the first long-term reauthorization act since 2005. Total authorized funding over the 5-years of the act totals \$305 billion, including \$225 billion for highway programs, \$61 billion for transit, \$8 billion for Amtrak, and the remainder for various miscellaneous programs. The total authorized funding gradually increases from the current \$41 billion per year, to \$47 billion in Fiscal Year (FY) 2020, a 15 percent increase, which is projected to slightly outpace inflation.

Probably the most significant accomplishment of the bill is the inauguration of federal formula and discretionary freight programs, for which California transportation agencies including VCTC have long advocated. The Formula Freight program is funded at \$6.3 billion, and a competitive Nationally Significant Freight and Highway Projects Competitive grant program funded at \$4.5 billion. The formula funds are distributed among the states based on their overall share in the rest of the federal transportation program, and California will have to decide how to distribute its share of the funds which will be approximately \$115 million per year. The competitive program will generally be for projects with a cost of over \$100 million, with a 10% set aside for smaller projects. VCTC staff believes that Port of Hueneme Access Corridor, which includes the proposed Rice Avenue Bridge, could be eligible for the formula or competitive small projects funds, but it remains to be seen under what criteria these funds will be distributed. However, the FAST act provides that the competitive grant program will require a 40% match, with other federal funds such as Surface Transportation Program (STP) allowed to provide up to half of this match requirement. Although the availability of local match for these projects may be a challenge in Ventura County because of the lack of a local transportation revenue source, the Rice Avenue Bridge project will at least have the advantage of the environmental clearance already being well underway using the Surface Transportation Program (STP) funds programmed by VCTC for that purpose.

Generally speaking, the FAST act continues the programs without significant changes. The Section 5339 Bus and Bus Facilities Program has been increased to include a competitive grant program in addition to the previous formula program, with the competitive grants authorized at \$268 million for FY 2016, increasing to \$344 million by FY 2020.

One other item of particular interest is that the FAST Act authorizes \$95 million for grants to states to demonstrate user-based alternative revenue mechanisms. California is expected to compete for these funds since under SB 1077, passed by the Legislature in 2014, the state has been developing a pilot program to examine the feasibility of a road charge that could serve as a replacement for the gas tax to pay for road maintenance and repairs.

State Issues

At this meeting Delaney Hunter, the Commission's Sacramento representative, will be speaking. She will give an overview of state legislative work over the past year.

As the Commission is aware, now that virtually all state Proposition 1B bond funds have been programmed, and with the expenditures on approved Proposition 1B winding down, the overall level of state transportation spending has been dropping significantly. Although the end of Proposition 1B was long anticipated, what has been a more recent surprise is the significant drop in fuel prices which has led to a further loss of state transportation funds, since a portion of the fuel taxes collected are subject to adjustment based on price. This drop in revenue has significantly reduced the local agency gas tax subventions and the funds available for the State Transportation Improvement Program (STIP). The drop in transportation revenues is exacerbated by the state's decision to perform a fund swap which effectively funds the entire Proposition 1B general obligation debt service off-the-top from transportation revenues, thus reducing the relative share of transportation expenditures that must absorb the entire revenue loss related to the reduced fuel price.

During the current fiscal year, there are \$364 million in programmed projects that are anticipated to be ready to begin, but due to the fuel price drop there is only \$250 million for allocation to these projects. Therefore, at the California Transportation Commission's December 9th meeting, all project STIP allocations were temporarily put on hold to allow time to decide which projects to delay. One allocation near Ventura County that was ready to be voted and is now on hold was \$59 million for the Route 101 Widening in Carpinteria in Santa Barbara County. There are two Ventura County projects included in the \$364 million that will be ready this year, namely \$15,764,000 for reimbursement under Assembly Bill 3090 to Thousand Oaks for the 101/23 Interchange project, and \$1,864,000 to Caltrans for the Santa Clara River Riparian Mitigation project (related to the Route 101 Santa Clara River Bridge). Fortunately, AB 3090 stipulates that STIP cash reimbursements must be the top priority for allocation, and the Route 101/23 reimbursement is the only such reimbursement programmed in FY 2015/16, so that reimbursement is required to be the very top priority for the available funds.

Although there should be little short-term effect on Ventura County in terms of project delays within the county, the statewide project delay will further push into the future the date when VCTC can program a new STIP project. There is a strong chance the funding situation will deteriorate even further, because as the CTC revises its STIP Fund Estimate based on the lower price of fuel, STIP projects programmed in the next few years will also need to be pushed back, and VCTC will then have to wait even longer for there to be available program capacity.



Item #11

January 8, 2016

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: CONGESTION MITIGATION AND AIR QUALITY (CMAQ) PROGRAM APPROVAL OF SHELF LIST PROJECTS

RECOMMENDATION:

- Approve programming \$11,358,524 for the attached previously-adopted shelf list of CMAQ projects (Attachment A).

BACKGROUND:

At the May 1, 2015 meeting, the Commission selected projects for CMAQ funding based on the results of the CMAQ call for projects. Due to the federal government having at that time only authorized a short-term extension of the transportation program, the Commission only approved projects based on what was anticipated to be authorized during that current fiscal year (FY). The Commission also adopted a shelf list of projects that could use CMAQ funds expected to become available in the near future.

The Fixing America's Surface Transportation (FAST) Act which authorized the federal transportation programs, including CMAQ, was passed by Congress and signed by the President on December 4th. As a result of FAST, program authorization is now available to all of the projects in the CMAQ shelf list. Staff therefore recommends the Commission approve the programming of the newly-authorized CMAQ funds for these projects.

In the next few months staff anticipates coming to the Commission for a call for projects to program the remainder of the funds authorized by the FAST Act.

RECOMMENDED CMAQ PROJECTS (PREVIOUS SHELF LIST PROJECTS)**TRANSIT**

Project Name:	Agency:	CMAQ Funds:
Fiscal Year 2016/17 Countywide Transit Marketing	VCTC	500,000
Five Expansion Buses	Gold Coast Transit District	2,478,840
Two Downtown Ventura/Harbor Trolleys (Phase 2 – Second Bus)	Downtown Ventura Partners	176,846
Transportation Center Improvements	Thousand Oaks	1,500,000
Bus Purchase	Thousand Oaks	1,500,000

Total: \$6,155,686

BIKE/PEDESTRIAN/TRAFFIC FLOW

Project Name:	Agency:	CMAQ Funds:
Fiscal Year 2016/17 Regional Ridesharing	VCTC	443,000
Las Posas Rd. Bike Lanes	Camarillo	331,988
Las Posas Rd. Bike Lanes	Ventura County	483,000
Pedestrian Improvements at Rancho Road	Thousand Oaks	821,600
Santa Ana Rd. Pavement Widening and Bike Lanes	Ventura County	910,000
Pleasant Valley Rd. Bike Lanes	Camarillo	2,213,250

Total: \$5,202,838

SUMMARY OF CMAQ PROJECTS RECOMMENDED FOR APPROVAL

TRANSIT

Countywide Transit Marketing (\$500,000 or FY 2016/17): A continuation of VCTC's annual program to increase awareness of and encourage ridership for transit systems countywide with an emphasis on the bus services provided by VCTC.

Five Gold Coast Expansion Buses (\$2,478,848): Five new 40-foot low-floor CNG buses to allow expansion of service based on the recommendations of Gold Coast's Short Range Transit Plan.

Downtown Ventura/Harbor Trolley Service Bus (\$176,848): Purchase a second bus for Downtown Ventura Partners which will improve the reliability of the existing free Downtown/Harbor shuttle and also allow possible expansion to the midtown area.

Thousand Oaks Transportation Center Improvements (\$1,500,000): Expand the existing Thousand Oaks Transportation Center's bus boarding and alighting area to increase capacity from three buses to six buses, and construct an ADA-accessible sidewalk to the lower parking lot and pedestrian pathway improvements from South Rancho Road to the bus shelter area.

Thousand Oaks Bus Purchase (\$1,500,000): Purchase of up to four additional 3-foot CNG or electric fixed-route buses to support the expansion of Thousand Oaks' fixed-route service.

BIKE/PEDESTRIAN/TRAFFIC FLOW

Regional Ridesharing Program (\$443,000 for FY 2016/17): A continuation of VCTC's annual program to reduce traffic congestion and improve air quality by a voluntary reduction in single-occupant vehicle commute trips in Ventura County, through promotion of carpooling, vanpooling, bus pooling, transit, walking, biking, and other Transportation Demand Management (TDM) commute alternatives.

Las Posas Road Bike Lanes in Camarillo (\$331,988): Close a missing 500-foot gap on the Class II bike lane system along Las Posas Road, on the west side north of Pleasant Valley Road.

Las Posas Road Bike Lanes in County Unincorporated (\$483,000): Install Class II bike lanes on both sides along a 4.3 mile segment of Las Posas Road from Laguna Road to Pacific Coast Highway (Route 1).

Pedestrian Improvements at Rancho Road in Thousand Oaks (\$821,600): Install new sidewalk, new and retrofit existing curb ramps, install slope paving at Route 101 Freeway undercrossing, and new intersection signal at southbound Route 101 Freeway ramps, stripe new Class II and Class III bike lanes, and modify signal at northbound freeway ramps, all to improve access on Rancho Road between Thousand Oaks Boulevard and the Thousand Oaks Transportation Center.

Santa Ana Road Bike Lanes (\$910,000): Widen the pavement and provide bike lanes on both sides of 1.8 miles of Santa Ana Road through the Live Oaks Acres area east of Oak View.

Pleasant Valley Road Bike Lanes in Camarillo (\$2,213,250): Widen Pleasant Valley Road from East Fifth Street to Las Posas Road to provide bike lanes on both sides of the roadway for 1.6 miles.



Item #12

January 8, 2016

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: DARREN KETTLE, EXECUTIVE DIRECTOR

SUBJECT: VCTC OFFICE BUILDING UPDATE

RECOMMENDATION:

- Receive and file.

BACKGROUND:

On May 1, 2015, the Commission approved the Consulting Services Agreement with Kruger Bensen Ziemer Architects, Inc (KBZ) to provide Architectural and Engineering design services. KBZ, Ventura County Public Works Agency (VCPWA) and VCTC began working together immediately to establish the main project goals and desired timelines.

KBZ reviewed the existing VCTC offices, which total about 6,000 SF of space spread out across two floors and numerous suites. After several discussions with VCTC staff, KBZ established a space needs assessment program which was the foundation for creating the schematic floor plan design.

The interior space has been designed to achieve a more open environment while at the same time being mindful of acoustics. The existing building lacks openings, so great care has been taken to find ways to maximize the use of natural lighting. Sharing resources has been a goal of the project, so where practical, spaces such as the lobby, restrooms, meeting rooms, break room etc have been located to be shared with other potential tenants. LEED certification is also a goal that the design team will be working toward.

The location of the building in Old Town Camarillo gives it the opportunity to become a landmark building. VCTC has recognized that the design concept for the exterior improvements is a critical step in this project. The design has been an iterative process exploring several different architectural themes in an attempt to modernize the appearance while still celebrating some of the original design concepts. With the helpful input and review of City of Camarillo and VCPWA staff, a final design concept was agreed upon that met the requirements of the City's Community Design Element and also provided VCTC with an aesthetically pleasing and inviting building.

The City of Camarillo Planning Commission will meet on January 19 to discuss the conceptual design. Upon Entitlement Approval for the Commission, KBZ and VCPWA will work on completing the architectural and engineering design drawings while preparing for construction activities. Design is expected to be complete in June with construction starting in September in anticipation of an Early Spring 2017 opening.

Floor Plans and Building Design Plans were not complete at the time this agenda was being released, however they will be made available prior to the January 8th meeting.

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Item #13

January 8, 2016

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: DARREN M. KETTLE, EXECUTIVE DIRECTOR

SUBJECT: TRANSPORTATION REVENUE MEASURE AD HOC COMMITTEE STATUS REPORT

RECOMMENDATION:

- Receive and File

BACKGROUND:

In July 2015, following a telephone survey of 802 high-propensity Ventura County voters, the Commission received a report from the Dr. Richard Bernard, with the voter research firm of Fairbanks, Maslin, Maulin, Metz and Associates (FM3) of survey results related to pursuing a voter approved sales tax measure for transportation in Ventura County. In summary, while the polling results showed that voters were trending toward a two-thirds majority required for a special tax, should the Commission choose to pursue a November 2016 ballot measure, the numbers would still need to edge closer to the two-thirds majority required for such a Measure to be successful.

At that meeting Commission Chairman Foy advised that he would establish an ad hoc committee to continue exploring the concept of transportation sales tax measure for the November 2016 ballot. Chairman Foy appointed himself, as well as appointing Commissioners Bennett, Long, Millhouse, Bill de la Pena, Humphrey, MacDonald and Minjares to serve on the committee. The eight member committee had its first meeting in September and received a report of a second poll from VCTC's polling consultant Richard Bernard with FM3. The purpose of the second poll was to determine if a quarter cent sales tax measure might be received in a supportive way by voters. Based on the research conducted by Dr. Bernard, there is statistically no difference in voter's minds between a $\frac{1}{4}$ cent and a $\frac{1}{2}$ cent transportation sales tax measure. So, given the clear need for the revenues generated by a $\frac{1}{2}$ cent measure to invest in local streets and roads, freeway congestion relieving projects on the 101 and 118, and public transit and active transportation projects, the ad hoc committee directed staff to proceed with developing a half cent sales tax measure for transportation and develop a funding distribution that would be publicized and encourage engagement by residents of Ventura County.

At the November ad hoc committee meeting the committee discussed a conceptual funding distribution scenario and arrived at consensus that the scenario was a good starting point for the purpose of discussion with various transportation stakeholders, including engaging Ventura County residents. The conceptual funding program was developed based on input received from VCTC's three-year Comprehensive Countywide Transportation Plan approved by the Commission in 2014 and from results from the last two voter research efforts.

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Furthermore, in light of the modest polling results the committee supported the staff recommendation to conduct a major public education effort over the first three months of 2016. The full commission approved an amendment to its contract with Celtis Ventures, the Commission's communications consultant, to develop and implement a comprehensive education and outreach program. The purpose of the community education program is to raise awareness of VCTC and the transportation challenges ahead for Ventura County in light of the limited resources that can be expected from federal and state sources. As part of that education/outreach program the committee agreed that a component should be the funding distribution scenario that was to serve as the starting point for discussion purposes of how a half cent local transportation sales tax measure revenue stream would be invested toward Ventura county transportation projects and programs.

At today's Commission meeting both staff and the ad hoc committee will summarize the conceptual program funding distribution and update the full Commission on what can be expected over the next 3 months of public education and outreach. At the end of March, VCTC's voter research consultant will conduct another survey effort, the results of which may lead the Commission toward a decision about pursuing a ballot measure in November 2016.