



VENTURA COUNTY TRANSPORTATION COMMISSION

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

www.goventura.org

AGENDA*

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

CAMARILLO CITY HALL
601 CARMEN DRIVE
CAMARILLO, CA
FRIDAY, MARCH 1, 2013
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 VENTURA COUNTY TRANSPORTATION COMMISSION

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

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

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

5. [APPROVE SUMMARY FROM FEBRUARY 1, 2013 VCTC MEETING – PG. 5](#)

6. **CALTRANS REPORT**

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

7. **COMMISSIONERS / EXECUTIVE DIRECTOR REPORT**

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

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

9. **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.

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

Recommended Action:

Receive and File

Responsible Staff: Sally DeGeorge

9B. [PASSENGER RAIL UPDATE – PG. 15](#)

Recommended Action:

Receive and File

Responsible Staff: James Hinkamp

9C. [REVISION TO THOUSAND OAKS STP FUNDS – PG. 19](#)

Recommended Action:

Approve shifting \$285,027 in Surface Transportation Program (STP) cost savings from the Thousand Oaks Wendy Drive Interchange project to the Thousand Oaks Erbes Road project.

Responsible Staff: Stephanie Young

9D. [REVISION TO CALIFORNIA STREET PROJECT FUNDING – PG. 21](#)

Recommended Action:

Approve funding the City of Ventura California Street Project with \$1,210,000 Transportation Enhancement (TE) funds instead of Congestion Mitigation and Air Quality (CMAQ) funds

Responsible Staff: Stephanie Young

9E. [AGREEMENTS FOR 101/23 IMPROVEMENT PROJECT – PG. 23](#)

Recommended Action:

Approve Assembly Bill (AB) 3090 Agreement with Caltrans and the City of Thousand Oaks, and approve Memorandum of understanding (MOU) with Thousand Oaks regarding project cost overruns.

Responsible Staff: Peter De Haan

9F. [COMMUTER SERVICES QUARTERLY REPORT – PG. 27](#)

Recommended Action:

Receive and File

Responsible Staff: Alan Holmes

9G. [TRAPEZE CONTRACT EXTENSION – PG. 33](#)

Recommended Action:

- Approve an extension with TRAPEZE for VISTA Dial-A-Ride dispatching system license in the amount of \$63,454 through June 30, 2014.
- Amend the Fiscal Year 2012/2013 Ventura Intercity/Intercounty Service Transit Authority (VISTA) Transit Dial-A-Ride (DAR) budget, increasing revenues and expenditures by of \$63,454 for the extension of the TRAPEZE dispatching system license through the end of Fiscal Year 2013/2014. The funding source is STA reserve funds.

Responsible Staff: Vic Kamhi

9H. [SANTA PAULA BRANCH LINE UPDATE – PG. 35](#)

Recommended Action:

Receive and File

Responsible Staff: Steve DeGeorge

9I. [VENTURA INTERCITY/INTERCOUNTY TRANSIT SERVICE AUTHORITY \(VISTA\) BUS FARE POLICY FOR SERVICE ATTENDANTS – PG. 37](#)

Recommended Action:

Approve a policy to allow Americans with Disabilities Act (ADA) service attendants to ride VISTA buses for free with certified ADA cardholders who require an attendant.

Responsible Staff: Vic Kamhi

10. [RFP FOR LEGAL COUNSEL – PG. 39](#)

Recommended Action:

- Authorize release of Request for Proposals for general legal counsel services.
- Consider establishing an ad hoc committee to review proposals and conduct preliminary interviews of applicants.

Responsible Staff: Darren Kettle

11. [MANAGEMENT SERVICES AGREEMENT WITH VENTURA COUNCIL OF GOVERNMENTS \(VCOG\) NOTICE TO NOT EXTEND- pg.41](#)

Recommended Action:

Provide notice to the Ventura Council of Governments that Management Services Agreement will not be extended beyond current term of June 30, 2013.

Responsible Staff: Darren Kettle

12. [ROADRUNNER CONTRACT – PG. 43](#)

Recommended Action:

- Approve finding of need for a sole source VISTA transit contract. (Attachment "A")
- Approve a one year extension of the VISTA Intercity services and capital contracts with Roadrunner Management Services, Inc., terminating on June 30, 2014 in the amount of \$6.5 million.

Responsible Staff: Vic Kamhi

13. CONCEPTUAL REFINEMENT OF THE VCTC TRANSIT PLAN AND INTERCITY SERVICE DELIVERY – PG. 45

Recommended Action:

Approve the refinements to the VCTC Countywide Transit Plan including:

- VCTC continues its role as the VISTA Intercity/Intercounty regional transit service provider using Federal Transit Administration (FTA) funds, State Transit Assistance (STA) funds, and funds from SBCAG, and the colleges and university based on agreements.
- Support the provision of community/subregional transit services in three area; Gold Coast Transit area, East County area, and Heritage Valley area.
- Continue efforts to obtain equitable treatment for the use of TDA funds with other parts of the state under SB 716.
- Comprehensive review and re-evaluation of the TDA Unmet Transit Needs process and the development of a Short-Range Transit Plan to identify and guide possible future transit improvements.

Responsible Staff: Vic Kamhi

14. VCTC GENERAL COUNSEL'S REPORT

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

15. AGENCY REPORTS

16. VCTC CLOSED SESSION

17. ADJOURN

The next VCTC Commission meeting is scheduled to be held at 9:00 a.m. Friday, **April 5, 2013**, Camarillo City Hall, City Council Chambers, 601 Carmen Drive, Camarillo.



Item #5

Meeting Summary

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

**CAMARILLO CITY HALL
601 CARMEN DRIVE
CAMARILLO, CA
FRIDAY, FEBRUARY 1, 2013
9:00 AM**

MEMEBERS PRESENT:

Supervisor John Zaragoza, County of Ventura
Steve Sojka, City of Simi Valley
Supervisor Steve Bennett, County of Ventura
Claudia Bill-de la Peña, City of Thousand Oaks
Manuel Minjares, City of Fillmore
Betsy Clapp, City of Ojai
Ralph Fernandez, City of Santa Paula
Brian Humphrey, Citizen Representative, Cities
Kathy Long, County of Ventura
Bryan MacDonald, City of Oxnard
Jan McDonald, City of Camarillo
Keith Millhouse, City of Moorpark
Carl Morehouse, City of San Buenaventura
Linda Parks, County of Ventura
Jon Sharkey, City of Port Hueneme
Jim White, Citizen Representative, County
Steve Novotny, Caltrans District 7

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

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ELECT 2013 VICE CHAIR

Commissioner Millhouse nominated Commissioner Ralph Fernandez for the position of Vice Chair. Commissioner Fernandez accepted the nomination. Commissioner Long seconded the nomination which passed by a unanimous vote.

Vice Chair Steve Sojka assumed the position of Chair and continued to run the meeting.

PUBLIC COMMENTS

Lynn Edmonds, Fillmore

Requested extended service to and from Piru at night and also fixed route service in addition to the current Dial A Ride service.

APPROVE SUMMARY FROM JANUARY 11, 2013 VCTC MEETING –

Commissioner Zaragoza made a motion to approve the summary. The motion was seconded by Commissioner MacDonald and passed unanimously.

CALTRANS REPORT

Steve Novotny reported there has been substantial work done on the 150 dam and fish ladder project at Santa Paula Creek. This is a \$2.7 million project to protect the bridge from scour and a fish ladder for steelhead trout. The project is expected to be completed this Spring.

EXECUTIVE DIRECTOR REPORT

Annual Unmet Transit Needs Hearing - This Monday February 4th will be the annual unmet transit needs public hearing, here at the Camarillo City Hall Council Chambers at 1:30 PM. Thanks again to Commissioners Fernandez, Long, Sharkey and White for volunteering to sit as the Hearing Board. Staff will be at these meetings and will also be collecting information for the hearing record by email to VCTC's website: goventura.org, by calls to the Transit Info Center at 1-800-438-1112, or by regular mail.

Congestion Mitigation Air Quality Grant News – We understand that VCTC has a grant for CMAQ funds that is being held up due to uncertainty over whether the new federal MAP-21 allows use of CMAQ funds for transit operations in large urban areas. Our grant included funds approved by the Commission for bus operating projects in Thousand Oaks, Moorpark, and Ojai, so it's possible these CMAQ projects will now be determined to be ineligible, even though prior to MAP-21 they would have been eligible. The same CMAQ grant contains capital projects in Thousand Oaks, Ojai, and Oxnard, as well as VCTC marketing funds, so these funds have also been held up, even though the eligibility of those projects is not in question. Fortunately, funds expended prior to FTA grant approval are eligible for reimbursement when the grant is approved, but there can be no guarantee of reimbursement if a project is determined to be ineligible due to MAP-21.

United States DOT Secretary Ray LaHood Announcement – This past Tuesday the U.S. Transportation Secretary, Ray LaHood, announced that he will be stepping down. This announcement was not a significant surprise as he had earlier discussed publicly that he might step down at this time. Several names that have been raised as potential successors to Secretary LaHood include former Minnesota Congressman and Chairman of the House Transportation and Infrastructure Committee, James Oberstar, soon to be retiring Los Angeles Mayor Antonio Villaraigosa, and former Pennsylvania Governor Ed Rendell. Obviously there are a number of other names in the mix.

ADDITIONS/REVISIONS

CONSENT CALENDAR

Commissioner Morehouse made a motion to approve all items on the Consent Calendar as recommended. The motion was seconded by Commissioner Millhouse and passed unanimously.

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MONTHLY BUDGET REPORT - *Receive and File*

PASSENGER RAIL UPDATE - *Receive and File*

EXTENSION OF TRANSIT PLANNING INTERN POSITION

Amend the 2012/2013 VISTA fixed route Transit budget, increasing revenues and expenditures of \$10,800 for the Transit Planning Student Internship position through the end of F Year 2012/13. The recommended source of the funds is the Local Transportation Funds (LTF) reserve.

TRANSPORTATION DEVELOPMENT ACT, LOCAL TRANSPORTATION FUND, DRAFT APPORTIONMENT FOR FISCAL YEAR 2013/2014

Commissioner Millhouse made a motion to adopt the Local Transportation Fund Draft Apportionment for Fiscal Year 2013/2014 apportioning \$33.6 million as shown in Attachment 1. The motion was seconded by Commissioner Fernandez and passed unanimously.

DRAFT COMPREHENSIVE TRANSPORTATION PLAN RELEASE FOR COMMENT

Commissioner Fernandez made a motion to release the Draft Comprehensive Transportation Plan for public comment. The motion was seconded by Commissioner MacDonald and passed unanimously.

SCA 4 (LIU) LOCAL TRANSPORTATION MEASURE VOTER APPROVAL THRESHOLD

Public Comments

Susan Aquino, Ventura

Requested the board to not support SCA4.

Maricella Morales, CAUSE

Supports SCA4 as an opportunity to bring in funding for needed transit improvements.

Jana Plat, Senator Jackson

Senator Jackson supports SCA 4 and is ready to assist and partner at the state and local level.

Commissioner Sharkey made a motion to support SCA 4 (Liu) regarding the local transportation measure voter approval threshold. The motion was seconded by Commissioner Morehouse and passed with Commissioner Parks abstaining.

VCTC GENERAL COUNSEL'S REPORT - None

AGENCY REPORTS - None

VCTC CLOSED SESSION – No report from Closed Session

*Pursuant to Government Code section 54957 (b) (1) public employee evaluation:
Executive Director*

ADJOURN – The meeting was adjourned in honor of Peter De Haan's mother, Janice De Haan

The next VCTC Commission meeting is scheduled to be held at 9:00 a.m. Friday, **March 1, 2013**, Camarillo City Hall, City Council Chambers, 601 Carmen Drive, Camarillo.

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Item # 9A

March 1, 2013

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: SALLY DEGEORGE, FINANCE DIRECTOR

SUBJECT: MONTHLY BUDGET REPORT

RECOMMENDATION:

- Receive and file the monthly budget report for January 2013

BACKGROUND:

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

The January 31, 2013 budget reports indicate that revenues were approximately 51.26% of the adopted budget while expenditures were approximately 42.49% 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. For instance, some revenues are received at the beginning of the year while other revenues are received after grants are approved by federal agencies. In many instances, VCTC incurs expenses in advance of the revenues.

**VENTURA COUNTY TRANSPORTATION COMMISSION
BALANCE SHEET
AS OF JANUARY 31, 2013**

ASSETS

Assets:

Cash and Investments - Wells Fargo Bank	\$ 3,973,318
Cash and Investments - County Treasury	22,693,414
Petty Cash	50
Receivables/Due from other funds	621,914
Prepaid Expenditures	803,219
Deposits	<u>12,754</u>

Total Assets: **\$28,104,669**

LIABILITIES AND FUND BALANCE

Liabilities:

Accrued Expenses/Due to other funds	\$ 935,711
Deferred Revenue	1,196,488
Deposits	<u>400</u>

Total Liabilities: **\$2,132,599**

Net Assets:

Fund Balance	<u>\$25,972,070</u>
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Total Liabilities and Fund Balance: **\$28,104,669**

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
FOR THE SEVEN MONTHS ENDING JANUARY 31, 2013**

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	Fund Totals Actual	Annual Budget	Variance Over (Under)	% Year to Date
Revenues								
Federal Revenues	\$ 3,367,230	\$ 0	\$ 0	\$ 0	\$ 3,367,230	\$ 14,456,644	(11,089,414)	23.29
State Revenues	121,986	17,197,698	2,458,936	305,754	20,084,374	34,496,169	(14,411,795)	58.22
Local Revenues	4,058,250	0	0	11,765	4,070,015	4,653,002	(582,987)	87.47
Other Revenues	14	0	0	0	14	1,600	(1,586)	0.88
Interest	235	8,799	14,776	4,026	27,836	140,000	(112,164)	19.88
Total Revenues	7,547,715	17,206,497	2,473,712	321,545	27,549,469	53,747,415	(26,197,946)	51.26
Expenditures								
Administration								
Personnel Expenditures	1,302,826	0	0	0	1,302,826	2,466,919	(1,164,093)	52.81
Legal Services	5,350	0	0	0	5,350	35,000	(29,650)	15.29
Professional Services	52,673	0	0	0	52,673	98,200	(45,527)	53.64
Office Leases	69,870	0	0	0	69,870	137,865	(67,995)	50.68
Office Expenditures	226,008	0	0	0	226,008	242,960	(16,952)	93.02
Total Administration	1,656,727	0	0	0	1,656,727	2,980,944	(1,324,217)	55.58
Programs and Projects								
Transit & Transportation Program								
Senior-Disabled Transportation	50,241	0	0	0	50,241	260,855	(210,614)	19.26
Go Ventura Smartcard	122,678	0	0	0	122,678	265,700	(143,022)	46.17
VISTA Fixed Route Bus Service	3,579,995	0	0	0	3,579,995	5,737,930	(2,157,935)	62.39
VISTA DAR Bus Services	1,486,647	0	0	0	1,486,647	2,507,300	(1,020,653)	59.29
Nextbus	34,060	0	0	0	34,060	172,400	(138,340)	19.76
Trapeze	11,372	0	0	0	11,372	30,900	(19,528)	36.80
Transit Grant Administration	353,793	0	0	0	353,793	7,112,255	(6,758,462)	4.97
Total Transit & Transportation	5,638,786	0	0	0	5,638,786	16,087,340	(10,448,554)	35.05

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	Fund Totals Actual	Annual Budget	Variance Over (Under)	% Year to Date
Highway Program								
Congestion Management Program	900	0	0	0	900	30,000	(29,100)	3.00
Motorist Aid Call Box System	0	0	0	147,052	147,052	434,000	(286,948)	33.88
SpeedInfo Highway Speed Sensor	0	0	0	70,600	70,600	144,000	(73,400)	49.03
Total Highway	900	0	0	217,652	218,552	608,000	(389,448)	35.95
Rail Program								
Metrolink & Commuter Rail	1,321,294	0	0	0	1,321,294	2,776,372	(1,455,078)	47.59
LOSSAN & Coastal Rail	668	0	0	0	668	16,500	(15,832)	4.05
Santa Paula Branch Line	364,557	0	0	0	364,557	581,900	(217,343)	62.65
Total Rail	1,686,519	0	0	0	1,686,519	3,374,772	(1,688,253)	49.97
Commuter Assistance Program								
Transit Information Center	13,768	0	0	0	13,768	38,600	(24,832)	35.67
Rideshare Programs	6,029	0	0	0	6,029	53,500	(47,471)	11.27
Total Commuter Assistance	19,797	0	0	0	19,797	92,100	(72,303)	21.50
Planning & Programming								
Transportation Development Act	96,538	13,408,984	0	0	13,505,522	27,822,897	(14,317,375)	48.54
Transportation Improvement Program	13,302	0	0	0	13,302	1,323,975	(1,310,673)	1.00
Regional Transportation Planning	10,540	0	0	0	10,540	320,000	(309,460)	3.29
Airport Land Use Commission	719	0	0	0	719	228,600	(227,881)	0.31
Regional Transit Planning	14,887	0	0	0	14,887	119,150	(104,263)	12.49
Freight Movement	0	0	0	0	0	12,500	(12,500)	0.00
Total Planning & Programming	135,986	13,408,984	0	0	13,544,970	29,827,122	(16,282,152)	45.41
General Government								
Community Outreach & Marketing	149,898	0	0	0	149,898	554,500	(404,602)	27.03
State & Federal Relations	42,108	0	0	0	42,108	71,770	(29,662)	58.67
Management & Administration	16,892	0	0	0	16,892	470,117	(453,225)	3.59
Total General Government	208,898	0	0	0	208,898	1,096,387	(887,489)	19.05
Total Expenditures	9,347,613	13,408,984	0	217,652	22,974,249	54,066,665	(31,092,416)	42.49
	General Fund	LTF	STA	SAFE	Fund Totals	Annual	Variance	

	Actual	Actual	Actual	Actual	Actual	Budget	Over (Under)
Revenues over (under) expenditures	(1,799,898)	3,797,513	2,473,712	103,893	4,575,220	(319,250)	4,894,470
Other Financing Sources							
Transfers Into GF from LTF	1,651,131	0	0	0	1,651,131	1,657,631	(6,500)
Transfers Into GF from STA	1,246,417	0	0	0	1,246,417	3,031,566	(1,785,149)
Transfers Into GF from SAFE	9,024	0	0	0	9,024	61,800	(52,776)
Transfers Out of LTF into GF	0	(1,651,131)	0	0	(1,651,131)	(1,651,131)	0
Transfers Out of STA into GF	0	0	(1,246,417)	0	(1,246,417)	(3,037,791)	1,791,374
Transfers Out of SAFE into GF	0	0	0	(9,024)	(9,024)	(62,075)	53,051
Total Other Financing Sources	2,906,572	(1,651,131)	(1,246,417)	(9,024)	0	0	0
Net Change in Fund Balances	1,106,674	2,146,382	1,227,295	94,869	4,575,220	(319,250)	4,894,470
Beginning Fund Balance	1,587,577	5,442,517	11,137,704	3,229,052	21,396,850	14,617,258	6,779,592
Ending Fund Balance	\$2,694,251	\$7,588,899	\$12,364,999	\$3,323,921	\$25,972,070	\$14,298,008	\$11,674,062

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
INVESTMENT REPORT
AS OF JANUARY 31, 2013**

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

Institution	Investment Type	Maturity Date	Interest to Date	Rate	Balance
Wells Fargo – Checking	Government Checking	N/A	\$401.13	0.02%	\$3,973,317.58
County of Ventura	Treasury Pool	N/A	\$27,546.83	0.55%	\$22,663,709.13
Total			\$27,947.96		\$26,637,026.71

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

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

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

For Management Reporting Purposes Only



Item #9B

March 1, 2013

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: JAMES HINKAMP, PROGRAM ANALYST
SUBJECT: PASSENGER RAIL UPDATE

RECOMMENDATION:

- Receive and file.

BACKGROUND:

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

DISCUSSION:

Metrolink

Ridership & On-Time Performance

During month of January, the Ventura County Line averaged 3,895 total passenger trips per weekday. This is a 10% increase from the previous month of December 2012 and a 5% decrease year-over-year, from January 2012. Detailed statistics are also available in Attachment A.

On-time performance (which denotes trains arriving within five minutes of scheduled time) for the Ventura County Line averaged 97.5%, for inbound and outbound trips in January.

Procurements

In December 2012, the Metrolink Board of Directors approved the purchase of a base order of 10 Tier 4 locomotives designed to increase fuel efficiency and reduce air pollution by regional commuter trains. This purchase was conditioned by South Coast Air Quality Management District (SCAQMD) grant funding, which was subsequently approved by the SCAQMD in February, in the amount of \$34.7 million. The impetus for Tier 4 locomotive procurement derives from Environmental Protection Agency (EPA) mandates introduced in 2008, such that new or remanufactured (rebuilt) diesel locomotive engines attain Tier 4 classification, in order to reduce harmful particulate matter and nitrogen oxide emissions. The locomotives are scheduled to be delivered in 2015 for testing.

Finance

The Metrolink Board, member agency CEOs, and staff were informed by Metrolink of the agency Chief Financial Officer's resignation, which occurred shortly after the agency's Ad Hoc Finance Committee released an internal report on February 6th; the Committee report contained findings of financial reporting deficiencies. The resignation was subsequently reported in the Los Angeles Times and Ventura County Star. The Ad Hoc Finance Committee articulated recommendations to resolve pertinent findings in their report and expressed confidence in the agency CEO to develop strategy to address those findings. VCTC staff has reviewed the Committee report and continue to closely monitor relevant proposals. A draft action plan, to address agency financial reporting solutions, is in development and VCTC staff will apprise the Commission of future progress on this matter.

Marketing

From October 2012-January 2013 (excluding December due to holiday mail volume), Metrolink produced a three-month pilot direct-mail campaign intended to promote ridership on the Ventura County Line. 120,000 packets, called "Valpaks", were mailed to County residents and contained rail coupons and offers, including one free trial ride per household.

To date, 704 County residents have redeemed Valpaks by either contacting the Metrolink Call Center or by logging onto a Metrolink webpage unique to this campaign and entering a code received in the Valpak. The free trial ride tickets have been redeemable within 60 days of receipt by riders.

A subsequent, electronic survey, designed to collect feedback on respective Metrolink experiences, has commenced and will continue through March 2013. VCTC marketing consultants, Moore and Associates, collaborated with Metrolink on this campaign and will assess the results and effectiveness with VCTC staff as data becomes available.

Safety

Metrolink publishes a periodic newsletter, called Metrolink Matters, which highlights recent news and events. In keeping with agency emphasis on safety, the February/March 2013 edition of the newsletter features a review of emergency evacuation guidelines with step-by-step, visual instructions on how to safely exit a train car in case of an emergency. This insert is a helpful reminder to riders and staff alike on proper emergency protocol and supports Metrolink's mission to safely transport millions of riders each year.

LOSSAN JPA

Governance

The LOSSAN Board of Directors has approved a deadline to assess member agency positions with respect to the amendment of the LOSSAN JPA. The LOSSAN Board has requested the North County Transit District (San Diego County) decide its intent to participate in the amended JPA by March 31st, 2013. Previously, the NCTD opposed the amended JPA, pending reevaluation of costs and benefits of an intercity rail transfer. Should NCTD opposition continue through the stated deadline, the LOSSAN Board will pursue alternative strategies to proceed under the amended JPA. Other San Diego-area agencies previously expressed reservation or indecisiveness toward the amended JPA. The San Diego Metropolitan Transit System (MTS) has tentatively approved the JPA amendment with request for additional amendments; the San Diego Association of Governments (SANDAG) has not yet voted on the amended JPA proposal, but will vote after NCTD's next Board meeting in March. LOSSAN staff has

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updated language in the 2013 Amendment to the Joint Powers Agreement to address aforementioned concerns among San Diego-based agencies. Per SB 1225, the amended JPA would transfer state control of intercity rail services along the Pacific Surfliner route to the JPA. The LOSSAN Board will meet again on March 22nd, 2013.

State Rail Plan

On February 9th, Caltrans released the public draft of the California State Rail Plan (CSRP), which establishes a statewide vision, sets priorities, and develops implementation strategies to enhance passenger and freight rail service in the public interest. VCTC staff has reviewed the draft CSRP and is participating in the CSRP review.

The project website www.californiastaterailplan.com will be updated with the latest project information as it is developed. There you can join the project e-mail list to receive future notifications and newsletters. Requests to join the project mailing list, questions, and input can also be directed by email to:

California State Rail Plan
Caltrans Division of Rail
CSRP@dot.ca.gov

Comments on the CSRP can be submitted through March 11th, 2013.

AVERAGE WEEKDAY PASSENGER TRIPS (INBOUND and OUTBOUND)
DECEMBER 2012 v. JANUARY 2013

MO/YR	Ventura County Line	System Grand Total	Metrolink Rail 2 Rail on Amtrak North of LA
12-Dec	3,533	39,109	192
13-Jan	3,895	42,148	<i>n/a</i>
<i>Variance</i>	<i>10%</i>	<i>8%</i>	

AVERAGE WEEKDAY PASSENGER TRIPS (INBOUND and OUTBOUND)
JANUARY 2013 V. JANUARY 2012 (YEAR OVER YEAR)

MO/YR	Ventura County Line	System Grand Total	Metrolink Rail 2 Rail on Amtrak North of LA
12-Jan	4,093	42,889	220
13-Jan	3,895	42,148	<i>n/a</i>
<i>Variance</i>	<i>-5%</i>	<i>-2%</i>	



Item # 9C

March 1, 2013

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: STEPHANIE YOUNG, PROGRAM ANALYST

SUBJECT: REVISION TO THOUSAND OAKS STP FUNDS

RECOMMENDATION:

- Approve shifting \$285,027 in Surface Transportation Program (STP) cost savings from the Thousand Oaks Wendy Drive Interchange project to the Thousand Oaks Erbes Road project.

BACKGROUND:

The Wendy Drive Interchange project in Thousand Oaks was awarded \$5,658,045 in STP during the 2010 Mini Call for Projects. In May 2012, \$285,027 of those STP funds were deobligated from the project due to cost savings. The city would now like to shift those STP funds to the Erbes Road project. This project is partially funded with CMAQ funds from the 2012 Mini Call for Projects and the additional \$285,027 would cover cost increases. There will be no change in scope to the Erbes Road project.

This recommendation was reviewed and approved by the TTAC at the February 21, 2013 meeting.



Item # 9D

March 1, 2013

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: STEPHANIE YOUNG, PROGRAM ANALYST
SUBJECT: REVISION TO CALIFORNIA STREET PROJECT FUNDING

RECOMMENDATION:

- Approve funding the City of Ventura California Street Project with \$1,210,000 Transportation Enhancement (TE) funds instead of Congestion Mitigation and Air Quality (CMAQ) funds.

BACKGROUND:

The California Street project was approved by the Commission for \$1,125,000 of CMAQ funding in the 2003 Call for Projects. The project will replace existing railing along the bridge with decorative railing that will provide enhanced protection to pedestrians and bicyclists. Other improvements to the sidewalk, concrete, and fencing are also included in the project. Upon review of the project, Caltrans determined that it would not be eligible for CMAQ though in the past similar projects such as the Thousand Oaks Boulevard Streetscape received CMAQ funding through VCTC.

In order to move forward with the project, TE funds can be used in place of the CMAQ funds. Staff recommends that the California Street Bridge project be funded with \$1,210,000 of TE funds. The total project cost decreased from \$1,671,000 to \$1,610,000, but the amount of federal funding has increased due to the fact that a local match is not required for TE funding.

The new transportation bill, MAP-21, which was passed last year, eliminated the TE program and replaced it with the Transportation Alternatives Program (TAP), which has slightly different eligibilities. Caltrans has informed agencies that there is currently carryover TE funding for projects that are able to be obligated this fiscal year. The California Street project is currently eligible for TE but will not be eligible for TAP funding, which cannot be used for streetscape projects. Funding the project with TE will allow the region to take advantage of this fund source before it expires at the end of the fiscal year.

This recommendation was approved by the TTAC at the February 21, 2013 meeting.



Item #9E

March 1, 2013

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: PETER DE HAAN, PROGRAMMING DIRECTOR
SUBJECT: AGREEMENTS FOR 101/23 IMPROVEMENT PROJECT

RECOMMENDATION:

- Approve Assembly Bill (AB) 3090 Agreement with Caltrans and the City of Thousand Oaks, and approve Memorandum of Understanding (MOU) (ATTACHMENT A) with Thousand Oaks regarding project cost overruns. (AB 3090 Agreement will be provided under separate cover.)

BACKGROUND:

At the October meeting the Commission approved the plan to provide \$42 million for construction of the 101/23 Interchange improvement project in Fiscal Year 2012/13, using a combination of STP funds made available due to the passage of the federal Moving Ahead for the 21st Century (MAP-21) legislation, Proposition 1B Trade Corridor Infrastructure Fund (TCIF) money from cost savings to the Rice/101 Interchange, and City of Thousand Oaks funds to be reimbursed in FY 2015/16 from the State Transportation Improvement Program (STIP) through AB 3090. At the January meeting the Commission revised the funding plan due to the availability of additional TCIF money that came from cost savings elsewhere in Southern California. In its original approval of the funding plan, the Thousand Oaks City Council committed \$17,700,000 in local funds for the project, but based on the revised funding plan only \$15,764,000 is required from the City towards the total \$42 million construction cost. The California Transportation Commission (CTC), at its January meeting, approved the revised funding plan, and also reviewed the proposed AB 3090 cash reimbursement arrangement, with the understanding that the AB 3090 would be placed on the March meeting Consent Calendar for approval.

In anticipation of final approval by the CTC, Caltrans has prepared the AB 3090 agreement for approval by the City of Thousand Oaks and VCTC. As authorized under AB 3090, this agreement provides for the City contribution to be reimbursed, contingent upon the funds being appropriated by the Legislature and allocated by the CTC. AB 3090 also stipulates that the committed cash reimbursements must be the top priority for STIP allocations in the year they are programmed. The AB 3090 agreement confirms VCTC's role as the sponsor of the project.

Due to VCTC's role as the County Transportation Commission, and also as required under the CTC's TCIF guidelines, VCTC would be responsible for identifying funding that addresses any unanticipated cost overruns, should they occur. Since the City of Thousand Oaks has committed up to \$17,700,000, staff has prepared a separate MOU with Thousand Oaks (ATTACHMENT A) to memorialize the

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understanding that in the event of a cost overrun, the City could contribute additional funds beyond the \$15,764,000 committed in the AB 3090 agreement, up to a maximum of \$17,700,000. Since all of the City's contribution is contingent upon reimbursement in FY 2015/16, but the AB 3090 reimbursement from STIP funds is capped at \$15,764,000, City participation in funding any cost overruns would require reimbursement from VCTC in FY 2015/16. It is anticipated that cost overruns would be funded by VCTC through programming some STP funds in the current year and additional STP funds in FY 2015/16 to reimburse Thousand Oaks' contribution beyond the STIP amount. As with all state highway projects, VCTC will continue to monitor Caltrans to ensure that costs are minimized.

MEMORANDUM OF UNDERSTANDING

BETWEEN

VENTURA COUNTY TRANSPORTATION COMMISSION

AND

THE CITY OF THOUSAND OAKS

THIS MEMORANDUM OF UNDERSTANDING (MOU) is entered into between Ventura County Transportation Commission (VCTC) and the City of Thousand Oaks (City) regarding the responsibility for project costs to improve Route 101 from the Los Angeles County Line to Moorpark Road (Project).

WHEREAS, the City Council at its October 9, 2012 meeting, committed \$17,700,000 of City funds for the construction costs of the project, contingent on approval of an agreement with the California Department of Transportation (Caltrans) to reimburse the City in Fiscal Year (FY) 2015/16, as authorized under Assembly Bill (AB) 3090; and,

WHEREAS the City, VCTC, and Caltrans have drafted Cooperative Agreement 07-4955, setting forth the Project funding shares shown in the Attachment thereto, with Caltrans agreeing to reimburse the City in FY 2015/16 as provided under AB 3090 subject to annual legislative appropriation, State budget authority, and allocation by the California Transportation Commission, with the City's funding share being \$15,764,000, or 37.53% out of an estimated Project construction cost of \$42 million.

NOW THEREFORE, VCTC and the City enter into this MOU to memorialize their mutual understanding regarding the funding of any unanticipated cost increases above the current \$42 million estimate.

1. Responsibility for Cost Increases: The City and VCTC recognize that as project sponsor, and as stipulated in the California Transportation Commission's Trade Corridors Improvement Fund Guidelines (which apply to this project), VCTC is responsible for identifying the funding for any Project cost increase above the \$42 million construction cost estimated at the time of this MOU.
2. City Commitment Towards Cost Increases: Notwithstanding VCTC's responsibility as project sponsor, the City hereby agrees, in recognition of having agreed to pay 37.53% of the currently estimated \$42 million project construction cost, if requested in writing by VCTC, and subject to Caltrans and the Federal Highway Administration approval, to continue paying 37.53% of any project costs above \$42 million, up to a maximum City contribution of \$17,700,000 for Project construction.
3. Commitment to Reimburse City Contribution Towards Cost Increases: VCTC and the City understand that the City's commitment to pay 37.53% of the Project construction cost increase is contingent upon VCTC programming the required funds to reimburse the City in FY 2015/16.
4. Reimbursement Procedure: In recognition that VCTC's share of Project construction costs is funded with Federal Surface Transportation Program (STP) funds, it is likely that VCTC would program STP to cover any Project cost increase, including the portion of a Project cost increase to be funded by the City and reimbursed in FY 2015/16. Since STP funds are administered by Caltrans, VCTC's responsibility would

be to program the STP funds to reimburse the City in FY 2015/16. The City would then submit an Authorization Request to Caltrans in FY 2015/16 to receive the funds, and upon receiving authorization of the funds, would work with Caltrans to submit the required invoice to receive reimbursement.

5. Advance Construction Authority: It is mutually understood that the reimbursement of a City contribution to Project construction cost increases through use of STP funds would be subject to the provisions of federal Advance Construction Authority, and would therefore be contingent upon the authorization and appropriation of STP or equivalent funding by the Federal government.

CITY OF THOUSAND OAKS

VENTURA COUNTY TRANSPORTATION
COMMISSION

Claudia Bill-de la Pena
Mayor

Steve Sojka
Chairman

Attest:

Attest:

Linda D. Lawrence
City Clerk

Donna Cole
Clerk of the Board

Approved as to Form

Approved as to Form

Christopher G. Norman
Assistant City Attorney

Mitchel B. Kahn
General Counsel



Item # 9F

March 1, 2013

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

**FROM: ALAN HOLMES, TRANSPORTATION DEMAND MANGEMENT
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.

Table 1 Services by Quarter

Database	FY 11/12 3 rd Quarter	FY 11/12 4 th Quarter	FY 12/13 1 st Quarter	FY 12/13 2 nd Quarter	FY 12/13 YTD
Commuters on file	33,141	33,240	30,123	31,311	31,311
Commuters active for matching	6,358	6,401	5,892	6,028	6,028
Company worksites on file	371	369	358	338	338
Avg. Home to work distance	15.51	15.83	16.22	16.29	16.29
AVR reports generated	9	9	5	32	37
Matching Transactions					
Number of carpool matches attempted:					
Public (web)	443	589	412	847	1,259
Staff	1,883	852	183	505	688

Database	FY 11/12 3 rd Quarter	FY 11/12 4 th Quarter	FY 12/13 1 st Quarter	FY 12/13 2 nd Quarter	FY 12/13 YTD
Total	2,326	1,441	595	1352	1,947
Number receiving at least one match	1,837	1,122	425	1010	1,435
Average age of matching record (days)	67	97	261	142	117.5
Average number of matches/RideGuide	9	9	7	7	7
Avg. distance home/work	14.7	19	16.4	15.1	15.8
RideSmart Tips generated	4,322	2,193	725	7,184	7,909
Incoming Call Volume	98	87	45	12	67
Guaranteed Ride Home Program Usage					
Rental Car Trips	10	14	13	8	21
Taxi Rides	7	10	13	8	21
Total	17	24	26	16	42
Estimated Program Benefits:					
	FY 11/12 3 rd Quarter	FY 11/12 4 th Quarter	FY 12/13 1 st Quarter	FY 12/13 2 nd Quarter	FY 12/13 YTD
Reduction in Vehicles Miles of Travel	2,459,808	1,884,716	614,923	1,382,217	1,997,140
Reduction in Commuting cost (in \$s)	1,328,270	1,017,712	332,027	746,367	1,078,394
Reduction in carbon monoxide (tons)	38.04	29.15	9.51	21.38	30.89
Reduction in volatile organic compounds (tons)	4.99	3.82	1.25	2.80	4.05
Reduction in Oxides of Nitrogen (tons)	6.13	4.70	1.53	3.44	4.97

Marketing Activities:

Employer Support

- **Commuter eblast** – Monthly rideshare-related eblasts were distributed to approximately 135 rideshare coordinators and various employers throughout Ventura County who had requested to be included in such communications. Topics included “Welcome to Rideshare Week!,” “Team Rideshare’ Scored Big Win This Year,” and “The True Cost of Commuting.”
- **Employer Call-Outs** – In October and November the Commuter Services program continued its outreach call-outs to various employers throughout Ventura County. Using a list of companies within Ventura County with over 100 employees ensured the most positive responses. These calls produced 46 “warm leads,” which were identified for follow-up by the Program Manager. Given the amount of interest generated by this particular outreach, calls were put on hold for the month of December to allow the Program Manager complete the follow-up process.
- **Employer Packets** – Packets of information about the Commuter Services program were distributed in conjunction with employer call-outs. A total of 46 packets were sent to employers expressing an interest in the program and served as an introduction to VCTC and Commuter Services.

- **Rideshare Week 2012** – Contests were held to encourage employer and employee participation in and awareness of Rideshare Week. They were promoted at employer events, social media outlets, on the radio, in VCTC's "On the Move" newsletter, and on the VCTC website. Following the event, prizes were distributed to the first five employers to respond with their pledge card return forms. Additionally, prizes for randomly selected participating employees, including an iPad, Nook, and various gift cards, among others, were distributed by VCTC and APCD staff. A total of 533 commuters and 11 employers participated in the 2012 Rideshare Week promotion.

Outreach and Promotion

- **Rideshare Week 2012** – The second quarter started with the year's biggest Rideshare promotional effort. VCTC participated in on-site events at California State University, Channel Islands and the Ventura County Air Pollution Control District on Tuesday, October 2 and Thursday, October 4.
- **Promotional items** – Event-specific items were purchased and distributed throughout the months of October, November, and December. Rideshare pennants for participants to display on their vehicles or employers to display in the workplace were made available during Rideshare Week events and mailed to employers prior to the event. Additionally, pledge cards and informational materials promoting Rideshare Week were distributed during Rideshare Week events held at California State University, Channel Islands and Ventura County Air Pollution Control District. Commuter services brochures, bags and magnets were also given out at the Los Robles Hospital employee benefits fair. In addition, stainless steel travel mugs were distributed to program participants at the Rule 211 meeting.
- **Los Robles Hospital event** – On November 14 we staffed a booth at the Employee Benefits Fair at Los Robles Hospital in Thousand Oaks where we distributed materials to inform and encourage participation in ridesharing.
- **Toy Train** – During the first weekend of December, Toy Train events were held throughout Ventura County at participating Metrolink stations. VCTC staffed booths at Camarillo, Oxnard, Moorpark and Simi Valley events on Saturday, December 1 and Sunday, December 2. The Rideshare program was promoted during these events with giveaways and materials for those interested to find out more information.

Social Media

- **Twitter and Facebook** – During Rideshare Week, separate postings were made every day to promote the event, its contests, and engagement with the public. Outside of Rideshare Week, typically twenty percent of all posts and tweets on Facebook and Twitter during the second quarter encouraged ridesharing, meeting the goal of increased social media representation. Over the quarter, Facebook "likes" increased by four percent and Twitter's followers increased by 7.4 percent. We expect to see these numbers continue to increase over the next quarter.

Print Media

- **Rideshare Week 2012 Event Materials** – Both Spanish and English pledge cards were printed and made available at employer events. For those who did not want to fill out a pledge card at the events, we provided the web address to the online pledge card.

Third Quarter Activities

The following Commuter Services activities are planned for the third quarter of the fiscal year, January through March 2013:

- An update of the Rideshare section of the VCTC website (www.GoVenturaRideshare.org).
- Preparation of new campaign posters promoting carpooling, vanpooling, etc. to post to the website and provide to employers as another resource for their rideshare programs.
- Continued promotion of Rideshare through community events such as Earth Day.
- Planning for Bike to Work Week 2013 in May, the second-largest alternative transportation supporting event of the year
- Continued utilization of employer call-outs, given the success of this methodology in the 2nd Quarter.
- Continued preparation and distribution of monthly Rideshare-themed eblasts to support employer participants.
- Continued social media representation and promotion, with particular focus on the overhaul of the Rideshare section of the website, availability of new employer materials, and to promote Earth Day and Bike to Work Week events.

California Vanpool Authority (CalVans):

Farm Labor

Reflecting seasonal fluctuations there were 9 vans on the road during the second quarter. They travelled a total of 17,628 miles and carried a total of 3,824 passengers, accounting for 179,457 passenger lane miles. The number of vans that travelled over the Grapevine to Maricopa has gone down. Now most vans are working locally, in Santa Paula, Piru, Somis and Oxnard. A few vans are travelling to Goleta and the coast south of Gaviota. We expect an increased demand for vans due to the JARC Vouchers being offered for both VP's & FL's that started January 2013. We continue active outreach throughout Ventura & Santa Barbara Counties. The previously announced fare increase to \$.90/ mile has been implemented.

Commuter Vanpools

We continue active outreach throughout Ventura County. The JARC vouchers valued at up to \$75/month became active in January and should help increase ridership in the near future. CalVans staff is also working to secure clean-air funds from Los Angeles County to subsidize commutes.

CalVans provided the information on the following tables detailing monthly passenger boardings, miles traveled and passenger lane miles as provided to NTD. The NTD-approved system was brought online during the second quarter of FY 2011-2012.

The Transit Coordinator position remains open until filled. Interested parties can review the position and requirements at http://agency.governmentjobs.com/kingscounty/job_bulletin.cfm?JobID=584894

Month	Passengers			
	Weekdays	Saturday	Sunday	Total
July	3509	590	242	4341
August	3828	616	167	4611
September	2692	568	134	3394
First Quarter	10029	1774	543	12346
October	845	176	60	1081
November	825	176	60	1061
December	1346	238	98	1682
Second Quarter	3016	590	218	3824
Totals to Date	13045	2364	761	16170

Month	Vehicle Miles			
	Weekdays	Saturday	Sunday	Total
July	11072	1536	236	12845
August	9817	1339	197	11352
September	7177	1352	150	8679
First Quarter	28066	4227	583	32876
October	3400	942	148	4490
November	3270	942	148	4360
December	5992	2150	637	8779
Second Quarter	12662	4034	932	17628
Totals to Date	40728	8260	1515	50504

Month	Passenger Lane Miles			
	Weekdays	Saturday	Sunday	Total
July	138708	18551	2383	159642
August	123842	18101	2599	144542
September	82039	15690	1603	99333
First Quarter	344590	52342	6585	403516
October	32327	9013	1476	42815
November	31677	9013	1476	42166
December	65065	22956	6455	94476
Second Quarter	129069	40981	9407	179457
Totals to Date	473659	93323	15992	582973



Item #9G

March 1, 2013

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: VICTOR KAMHI, BUS SERVICES DIRECTOR

SUBJECT: TRAPEZE CONTRACT EXTENSION

RECOMMENDATION:

- Approve an extension with TRAPEZE for VISTA Dial-A-Ride dispatching system license in the amount of \$63,454 through June 30, 2014.
- Amend the Fiscal Year 2012/2013 Ventura Intercity/Intercounty Service Transit Authority (VISTA) Transit Dial-A-Ride (DAR) budget, increasing revenues and expenditures by of \$63,454 for the extension of the TRAPEZE dispatching system license through the end of Fiscal Year 2013/2014. The funding source is STA reserve funds.

BACKGROUND:

The Commission purchased the licenses, equipment, installation and training of the TRAPEZE paratransit dispatching system five years ago. The license is expiring, and the various public paratransit operators in the county are extending the service for their own purposes while looking at possible replacement in the future. The system is also used by the VISTA Heritage Valley Dial-A-Ride, and it is needed to continue to support this existing service.

Because of the uncertain future about the management of the VISTA services, the extension of the Trapeze license through June 30, 2014 was not included in the budget. However, since the Commission will continue to operate the Trapeze service through the end of the existing contract, it is incumbent to continue to provide the dispatching tool. Gold Coast, Transit, Simi Valley Transit, and the Thousand Oaks Transit are also continuing their use of the system.

Therefore, staff recommends the Commission approve renewal of the current TRAPEZE contract through June 30, 2014, and an amendment to the Fiscal Year 2012/2013 budget to include STA funds of \$63,454 for this purpose.

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Item #9H

March 1, 2013

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: STEVE DEGEORGE, PLANNING & TECHNOLOGY DIRECTOR
SUBJECT: SANTA PAULA BRANCH LINE UPDATE

RECOMMENDATION:

- Receive and file.

DISCUSSION:

An update on the Santa Paula Branch Line (SPBL) was proposed for the Commission's March Agenda but is being delayed until the May meeting. The delay allows for a thorough preparation of material, review by the Santa Paula Branch Line Advisory Committee and allows Supervisor Long, representing the Santa Clara River Valley, to participate in the full Commission discussion.

In preparation of the SPBL item, staff is conducting a review of expenditures and revenues associated with the Branch Line over the past ten years. The Commission's rail consultant, Egan Consulting Group, conducted a site visit of the SPBL on February 12th and 13th and was hosted on a high rail trip of the Branch Line by Fillmore and Western Railroad. Egan Consulting is currently conducting a document review of the Branch Line comparing its operation with that of similar short line railroads operated on publicly owned rail lines. Staff along with Egan Consulting Group will be presenting their findings to the Santa Paula Branch Line Advisory Committee in April.

Staff will bring the research findings as well as comments of the Santa Paula Branch Line Advisory Committee to the Commission for discussion at its May meeting.

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Item # 9I

March 1, 2013

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: VICTOR KAMHI, BUS SERVICES DIRECTOR

SUBJECT: VENTURA INTERCITY/INTERCOUNTY TRANSIT SERVICE AUTHORITY (VISTA) BUS FARE POLICY FOR SERVICE ATTENDENTS

RECOMMENDATION:

- Approve a policy to allow Americans with Disabilities Act (ADA) service attendants to ride VISTA buses for free with certified ADA cardholders who require an attendant.

BACKGROUND:

VISTA does not have an ADA complementary paratransit service since the service operates commuter bus and general public dial-a-ride services, both of which are exempt from the ADA requirement to have complementary paratransit. However, to provide as much mobility as possible, it is reasonable to treat ADA-required attendants on VISTA the same way they are required to be treated on "ADA complementary paratransit" services. This will encourage intercity ADA riders to use VISTA instead of the intercity ADA paratransit services and will also provide mobility to ADA certified riders who are travelling between Ventura and Santa Barbara counties.

This recommendation was discussed and supported by the TRANSCOM members at the February 14th TRANSCOM meeting. The staff recommended policy is as follows:

"Any VISTA rider with a current Americans with Disabilities Act (ADA) card which specifically notes the need for a service attendant will be allowed to have the service attendant ride for free. The ADA card holder will be required to pay the appropriate person with disabilities rider fare."

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Item #10

March 1, 2013

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: DARREN M. KETTLE, EXECUTIVE DIRECTOR

SUBJECT: GENERAL COUNSEL REQUEST FOR PROPOSALS

RECOMMENDATION:

- Authorize release of Request for Proposals for general legal counsel services.
- Consider establishing an ad hoc committee to review proposals and conduct preliminary interviews of applicants.

BACKGROUND:

In March 2005 the Commission unanimously voted to retain Mitchel B. Kahn of the law firm of Schroeder, Comis, Nelson & Kahn (the firm name has subsequently changed to Nelson Comis Kahn & Sepulveda, LLP) to serve as General Counsel to VCTC. In the Spring of 2009 the Commission conducted a request for proposal process for General Counsel services and following that process continued its engagement of Mr. Kahn. In January of this year Mr. Kahn advised first the VCTC Administrative Committee and then the full Commission that he intends to retire effective June 30, 2013. Given Mr. Kahn's announcement, the Commission needs to proceed with a process to identify and engage new general counsel. The attached letter is a draft solicitation letter for General Counsel services.

The Commission Chairman desires an inclusive selection process that would begin with establishing a review and recommendation sub-committee to include the Chair, Vice-Chair, and immediate past chair, an additional member from an east county city, an additional member from a west county city, and an additional County Supervisor, supported by the Executive Director, to review proposals and conduct preliminary interviews of applicants. The panel would forward its recommendation to the full Commission which would then interview the recommended candidate in closed session in advance of approving a letter of engagement

The following is a proposed timeline for a process that will result in final action by the Commission at its June 2013 meeting with an expectation that the new general counsel would be in place beginning July 1, 2013

Release RFP	March 1, 2013
Letter Proposals Due	April 1, 2013
Committee Review	Week of April 8-12, 2013
Committee Interviews	Week of April 22-26, 2013
Commission Closed Session Interview	May 3, 2013
Commission Action	June 7, 2013

[Date]

[Name and Address]

Re: Request for Proposal Letter for Legal Services

Dear [Name],

The Ventura County Transportation Commission, a county transportation commission created by California Public Utilities Code ("VCTC"), is now seeking proposals for services as General Counsel commencing Spring/Summer 2010. VCTC is also the designated body acting as the Airport Land Use Commission ("ALUP"), Service Authority for Freeway Emergencies ("SAFE"), Consolidated Transportation Service Agency ("CTSA") and Congestion Management Agency ("CMA") for Ventura County. VCTC is also a joint power member of Metrolink, the commuter rail connection for the five member counties of Los Angeles, Orange, Riverside, San Bernardino and Ventura.

The Commission consists of seventeen (17) voting commissioners, including all five (5) county supervisors; a city council member from each of the County's ten (10) cities; one at-large representative representing residents in the County, appointed by the Board of Supervisors; one at-large representative representing the cities in the County, appointed by the City Selection Committee; and one *ex officio* representative appointed by the Governor of California (currently the Director of District 7 of the California Department of Transportation). Day-to-day management of the agencies is carried out by a budgeted staff of 17 employees. The position of General Counsel requires approximately 20-30 hours time per month. The General Counsel attends all meetings of the Commission and over sees all matters having legal implications in the areas of law set forth below.

Applicants should have knowledge and experience in the following areas: Codes of the State of California including Government Code, Public Utilities Code, Streets and Highways Code and government laws and regulations governing the conduct of public agency meetings, including but not limited to the tort claims act and the Brown Act, federal and state laws and regulations governing the ownership and operation of railroads, federal and state laws governing the operation of intercity bus service, land use and property law, the law of contracts and human resource management. Knowledge and experience in the areas of laws and regulations governing the operation of a SAFE, CTSA, CMA and ALUP are desirable, but not mandatory. Although some litigation has been conducted by outside counsel in the past, a general knowledge about litigation, including the laws governing liens and torts is required.

Proposals should include references, the name of the attorney who would be designated to act as General Counsel if the application is made by a firm of more than one attorney, and a complete resume of the experience and knowledge of the designated attorney. In addition, the proposed hourly billing rate must be enclosed with the proposal in a sealed envelope, which is only to be opened by VCTC for negotiation purposes should a firm be selected based on its qualifications. Proposals should be delivered to Darren Kettle, Executive Director, VCTC, 950 County Square Drive, Suite 207, Ventura, CA 93003 no later than 4 pm, Friday February 12, 2010. Questions relating to details concerning the areas of law required in the position may contact Mr. Kettle at (805) 642-1591 extension 123.

Very truly yours,

[Signature and title]



Item #11

March 1, 2013

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: DARREN M. KETTLE, EXECUTIVE DIRECTOR

SUBJECT: MANAGEMENT SERVICES AGREEMENT WITH VENTURA COUNCIL OF GOVERNMENTS (VCOG) NOTICE TO NOT EXTEND

RECOMMENDATION:

- Provide notice to the Ventura Council of Governments that Management Services Agreement will not be extended beyond current term of June 30, 2013.

BACKGROUND:

The Ventura Council of Governments was administered through the City of Santa Paula Office of the City Manager from August 2005 through the summer of 2009. At that time, the City Manager of Santa Paula desired to discontinue his role as interim Executive Director. Not long after noticing his intent to no longer serve in that capacity it was announced that he was in the process of taking a new position out of state. Thus, for several reasons it became necessary for VCOG to identify a new administrative arrangement. Also during this same period of time two landmark pieces of legislation had passed the State Legislature and been signed by the Governor, specifically AB 32 (Nunez) and SB 375 (Steinberg), the objectives of both are to address greenhouse gas emissions and associated climate change impacts. The then VCOG Interim Executive Director approached the VCTC Executive Director about his willingness to consider taking on the role of administering VCOG by way of a management agreement between VCTC and VCOG.

After several months of discussions between the outgoing VCOG Interim Executive Director, the City of Simi Valley City Manager, whose Mayor was the Chairman of VCOG at the time, and the VCTC Executive Director, both the VCTC and VCOG governing boards approved a 4-year management services agreement in which VCTC agreed to provide management staff resources to VCOG for a fee of \$50,000. VCTC staff involved in administering the VCOG operation received no additional compensation and the management fee was used to fund staff time that could not be paid for from transportation funds. In fiscal year 2012-13, VCTC lowered the management fee to \$30,000 and VCOG dues charged to member jurisdictions were reduced.

Over the past five years, VCTC has been making concerted efforts to focus on core mission and statutory responsibilities. While there was some thought that synergies between VCTC and VCOG would warrant VCTC serving in a staff support capacity to VCOG, those synergies have not occurred. In fact, the responsibilities of VCOG have become more independent from VCTC, focused on information sharing in the public policy areas of integrated waste, early inmate release, homelessness issues, graffiti information sharing, and potentially energy issues in the future, all important regional issues but with a limited nexus to transportation and transportation planning. VCOG serves as the subregional agency for the Southern California Association of Governments (SCAG) for non-transportation related matters such as the Regional Housing Needs Assessment (RHNA) process. With the fifth cycle of the RHNA process just recently completed, the next RHNA adoption will not occur until 2020.

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Under state law, SCAG must consult with the county transportation commissions of southern California on the Regional Transportation Plan/Sustainable Communities Strategy so VCTC will remain in the regional comprehensive transportation planning process. VCTC is a dues paying member to SCAG and is represented on the SCAG Regional Council by Commissioner Keith Millhouse who also serves on, and is currently chairman of, the Transportation Policy Committee.

In considering the above recommendation, the VCTC Executive Director has consulted with Commission leadership and has conveyed that the recommended course of action will allow VCTC staff to focus on its core mission and statutory responsibilities. In recognition that the term of the current management services agreement was coming to an end, the Executive Director has advised the VCOG chairman of the recommendation to provide notice that VCTC will not extend the agreement beyond the current term. VCTC will be providing four months formal notice to VCOG which should provide sufficient time for VCOG to identify a new administrative arrangement. Options for VCOG include an arrangement similar to what occurred from 2005 through 2009 with a member jurisdiction providing administrative support or VCOG could contract directly with a consultant to serve in the capacity, a model that is used in other subregions in the SCAG region.



Item #12

March 1, 2013

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: VICTOR KAMHI, BUS SERVICES DIRECTOR

SUBJECT: APPROVE A ONE YEAR EXTENSION OF ROADRUNNER CONTRACT

RECOMMENDATION:

- Approve finding of need for a sole source VISTA transit contract. (Attachment "A")
- Approve a one year extension of the VISTA Intercity services and capital contracts with Roadrunner Management Services, Inc., terminating on June 30, 2014 in the amount of \$6.5 million.

BACKGROUND:

VCTC had a contract with Coach America to provide intercity transit services through June 30, 2014. In June 2012, Coach America notified the Commission that due to its bankruptcy, they would be unable to complete the contract. Because of the bankruptcy and strategic considerations being addressed by the Commission, an eleven month contract was approved in July 2012 with Roadrunner to provide intercity VISTA services, using the same conditions as the Commission had with Coach America. In January, 2013 the Commission authorized staff to negotiate a one year extension, again with the same basic terms as the Commission had approved with Coach for the services through 2014.

While progress has been made in developing transition plans, the consensus within the County and among the local transit providers is that the necessary agreements and procurement process could not be completed in time to prevent a lapse in service. For this reason, the Commission determined that extension of the Roadrunner contract through to the planned transition date of July 1, 2014 would be in the best interest of all parties. Work is underway to develop a Request for Proposals for provision of VISTA intercity services and equipment, which is expected by this summer.

As reported to the Commission at their January 2013 meeting, there have been some concerns regarding extending a sole source contract, discussions with the Federal Transit Administration (FTA) have provided the Commission with sufficient guidance to feel that a one-year extension will be permissible and not jeopardize VCTC funding. A copy of the Sole Source Justification findings is attached.

One change that will be made to the contract will be a slight increase in surcharge Roadrunner has proposed in order to meet diesel cost should a substantial increase in diesel fuel prices occur.

The Contract Cost also includes a 3.5% increase in the overall contracts cost.

SOLE SOURCE JUSTIFICATION

FOR VISTA FIXED-ROUTE BUS OPERATIONS AND FULLY-MAINTAINED LEASES

Per the requirements of Federal Transit Administration (FTA) funding as contained in Circular 4220.1F, to enter into a sole-source procurement VCTC must document that a competitive procurement is infeasible for specified reasons. There are two reasons why a sole source contract is justified for fully-maintained leases and operations for the 30 buses required for VISTA fixed-route service:

1. Inadequate Availability of Competition: In the prior two VISTA fixed-route bus procurements, the number of bidders was extremely limited. In the prior procurement in 2007, the current contractor was the only bidder for all services except the university service, for which there was one other bidder. In the procurement before the 2007 procurement, there were no other bidders except for the current contractor. Since the current vendor is going out of existence, there are no other vendors from the two prior bids, with the exception of the one bidder for the university service consisting of 4 buses. Thus, there is an extremely limited market availability of buses for fully-maintained leases in Ventura County. The limitation of the market is exacerbated by the requirement that all the buses be lift equipped, and meet California Air Resources Board requirements that VCTC, as a commuter transit system, comply with stricter emissions requirements that would be required of charter buses. VCTC's subrecipients for FTA funding do own approximately 20 smaller fixed-route buses, but virtually all of these buses are required to continue operation of the subrecipients' own services and thus are unavailable for VISTA service without disrupting local bus service.

An additional limiting factor is that, as noted in its adopted Transit Investment Study, VCTC's planned course of action in the near future is to transition the VISTA services to various other transit operators. It is therefore not feasible at this time for VCTC to enter into a multi-year lease of buses, resulting in a future reduction of the availability of buses for fully-maintained leases in Ventura County, due to lack of financial justification to a vendor for the up-front investment needed to purchase buses and establish the required maintenance infrastructure. For the reasons cited herein, a sole-source procurement is justified for however many buses can be located for which supporting operations and maintenance service is also available. It should be noted that VCTC is informally contacted as many potential bus lease providers as possible to ensure that each and every feasible bus can be deployed to minimize a disruption of service.

2. Unusual and Compelling Urgency: As provided in paragraph 3i(1)c of FTA Circular 4220.1F, a sole source procurement is justified for reasons of an unusual or urgent need, provided the urgency was not due to the recipient's lack of planning. VCTC had received assurance from its current contractor that the previously-negotiated extension of the current contract would be executed, and had no conflicting information until notified on June 12, 2012 that the contractor would not extend the contract beyond July 1st, other than considering a short term extension of 30-60 days dependent on finalization of the contractor's bankruptcy sale. This impending termination of service by VCTC's contractor on such short notice will create a situation of significant harm to the approximately 1,500 daily riders (3,000 daily boardings) who depend on the VISTA fixed-route buses for necessary access to employment, education, and other critical services. Given the estimated minimum notice of several weeks for a new bus provider to deploy buses, to avoid or minimize disruption of bus service the public exigency requires limiting competition to providers that can deploy buses within this very short time period.

At this time staff's currently total cost estimate for the VISTA operations and capital lease contracts for twelve months from July 1, 2013 to June 30, 2014 is \$6.5 million, based on the price which had been negotiated between VCTC and the former contractor, and approved by VCTC and previously approved increases in frequency of service.



Item #13

March 1, 2013

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: VICTOR KAMHI, BUS SERVICES DIRECTOR
SUBJECT: CONCEPTUAL REFINEMENT OF THE VCTC TRANSIT PLAN AND INTERCITY SERVICE DELIVERY

RECOMMENDATION:

Approve the refinements to the VCTC Countywide Transit Plan including:

- VCTC continues its role as the VISTA Intercity/Intercounty regional transit service provider using Federal Transit Administration (FTA) funds, State Transit Assistance (STA) funds, and funds from SBCAG, and the colleges and university based on agreements.
- Support the provision of community/subregional transit services in three area; Gold Coast Transit area, East County area, and Heritage Valley area.
- Continue efforts to obtain equitable treatment for the use of TDA funds with other parts of the state under SB 716.
- Comprehensive review and re-evaluation of the TDA Unmet Transit Needs process and the development of a Short-Range Transit Plan to identify and guide possible future transit improvements.

BACKGROUND:

As a result of SB 716 and recognition by the Commission that transit services in Ventura County had changed over the proceeding decade without a comprehensive or coordinated evaluation of the services, structure, or future directions, the Commission undertook a countywide transit plan. The plan provided a forum for the transit providers to discuss the future direction of transit in Ventura County. This discussion resulted in a Countywide Transit plan which was approved by the Commission in April 2012. At the same time, the Commission recognized that the plan was a starting point, and that significant efforts were needed to refine and develop a program which could be implemented and would provide an overall improvement to the quality and quantity of transit in Ventura County. Work toward this has been proceeding at a number of different forums, including the Gold Coast Transit's efforts to establish a transit district, the "East County Cities" work to develop a transit Memorandum of Agreement and service plan, the Heritage Valley efforts through the VCTC planning activities, and the efforts of representatives of the Commission, the Executive Director, city managers, and State Legislators and legislative staff.

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Based on the work since approval of the Transit Plan, several refinements have been developed. These are presented to the Commission for consideration – which will support further steps to implement these concepts and allow the countywide transit services to move forward.

The proposed refinements are:

VCTC continues its role as the VISTA Intercity/Intercounty regional transit service provider using Federal Transit Administration (FTA) funds, State Transit Assistance (STA) funds, and funds from SBCAG, and the colleges and university based on agreements. Because the intercity services link the various parts of the county, as well as connections to Los Angeles and Santa Barbara County, it is reasonable that this, much like Metrolink, be viewed as a regional service operated along major corridors.

The recommendation is for VCTC to continue its role as VISTA regional/intercity bus transit service provider, with improved intercity service, connections, and headways, as well as improved connections to all of the local operating systems throughout the County. Specific actions that VCTC will take to implement this recommendation include increasing staffing levels to comparable transit providers, and issuing a new service and capital “Request for Proposals” (RFP) for operations beginning in July 2014. Because the funding will not be directly tied to the City and County TDA funding the Commission will have an ability to better deploy the resources where and when they are most needed, while preserving basic intercity mobility throughout the county. By using STA funds in place of City and County TDA funds, this proposal would have provided an additional \$950,000 to Ventura county jurisdictions that could have been used for local transit services, or streets and road following a finding of no unmet transit needs, in the 2012/13 fiscal year.

VISTA staffing has remained constant while VISTA services have grown from a less than a dozen buses carrying a few hundred thousand annual riders to 30 motor coaches carrying over a million annual passengers. While the planning, scheduling, and operational oversight have continued, the staffing levels are noticeably less than optimal, and both staff and the Commission have previously recognized this. A recommendation for additional VISTA staff will be presented to the Commission if the Commission approves the continued operation of the intercity services by VCTC. It is expected that three additional employees would be needed including a Contract Manager, Transit Planner, and an administrative support assistant.

Support the provision of community/subregional transit services in three areas; Gold Coast Transit area, East County area, and Heritage Valley area. When the Commission approved the Countywide Transit Plan, they supported the creation of a transit district to replace the existing Gold Coast Transit Joint Powers Agreement. The Commission continues to support this action. At the same time, the East County cities of Simi Valley, Thousand Oaks, Moorpark, and Camarillo continue to work on the approval of a plan and agreement to create a more uniform and complete transit service. While not complete, this effort is progressing as called for in the Countywide Transit Plan. Finally, the communities in the Heritage Valley are working to develop a plan for the sustainable continuation of community transit under the control of the two cities and the County. The Commission should continue to support these activities as steps in the implementation of the overall transit vision.

Continue efforts to obtain equitable treatment for the use of TDA funds with other counties that were recognized as urban counties pursuant to SB 716. In January, 2013, the Commission modified the Countywide Transit Plan to recommend amending the California Public Utilities Code (TDA - Transportation Development Act sections) to provide Ventura County parity with other similarly situated counties. While retaining the SB 716 requirement that Cities with populations of 100,000 and above be required to use all Transit Development Act (TDA) funds for transit purposes beginning on July 1, 2014, it would allow Ventura County cities under 100,000 population to first use TDA funds to meet transit needs but will be afforded continued flexibility to use TDA funds for local streets and roads as long as transit

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needs are addressed. This is consistent with the way counties comparable to Ventura County are treated.

As a part of the proposed amendment to the TDA codes, the Commission would demonstrate its commitment to the TDA purpose and the concerns of the Legislature as embodied by SB 716. At the Legislature's discretion, the Commission could provide a report to Legislature annually for five years showing all route changes / service level changes / ridership numbers for all routes. The report will also include annual budget for transit services provide by VCTC, Gold Coast Transit, other multi-agency transit operators and individual municipal transit operators

Comprehensive review and re-evaluation of the TDA Unmet Transit Needs process and the development of a Short-Range Transit Plan to identify and guide possible future transit improvements. One of the concerns which was apparent at the State Senate Transportation and Housing Committee hearing held in November 2012 in Ventura County was that there was a need and opportunity to update and clarify the TDA Unmet Transit Needs definitions and the analysis of these needs and the determinations of "reasonable to meet". Coupled with this was the lack of any analysis of the short term transit demands, opportunities, and resources which would typically be addressed in a short range transit plan. The proposed VCTC budget is recommending funding to both address the TDA Unmet Transit Needs process and definitions, and the development of a VCTC Short Range Transit Plan.