VENTURA COUNTY TRANSPORTATION COMMISSION

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

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AGENDA*

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

CAMARILLO CITY HALL
601 CARMEN DRIVE
CAMARILLO, CA
FRIDAY, OCTOBER 5, 2012
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. APPROVE SUMMARY FROM SEPTEMBER 14, 2012 VCTC MEETING – PG.7

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. CLOSED SESSION
CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION
(Subdivision (a) of Section 54956.9)
Beserra, et al. v Griffin Industries Inc., et al. Ventura Superior Court Case No. 56-2010-00373718-CU-OE-VTA

10. 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.

10A. MONTHLY BUDGET REPORT – PG. 11
Recommended Action:
Receive and file
Responsible Staff: Sally DeGeorge

10B. RAIL OPERATIONS UPDATE – PG. 17
Recommended Action:
Receive and file
Responsible Staff: Mary Travis

10C DISADVANTAGED BUSINESS ENTERPRISE PROGRAM AMENDMENT – SMALL BUSINESS PROGRAM – PG. 21
Recommended Action:
Amend the Disadvantaged Business Enterprise Program to add the Small Business Program.
Responsible Staff: Peter De Haan

10D. CALL FOR PROJECTS – FEDERAL TRANSIT ADMINISTRATION SENIOR AND DISABLED, JOBS ACCESS/REVERSE COMMUTE, AND NEW FREEDOM FUNDS– PG. 25
Recommended Action:
- Authorize calls for projects for FTA Section 5307 Jobs Access and Reverse Commute (JARC) funds, including carryover Section 5316 funds, and Section 5310 (Seniors and Disabled), including carryover Section 5317 funds.
- Approve criteria for JARC and Section 5310 project selection (attached).

Responsible Staff: Stephanie Young

10E. 2013 VCTC REGULAR MEETING SCHEDULE – PG.31

Recommended Action:

Adopt the 2013 VCTC Regular Meeting Schedule

Responsible Staff: Donna Cole

10F. LEGISLATIVE UPDATE – PG.33

Recommended Action:

Receive and File

Responsible Staff: Peter De Haan

10G. VISTA FIXED-ROUTE 1 YEAR COMPARISON: FY 2010/11 AND FY 2011/12; FIRST 2 MONTHS OF NEW SERVICE COMPARISON – PG.35

Recommended Action:

Receive and File

Responsible Staff: Vic Kamhi

11. SANTA PAULA BRANCH LINE UPDATE – PG.49

Recommended Action:

Receive and File.

Responsible Staff: Mary Travis

12. MOVING AHEAD FOR PROGRESS IN THE 21ST CENTURY (MAP-21) UPDATE AND PROGRAMMING OF FUNDS–PG.51

Recommended Action:

Program $943,000 in Congestion Mitigation and Air Quality (CMAQ) funds for FY 2014/15 countywide transit marketing and ridesharing programs.

Responsible Staff: Peter De Haan

13. CONTINUATION OF PUBLIC HEARING ON TRANSFER FEE INCREASE BETWEEN COASTAL EXPRESS AND SANTA BARBARA METROPOLITAN TRANSIT DISTRICT– PG.57

Recommended Action:

- Receive the required Federal Title VI (Civil Rights Analysis) of revenue and ridership impacts of a transfer fee from the Santa Barbara Metropolitan Transit District (SBMTD) services to the VISTA Coastal Express, and report to the Commission. (Attached as a separate document)
- Open the Public Hearing and receive any comments regarding a possible transfer fee for trips from the SBMTD Service to the VISTA Coastal Express.
- Approve initiation of a $1.50 base transfer fee for riders transferring from the SBMTD buses to the VISTA Coastal Express.
- Authorize the Executive Director to execute an addendum to the transfer agreement with the SBMTD to reflect the new transfer values to and from SBMTD.

Responsible Staff: Vic Kamhi

14. NAVAL BASE VENTURA COUNTY JOINT LAND USE STUDY– PG.59

Recommended Action:

- Amend Fiscal Year 2012/2013 Airport Land Use Commission Task Budget increasing the budget to $264,300 in funds comprised of, a new grant award of $225,000 from the Defense Community Planning Assistance Funds, $29,000 in staff hours funded through LTF and PPM as well as $1,000 in mileage funded through LTF and transferred from the Regional Transportation Planning task Budget to the Airport Land Use Commission.

(Item #14 Recommended Action Continued)

- Amend Fiscal Year 2012/2013 Regional Transportation Planning Task Budget decreasing the total amount to $634,100 reflecting a transfer $29,000 in staff hours funded through LTF and PPM as well as $1,000 in mileage funded through LTF to the Airport Land Use Commission Task Budget.

Responsible Staff: Steve DeGeorge

15. CUSA CC, LLC – PARTICULATE TRAPS– PG.73

Recommended Action:

- Ratify securing local bankruptcy counsel in Delaware Coach America proceeding
- Authorize staff and General Counsel to pursue the performance surety bond posted by CUSA, CC, LLC, for expenses associated with the repayment of FTA, STA and Proposition 1B funds used for the purchase of CARP required diesel exhaust particulate traps installed on CUSA CC, LLC coaches

Responsible Staff: Mitch Kahn

16. FY 2012/13 FEDERAL TRANSIT ADMINISTRATION PROGRAM OF PROJECTS – PUBLIC HEARING– PG.79

Recommended Action:

Adopt the attached final Program of Projects approving the projects to receive Federal Transit Administration funds for all areas of Ventura County in FY 2012/13.

Responsible Staff: Peter De Haan

17. FUNDING TO EXPEDITE ROUTE 101/23 IMPROVEMENT PROJECT – PG.81

Recommended Action:

- Reprogram $11,916,000 in Proposition 1B Trade Corridor Infrastructure Fund money from the Rice/101 Interchange Improvement to the Route 101/23 Interchange Improvement.
- Program $11,916,000 in Surface Transportation Program funds for the Route 101/23 Improvement project, of which $4,000,000 represents funds reserved for this project prior to the 2012 Mini Call for Projects, and $7,916,000 are funds newly-authorized as part of MAP-21.
- Support the request for an AB 3090 cash reimbursement agreement with the City of Thousand Oaks, for reimbursement of $17,668,000 in City funds with future State Transportation Improvement Program (STIP) funds.

Responsible Staff: Peter De Haan

18. PROPOSITION 1B PUBLIC TRANSPORTATION MODERNIZATION IMPROVEMENT AND SERVICE ENHANCEMENT ACCOUNT (PTMISEA) PROJECTS– PG.85

Recommended Action:

- Adopt the resolution in ATTACHMENT B approving programming of $867,000 in PTMISEA funds for the Simi Valley and Moorpark rail projects and $2,374,000 in PTMISEA funds for bus projects and authorizing the Executive Director to execute all required documents to receive PTMISEA funds.
- Reserve $13,890,000 in PTMISEA for future bus replacement projects and construction of the new Gold Coast Transit facility.

Responsible Staff: Stephanie Young

19. INFORMATION TECHNOLOGY DISASTER RECOVERY REPORT – PG.91

Recommended Action:

Receive and File

Responsible Staff: Steve DeGeorge

20. VCTC TRANSIT FUNDING POLICY – PG.93

Recommended Action:

Receive and File

Responsible Staff: Vic Kamhi

21. 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.

22. AGENCY REPORTS

23. CLOSED SESSION

24. ADJOURN

The next Commission meeting is scheduled to be held at 9:00 a.m. Friday**, November 2, 2012**, Camarillo City Hall, City Council Chambers, 601 Carmen Drive, Camarillo.

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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, SEPTEMBER 14, 2012
9:00 AM

Members Present:

John Zaragoza, County of Ventura, Chair
Steve Sojka, City of Simi Valley, Vice Chairs
Steve Bennett, County of Ventura
Claudia Bill-de la Peña, City of Thousand Oaks
Betsy Clapp, City of Ojai
Ralph Fernandez, City of Santa Paula
Peter Foy, County of Ventura
Jan McDonald, City of Camarillo
Carl Morehouse, City of San Buenaventura
Linda Parks, County of Ventura
Irene Pinkard, City of Oxnard
Jon Sharkey, City of Port Hueneme
Mike Miles, Caltrans

Call To Order

Pledge of Allegiance

Roll Call

Public Comments for those items not listed in this agenda - ***None***

<u>APPROVE SUMMARY FROM JULY 13, 2012 VCTC MEETING</u> – *Approved*

<u>CALTRANS REPORT</u>

<u>EXECUTIVE DIRECTOR REPORT</u>
James Hinkamp, VCTC Program Analyst was introduced.

ADDITIONS/REVISIONS

- ***Closed Session will be taken before Consent Agenda.***
- ***Item #15 will be taken before Item #10***

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION
(Subdivision (a) of Section 54956.9)
Beserra, et al. v Griffin Industries Inc., et al. Ventura Superior Court Case No. 56-2010-00373718-CU-OE-VTA

CONSENT CALENDAR – ***All Items On Consent Calendar Approved As Recommended:***

9A. MONTHLY BUDGET REPORT
Receive and file

9B. RAIL OPERATIONS UPDATE
Receive and file

9C. INSURANCE BROKER SERVICES AGREEMENT
Information item - consistent with VCTC's procurement procedures, the Executive Director entered into an agreement for Insurance Brokerage Services with Alliant Insurance Services Inc. following a competitive procurement process.

9D. REQUEST FOR PROPOSALS FOR STATE REPRESENTATION
Authorize release of the attached Request for Proposals (RFP) for State Legislative Advocacy

9E. EAST COUNTY COMMUTER EXPRESS CMAQ PROJECT SCORE
Add the East County Commuter Express transit project to the CMAQ shelf list below the shelf list projects received prior to the deadline, but above the Shoreside Power Project.

9F. REVISION OF TRANSPORTATION TECHNICAL ADVISORY COMMITTEE OPERATING RULES

- *Approve revised TTAC Operating Rules*
- *Approve revision to the VCTC Administrative Code, Section I.2.b.*

9G. COMMUTER SERVICES YEAR END/QUARTERLY REPORT
Receive and file

9H. REPROGRAMMING OF FUNDS

- *Approve funding Thousand Oaks service vehicle purchase with $31,015 of Proposition 1B funds instead of with Congestion Mitigation and Air Quality (CMAQ) funds and replacing $31,015 of Proposition 1B funds for the Thousand Oaks Bus Purchase with CMAQ.*
- *Approve the attached Cooperative Agreement Amendment with the City of Thousand Oaks to allow for the use of Proposition 1B funds for the service vehicle purchase.*
- *Approve reprogramming $133,000 in CMAQ funds from the Piru Bike Path to other projects on the approved CMAQ list as determined by the County.*
- *Approve the funding of the West Los Angeles Avenue Bike Lanes (Simi Valley) and the Hueneme Road Bike Lanes (Ventura County) with CMAQ instead of Surface Transportation Program (STP) funds.*

9I. BUDGET AMENDMENT FOR INTERN GRANT
Amend the FY 2012/13 VISTA Fixed Route Service—Salaries, Fringe, and Indirect Costs Line Items, increasing revenues and expenditures in the amount of $2,375. Funding sources are FTA Section 5304 in the amount of $2,100 and STA in the amount of $275.

9J. <u>HERITAGE VALLEY SUSTAINABLE TRANSIT PLAN CONSULTANT CONTRACT AMENDMENT</u>

- *Amend the Moore and Associates contract for preparation of a sustainable Heritage Valley Transit Plan, increasing the contract by $6,500.*
- *Amend the VCTC Regional Transit Planning budget, including expenditures and revenues in the amount of $6,500 in State Transit Assistance Funds (STAF).*

9K. <u>BIANNUAL CONFLICT OF INTEREST CODE REVIEW</u>

Adopt resolution amending Exhibit 1 of Appendix A deleting the job title of Director of Capital Projects from Conflict of Interest Code

10. <u>ROADRUNNER TRANSITION</u>- *Approved*

- *Amend 2012/13 VISTA Fixed Route Budget increasing revenues and expenditures in the amount of $100,000 to fund the capital purchase of up to 100 "slim" 3 bicycle bike racks for VISTA Intercity buses and other transit systems in the county. Fund Source is State Transit Assistance Fund Balance.*
- *Authorize the sole source purchase of up to 100 Sportsworks "slim" bike racks in an amount not to exceed $85,000. (2/3rd vote required)*

15. <u>VCTC TRANSIT FUNDING POLICY</u> *Received And Filed.*

The following Items are Continued to October 5, 2012 due to lack of a quorum:

11. <u>SANTA PAULA BRANCH LINE FEDERAL RAILROAD ADMINISTRATION REQUIRED RAILROAD BRIDGE INVENTORY REPORT</u> -*Report will be submitted to FRA. Discussion continued to October 5, 2012*

Approve the Santa Paula Branch Line (SPBL) Federal Railroad Administration (FRA) Railroad Bridge Inventory and submit the report to the FRA as required.

12. <u>LEGISLATIVE UPDATE</u> *Continued to October 5, 2012*

Direct staff to monitor status of state legislation to implement provisions of the federal authorization entitled Moving Ahead for Progress in the 21st Century, or MAP-21.

13. <u>CONTINUATION OF PUBLIC HEARING ON TRANSFER FEE INCREASE BETWEEN COASTAL EXPRESS AND SANTA BARBARA METROPOLITAN TRANSIT DISTRICT –</u> *Continued to October 5,2012 (No Public Speakers Were Present)*

- *Receive the required Federal Title VI (Civil Rights Analysis) of revenue and ridership impacts of a transfer fee from the Santa Barbara Metropolitan Transit District (SBMTD) services to the VISTA Coastal Express, and report to the Commission. (Attached as a separate document)*
- *Open the Public Hearing and receive any comments regarding a possible transfer fee for trips from the SBMTD Service to the VISTA Coastal Express.*
- *Approve initiation of a $1.50 base transfer fee for riders transferring from the SBMTD buses to the VISTA Coastal Express.*
- *Authorize the Executive Director to execute an addendum to the transfer agreement with the SBMTD to reflect the new transfer values to and from SBMTD.*

14. <u>NAVAL BASE VENTURA COUNTY JOINT LAND USE STUDY</u>
Request for Proposal (RFP) for Consultant Services for a Joint Land Use Study with Naval Base Ventura County will be released. All remaining recommendations Continued to October 5,2012:

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- *Amend Fiscal Year 2012/2013 Airport Land Use Commission Task Budget increasing the budget to $264,300 in funds comprised of, a new grant award of $225,000 from the Defense Community Planning Assistance Funds, $29,000 in staff hours funded through LTF and PPM as well as $1,000 in mileage funded through LTF and transferred from the Regional Transportation Planning task Budget to the Airport Land Use Commission.*
- *Amend Fiscal Year 2012/2013 Regional Transportation Planning Task Budget decreasing the total amount to $634,100 reflecting a transfer $29,000 in staff hours funded through LTF and PPM as well as $1,000 in mileage funded through LTF to the Airport Land Use Commission Task Budget.*

16. <u>CUSA CC, LLC – PARTICULATE TRAPS</u> – ***Continued to October 5,2012***

- *Ratify securing local bankruptcy counsel in Delaware Coach America proceeding*
- *Authorize staff and General Counsel to pursue the performance surety bond posted by CUSA, CC, LLC, for expenses associated with the repayment of FTA, STA and Proposition 1B funds used for the purchase of CARB required diesel exhaust particulate traps installed on CUSA CC, LLC coaches*

17. GENERAL COUNSEL'S REPORT - *None*

18. AGENCY REPORTS - *None*

20. ADJOURN IN MEMORY OF COMMISSIONER KEITH TURNER

Item # 10A

October 5, 2012

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: SALLY DEGEORGE, FINANCE DIRECTOR

SUBJECT: MONTHLY BUDGET REPORT

RECOMMENDATION:

- Receive and file the monthly budget report for July 2012

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.

July 31, 2012 budget reports indicate that revenues were approximately 4.9% of the adopted budget while expenditures were approximately 3.3% of the adopted budget. 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.

Staff typically prepares this agenda item on a monthly basis, but due to the Fiscal Year 2011/2012 year-end close and audit the July and August monthly budget reports were delayed. The August monthly budget report will be presented next month.

VENTURA COUNTY TRANSPORTATION COMMISSION
BALANCE SHEET
AS OF JULY 31, 2012

ASSETS

Assets:	
Cash and Investments - Wells Fargo Bank	$ 2,627,768
Cash and Investments - County Treasury	18,274,974
Petty Cash	50
Receivables/Due from other funds	4,707,938
Prepaid Expenditures	803,512
Deposits	12,754
Total Assets:	**$26,426,996**

LIABILITIES AND FUND BALANCE

Liabilities:	
Accrued Expenses/Due to other funds	$ 3,152,959
Deferred Revenue	1,016,618
Deposits	400
Total Liabilities:	**$ 4,169,977**
Net Assets:	
Fund Balance	**$22,257,019**
Total Liabilities and Fund Balance:	**$26,426,996**

VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
FOR THE ONE MONTH ENDING JULY 31, 2012

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	Fund Totals Actual	Annual Budget	Variance Over (Under)	% Year to Date
Revenues								
Federal Revenues	$ 203,670	$ 0	$ 0	$ 0	$ 203,670	$ 14,673,164	(14,469,494)	1.39
State Revenues	0	1,958,000	0	0	1,958,000	34,196,169	(32,238,169)	5.73
Local Revenues	467,372	0	0	2,500	469,872	4,653,002	(4,183,130)	10.10
Other Revenues	0	0	0	0	0	1,600	(1,600)	0.00
Interest	26	0	0	4	30	140,000	(139,970)	0.02
Total Revenues	**671,068**	**1,958,000**	**0**	**2,504**	**2,631,572**	**53,663,935**	**(51,032,363)**	**4.90**
Expenditures								
Administration								
Personnel Expenditures	101,959	0	0	0	101,959	2,434,700	(2,332,741)	4.19
Legal Services	925	0	0	0	925	35,000	(34,075)	2.64
Professional Services	2,169	0	0	0	2,169	98,200	(96,031)	2.21
Office Leases	9,300	0	0	0	9,300	137,865	(128,565)	6.75
Office Expenditures	7,692	0	0	0	7,692	185,235	(177,543)	4.15
Total Administration	**122,045**	**0**	**0**	**0**	**122,045**	**2,891,000**	**(2,768,955)**	**4.22**
Programs and Projects								
Transit & Transportation Program								
Senior-Disabled Transportation	7,794	0	0	0	7,794	260,855	(253,061)	2.99
Go Ventura Smartcard	14,599	0	0	0	14,599	265,700	(251,101)	5.49
VISTA Fixed Route Bus Service	435,916	0	0	0	435,916	5,503,250	(5,067,334)	7.92
VISTA DAR Bus Services	206,335	0	0	0	206,335	2,507,300	(2,300,965)	8.23
Nextbus	0	0	0	0	0	172,400	(172,400)	0.00
Trapeze	0	0	0	0	0	30,900	(30,900)	0.00
Transit Grant Administration	4,320	0	0	0	4,320	7,112,255	(7,107,935)	0.06
Total Transit & Transportation	**668,964**	**0**	**0**	**0**	**668,964**	**15,852,660**	**(15,183,696)**	**4.22**

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	Fund Totals Actual	Annual Budget	Variance Over (Under)	% Year to Date
Highway Program								
Congestion Management Program	0	0	0	0	0	30,000	(30,000)	0.00
Motorist Aid Call Box System	0	0	0	24,878	24,878	434,000	(409,122)	5.73
SpeedInfo Highway Speed Sensor	0	0	0	11,800	11,800	144,000	(132,200)	8.19
Total Highway	**0**	**0**	**0**	**36,678**	**36,678**	**608,000**	**(571,322)**	**6.03**
Rail Program								
Metrolink & Commuter Rail	7,631	0	0	0	7,631	2,776,372	(2,768,741)	0.27
LOSSAN & Coastal Rail	0	0	0	0	0	16,500	(16,500)	0.00
Santa Paula Branch Line	23,725	0	0	0	23,725	581,900	(558,175)	4.08
Total Rail	**31,356**	**0**	**0**	**0**	**31,356**	**3,374,772**	**(3,343,416)**	**0.93**
Commuter Assistance Program								
Transit Information Center	2,226	0	0	0	2,226	38,600	(36,374)	5.77
Rideshare Programs	1,006	0	0	0	1,006	53,500	(52,494)	1.88
Total Commuter Assistance	**3,232**	**0**	**0**	**0**	**3,232**	**92,100**	**(88,868)**	**3.51**
Planning & Programming								
Transportation Development Act	0	848,055	0	0	848,055	27,822,897	(26,974,842)	3.05
Transportation Improvement Program	100	0	0	0	100	1,323,975	(1,323,875)	0.01
Regional Transportation Planning	10,000	0	0	0	10,000	321,000	(311,000)	3.12
Airport Land Use Commission	0	0	0	0	0	2,600	(2,600)	0.00
Regional Transit Planning	115	0	0	0	115	112,650	(112,535)	0.10
Freight Movement	0	0	0	0	0	12,500	(12,500)	0.00
Total Planning & Programming	**10,215**	**848,055**	**0**	**0**	**858,270**	**29,595,622**	**(28,737,352)**	**2.90**
General Government								
Community Outreach & Marketing	32,450	0	0	0	32,450	554,500	(522,050)	5.85
State & Federal Relations	15,737	0	0	0	15,737	71,770	(56,033)	21.93
Management & Administration	2,671	0	0	0	2,671	488,417	(485,746)	0.55
Total General Government	**50,858**	**0**	**0**	**0**	**50,858**	**1,114,687**	**(1,063,829)**	**4.56**
Total Expenditures	**886,670**	**848,055**	**0**	**36,678**	**1,771,403**	**53,528,841**	**(51,757,438)**	**3.31**

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	Fund Totals Actual	Annual Budget	Variance Over (Under)	% Year to Date
Revenues over (under) expenditures	**(215,602)**	**1,109,945**	**0**	**(34,174)**	**860,169**	**135,094**	**725,075**	**636.72**
Other Financing Sources								
Transfers Into GF from LTF	1,651,131	0	0	0	1,651,131	1,651,131	0	100.00
Transfers Into GF from STA	0	0	0	0	0	2,896,291	(2,896,291)	0.00
Transfers Into GF from SAFE	0	0	0	0	0	61,800	(61,800)	0.00
Transfers Out of LTF into GF	0	(1,651,131)	0	0	(1,651,131)	(1,651,131)	0	100.00
Transfers Out of STA into GF	0	0	0	0	0	(2,896,291)	2,896,291	0.00
Transfers Out of SAFE into GF	0	0	0	0	0	(61,800)	61,800	0.00
Total Other Financing Sources	**1,651,131**	**(1,651,131)**	**0**	**0**	**0**	**0**	**0**	**0.00**
Net Change in Fund Balances	**1,435,529**	**(541,186)**	**0**	**(34,174)**	**860,169**	**135,094**	**725,075**	**636.72**
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	**$3,023,106**	**$4,901,331**	**$11,137,704**	**$3,194,878**	**$22,257,019**	**$14,752,352**	**$7,504,667**	

VENTURA COUNTY TRANSPORTATION COMMISSION
INVESTMENT REPORT
AS OF JULY 2012

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	$30.66	0.02%	$2,627,767.68
County of Ventura	Treasury Pool	N/A	$0.00	0.00%	$18,245,269.00
Total			**$ 30.66**		**$20,873,036.68**

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.

Item #10B

October 5, 2012

MEMO TO: **VENTURA COUNTY TRANSPORTATION COMMISSION**

FROM: **MARY TRAVIS, MANAGER, TRANSPORTATION DEVELOPMENT ACT AND RAIL PROGRAMS**

SUBJECT: **RAIL OPERATIONS UPDATE**

RECOMMENDATION:

- Receive and file.

DISCUSSION:

Metrolink Ridership:

Based on passenger counts made by conductors on the Ventura Line, there were 1,934 people who boarded morning peak-hour trains to Los Angeles each weekday in September. This is a slight increase from the 1,890 morning boardings in August and is typical when vacation season ends in the summer. About 50% of the passengers on the Line, or 967 of the riders in September boarded at Ventura County stations.

Overall, the boardings are slowly increasing as the economy continues to recover. Staff will continue working with Metrolink marketing personnel to improve the ridership growth.

Metrolink On-Time Performance:

The Ventura Line's on-time performance (trains arriving within five minutes of scheduled time) continued to be very good. Overall, during the month of September, 95% of the inbound trips and 96% of the outbound trips ran on-time.

Ventura County Marketing Campaign:

In October, Metrolink will begin a three-month pilot direct mail campaign aimed at boosting ridership on the Ventura County Line. A free Metrolink trial ride ticket will be included in a Valpak (a packet of coupons and offers) that will be distributed to 120,000 Ventura County residents during the months of October, November and January; note the packets aren't mailed out in December because of holiday mail volume.

The trial offer will be bilingual, containing special offer codes for both English and Spanish speaking residents. Ventura County residents interested in redeeming their free Metrolink trial ticket can either contact the Metrolink Call Center or log onto a special Metrolink web page that will contain information in English or Spanish depending on the code entered. Once they log onto the website or contact the Call

Center, they will be asked for basic contact information which will enable Metrolink to build a relationship with the residents by sending Metrolink offers and news if interest is expressed.

Residents can redeem one trial ride offer per household can be used within 60 days after receipt. Those who redeem their tickets will receive a timetable and how-to-ride guide with their tickets to familiarize them with the Metrolink system. They will also get an electronic survey 60 days after their trial tickets are mailed requesting feedback on their Metrolink experience. VCTC marketing consultants Moore & Associates are working closely with Metrolink staff to promote this offer and assess its effectiveness over the next three months.

New Metrolink Chief Executive Officer Selected:

The Metrolink Board has selected a new Chief Executive Officer, Michael DePaola. Mr. DePaola is a seasoned veteran of several rail operating agencies including heading the PATH agency in New Jersey during the difficult days following the September 11th terrorist attack. He will be starting at Metrolink in mid-October.

Metrolink Celebrates 20th Anniversary:

Metrolink will celebrate its' 20th anniversary on October 26th. On that day twenty years ago, the first train run on the system departed from Moorpark at 5 AM for downtown Los Angeles, carrying a full contingent of Commissioners and staff who had worked together with the other four County Commissions in Southern California put the system in operation just 2 ½ years after it was first conceived.

LOSSAN Strategic Plan Update/Governance Discussion:

In addition to participating in Metrolink commuter rail operations, VCTC is one of eight transportation agencies providing local input to Amtrak on LOSSAN intercity passenger rail operations. LOSSAN is the name of the Los Angeles-San Diego-San Luis Obispo Joint Powers Agency. The other agencies involved in LOSSAN are the Los Angeles County Metropolitan Transportation Authority (METRO), the North San Diego Transit District (NCTD), the Orange County Transportation Authority (OCTA), the San Diego Association of Governments, (SANDAG), the San Diego Metropolitan Transit System (MTS), the Santa Barbara Association of Governments (SBCAG), and, the San Luis Obispo Council of Governments (SLOCOG).

Late last year, the LOSSAN Board voted unanimously to move forward with a recommendation to take control of the LOSSAN intercity train operations from the State. At the same time, a similar action was taken by local agencies on the San Joaquin rail corridor on the Central Valley. These efforts are akin to the local takeover in 1998 of the Capitol Corridor rail service operated between Sacramento and the Bay area. Legislation was introduced to accomplish this change via SB 1225 for the LOSSAN corridor and AB 1979 for the San Joaquin corridor. Both bills passed and are currently on the Governor's desk for consideration.

Assuming the legislation is signed, there are many details that need to be worked through as this legislation is implemented including State funding guarantees, Board structure and voting, administrative arrangements, etc. The CEO's from the member agencies are finalizing these arrangements for a Memorandum of Understanding to guide the new agency.

Santa Paula Branch Line (SPBL) Operations:

Staff is continuing to work with Fillmore and Western Railway (F&W) and Union Pacific Railroad (UP), the two operators on the SPBL, on generating additional revenues with the goal of making this vital asset self-sustaining in the near future. We are also working with Legal Counsel to update the existing VCTC/F&W agreement to reflect the current arrangements more accurately.

FRA Required Bridge Inventory Project

The FRA required inventory report was completed on time in September and is available for review at the VCTC office. Because there are several bridges that need repair, a separate report on this project is included in this agenda.

Property Leases

Staff has been working with F&W to review the existing SPBL leases to determine if additional revenues can be generated to offset the ongoing maintenance work. F&W staff is currently following up on letters sent to all leaseholders asking for their cooperation to review their lease agreement, and also, to make sure safe operations are in place for people working near the rail line.

While it does not appear that significant additional revenues can be found at this time, there is some opportunity to approach leaseholders about adding property to their existing leases and bringing in more money; we will continue working on this effort.

Union Pacific (UP) Railroad

Despite the loss of the only freight customer on the SBPL, VCTC continues to work with F&W to transfer any future freight operations from Union Pacific to F&W. To keep the momentum going with the discussion with UP on this issue, a letter was recently sent requesting their support for the freight service modifications as allowed under the VCTC/UP shared-use agreement. We have not as yet received written response, but telephone discussions with UP have been positive, and UP has requested F&W prepare an operating plan for the freight transfer. Because the International Paper shipments have ceased, it is possible UP will simply allow the transfer to proceed without further delay or objection. After the transfer is arranged, F&W can then actively solicit new freight customers. Staff will continue to strongly advocate for the change consistent with the Commission's goals for the SPBL to become self-sustaining from the revenues generated by SPBL activities.

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Item #10C

October 5, 2012

MEMO TO: **VENTURA COUNTY TRANSPORTATION COMMISSION**

FROM: **PETER DE HAAN, PROGRAMMING DIRECTOR**

SUBJECT: **DISADVANTAGED BUSINESS ENTERPRISE PROGRAM AMENDMENT – SMALL BUSINESS PROGRAM**

RECOMMENDATION:

- Amend the Disadvantaged Business Enterprise Program to add the attached Small Business Program.

BACKGROUND:

Under the requirements of 49 CFR Part 26.39, "Fostering Small Business Participation," VCTC is now required to have a Small Business Program to supplement its existing Disadvantaged Business Enterprise (DBE) program. The proposed policy defines a Small Business as one that:

- Is organized for profit;
- Has a place of business in the United States;
- Makes a significant contribution to the U.S. economy by paying taxes or using American products, materials or labor; and,
- Does not exceed the numerical size standard as specified for its industry.

As with the DBE program, this Small Business program is applicable to VCTC and its subrecipients. VCTC staff has prepared the attached Small Business Program and circulated it to the subrecipients for comment, incorporating the comments that were received. The proposed plan was then reviewed and approved by the Transit Operators Committee at its September 13, 2012 meeting, and a public notice was circulated regarding this DBE program amendment. To date, there have been no comments submitted from the public. Subsequent to Commission approval, staff will submit the program to FTA for final approval.

As with the DBE program, the Small Business participation program would not entail either a numeric participation goal or a preference requirement unless such measures are found to be necessary to provide sufficient participation.

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ATTACHMENT

DISADVANTAGED BUSINESS ENTERPRISE (DBE) POLICY
INTERIM SMALL BUSINESS PARTICIPATION PROGRAM AMENDMENT
49 CFR PART 26.39

The Ventura County Transportation Commission (VCTC) has established a Small Business Participation Program as a supplement to its existing DBE program. The intent is to facilitate competition by small business concerns, taking all reasonable steps to eliminate obstacles to their participation, including unnecessary and unjustified bundling of contract requirements that may preclude small business participation in procurements as prime contractors or subcontractors in direct response to regulatory requirements, 49 CFR Part 26.39, "Fostering Small Business Participation" (Federal Register/Vol. 76, No. 19/Friday, January 28, 2011/Rules and Regulations).

As with the remainder of VCTC's DBE program, this Small Business Participation Program applies to FTA-funded procurements related to VCTC's functions as the regional transportation planning agency for Ventura County, procurements by VCTC as the operator of the VISTA transit system, and procurements by VCTC's subrecipients which include transit operators, local jurisdictions implementing transit-related capital improvements, and non-profit organizations receiving Jobs Access / Reverse Commute and Elderly and Disabled funds.

The following is the schedule for Program implementation:

October 5:	VCTC Board adoption of revised DBE program incorporating the Small Business Program
October 15:	Revised DBE program including Small Business Program amendment submitted to FTA
November 1, 2012:	Small Business Participation Program becomes fully effective (applicable to all contract procurements advertised subsequent to this date)

For purposes of fostering Small Business utilization, VCTC adheres to the U.S. Department of Transportation's Small Business definition for what constitutes a Small Business Enterprise as follows:

A Small Business is one that:

- Is organized for profit;
- Has a place of business in the United States;
- Makes a significant contribution to the U.S. economy by paying taxes or using American products, materials, or labor; and
- Does not exceed the numerical Size Standard for its industry *(see table below)*

INDUSTRY GROUP	SIZE STANDARD
Manufacturing	500 employees
Wholesale Trade	100 employees
Retail Trade	$7 million
General & Heavy Construction	$33.5 million
Dredging	$20 million
Special Trade Construction Contractors	$14 million
Business & Personal Services (except A&E, Surveying and Mapping)	$7 million
Computer programming, data processing & systems design	$25 million

This Small Business Enterprise Program will include, but is not limited to the following assertive strategies:

1. VCTC's Grant Administration staff will continue to conduct regular reviews of VCTC and subrecipient procurements, to assess opportunities for unbundling (breaking out scopes of work/services to facilitate small business prime contracting opportunities). In particular, recognizing the vast majority of VCTC and subrecipient procurements are for transit operations contracts, consideration will be given for any operations contract procurement involving 20 or more buses not maintained in a city-owned facility, to allow consideration of bids for portions of the contracted service.

2. VCTC Grant Administration staff will ensure VCTC and subrecipient vendor lists used for FTA-funded procurements identify Small Businesses who wish to participate in such procurements by providing their services and/or capabilities to prime contractors. This allows prime contractors who are looking for subcontractors to request from the list, Small Business Firms' interest and specializations. This strategy greatly enhances the use of Small Businesses and provides a tool for future partnerships between VCTC's prime and Small Business communities.

3. VCTC will make every effort to provide notices of procurements in various industry publications, to the degree feasible based on cost considerations. These media will provide additional tools and resources to promote and strengthen competitiveness, marketability and participation of small businesses, minority and women-owned firms within the contracting programs of VCTC and its subrecipients.

4. VCTC will for Small Businesses employ the same race-neutral measures it uses with DBEs to facilitate participation. These strategies include, but are not limited to, arranging solicitations to facilitate small business participation; assisting, as necessary, during the procurement process to overcome limitations; and assisting as appropriate with management and accounting practices.

VCTC will actively implement the Small Business Participation program to foster small business participation as a requirement of good faith implementation of VCTC's DBE program.

Item #10D

October 5, 2012

MEMO TO: **VENTURA COUNTY TRANSPORTATION COMMISSION**

FROM: **STEPHANIE YOUNG, PROGRAM ANALYST**

SUBJECT: **AUTHORIZE CALL FOR PROJECTS FOR FTA SECTION 5307 (JOBS ACCESS AND REVERSE COMMUTE) AND SECTION 5310 (SENIORS AND DISABLED) GRANT FUNDS**

RECOMMENDATION:

- Authorize calls for projects for FTA Section 5307 Jobs Access and Reverse Commute (JARC) funds, including carryover Section 5316 funds, and Section 5310 (Seniors and Disabled), including carryover Section 5317 funds.
- Approve criteria for JARC and Section 5310 project selection (attached).

BACKGROUND:

Beginning in Fiscal Year (FY) 2012/13, the federal transportation authorization, MAP-21, incorporates what was previously known as Section 5316 Jobs Access and Reverse Commute (JARC) into the Section 5307 Urbanized Area Formula Grant and the Section 5311 Formula Grants for Rural Areas. Eligibilities for JARC have been added to the 5307 and 5311 programs. Similarly, what was previously the Section 5317 New Freedom program is now incorporated into the Section 5310 Elderly and Disabled grant program.

The JARC and Section 5310 funds are apportioned directly to large urbanized areas including Oxnard/Ventura and Thousand Oaks/Moorpark. VCTC serves as the Designated Recipient for JARC and Section 5310 funds for these areas. Section 5310 funds for the small urban and rural areas are programmed on a statewide competitive basis, with VCTC responsible for determining initial project scores within Ventura County and then forwarding these scores to Caltrans. Previously, Section 5310 Seniors and Disabled funds were all programmed by the state, while JARC and New Freedom funds were programmed by VCTC in the large urban areas and by the state in small urban and rural areas. Now, JARC funds for the small urban areas are programmed directly by VCTC, and rural areas compete for Section 5311 JARC funds on a statewide basis.

To be eligible in either of these programs, projects must be included in the Human Services Transportation Coordinated Study for Ventura County or the 2012 Update to the Coordinated Plan. Eligible JARC projects include projects that enhance mobility for low-income persons or welfare recipients to areas of employment and other transportation projects taking workers to suburban employment areas. Eligible Section 5310 projects include promotion and administration of transit vouchers, employer-provided transit, and transit passes; travel training; expansion of service to the disabled and elderly; late-night and weekend transit service; shuttle service; local car loan programs for shared rides; and vanpools.

FUNDING AVAILABILITY ESTIMATES

Since the JARC formula was incorporated into the Section 5307 Urbanized Area Formula Grant, the amount of the apportionment attributable to the JARC formula will be allocated to JARC projects in accordance with VCTC's policy of allocating funds to where they were generated. Carry-over JARC and New Freedom funds in the amount of approximately $781,813 are currently available in the Oxnard/Ventura urbanized area. There is $30,557 of carryover JARC and New Freedom funds in the Thousand Oaks/Moorpark urbanized area. These amounts are available to be programmed along with the newly apportioned funds.

The following table shows the FY 2012/13 and FY 2013/14 JARC and Section 5310 funds available for the two large urbanized areas in Ventura County. Section 5310 allows 10% of the apportionment for administration, and this amount has been subtracted from the Section 5310 amounts below.

	5307 JARC	5310/New Freedom
Oxnard/Ventura	$381,535	$527,245
Carryover	$600,114	$181,699
TOTAL	**$981,649**	**$708,944**
T.O./Moorpark	$88,776	$281,560
Carryover	$14,488	$16,069
TOTAL	**$103,264**	**$297,629**
Camarillo	$48,324	
TOTAL	**$48,324**	
Simi Valley	$98,213	
TOTAL	**$98,213**	

For the small urban areas, the state of California has a Section 5310 apportionment of $5,114,744 for FY 2012/13. The state of California has a total Section 5311 apportionment of $27,320,743 for transit projects, including those eligible for JARC, in rural areas throughout the state.

SCHEDULE

The following is the schedule for nomination and selection of projects.

Announcement of Project Selection Process/ Availability of Applications	October 5, 2012
5307 JARC/5310 Applications Due to VCTC	November 30, 2012
5307 JARC/5310 Review by Transit Operators Committee	December 13, 2012
5307 JARC/5310 Approval by VCTC	January 2013
FTA Grant Approval for Large Urban Projects	Spring 2013

Project sponsors applying for rural area Section 5311 JARC funds should await guidance from Caltrans on a 5311 call for projects. Though sponsors will apply directly to Caltrans at that time, staff is available to assist with this application process.

PRIORITIZATION CRITERIA

The Attachment provides new project selection criteria for both JARC and Section 5310. These criteria are based on the criteria used by Caltrans and on the VCTC Human Services Transportation Coordination Plan, adopted April 13, 2007, and the 2012 Update, adopted July 13, 2012. The eligibility criteria have been modified based on MAP-21 requirements

This recommendation was approved by TRANSCOM at its September 13, 2012 meeting.

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VCTC PROJECT SELECTION CRITERIA
SECTION 5307 JOBS ACCESS/REVERSE COMMUTE (JARC)
AND SECTION 5310 FUNDS

Screening Criteria

For a project to be eligible for funding, it must meet the Federal eligibility requirements for Section 5310 or JARC. These requirements are as follows:

Program Requirements:

For JARC, a project must provide transportation in one of the following categories:

(1) Designed to transport low-income persons or welfare recipients to jobs and employment-related activities.
(2) Designed to transport workers to suburban employment opportunities.

For Section 5310 (Enhanced Mobility of Seniors and Individuals with Disabilities), a project must be one of the following:

(1) Capital project planned, designed, and carried out to meet the special needs of the target population when public transportation is insufficient, inappropriate, or unavailable;
(2) Public transportation project that exceeds the requirements of the ADA;
(3) Public transportation project that improves access to fixed-route service and decreased reliance by the target population on complementary paratransit; or,
(4) Alternative to public transportation that assists the target population.

At least 55% of the area's 5310 funds must be used on capital projects as described in the first category of Section 5310 projects above.

Local Match: The local match requirement is 20% of the total cost of capital projects and 50% of the total subsidy for operating costs. VCTC can approve projects with a reduced or eliminated local match. Applicants must be able to justify their need for a reduced local match.

Inclusion in Plan: Project must fall within the recommendations of the VCTC Human Service Transportation Coordination Study (http://www.goventura.org/sites/default/files/VCTC%20paratransit%20final%20Apr%2013%202007.pdf), adopted April 13, 2007, and the 2012 Update to the Public Transit – Human Services Transportation Coordinated Plan for Ventura County (http://www.goventura.org/sites/default/files/RevFINAL_Ventura%20CoordPlan%20Distributed%207%208%2012.pdf), adopted July 13, 2012.

Federal Grant Requirements: The recipient agency must be able to meet the Federal Transit Administration's conditions for use of its funds. These conditions include, but are not limited to: annual outside audit; triennial FTA audit; five-year grant records retention; development of a written maintenance plan for FTA-funded vehicles, facilities, and equipment; competitive procurement; buy America; ADA; and civil rights. (Drug and alcohol testing is not a requirement for these programs.) Agencies receiving funds will need to have in place a signed agreement committing to meeting FTA requirements. Details regarding Federal requirements can be found at http://www.fta.dot.gov/funding/oversight/grants_financing_8941.html.

Prioritization Criteria

VCTC will use the following criteria to prioritize projects. For projects receiving Large Urbanized Area funds, the projects selected by VCTC will be funded. For small urban and rural projects receiving funds in the State's share, sponsors of projects prioritized by VCTC, upon receiving notification from VCTC, will need to prepare a Caltrans application which VCTC will forward to Caltrans for the final selection.

1. Goals and Objectives *(20 points)*: Degree to which project supports new, enhancement, or expansion of service or system capacity for the targeted populations. Application should clearly state the program goals and objectives and describe how the project addresses the needs and service gaps identified in the Coordinated Plan.

   At least 55% of 5310 funds will be allocated to capital projects serving the targeted population. Priority will also be given to projects that provide trips, particularly between transit service areas, for the targeted population. Other categories recommended by the Coordinated Plan are as follows: (1) Establishment of ADA core operating hours between 7:00 a.m. and 7:00 p.m. on weekdays; (2) ADA Sunday service; and (3) Travel Training.

   Projects eligible for the JARC funds were identified in the Coordinated Plan as continuing and expanding the programs developed by the VCTC Partnerships to Restore Independence and Dignity through Employment (PRIDE) program. Priority will be given to projects that increase reverse commute rides and rides for the targeted population. Other programs included in PRIDE are providing transit information, including transit itineraries; providing smartcards, bus passes and tokens, support for vanpool, and rideshare activities and programs.

   Based on the recommendation of the 2012 Update, VCTC's goal is to program 70 to 85% of the non-capital funds to projects providing trips with the remainder going to information and travel training projects. Accordingly, points in this category may be adjusted to help achieve the planned mix of project types.

2. Project Implementation Plan *(30 points)*: Degree to which the project implementation has been well designed. Proposals must state who will be responsible for the implementation, and implementation steps and timeline. Sponsors should describe how the project will improve service delivery, coordination, or cost-effectiveness.

3. Program Performance Indicators *(20 points)*: Project sponsors should explain how the project will be monitored and evaluated. The application should identify clear, quantitative performance measures to track the effectiveness of the service in meeting the identified goals.

4. Communication and Outreach *(20 points)*: Degree to which applicants coordinate with other community transportation and/or social service resources. Application should describe efforts to keep stakeholders involved in and informed of project activities. There should be demonstrated public support for the project (including letters of support), as well as a plan to promote awareness of the project to the target population.

5. Emergency Planning and Preparedness *(10 points)*: Applicant should describe emergency planning and any participation in emergency drills.

Item #10E

October 5, 2012

MEMO TO: **VENTURA COUNTY TRANSPORTATION COMMISSION**

FROM: **DONNA COLE, CLERK OF THE BOARD**

SUBJECT: **2013 VCTC REGULAR MEETING SCHEDULE**

RECOMMENDATION:

- Adopt the following schedule of regular monthly VCTC meeting dates for 2013

BACKGROUND:

It is recommended the following meeting date schedule be adopted for 2013.

VCTC REGULAR MEETING SCHEDULE 2013

January 4th
February 1st
March 1st
April 5th
May 3rd
June 7th
July 12th**
AUGUST - DARK
September 6th
October 4th
November 1st
December 6th

****Independence Day falls on the 1st Thursday*

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Item #10F

October 5, 2012

MEMO TO: **VENTURA COUNTY TRANSPORTATION COMMISSION**

FROM: **PETER DE HAAN, PROGRAMMING DIRECTOR**

SUBJECT: **LEGISLATIVE UPDATE**

RECOMMENDATION:

- Receive and file.

BACKGROUND:

State Issues

The Attachment updates the status of bills being tracked by VCTC. Since the Legislature has adjourned for the year, the only change in status as of the writing of this item was the signing of bills by the Governor, including AB 2488 (Williams) to address bike racks on Gold Coast Transit, and AB 441 (Monning) to disseminate information on the health effects of land use and transportation plans. The Governor had not yet made a decision regarding SB 1225 to provide for local governance of the San Luis Obispo/Los Angeles/San Diego (LOSSAN) intercity rail corridor known as the Amtrak Pacific Surfliner.

ATTACHMENT

VENTURA COUNTY TRANSPORTATION COMMISSION STATE LEGISLATIVE MATRIX BILL SUMMARY September 28, 2012			
BILL/AUTHOR	**SUBJECT**	**POSITION**	**STATUS**
AB 441 Monning	Directed that voluntary guidelines be provided for General Plans and Regional Transportation Plans to address health effects. Amended version instead requires CTC to disseminate information on the issue.	Oppose	Signed by Governor.
AB 2488 Williams	Allows three-bicycle racks on Gold Coast Transit buses.	Support	Signed by Governor.
SB 1225 Padilla	Implements LOSSAN corridor agency local governance recommendation.	Support In Concept	Governor.

Item # 10G

October 5, 2012

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: VICTOR KAMHI, BUS TRANSIT DIRECTOR

SUBJECT: FIXED-ROUTE 1-YEAR COMPARISON: FY 2010/11 AND FY 2011/12; FIRST 2 MONTHS OF NEW SERVICE COMPARISON

RECOMMENDATION

- Receive status report

BACKGROUND

This report is composed of two distinct comparisons. The first compares total VISTA ridership numbers between FY 2010/11 and FY 2011/12. The second compares VISTA ridership information from July and August of FY 2011/12 to the ridership information from July and August of FY2010/11.

The first comparison reveals systemwide VISTA fixed route ridership grew by **8.27%** over the year**,** Santa Paula DAR ridership shrank by **1.30%** and Fillmore DAR ridership grew by **0.17%**. A closer look at the ridership comparisons by year and route can be found in the tables below. The second comparison reveals a **14.95%** drop in VISTA systemwide ridership for the month of July over the prior July, but only a **4.89%** drop in ridership for the month of August. Further details are also provided in the tables below.

II. BACKGROUND

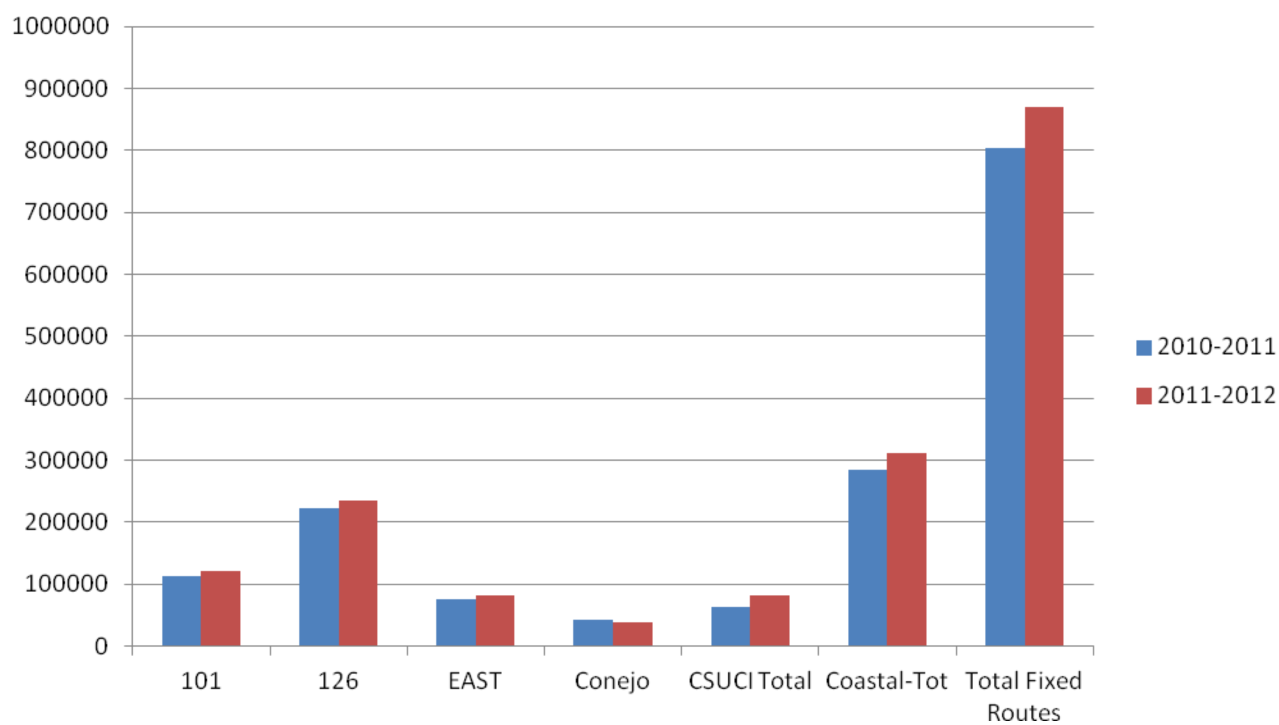
FY 2010/11 vs. FY 2011/12
As shown in Table I below, there was an overall increase of **8.27%** in ridership over the last fiscal year. The Conejo Connection was the only route to show a decline, at **9.06%**. However ridership normally shifts back and forth on that route between VISTA 101 and Conejo Connection.

VISTA FIXED ROUTE RIDERSHIP FY 2010/11 vs. FY 2011/12
TABLE I

ROUTE	2010-2011	2011-2012	One-Year % Change
101	112705	120670	7.07%
126	222723	234145	5.13%
EAST	74889	81711	9.11%
Conejo Connection	43582	39633	-9.06%
CSUCI	63743	81368	27.65%
Coastal Express	285314	311827	9.29%
Total Fixed Routes	802956	869354	8.27%

All other routes saw significant increases; CSUCI saw an increase of **27.65%**. Increase in ridership was likely due to a combination of rising gas prices and a slow growing economy. The graph below gives a side-by-side comparison of the one-year change.

Fixed Routes
FY 2010/11 vs. FY 2011/12



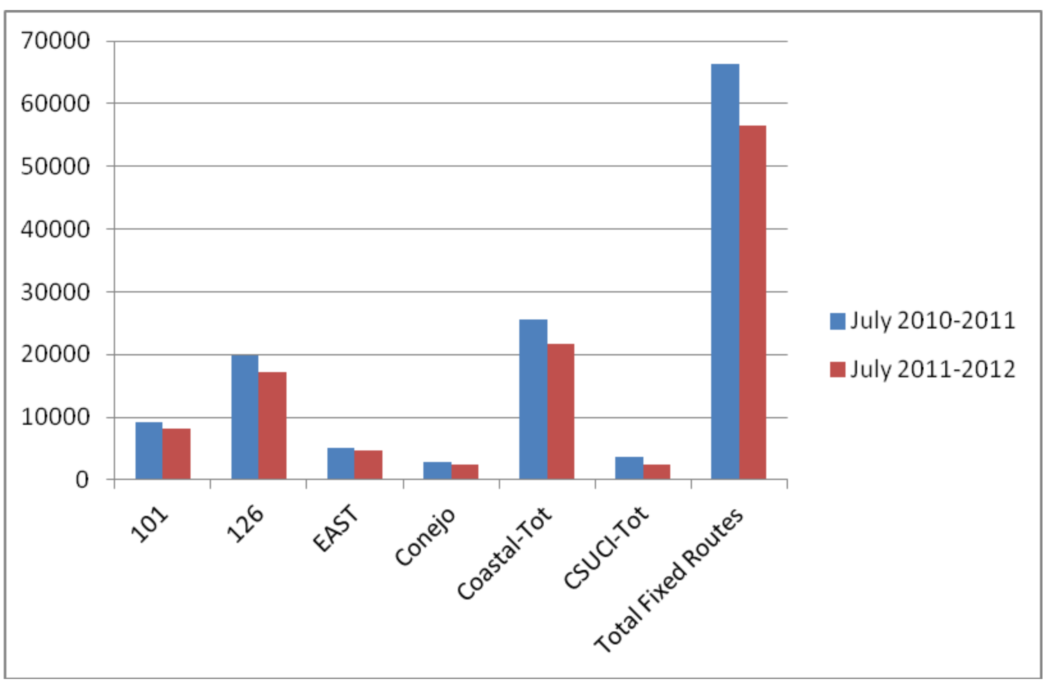
JULY/AUGUST –FY 2010/11 vs. FY 2011/12
As shown on Table II of the next page, there was a significant drop in ridership in the month of July, and to a lesser extent, in the month of August. All routes saw double-digit percentage losses in ridership in July, while only one posted such loss by August. Uncertainty, not change, apprears to have been the driving factor for the significant drops in July. August data shows a clear recovery aboard all the routes as the percent changes begin to grow, with the exception of the Coastal Express.

Comparison of ridership for July and August 2012
TABLE II

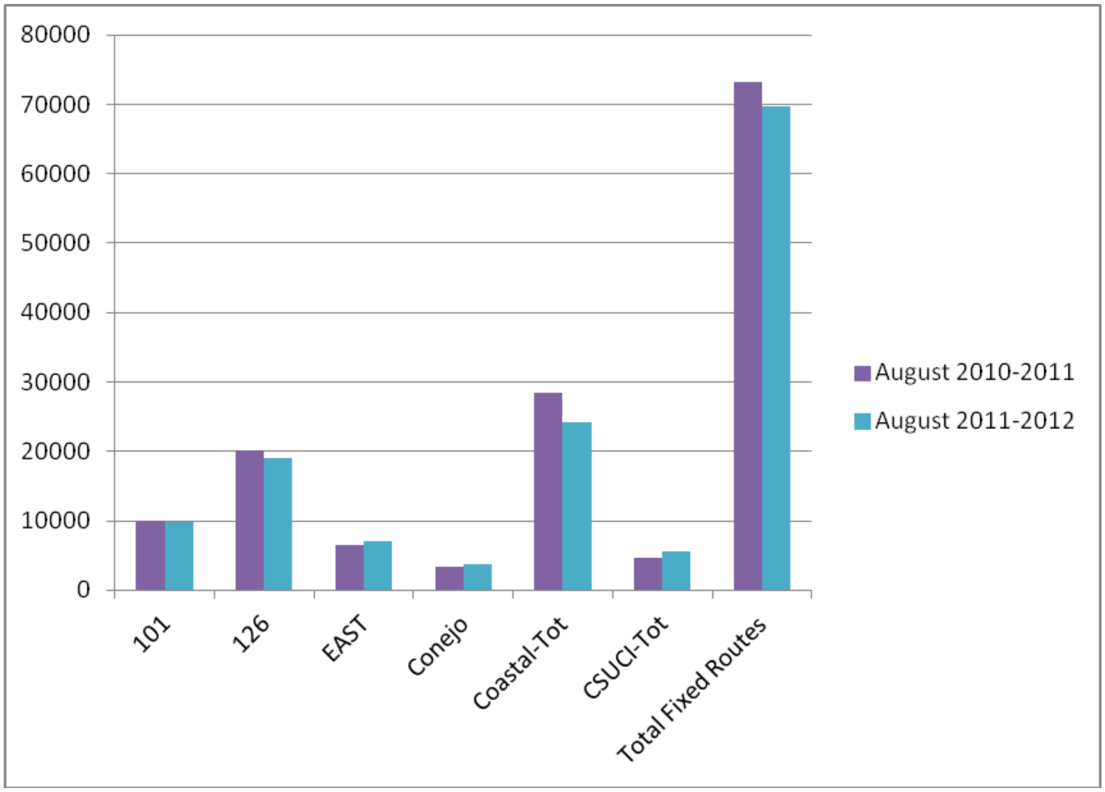
ROUTE	July 2010-2011	July 2011-2012	One-Year % Change	August 2010-2011	August 2011-2012	One-Year % Change
101	9260	8208	-11.36%	10011	9906	-1.05%
126	19907	17208	-13.56%	20119	19074	-5.19%
EAST	5182	4610	-11.04%	6591	7136	8.27%
Conejo Connection	2883	2423	-15.96%	3450	3782	9.62%
Coastal Express	25583	21662	-15.33%	28437	24161	-15.04%
CSUCI-Tot	3607	2379	-34.04%	4655	5624	20.82%
Total Fixed Routes	66422	56490	-14.95%	73263	69683	-4.89%

The Coastal Express is still lagging behind significantly. This can be partially attributed to two things: (1) Change in buses, (2) Lowering of fares and schedules for the Coastal Limited to $4 which offers an alternate service. In addition, the Santa Barbara County Association of Governments successful promoted their vanpool program, which captured some ex-Coastal Express riders. The graph below and on the following page give side-by-side comparisons of the changes in ridership for the months of July and August of FY's 2010/11 and 2011/12.

JULY RIDERSHIP



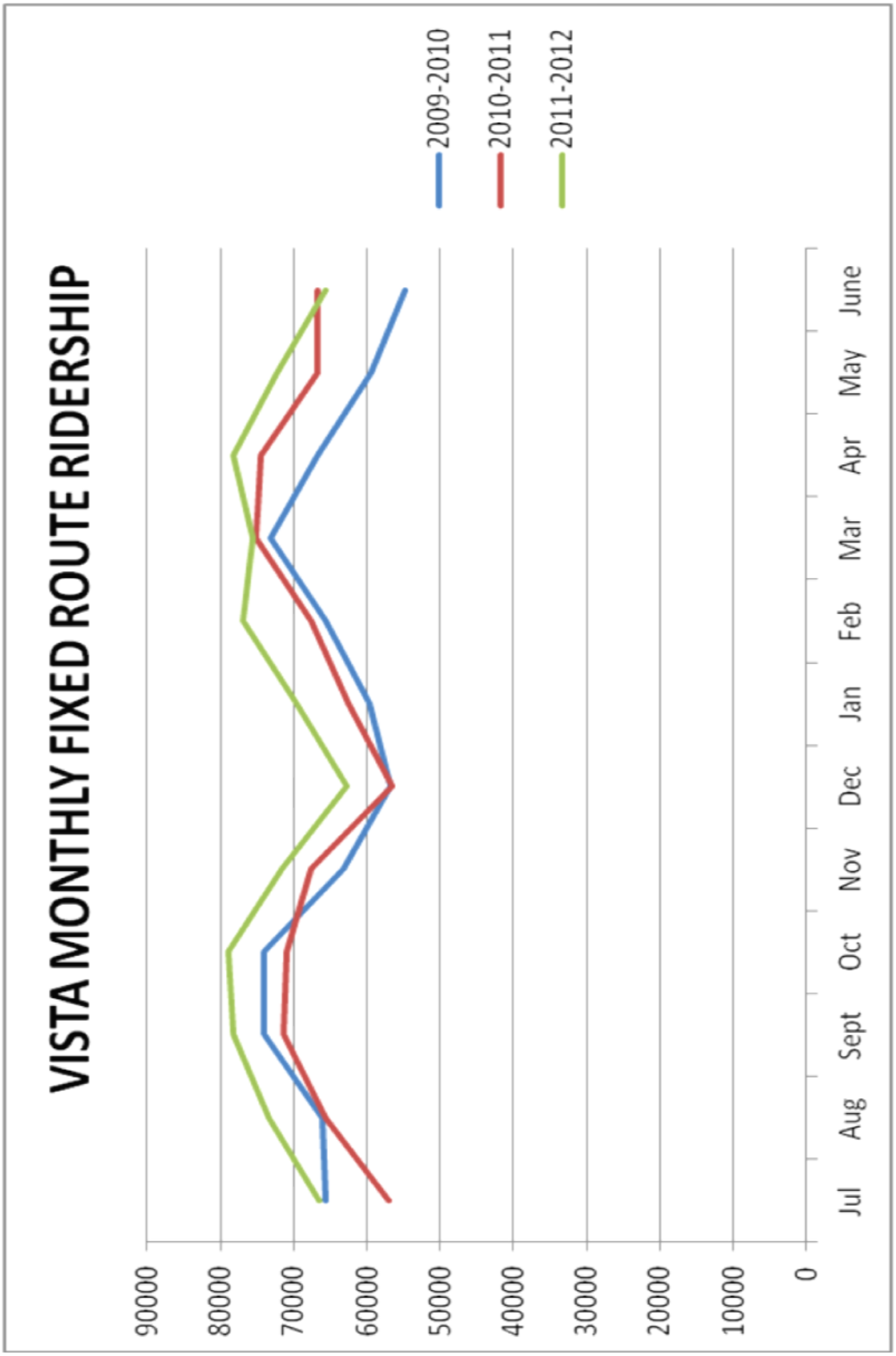
AUGUST RIDERSHIP

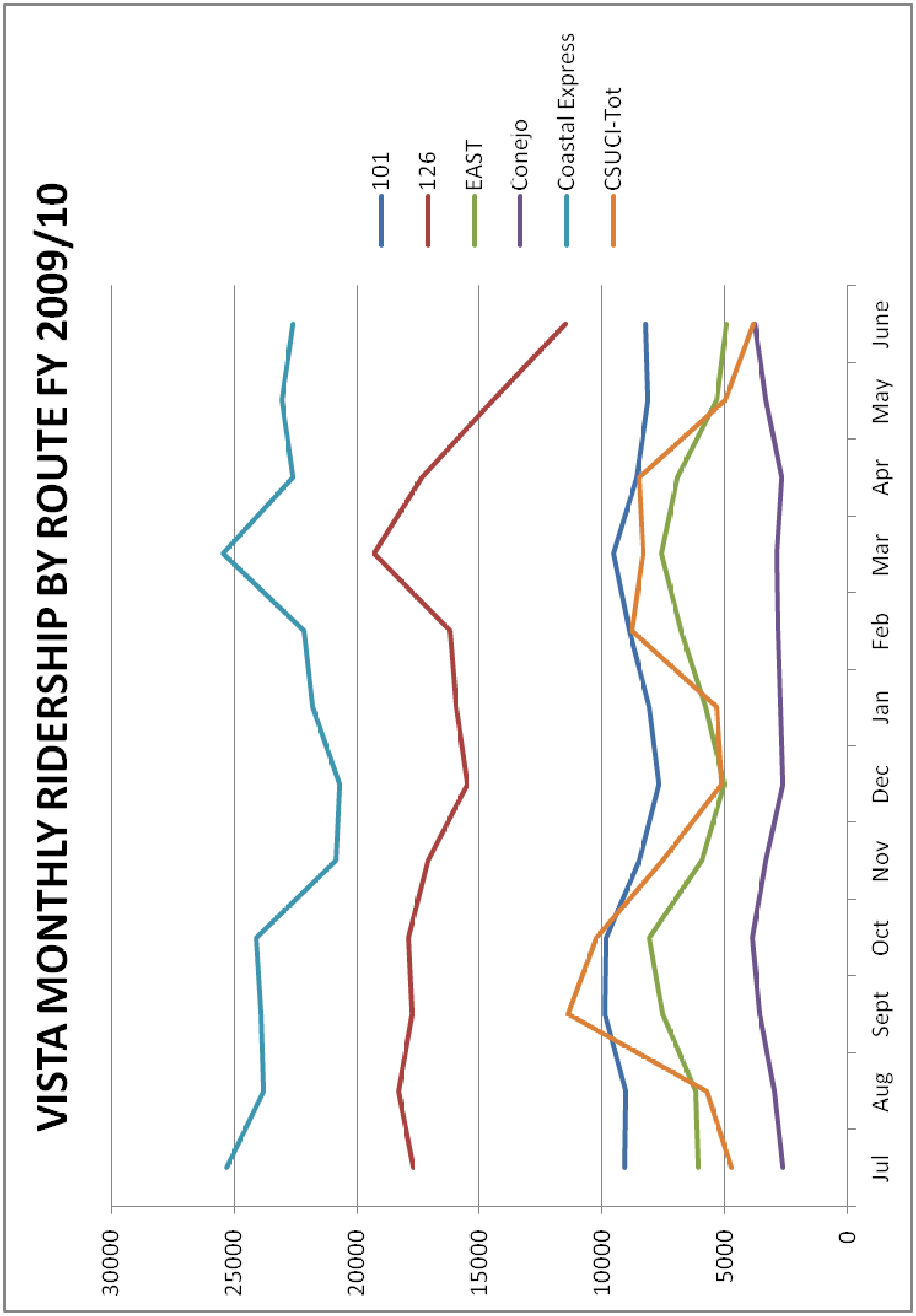


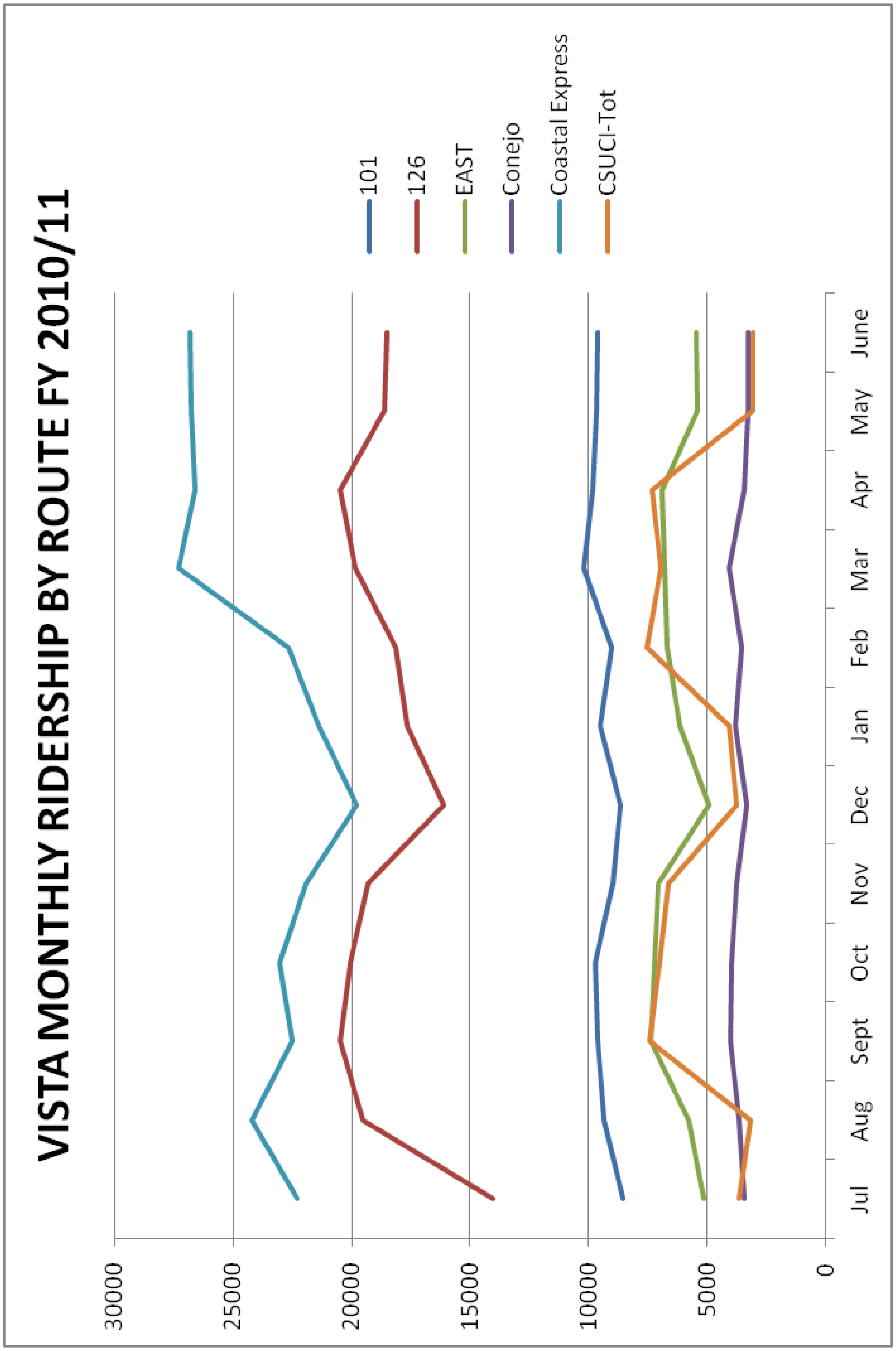
III. SUMMARY AND RECOMMENDATIONS

This report is for information only.

Attachments: **Monthly Fixed Route Ridership**
Individual Route Ridership
Dial-A-Ride Ridership
Individual Dial-A-Ride Ridership
Farebox Recovery Ratio


VISTA MONTHLY FIXED ROUTE RIDERSHIP
90000
80000
70000
60000
50000
40000
30000
20000
10000
0
Jul
Aug
Sept
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
June
2009-2010
2010-2011
2011-2012


VISTA MONTHLY RIDERSHIP BY ROUTE FY 2009/10
30000
25000
20000
15000
10000
5000
0
Jul
Aug
Sept
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
June
101
126
EAST
Conejo
Coastal Express
CSUCI-Tot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30000
25000
20000
15000
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101
126
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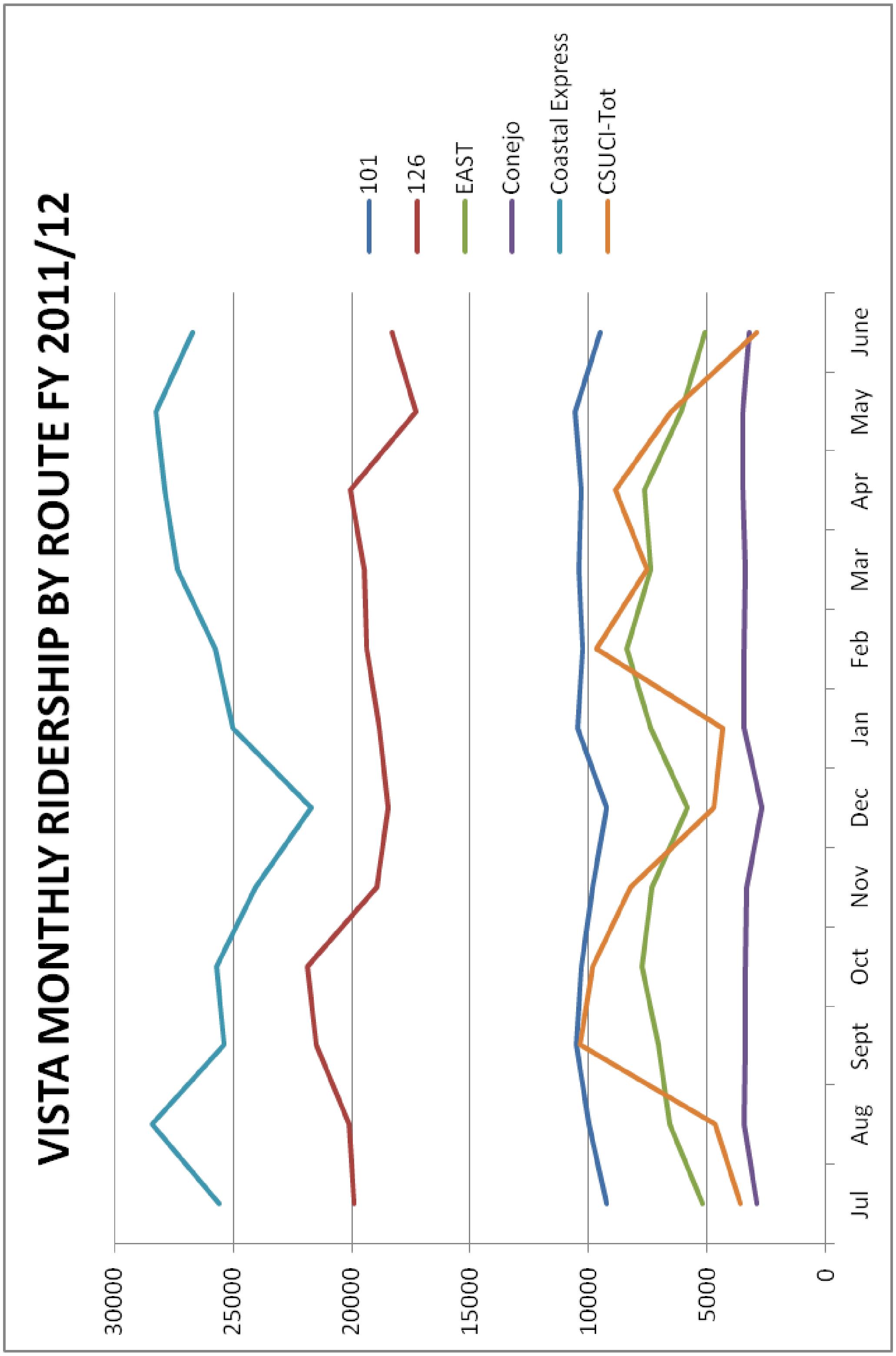
Conejo
Coastal Express
CSUCI-Tot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25000
20000
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Aug
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Conejo
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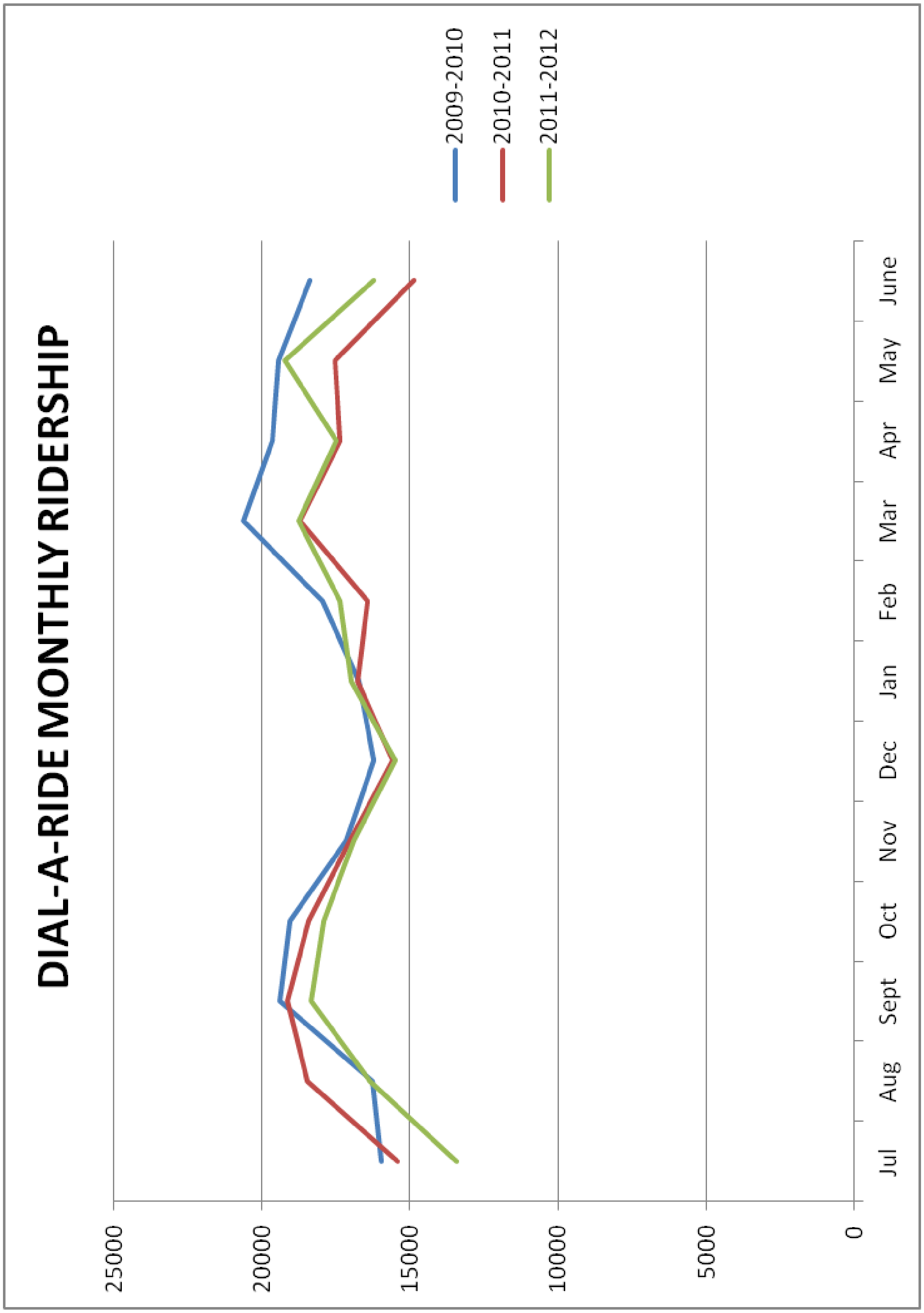
DIAL-A-RIDE MONTHLY RIDERSHIP
25000
20000
15000
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5000
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Jul
Aug
Sept
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Nov
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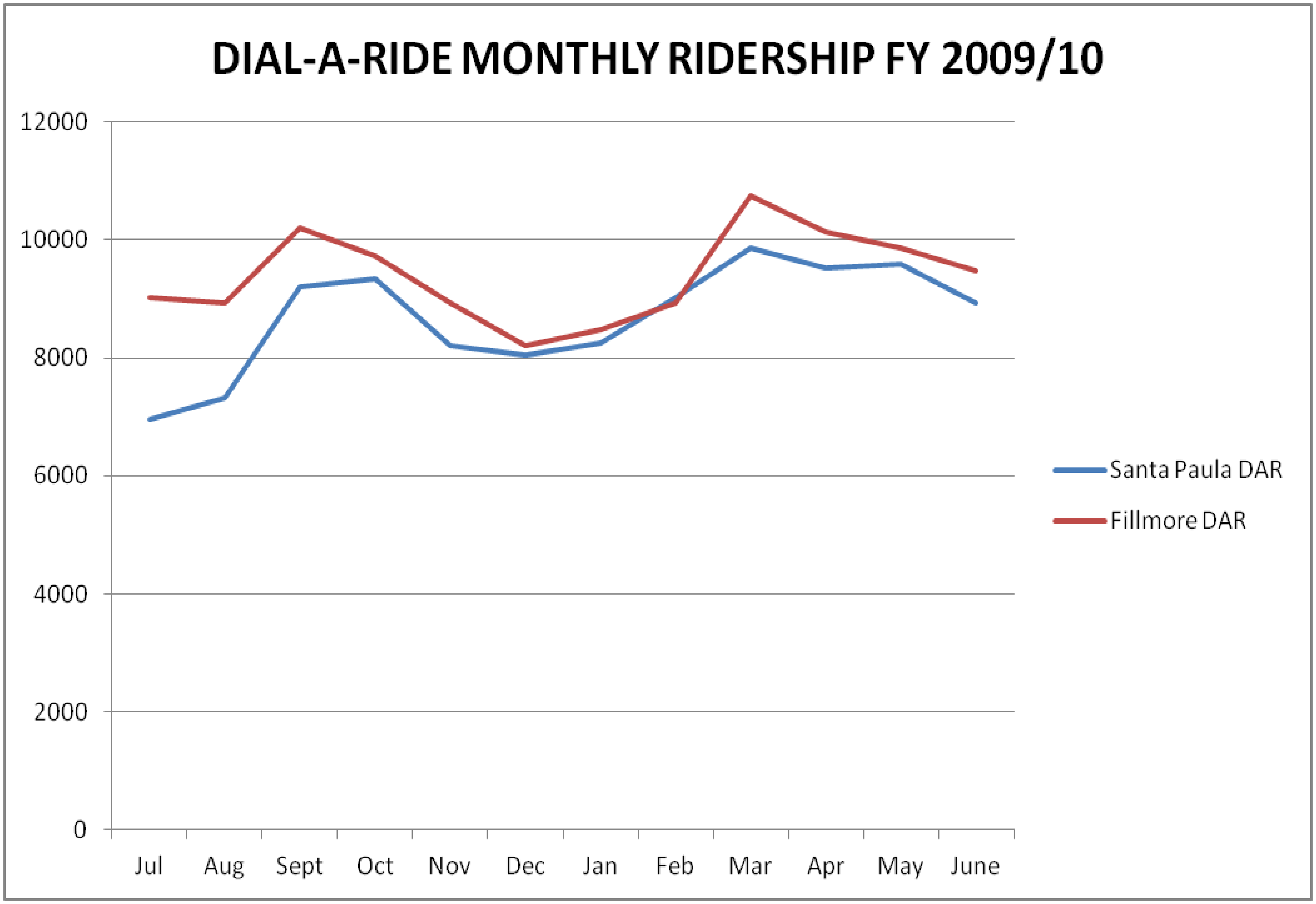
Mar
Apr
May
June
2009-2010
2010-2011
2011-2012


DIAL-A-RIDE MONTHLY RIDERSHIP FY 2009/10
12000
10000
8000
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Jul
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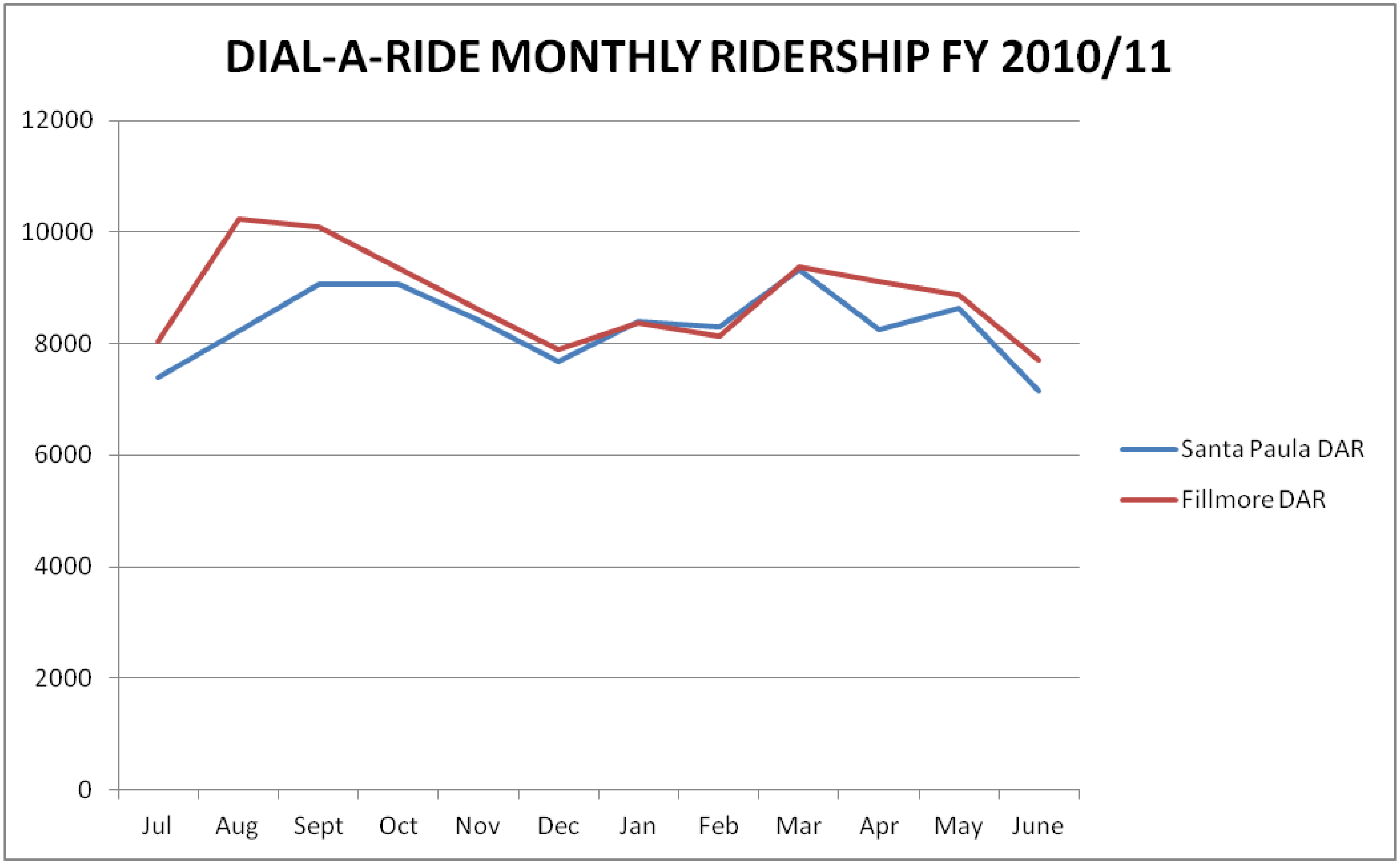
Mar
Apr
May
June
Santa Paula DAR
Fillmore DAR


DIAL-A-RIDE MONTHLY RIDERSHIP FY 2010/11
12000
10000
8000
6000
4000
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Mar
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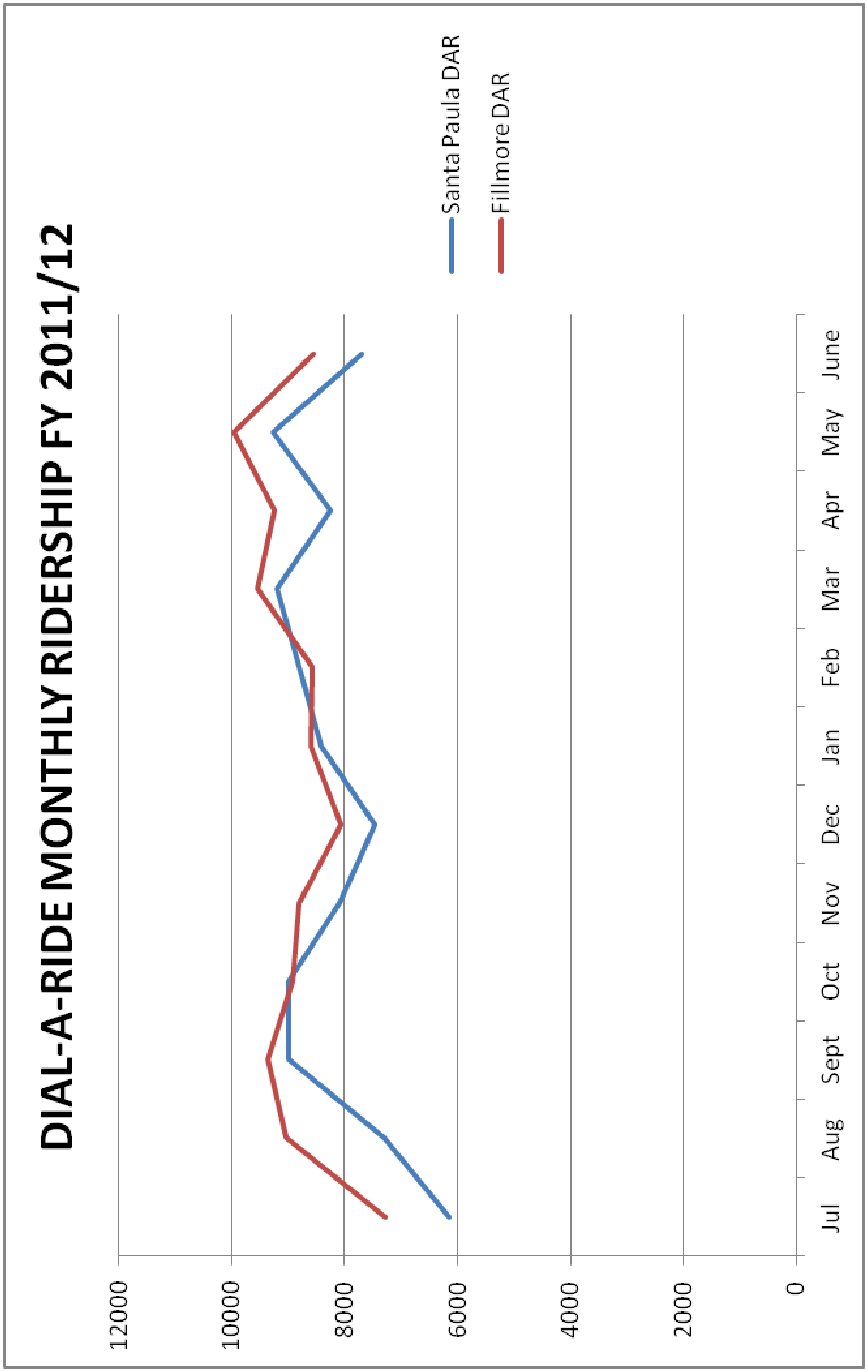
May
June
Santa Paula DAR
Fillmore DAR


DIAL-A-RIDE MONTHLY RIDERSHIP FY 2011/12
12000
10000
8000
6000
4000
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Jul
Aug
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Feb
Mar
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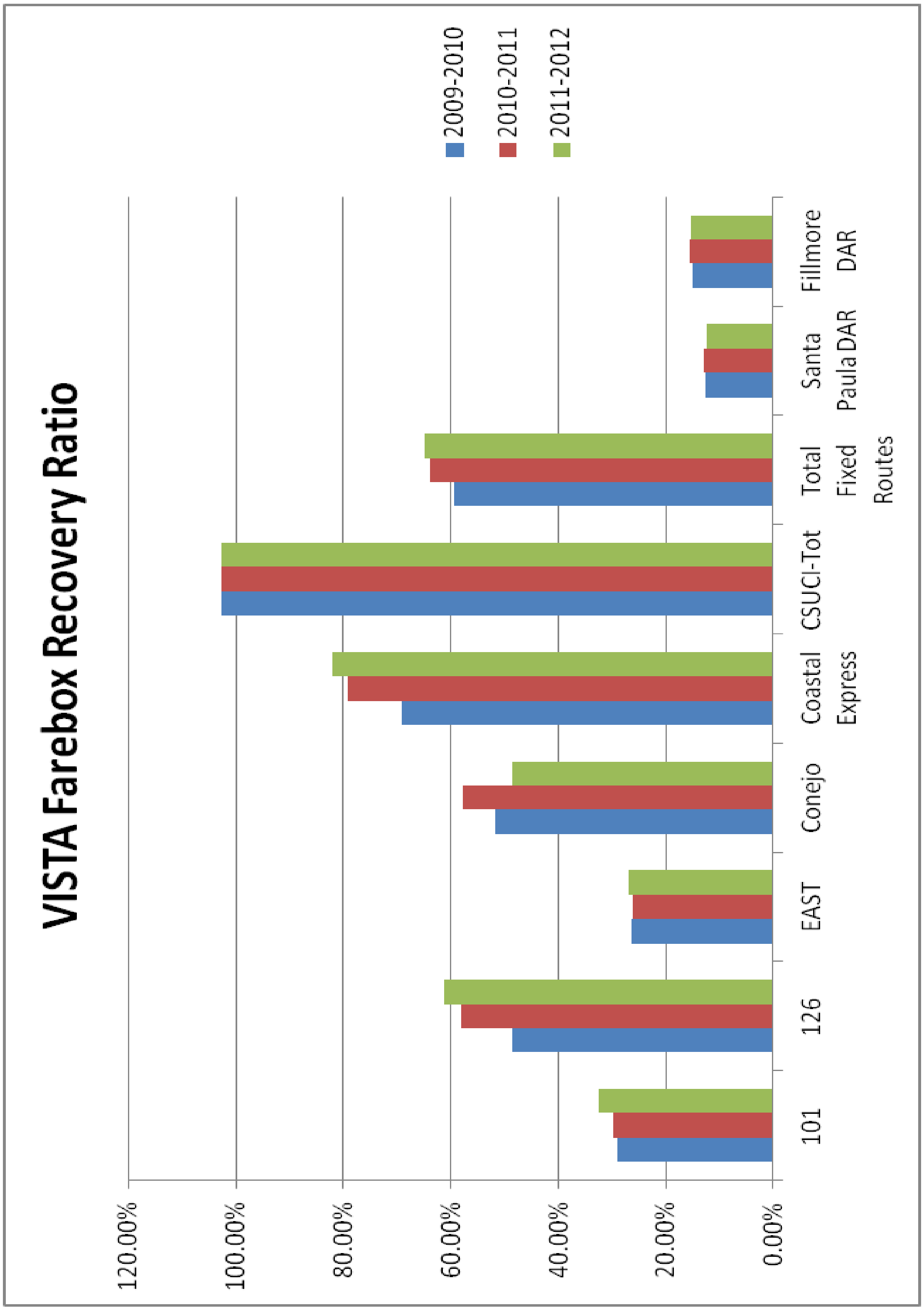
June
Santa Paula DAR
Fillmore DAR


VISTA Farebox Recovery Ratio
120.00%
100.00%
80.00%
60.00%
40.00%
20.00%
0.00%
101
126
EAST
Conejo
Coastal Express
CSUCI-Tot
Total Fixed Routes
Santa Paula DAR
Fillmore DAR
2009-2010
2010-2011
2011-2012

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Item # 11

October 5, 2012

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: MARY TRAVIS, MANAGER OF TRANSPORTATION DEVELOPMENT ACT AND RAIL PROGRAMS

SUBJECT: SANTA PAULA BRANCH LINE RAIL UPDATE

RECOMMENDATION:

- Receive and file.

DISCUSSION:

There are two areas of major planning work currently focused on the SPBL – completion of the required railroad bridge inventory, and, the future arrangements for overall administration of the Line.

Railroad Bridge Inventory: The first planning effort involved completion of the railroad bridge inventory. In 2011, the Federal Railroad Administration (FRA) published its Final Rule requiring railroad track owners to adopt and follow specific procedures to protect the safety of their bridges and to strengthen federal oversight of railroad bridge maintenance programs. VCTC, as owner of the Santa Paula Branch Line (SPBL) railroad, was subject to this requirement. Phase One of the requirement was completion of an inventory of the 37 bridges on the SPBL, which was finished last month via a Commission contract with JL Patterson & Associates. The report has now been submitted for review to the FRA.

In summary, JL Patterson found there are four bridges on the SPBL with structural flaws. Three of the four bridges have comparatively smaller problems but one of the bridges is bad enough that it had to be put out of service. This last noted bridge is over a barranca just east of Saticoy. When it was "red-tagged", it effectively halted rail operations at this location on the SPBL until the bridge is repaired. Because this happened at the same time International Paper announced it was closing its Santa Paula facility, there is no requirement for VCTC to repair the bridge. However, if future freight opportunities occur, the bridge will need to be repaired before those operations can take place on a regular schedule.

JL Patterson made the following assessments of all the problematic bridges and estimated repair costs as follows:

1. Mile Post #408.60 (near Ellsworth Barranca just east of Saticoy)
   6,022 foot ballast deck trestle needs both end abutment wood stringers replaced; bridge is currently closed.
   Estimated repair cost: $75,000

2. Mile Post # 416.09 (near the Christmas tree farm at Hallock Drive just east of Santa Paula)
   A small (15 foot) bridge over culvert needed repair to both abutment supports – repair cost $20,192 (note: repairs on this bridge have already been completed by F&W to allow their tourist trains to operate)

3. Mile Post # 416.40 (over Haun Creek east of Santa Paula)
   45-foot ballast deck trestle bridge has been problematic during storms for several years and needs reinforcement. In addition, stringers on spans one and two on the left side and span three on the right side need to be replaced and bent two needs replacement with a posted pile bent on a concrete sill. Bridge is open with monthly inspections and slow orders.
   Estimated repair cost: $45,000 - $50,000

4. Mile Post # 420.22 (over unnamed barranca just west of Hall Road west of Fillmore)
   Ballast deck trestle bridge needs abutment one cap replaced, span one on the right side stringers replaced and the cross beams reinforced. Bridge is open with monthly inspections and slow orders.
   Estimated repair cost: $25,000 - $30,000

At the September VCTC meeting, Fillmore and Western Railway (F&W) provided their perspective that the Commission is responsible for repairing the Ellsworth Barranca bridge just east of Saticoy; a copy of the F&W submittal is provided as a separate attachment. However, after review of the existing agreements, staff and General Counsel have concluded that VCTC is not responsible for making any bridge repairs necessary for F&W's operations.

Because F&W is valued partner to the Commission on the track to make the SPBL self-supporting, staff will continue working with them to identify funds F&W could use for the bridge repair work. One option that the F&W could apply for is the federal Railroad Improvement Fund (RRIF) low-interest loan program which was established for just this type of purpose. Staff is also researching federal grant programs such as Transportation Enhancement (TE), an Economic Development Administration Public Works grant, and the Community Development Block Grant (CDBG) program. The concern with federal grant programs is the time required to access these funds and also the eligibility of the bridge repairs. Alternatively, VCTC could facilitate short term, low interest financing using the current balance of State Transit Assistance (STA) funds.

Administration of the SPBL:

When the Commission purchased the SPBL in 1995, a number of operating agreements were put in place to handle oversight and administration of the Line. The agreements were between VCTC and Union Pacific Railroad (UP) for freight operations between Ventura and Santa Paula; between VCTC and the County of Ventura (to oversee property in Saticoy and Piru); between VCTC and the Cityof Santa Paula (to oversee property in Santa Paula); between VCTC and the City of Fillmore Redevelopment Agency (to oversee property in Fillmore); and, between VCTC and the Fillmore and Western Railway to generally maintain the SPBL and adjacent property along the 32-mile rail line. Note that VCTC also has two other continuing leases with F&W for their tourist/movie train operation and for their gift and garden shop in east Santa Paula.

Staff has been working with Legal Counsel to update all these agreements, resolve an outstanding overpayment issue, and simplify the agreement structure all with the ultimate goal of the SPBL becoming self-sustaining. F&W has presented an outline to staff for a long-term arrangement on the SPBL which could have benefits to both F&W and VCTC. Staff will be taking the F&W proposal to the Santa Paula Branch Line Advisory Committee (SPBLAC) at their next meeting October 17th with any future actions coming to the Commission for approval.

Item #12

October 5, 2012

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: MOVING AHEAD FOR PROGRESS IN THE 21ST CENTURY (MAP-21) UPDATE AND PROGRAMMING OF FUNDS

RECOMMENDATION:

- Program $943,000 in Congestion Mitigation and Air Quality (CMAQ) funds for FY 2014/15 countywide transit marketing and ridesharing programs.

BACKGROUND:

Federal Issues

As was reported at the last meeting, the federal government has now passed a two-year federal transportation authorization, entitled Moving Ahead for Progress in the 21st Century, or MAP-21. This bill authorizes the federal transportation program through September, 2014. The Attachment provides a summary of the bill's provisions most likely to affect transportation programs in Ventura County. In general, MAP-21 provides more flexibility in the various funding categories, and makes changes which could streamline delivery, especially for larger projects. There is a significant increase for rail funds in Ventura County (estimated to be over $4 million per year), while other funds categories remain about the same. However it appears there will be a reduction in CMAQ funds of $2 million per year. There are new requirements for developing transit safety plans and asset management plans which could require significant staff resources.

At their September meetings TTAC and TRANSCOM extensively discussed various alternatives for programming the funds that have now been authorized by MAP-21. In addition, TRANSCOM discussed the programming of Proposition 1B Transit Capital funds, which is a related issue since many transit projects are eligible for funding from either source. At this time, there are significant decisions yet to be made regarding the programming of these funds, but staff has recommended that the following programming actions be taken at this time:

- Section 5307 Jobs Access and Reserve Commute (JARC) Funds / Section 5310 Senior and Disabled: MAP-21 consolidated the JARC program with the Section 5307 formula program, with 5% of the Section 5307 formula funds generated based on low-income population, which had been the JARC apportionment factor. Based on the VCTC policy that funds be programmed where they are generated, Item #9D of this agenda recommends initiation of a call for projects for JARC, as well as the Section 5310 Senior & Disabled program which remains a separate program. TRANSCOM concurred with this recommendation.

- Surface Transportation Program (STP): Item #16 of this agenda recommends programming $11,916,000 in STP funds to expedite the Route 101/23 Interchange Project. TTAC has concurred with this recommendation. Since the Commission had previously committed $19.5 million in STP funds for this project, the total STP commitment for 101/23 would be reduced, although the funds would be required sooner. After funding Route 101/23, there is estimated to remain $2,600,000 of STP funds authorized by MAP-21, but as yet there is no recommendation for programming those funds.

- Congestion Mitigation and Air Quality (CMAQ): An ongoing commitment of CMAQ funds has been the use of $500,000 per year for countywide transit marketing and $443,000 per year for regional ridesharing. Therefore, this agenda item recommends that the Commission program $943,000 in the newly-authorized CMAQ funds for FY 2013/14, to pre-program the transit marketing and ridesharing programs for FY 2014/15. Both TTAC and TRANSCOM have concurred with this staff recommendation. After funding these two items, there is estimated to remain $5,057,000 in CMAQ funds authorized by MAP-21, but as yet there is no recommendation for programming those funds.

- Section 5337 State of Good Repair: As described in Item #17 in this agenda, VCTC and the Southern California Regional Rail Authority had requested $2 million per year in Proposition 1B Transit Capital funds for rehabilitation. However, with the significant increase in federal funding for rail due to MAP-21, the Program of Projects in Item #15 has been revised to provide this increase rail rehabilitation through the Section 5337 program. TRANSCOM has concurred with staff recommendation.

ATTACHMENT

MOVING AHEAD FOR THE 21ST CENTURY SUMMARY OF PROVISIONS AFFECTING VENTURA COUNTY

On July 6th, President Obama signed HR 4348, the Moving Ahead for Progress in the 21st Century Act (MAP-21), extended the current transportation authorization through September 30th, and then authorizes $105 billion for transportation over the next two years. Unlike the recent highway authorization extensions, MAP-21 as of October 1st makes significant changes to the federal transportation program.

Funding Authorization

For the two new years of authorized transportation funding, MAP-21 provides an average of $54.6 billion per year, approximately the same as the $50.1 billion annual average for SAFETEA-LU, adjusting for inflation. The highway programs are funded at approximately $40.4 billion in Fiscal Year (FY) 2012/13, and $41 billion in FY 2013/14, while the transit programs are funded at about $10.5 billion in FY 2012/13 and $10.7 billion in FY 2013/14. The federal fuel tax, which absent Congressional action would have expired on June 30, 2012, has been extended through September 30, 2016. The law also transfers $21.2 billion of other funds into the Highway Trust Fund, thus keeping the fund solvent until around the time MAP-21 ends in 2014.

Program Restructuring

The attached matrix summarizes changes to some of the programs of significance to VCTC and the Southern California region. Probably the most significant impact on VCTC is a change to the formula for calculating rail funds, which is estimated to increase by over $4 million per year the funds generated due to Metrolink operations in the county. There have been significant changes to the Transportation Enhancement (TE) and Safe Routes to School programs which will apparently reduce available funds for these types of projects, and could also affect TE projects which were previously programmed by VCTC, but not yet obligated. There is also an uncertain interpretation regarding possible CMAQ eligibility changes, which could affect CMAQ projects programmed but not yet obligated.

Freight Program

The Southern California transportation agencies had strongly advocated for the inclusion of a freight program in the federal transportation authorization. MAP-21 calls for development of federal and state freight movement plans, but does not provide freight program funding. The U.S. Department of Transportation is tasked with defining a national freight network.

Performance Measurement

MAP-21 mandates significantly increased use of performance measures for states and regions. Performance measures must be adopted for safety, pavement condition, and bridge condition, and the actual performance relative to the standards must be reported to the federal government. If the performance objectives are not achieved for certain specified items, including interstate highway pavement condition, bridge condition on the national highway system, fatalities, and serious injuries, then states must transfer sufficient funds from other transportation programs to achieve the goals. Under this provision it is conceivable that funds anticipated for local road improvements could be less dependable than in the past due to the requirement to meet the specified standards for other programs.

There are also specific performance-based features for the Congestion Mitigation and Air Quality (CMAQ) program, to require a regional performance plan to achieve air quality and congestion reduction targets.

A federal CMAQ outcomes assessment study is also required. Another requirement is that all transit agencies develop an asset management system to track capital asset condition, reliability, and performance.

Streamlining

Project delivery acceleration provisions are included based on the Breaking Down Barriers initiative which was supported by VCTC and the other Southern California transportation agencies. More specifically, MAP-21 provides for accelerated project approval under the National Environmental Policy Act (NEPA), with earlier coordination, consolidated environmental documents, deadlines for agency review, and penalties for federal agencies that fail to make a decision. The list of Categorical Exclusions, which are presumed to have no impact based on the type of project, is expanded. The ability to acquire right-of-way for a project prior to NEPA approval is enhanced.

Transit Safety

The MAP-21 legislation for the first time establishes an FTA role in overseeing transit safety. All recipients of federal transit funds are required to establish and have certified a comprehensive safety plan based on set criteria. FTA will first develop the safety program and rules before it is applied to transit operators. For commuter rail systems such as Metrolink, the safety oversight responsibility remains with the Federal Railroad Administration and not FTA.

Commuter Tax Benefits

The Southern California transportation agencies had advocated for a restored tax credit for transit and vanpool commuters. Up to $240 per month can be deducted from tax returns for employer-provided parking, but only $125 in employer provided transit or rideshare benefits are allowed. The Senate version of the authorization would have restored an earlier law that had expired, to make the transit credit equal to the parking credit, but this provision was dropped from the final version of MAP-21.

Veterans' Preference

MAP-21 contains a provision requiring veterans' preference for some procurements. There is little information yet on how this requirement will be implemented, but might be structured similar to Disadvantaged Business Enterprise requirements.

Implementation

Many of the MAP-21 provisions, including the transit safety program, transit asset management system, and the project delivery streamlining, will not become effective until implementing regulations are adopted by the various federal agencies. MAP-21 provides a timeline by which these various regulations will be developed. The Southern California transportation agencies are developing a joint letter to the Secretary of Transportation, offering assistance in developing these regulations. It appears that the transit safety and asset management programs, and possibly veterans' preference, are likely to require significant additional transit agency staff effort to develop and administer.

MATRIX OF MAP-21 CHANGES TO EXISTING PROGRAMS

CURRENT PROGRAM	CHANGES IN MAP-21
Congestion Mitigation and Air Quality (CMAQ)	• Funding levels appear to be reduced, with Ventura County's annual share dropping from approximately $10 million to $8 million. • 100% federal share for all projects eliminated, although Toll Credits are still available to cover the match. • There is uncertainty regarding possible project eligibility changes.
Surface Transportation Program (STP)	• Program continues to provide highway and transit capital funding, with eligibility broadened to include electric vehicle charging equipment at park and ride lots, and congestion pricing and demand management programs. • Nationwide funding level increased slightly. • Caltrans has proposed retention of the existing split between the state and local governments. However, there has been regional agency interest in urgency state legislation to increase the regional share, in recognition of earlier changes that had increased the state share, and to help offset the reduction in CMAQ funds.
Transportation Enhancements (TE) Safe Routes to Schools (SRTS)	• The Transportation Enhancements program has been combined with Safe Routes to Schools and Recreational Trails to form a Transportation Alternatives Program. • In FY 2011, the combined funding for these three programs was $1.22 billion, but MAP-21 provides FY 2013 funding of only $808 million for the consolidated program, representing a significant decrease. • TE was previously programmed 75% by regions and 25% by state, while SRTS was programmed by the state. MAP-21 says half is to be programmed by regions and half by state. State implementing legislation could address distribution method. • There have been some eligibility changes, including replacement of the "landscaping enhancement" category with "vegetation management." • MAP-21 does not impact the state funds committed by law in California for Safe Routes to Schools.
Urban Area Formula (Section 5307) Jobs Access Reverse Commute (Section 5316)	• The JARC program is added to Section 5307, with the JARC funding formula (number of low income persons) included in the overall formula, and with JARC projects being an eligible use of the funds. • Funding level of the combined programs appears to be comparable to prior totals. • Eligibility broadened to include 50% of operating subsidy for any bus operator with fewer than 100 buses.

Fixed Guideway Modernization (Section 5309a)	• This program previously provided formula funding based on rail systems and buses in carpool lanes or busways. It is now redesignated as Section 5337 and split into separate apportionments for the two modes. • Overall funding level increased by nearly 30%, and formula changed to eliminate extra weighting for "historic rail" cities. • As result, Ventura County apportionment due to Metrolink operations expected to increase significantly, from $2.6 million Fiscal Year 11/12 to $7 million in 12/13.
Bus and Bus Facilities (Section 5309c)	• Previous discretionary program replaced with a formula program available for bus capital purposes, redesignated as Section 5339. • Ventura County apportionment estimated at $1.3 million in Fiscal Year 12/13.
Rural Transit (Section 5311)	• Authorization is significantly increased, by nearly 10% for FY 2013 and by another 15% in FY 2014. This change should directly affect Ventura County's apportionment for rural transit operations. • Apportionment will include a small amount to each state representing JARC formula for rural areas.
Senior and Disabled (Section 5310) New Freedoms (Section 5317)	• The New Freedom program is added to Section 5310. • Slight overall funding increase of the combined programs, relative to the two prior programs. • Previously, Section 5317 Large Urban funds programmed by Designated Recipients, Section 5317 Small Urban / Rural and all Section 5310 programmed by state; revised so that all Section 5310 Large Urban to be programmed by Designated Recipients, and Section 5310 Small Urban / Rural programmed by state.
Transportation Infrastructure Financing and Innovation Act (TIFIA)	• This infrastructure loan program is significantly increased, from $122 million to $1 billion annually. Loans can be provided for up to 49% of project cost. As a result, neighboring counties with local funding streams will likely see significantly expedited project delivery.

Item # 13

October 5, 2012

MEMO TO: **VENTURA COUNTY TRANSPORTATION COMMISSION**

FROM: **VICTOR KAMHI, BUS TRANSIT DIRECTOR**

SUBJECT: **CONTINUATION OF PUBLIC HEARING ON TRANSFER FEE INCREASE BETWEEN COASTAL EXPRESS AND SANTA BARBARA METROPOLITAN TRANSIT DISTRICT**

RECOMMENDATION

- Receive the required Federal Title VI (Civil Rights Analysis) of revenue and ridership impacts of a transfer fee from the Santa Barbara Metropolitan Transit District (SBMTD) services to the VISTA Coastal Express, and report to the Commission***. (This document was provided with the September Agenda and is available online or by request)***
- Open the Public Hearing and receive any comments regarding a possible transfer fee for trips from the SBMTD Service to the VISTA Coastal Express.
- Approve initiation of a $1.50 base transfer fee for riders transferring from the SBMTD buses to the VISTA Coastal Express.
- Authorize the Executive Director to execute an addendum to the transfer agreement with the SBMTD to reflect the new transfer values to and from SBMTD.

BACKGROUND

The VCTC has been operating the Coastal Express service, jointly funded by the VCTC and Santa Barbara County Association of Governments (SBCAG) since FY 2001/02. In December 2003 VCTC and the SBMTD began a short free transfer system trial demonstration. Based on the positive results of the demonstration, in January 2004, VCTC and the SBMTD executed an agreement to provide free, two way transfers. The agreement was renewed in 2007 and has been in effect since then. The transfer system has been popular, and VISTA receives approximately 26,400 transfers from SBMTD (annual boardings from the SBMTD service area are approximately 155,000), while SBMTD receives about the same amount of transfers from riders boarding in Ventura County. This represents about 17% of all Coastal Express trips.

In the same manner, in 2011 VCTC, along with our partners in Ventura County, initiated a transfer system, which provides (with some exceptions) free transfers between community transit systems and VISTA services inside Ventura County. Transfers from Ventura County community transit services and in-county VISTA services to intercounty services (VISTA Conejo Connection and VISTA Coastal Express) are counted as one-half (1/2) of the fare for those persons using the transfers. However, the transfers to and from SBMTD have remained free. VCTC has credited transfers in Ventura County to the Coastal Express as a half fare ($1.50 for standard fares, $.75 for seniors and disabled fares) from both Gold Coast Transit and the VISTA 101 and VISTA 126 services. By imposing a similar transfer fee on trips from SBMTD buses to the VISTA Coastal Express, the Commission would be creating a uniform fee on both ends of the trip.

On June 1, 2012, the Commission authorized the staff to survey and analyze the revenue and ridership impacts of a transfer fee from the Santa Barbara Metropolitan Transit District (SBMTD) services to the VISTA Coastal Express, and report to the Commission, in compliance with Federal Title VI (Civil Rights Analysis). A copy of the analysis is attached to this item. Due to the changes in the contractor, and uncertainties regarding the service delivery, the Commission continued the public hearing on the possible change from its July 13, 2012 to its September 7, 2012 meeting. The item was then continued until the October 5, 2012 VCTC meeting due to a lack of quorum.

Based on the VCTC rider weekday surveys, approximately 42% of the riders self identified themselves as Hispanic, 42% as White and the remaining 16% were Asian, African American, American Indian, or declined to state. The following responses were received on the question of whether or not the passenger would ride the VISTA service if a $1.50 transfer fee were implemented: 9% of Whites stated they would no longer ride, while 15% of the Hispanic and 20% of the Asian riders stated they would no longer use the Coastal Express. The ethnic make-up of weekend riders is very similar to that reported for weekdays, although the number of respondents was smaller. For weekend riders, the responses were somewhat different, with 22% of Whites stating they would no longer ride, while 15% of the Hispanic riders stated they would no longer use the Coastal Express.

While there was some difference in responses between those weekday riders with incomes over and under $49,000 per year, income levels did not appear to be significantly different for lower and higher income riders. In contrast, low income riders were twice as likely to stop riding the VISTA Coastal Express on weekends as high income individuals (7% versus 14%), however, 29% of the high income riders did not state if they would continue to ride the Coastal Express.

Because the survey indicates there would not be undue impact, VCTC staff recommends the Commission adjust the transfers on the VISTA Coastal Express to be consistent with the transfer policy which exists in Ventura County for other community services transferring to the VISTA intercounty services, and that beginning in October 2012 VISTA consider a transfer from SBMTD as a one-half (1/2) fare on the Coastal Express. Note that SBMTD is also preparing an addendum to the existing agreement with VCTC to reflect the modification of their transfer fee, which began on August 27, 2012, when SMBTD began to charge $1.00 for transfers from VISTA riders with a transfer (the SBMTD base fare is $1.75).

Item # 14

October 5, 2012

MEMO TO: **VENTURA COUNTY TRANSPORTATION COMMISSION**

FROM: **STEVE DEGEORGE, PLANNING & TECHNOLOGY DIRECTOR**

SUBJECT: **NAVAL BASE VENTURA COUNTY JOINT LAND USE STUDY**

RECOMMENDATION:

- Amend Fiscal Year 2012/2013 Airport Land Use Commission Task Budget increasing the budget to $264,300 in funds comprised of, a new grant award of $225,000 from the Defense Community Planning Assistance Funds, $29,000 in staff hours funded through LTF and PPM as well as $1,000 in mileage funded through LTF and transferred from the Regional Transportation Planning task Budget to the Airport Land Use Commission.
- Amend Fiscal Year 2012/2013 Regional Transportation Planning Task Budget decreasing the total amount to $634,100 reflecting a transfer $29,000 in staff hours funded through LTF and PPM as well as $1,000 in mileage funded through LTF to the Airport Land Use Commission Task Budget.

BACKGROUND:

In April of 2012, the Commission in consideration of its role as the Airport Land Use Commission (ALUC), authorized staff to act as Study Sponsor to develop a Joint Land Use Study (JLUS) with Naval Base Ventura County (NBVC) and to submit a grant application to the Department of Defense Office of Economic Adjustment (DoD, OEA) for Department of Defense Community Planning Assistance Funds.

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

DISCUSSION:

On August 21, 2012 staff received a Grant Award Notification that VCTC had been awarded $225,000 of Department of Defense Community Planning Assistance Funds for consultant assistance to conduct a Joint Land Use Study for Naval Base Ventura County. The total cost of the proposed JLUS is $250,096 with VCTC contributing $25,096 in “in-kind” services as the required ten percent local match over the estimated eighteen (18) month life of the project.

The application process revealed a highly complex relationship between the three naval installations that comprise Naval Base Ventura County, Naval Air Station Point Mugu, and Naval Base Ventura County, Port Hueneme, and San Nicholas Island and the surrounding communities. The JLUS must consider a very wide scope of issues that could impact land use compatibility around the military installations including, air traffic (both civilian and military), noise, sea lane traffic, port access, and mobilization corridors. The JLUS must also consider diverse community issues and ensure that the City of Camarillo, the City of Oxnard, the City of Port Hueneme, the County of Ventura, California State University, Channel Islands and a number of other agencies and special districts are engaged in this study. Given the highly specialized areas of study required and the large amount of public outreach that will be required, staff has prepared and published a Request for Proposal (RFP) for consultant services to conduct the JLUS effort. The RFP can be found in attachment A of this agenda item.

Staff has invited representatives from the City of Camarillo, the City of Oxnard, the City of Port Hueneme, the County of Ventura, California State University, Channel Islands, the Oxnard Harbor District and, the Navy to evaluate proposals submitted. It is anticipated that the recommendation from the Consultant Selection Committee will be brought to the Commission for approval at the November meeting.

The funding for the JLUS was not yet approved when the Fiscal Year 2012/2013 Budget was adopted therefore, the project was not included. To accommodate the JLUS and the additional funds, staff is recommending that the Fiscal Year 2012/2013 Airport Land Use Commission Task Budget be amended to include, $225,000 in Department of Defense Community Planning Assistance Funds, $29,000 in staff time funded through Local Transportation Funds (LTF) and Planning, Programming, and Monitoring funds (PPM) transferred from the Regional Transportation Planning Task Budget, as well as $1,000 in mileage funded through LTF transferred from the Regional Transportation Planning Task Budget bringing the total Fiscal year 2012/2013 ALUC Task Budget to $264,300. The detailed staff time transfer from the Regional Transportation Planning Task Budget is shown in Table 1 below.

Table 1, Staff Time Detail

Staff	Funding Source	Hours	Salary	Fringe and Tax Allocation	Indirect Cost Allocation	**Total**
Executive Director	PPM	40	$4,400	$1,500	$2,700	$8,600
Planning Director	LTF	110	$6,600	$2,600	$4,300	$13,500
Analyst 1	LTF	70	$2,700	$2,000	$2,200	$6,900
Total		220	$13,700	$6,100	$9,200	**$29,000**

Correspondingly, staff is recommending that the Regional Transportation Planning Task Budget be amended, decreasing it by $30,000 reflecting the transfer of $29,000 in staff hours funded through LTF and PPM as well as $1,000 in mileage funded through LTF to the ALUC Task Budget. The total remaining in the Regional Transportation Planning Budget is $634,100.

In conclusion, staff is recommending that the Commission amend the Fiscal Year 2012/2013 Airport Land Use Task Budget as described above increasing the total budget to $264,300 and; amend the Fiscal Year 2012/2013 Regional Transportation Planning Task Budget as described above decreasing the total to $634,100.

ATTACHMENT A

VENTURA COUNTY TRANSPORTATION COMMISSION
REQUEST FOR PROPOSAL (RFP)
FOR
CONSULTANT SERVICES TO CONDUCT A JOINT LAND USE STUDY IN CONJUNCTION WITH NAVAL BASE VENTURA COUNTY

INTRODUCTION

The Ventura County Transportation Commission (VCTC) is seeking proposals from qualified consultants to conduct and complete a Joint Land Use Study (JLUS), funded by the Department of Defense, Office of Economic Adjustment (DoD, OEA) and in conjunction with Naval Base Ventura County (NBVC), the cities of Camarillo, Oxnard, Port Hueneme, the County of Ventura and other interested parties.

Naval Base Ventura County has been part of the fabric of life in Ventura County, California for seventy-one years. The relationship between the NBVC and the communities of Ventura County has been extraordinarily positive with NBVC contributing to the County's social and economic well being. Preserving and enhancing that relationship through a JLUS is critical to the combined futures of NBVC and Ventura County.

As the various communities of Ventura County surrounding the installations of NBVC continue to grow, development should be directed in such a way that it does not inhibit the operational viability or the ability to meet future missions of the military installations while at the same time protecting the health and safety of the communities that surround the installations. The purpose of this JLUS effort is to achieve those dual goals of protecting both NBVC and the residents of Ventura County.

The VCTC as a public entity created in 1988 pursuant to California Senate Bill 1880 (Davis), an act to amend Section 99233.2 of, and to add Sections 130050.1, 130054.1, and 130109.1 to, the Public Utilities Code, was established as a regional planning agency in Ventura County with its authority defined within the PUC including the ability to receive and administer funds and contract for services and goods. As the agency charged with regional planning on multiple levels, the VCTC is designated as the Ventura County Airport Land Use Commission and the managing entity for the Ventura Council of Governments. It is therefore appropriate for the VCTC to take on the role of study sponsor for this JLUS. The VCTC is staffed by a small number of highly skilled individuals but given the wide ranging areas of study that will necessarily comprise the scope of this JLUS, VCTC requires consultant assistance.

BACKGROUND

Ventura County

Ventura County lies on California's coast roughly sixty-five miles north of downtown Los Angeles. Ventura County's 1,843 square miles encompass a diverse geography from rugged mountain terrain to coastal plains and offshore islands. Ventura County's population of 832,970 largely resides within the ten incorporated cities in the southern portion of the County. Land use policies put in place in the late 1960s have directed growth within city boundaries resulting in large expanses of open space or land under cultivation separating the cities. While Ventura County's annual growth has hovered around 1% for many years, according to the 2010 U.S. Census, Ventura County grew 9.3% between 2000 and 2010 making it faster growing than either Los Angeles or Orange Counties.

Ventura County has proven forward thinking when it comes to land use policies and has two unique controls in place to guide development. The first, the Guidelines for Orderly Development originally adopted in 1969, encourages urban development to occur within the incorporated cities or through the annexation of land within a city's sphere of influence. These guidelines have been effective at preventing urban sprawl and maintaining the open space between the cities.

The second, Save Our Open Space and Agricultural Resources (SOAR), requires, through a ballot initiative, a simple majority of voters to approve changes in specified general plan land use categories. Typically SOAR initiatives focus on protecting open space, agriculture, rural and park lands. SOAR initiatives have passed in the County unincorporated area and in most of the cities but the SOAR initiatives have sunset dates attached to them and must be renewed. These two land use policies have shaped Ventura County's built environment but many cities are nearing their general plan build out capacity and the question will become how to direct growth and development beyond the adopted general plans.

Naval Base Ventura County, Point Mugu Mission and the relationship to Ventura County

Naval Air Station, Point Mugu was established in August of 1949 to support the U.S. Naval Air Missile Test Center. Today Point Mugu maintains two runways (11,000 feet and 5,500 feet long) able to handle the Air Force's largest aircraft, the C-5 Galaxy. Point Mugu is home to the Airborne Command Control Logistics Wing, four E-2C Hawkeye Squadrons, a Test and Evaluation Squadron, a Fleet Logistics Support Squadron, and an aerial combat training group. NAS Point Mugu provides a training environment for active and reserve aviation units of the Navy, California Air National Guard, and United States Air Force. Point Mugu provides direct connectivity to the Point Mugu Sea Range, a 36,000 square mile maritime range used extensively by the Naval Air Warfare Center Weapons Division for weapons testing and research.

Point Mugu is located on the coastline of Ventura County with the Santa Barbara Channel immediately to the south and southwest. Flowing through Point Mugu to the sea is Callegus Creek creating a highly sensitive wetlands area known as Mugu Lagoon. Mugu Lagoon is home to several threatened or endangered species of flora and fauna. Recognizing the unique eco-system of Mugu Lagoon, the Navy has undertaken several restoration projects to protect this unique environment. Careful consideration must be given to this sensitive area.

Surrounding the remainder of Point Mugu, in the unincorporated County, are agricultural fields under active cultivation. The agricultural surrounds provide a compatible land use buffer between Point Mugu and its nearest neighbors: Oxnard approximately three miles to the northwest is Ventura County's largest city, population 200,390; Camarillo approximately six miles to the north, population 66,407; and, California State University Channel Islands (CSUCI) approximately three and one half miles to the northeast. Each of the cities has experienced growth over the past decade and CSUCI is still in its infancy as an institution but slated for near term growth. It is important to note that the E2C – Hawkeye squadrons are carrier based and conduct Field Carrier Landing Practice at NBVC Point Mugu which include low-level flights and can affect the noise footprint. Both CSUCI and the city of Camarillo lie under the flight path of arriving and departing aircraft at NBVC Point Mugu and careful planning must be applied to future development, especially concerning exposure to unacceptable noise levels for additional development in those areas.

Adding complexity to the land uses surrounding Point Mugu are two general aviation airports. Camarillo Airport, approximately five and one half miles north of Point Mugu, has one 6,010 foot runway and supports 186,476 annual operations. Camarillo Airport is home to more than twenty aviation businesses as well many as non-aviation businesses. Oxnard Airport, approximately seven miles from Point Mugu, is classified as a non-hub commercial service airport. Oxnard Airport has one 5,950 foot runway and supports 88,277 annual operations. The air traffic and associate traffic patterns surrounding Point Mugu are often described as a mixing bowl. As the communities grow and air traffic increases, there is a greater need to coordinate planning efforts between the County's civilian airports and the NBVC, Point Mugu.

Naval Base Ventura County, Port Hueneme Mission and the relationship to Ventura County

Port Hueneme was established and began operating in May of 1942 as the Advance Base Depot and in 1945 was renamed the Naval Construction Battalion Center. Like Point Mugu, Port Hueneme's mission and structure has evolved across time. Port Hueneme is a deep water port and one of the few military ports on the west coast. The Port has over 300 acres of lay-down space and sixteen miles of rail road with portside access. Port Hueneme is home to the U.S. Naval Construction Force, the AVSEA Port Hueneme Surface Warfare Center Division, Naval Facilities Engineering Service Center; and the Center for Seabees and Facilities Engineering, and the Naval Facilities Engineering Logistics Center as well as other tenants.
Port Hueneme is located approximately seven miles to the northwest of Point Mugu on the coast. The cities of Oxnard and Port Hueneme abut Naval Base Ventura County, Port Hueneme on the western, northern and eastern perimeters. To the south lie the deep water port and the Santa Barbara Channel. Oxnard is Ventura County's largest city, population 200,390 and the city of Port Hueneme has a population of 21,682. NBVC Port Hueneme is surrounded by urban land use with the fence line separating the military and civilian uses. While the city of Oxnard continues to grow and has developable land, the city of Port Hueneme is land locked and has little opportunity for additional significant growth.

NBVC Port Hueneme's deep water port is a shared facility. The Oxnard Harbor District as an independent special district owns and operates the commercial Port of Hueneme in the south eastern portion of the installation. Over $7 billion in cargo value moves through the Port each year. The Port of Hueneme is one of the nation's busiest banana importing ports and is included in the nation's top ten automobile importing ports. NBVC Port Hueneme is surrounded by urban uses and the movement of personnel and supplies must move across city street systems competing with local traffic and goods movement from the commercial port. Mobility corridors for Naval Base Ventura County are often overlooked and deserve close attention.

Naval Base Ventura County, San Nicholas Island Mission and the relationship to Ventura County

San Nicholas Island, located some sixty five miles south of Point Mugu, is one of eight off shore islands comprising the Channel Islands. San Nicholas Island is located within the 36,000 square mile NAVAIR Sea Range. The range provides sea and airspace to conduct controlled test and operational training. San Nicholas Island maintains a 10,000 foot concrete and asphalt runway that can accommodate an aircraft the size of a C-5. The island is host to a number of facilities that include radar tracking instrumentation; electro optical devices, communications equipment, missile and target launch areas. San Nicholas Island has two primary functions, a launch platform for short and medium missile testing and an observation facility.

The island is home to two protected species: the Island Fox and the Island Night Lizard. San Nicholas Island is also a major breeding ground for harbor seals, northern elephant seals and California sea lions. A small population of southern sea otters lives offshore. It also includes hundreds of Native American archeological dig sites. While traditional land use issues are not a source of conflict, there are areas of concern generated by nearby shipping lanes and commercial fishing areas that can impinge on the Navy's operations.

JLUS Goals

The overarching goal of the proposed JLUS is to ensure the long term viability of Naval Base Ventura County as well as health and safety of Ventura County residents, workers and visitors. In order to achieve this goal the JLUS should:

- Identify all planning areas of common concern between Naval Base Ventura County and the surrounding communities, agencies, and institutions within Ventura County.
- Develop a tool box of acceptable and effective short and long term solutions to the conflicts identified.

- ❖ Develop an action plan to implement the solutions identified including a prioritized list of actions and critical timing.
- ❖ Develop a monitoring plan to ensure the action plan and associated solutions are implemented across time.
- ❖ Through the JLUS process, educate civilian and military policymakers so that they consider the critical relationship between Naval Base Ventura County and Ventura County when taking future actions.

SCOPE OF WORK

To achieve the afore mentioned goals the Consultant shall conduct a Joint Land Use Study to identify conflicts in land uses, plans and policies between NBVC and the surrounding communities and identify consensus-based implementable resolutions to those conflicts. The Consultant shall, at a minimum, include in the JLUS the following work elements:

1. <u>Public Participation Plan</u>

The Consultant shall develop a Public Participation Plan enabling ongoing dialogue between NBVC, the surrounding communities, including but not limited to, the general public, city governments, public agencies, special districts, educational facilities and other stakeholders. The strategy for public participation shall include a multimedia outreach effort including consultant facilitated public meetings, a JLUS project website and periodic project publications.

The Participation Plan must include the development of policy and technical oversight committees to guide and inform the study. The Consultant shall consider the benefits of formulating committees specific to each of naval facilities and an overall oversight Committee. The participation plan shall include provisions for a number of Consultant facilitated committee meetings appropriate to the scale and scope of the project.

This work element shall at a minimum include the following tasks and specific deliverables:

	Public Participation Plan	**Deliverables**
A	Identify stakeholders	Stakeholder list
B	Create policy and technical committees	Committee formation
C	Develop public outreach strategy	
D	Refine technical approach	Public Participation Plan
E	Develop JLUS project information pamphlet	Initial Fact Sheet/Template
F	Develop JLUS project website	Project website
G	Introductory public participation session	Project Kickoff meeting

2. <u>Data Collection and Mapping</u>

The Consultant shall collect, collate and digitize relevant data, including but not limited to, demographics, population forecasts, land use, land use policy, general plans, air traffic, noise contours, airport safety zones, sea lanes, port access, mobilization corridors and surface transportation. The Consultant should consider foreseeable future development scenarios as well as foreseeable expansion or evolution of military operations. The Consultant shall not assume that all required data can be accessed from a single source or exists in a digital or consistent format. The source for base maps to be determined with the assistance of the technical committee.

The Consultant shall compile the data for the purposes of performing analysis of current and future land/sea/air uses that could pose hazards to the surround the communities or inhibit the operations of any of the naval facilities. Data should be compiled in such a manner that it is easily understood by nontechnical reviewers.

Consultant shall conduct sufficient technical committee meetings to define the study areas and data needs, to review maps and support documents for accuracy prior to analysis, and to review final data mapping products prior to public release.

This work element shall at a minimum include the following tasks and specific deliverables:

	Data Collection and Mapping	Deliverables
A	Create GIS layers depicting general plan designations	Comprehensive set of maps, tables, charts, graphics and documents illustrating current and future conditions in the study area as defined by the Technical Committee.
B	Create GIS layers with non-conforming uses	
C	Create GIS layers proposed development	
D	Create GIS layers of sensitive biological areas	
E	Create GIS layers of noise contours and other AICUZ data	
F	Create GIS layers of flight paths of airports in study area	
G	Create GIS layers of shipping lanes	
H	Create GIS layers of commercial port access and shipping	
I	Create GIS layers depicting both land and sea based mobility corridors including Mobilization Corridors between each of the facilities of NBVC and between the NBVC facilities and the regional transportation system.	
J	Compile population forecasts from cities	
K	Compile and review regulatory framework local, state, federal	
L	Compile and review military documents, AICUZ, EIS, and other pertinent documents	
M	Identify regulations and policies that govern off-shore development such as energy production, natural gas storage, oil drilling or commercial fishing ventures.	
N	Oversight committee review	Committee meetings
O	Publish project information updates to website	Website update

3. <u>City/Agency/Institution Survey</u>

The Consultant shall conduct interviews/surveys with key stakeholders including but not limited to, city/county staff and elected officials, Navy officials, Harbor District staff and officials, California State University, Channel Islands officials, regional planning entities, and other special district staffs to document concerns, opportunities, view points and possible future development to be considered as part of the overall analysis.

This work element shall at a minimum include the following tasks and specific deliverables:

	City/Agency/Institution Survey	Deliverables
A	Interview NBVC management	Comprehensive set of reports to be included in the analysis portion of the study.
B	Interview city/county management	
C	Interview Agency/Institution management	
D	Compile interview data for opportunities and constraints	
E	Oversight committee review	Committee meetings
F	Publish project information updates to website	Website update

4. **Conflict/Compatibility Analysis**

The Consultant shall identify, categorize, and analyze current and future areas of compatibility and/or conflict for land, sea and air uses surrounding the naval facilities in the study area. The Consultant should consider the impacts and timing of foreseeable future development scenarios as well as foreseeable expansion or evolution of military operations.

The Consultant shall conduct sufficient policy and technical committee meetings to ensure that stakeholders have had an opportunity to review material, report to decision makers and respond to the analysis presented. The Consultant shall also conduct a facilitated public participation session inviting public comment on the analysis portion of the study.

This work element shall at a minimum include the following tasks and specific deliverables:

	Conflict/Compatibility Analysis	**Deliverables**
A	Identify areas of current land use conflict, type of conflict and impact	Comprehensive set of maps, tables, charts, graphics and documents illustrating current and future areas of conflict and/or compatibility conditions in the study area as defined by the Technical Committee.
B	Identify areas of future potential conflict, type of conflict and impact	
C	Identify areas where land use is compatible, test sustainability, assess risk	
D	Identify both land and sea mobility corridor conflicts, type of conflict and impact	
E	Identify conflicts relating to potential off-shore development such as energy production, natural gas storage, oil drilling or commercial fishing ventures.	
F	Map conflict areas	
G	Public participation session	General Public Meetings
H	Policy/Technical oversight committee review	Committee meetings
I	Publish project information updates to website	Website update

5. **Conflict Resolution Strategies**

The Consultant working with both the policy and technical committees shall develop implementable resolution strategies and a toolbox including but not limited to policies, regulations, ordinances, agreements and/or other specific actions by which the neighboring communities, cities, agencies, and institutions can protect their constituents as well as preserve the operational viability of the naval facilities. The Consultant working with both the policy and technical committees shall develop a monitoring plan that would enable all stakeholders to monitor plan progress and future actions to ensure the compatibility of land uses and the naval facilities.

The Consultant shall conduct sufficient policy and technical committee meetings to ensure that stakeholders have had an opportunity to review material, report to decision makers and respond to the conflict resolution strategies. The Consultant shall also conduct a facilitated public participation session inviting public comment on the conflict resolution strategies.

This work element shall at a minimum include the following tasks and specific deliverables:

	Conflict Resolution Strategies	Deliverables
A	Identify model land use regulations - (local, state and federal)	Comprehensive set of implementable conflict resolution strategies complimented with a monitoring plan to track compatibility for the study area as defined by the technical and policy committees.
B	Develop resolution strategies for current conflict areas	
C	Develop resolution strategies and a timeline for future conflict areas	
D	Develop resolution strategies to support compatible land uses	
E	Develop a monitoring plan and organizational structure that would allow JLUS project partners to continue to work on compatibility and viability issues with NBVC beyond the conclusion of the JLUS.	
F	Develop a local process for the cities and the County to work with the State of California, Naval Base Ventura County, the DoD, and other Federal agencies to support compatibility between development of regional renewable energy resources and military training and testing activities. The DoD Siting Clearinghouse requirements and standards published in Title 32, Code of Federal Regulations, and Part 211 shall advise and guide the process to facilitate the early submission of renewable energy project proposals to the Clearinghouse for military mission compatibility review.	
G	Develop toolbox of policies, and regulations, ordinances, agreements to avoid land use conflicts	
H	Policy/Technical oversight committee review	Committee meetings
I	City/Agency/Institution review of potential solutions	
J	Public participation	General Public Meeting
K	Publish project information updates to website	Website update

6. <u>Draft Study</u>

The Consultant working with both the policy and technical committees shall develop a Draft Joint Land Use Study which identifies (1) the existing and future land, sea and air conflicts, (2) the short and long term priorities, and (3) strategies, and (4) monitoring plan.

The Consultant shall conduct facilitated policy and technical committee meetings as well as public meetings to gather comments on the draft Study. The Consultant shall present the draft Study to key stakeholders including but not limited to, the participating cities/county, NBVC, regional planning entities and California State University Channel Islands.

The Draft Joint Land Use Study shall be made available through electronic copies posted to and downloadable from to the study web site as well as on CD-ROM.

This work element shall at a minimum include the following tasks and specific deliverables:

	Draft Study	Deliverables
A	Compile resolution strategies	Draft Joint Land Use Study for public review
B	Develop long and short term priorities	
C	Develop implementation plan and schedule	
D	Develop metrics for measuring plan effectiveness	
E	Policy/Technical oversight committee review	
F	Release Draft Study, visit each City/Agency/Institution	Stakeholder meetings
G	Publish project information updates to website	Website update
H	Public participation session	General Public Meeting
I	Compile responses to draft Study and edit as required	Update to Draft Joint Land Use Study

7. Final Study

The Consultant shall compile all comments received and changes to the Draft Joint Land Use Study into a Final Study for presentation to study stakeholders and the general public.

The Consultant shall conduct facilitated policy and technical committee meetings as well as public meetings to present the Final Study. The Consultant shall present the Final Study to key stakeholders including but not limited to, the participating cities/county, NBVC, regional planning entities and California State University Channel Islands.

The Final Joint Land Use Study shall be made available through one (1) hard copy delivered to each major stakeholder, electronic copies posted to and downloadable from the study web site, and CD-ROM.

This work element shall at a minimum include the following tasks and specific deliverables:

	Final Study	Deliverables
A	Develop Final Study	Final Joint Land Use Study
B	Policy/Technical oversight committee review	Committee meetings
C	Public participation	General Public Meeting
D	Publish project information updates to website	Website update
E	Present Final Study to each City/Agency/Institution for adoption	Stakeholder meetings
F	Deliver completed Study to Department of Defense, OEA	**Final Study**

Joint Land Use Study Project Schedule

It is estimated that the Consultant shall complete the Joint Land Use Study within eighteen (18) months of Notice to Proceed. The Consultant shall include a draft study schedule in their proposal and a final schedule within thirty (30) days of Notice to Proceed.

PROPOSAL REQUIREMENTS

Proposal Deadline

Eight hardcopies (one stamped and signed original and seven copies) of the proposal shall be submitted **Tuesday, October 16, 2012** no later than **4:00 P.M.** (electronic submissions will not be accepted)**. Proposals delivered after the stated date and time will not be considered and returned to the proposing firm unopened.** Proposals shall be delivered to the VCTC offices at:

Ventura County Transportation Commission
Joint Land Use Study
950 County Square Drive, Suite 207
Ventura, CA 93003

There is no expressed or implied obligation for the VCTC to reimburse responding firms for any expenses incurred in the preparation or delivery of proposals in response to this request. The VCTC reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected. All submissions are considered a matter of public record.

VCTC Contact Information

All questions, comments and proposals should be directed to:

Steve DeGeorge, Planning Director
Ventura County Transportation Commission
950 County Square Drive, Suite 207
Ventura, CA 93003
Phone: (805) 642-1591 (ext. 103)
Email: sdegeorge@goventura.org

Required Proposal Content

Proposals shall include the following required elements. Any proposal not containing the required elements will be deemed to be incomplete and removed from any further consideration.

1. **Title Page** - Indicate RFP subject, name of proposer's firm, local address, telephone number, name of contact person, and date of proposal as well as the names and contact information of any subcontractors.

   Provide the names and titles of individuals authorized to represent the proposer.

2. **Table of Contents** - Identify the material in the RFP by section and page number.

3. **Letter of Transmittal** - Briefly state the proposer's understanding of the work to be done and commit to perform the work within the specified time period.

4. **Profile of the Proposer** – Describe the firm’s resources and provide evidence that it has the ability to complete the work solicited by this RFP in the time frame proposed.

5. **Summary of Proposer's Qualifications** - Provide a brief statement of similar projects performed. Provide a list of references for whom similar work has been performed, as well as references for any proposed subcontractors. Include sample reports or sample materials produced.

6. **Proposed Staffing** – Provide a list of proposed staff, their qualifications and backgrounds identifying the proposed project manager and staff positions for the study.

7. **Technical Approach** – Describe how the study is proposed to be conducted, including public outreach, data collection and compilation, analysis, consensus building and stakeholder approvals.

8. **Preliminary Schedule** - Provide a draft schedule for study completion.

9. **Cost Structure -** Provide a detailed cost breakdown, including estimated time by task, hourly rates, estimated travel time and travel expenses and materials cost.

10. **Federal Compliance** – Describe the firm's experience complying with Title 32 Code of Federal Regulations (CFR).

Proposal Evaluation

Proposals will be reviewed by a consultant selection committee comprised of study stakeholders selected by the VCTC. Interviews, if required, will be held at VCTC office in Ventura during the week of October 22 – 26, 2012. Each proposal will be scored according to the criteria below and the proposal receiving the highest score will be invited to negotiate an agreement for consultant services. If an agreement for consultant services cannot be reached, VCTC reserves the right to enter into negotiations with the next highest scoring proposer.

Proposals will be evaluated according to the following criteria:

SCORE	CRITERIA
5%	**Demonstrated financial resources to perform work specific to this RFP and the ability to meet the schedule.**
25%	**Experience with similar projects/portfolio.**
20%	**Evidence of full understanding of the work to be performed including the importance of stakeholder participation and public outreach.**
30%	**Technical approach, how the firm proposes to conduct the JLUS, including public outreach, data collection and compilation, analysis, consensus building and stakeholder approvals.**
5%	**Assigned personnel qualifications and availability;**
10%	**Cost**
5%	**Compliance with Title 32 Code of Federal Regulations (CFR) requirements.**

Request for Proposal Schedule

Proposal schedule is subject to change. Firms considering responding to the RFP should monitor VCTC's website for changes. Firms that submit a proposal will be notified by email of any change in dates or times.

Date		Activity
September 14, 2012	-	RFP Published
October 3, 2012	-	Pre-Proposal Meeting
October 10, 2012	-	Question & Response Period Ends
October 16, 2012	-	Proposals Due (no later than 4:00 P.M.)
October 22 - 26, 2012	-	Interviews
October 26, 2012	-	Proposal Ranking
November 2, 2012	-	Board Approval
November 5, 2012	-	Notice To Proceed Issued

Additional Information

The complete Request for Proposal, questions and responses and the proposal results will be posted on VCTC's website at: http://www.goventura.org/?q=about-vctc/working-with-vctc

Relationship to Final Agreement

This Request for Proposal shall be included in its entirety in any agreement that is reached through the RFP process.

Governing Federal Procedures

The funding for this JLUS is being provided by Department of Defense Community Planning Assistance Funds administered by the Department of Defense, Office of Economic Adjustment. This Request for Proposal and any ensuing agreement shall be compliance with Title 32 Code of federal Regulations (CFR) and all applicable Federal, State, interstate and local laws and regulations.

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Item #15

October 5, 2012

TO: **VENTURA COUNTY TRANSPORTATION COMMISSION**

FROM: **MITCH KAHN, GENERAL COUNSEL**

SUBJECT: **CUSA CC, LLC – PARTICULATE TRAPS**

RECOMMENDATION:

- Ratify securing local bankruptcy counsel in Delaware Coach America proceeding; and
- Authorize pursuit of performance surety bond supplied by Platte River Insurance Company.

BACKGROUND:

In connection with a 3-year VISTA extension of the equipment lease and operating agreements with CUSA CC, LLC, VCTC applied for and was granted $238,563.00 in federal FTA funds and state Proposition 1B funds in the amount of $90,000.00 to reimburse CUSA CC, LLC for its purchase and installation of diesel exhaust particulate traps required by CARB on passenger buses. VCTC also allocated the sum of $49,069.04 of STA funds toward those purchases. The condition of providing those funds is contained in the Amended and Restated Agreement (FY 2009-10, FY 2010-11, FY 2011-12) for Lease of Fully Maintained Buses and Miscellaneous Equipment, etc.

The language of the Agreement reads in two places:

> "The CONTRACTOR . . . agrees to uninstall the traps and return them to COMMISSION or purchase the devices from COMMISSION, at the agreed depreciated value, if the buses are no longer used by COMMISSION/VISTA within the 'useable life' of the particulate traps, in compliance with Federal Transit Administration regulations and state laws dealing with public property."

Following the expiration of the extension agreement on or about July 30, 2012, CUSA CC, LLC made no effort to the return of the traps or pay for them as the Agreement required. Communications following the July 30, 2012 expiration of the service has not succeeded in bringing about compliance with the Agreement.

The Proposition 1B funding required VCTC to maintain control of the traps during their useful life. Nothing about depreciation is mentioned. That could mean the entire $90,000.00 grant is at risk.

Therefore, applying the depreciation schedule to the FTA portion of the particulate trap expense and not to the other two funding sources, means that CUSA CC, LLC owes VCTC the amount of $372,189.00.

1. VCTC staff, with my approval, has withheld the final payments for the July 2012 VISTA service in the amount of slightly more than $204,000.00 as an offset. Bankruptcy counsel for Coach America, the parent company, has threatened to seek recourse in the Delaware bankruptcy proceeding for our failure to make those payments. Because the Commission would not meet until September 7, 2012, your General Counsel took the necessary step to seek out and employ a bankruptcy specialist on the East Coast to protect VCTC's interest as may be required. The bankruptcy specialist is Mr. Richard Lear of the Washington, D.C. law firm of Holland & Knight. His hourly rate is $585.00, but he uses an appearance counsel in Delaware whose hourly rate is $450.00. Your Executive Director and I have specified a "not-to-exceed" in the retainer agreements of $18,000.00 total.

2. Platte River Insurance Company provided VCTC with a performance surety bond as required of CUSA CC, LLC, in connection with its operating agreement and the extension of that agreement. Your General Counsel has filed a claim with the surety company seeking the funds for the loss of the particulate traps or the payment for them from CUSA CC, LLC. I seek your authority to pursue the payment under the surety bond as may be required.

Holland & Knight

Richard E. Lear

Partner

Washington, D.C.
T 202.457.7049 | F 202.955.5564
richard.lear@hklaw.com

Profile | Publications | Speaking Engagements

Practices

Bankruptcy, Restructuring and Creditors' Rights

Litigation and Dispute Resolution

Education

Washington and Lee University School of Law, J.D.

University of New Hampshire, B.A., *magna cum laude*

Bar Admissions

District of Columbia

Virginia

New Hampshire

Maryland

Court Admissions

U.S. Court of Appeals for the Fourth Circuit

U.S. District Court for the Eastern District of Virginia

U.S. District Court for the Western District of Virginia

U.S. District Court

Richard E. Lear practices primarily in the litigation area emphasizing insolvency, Chapter 11, and creditors' rights and bankruptcy issues. For 25 years, Mr. Lear has served as counsel for institutional lenders, franchisors, leasing companies, and landlords in connection with individual and business Chapter 11 cases and in workouts. He has also counseled clients regarding the effect of bankruptcy and insolvency on proposed bond refundings, conventional loan refinancings and other transactions. He also has substantial experience advising clients with respect to transactional insolvency issues, such as bankruptcy-remote structures, substantive consolidation, true sales, preference and fraudulent transfer analysis and with drafting and reviewing reasoned legal opinions on bankruptcy issues, including in connection with the securitization of financial assets.

Mr. Lear has lectured on several occasions on bankruptcy issues at various seminars sponsored by local, regional, and state bar associations.

Mr. Lear's reported decisions include:

Robbins v. Chase Manhattan Bank, N. A. (In re Robbins), 1994 WL 149597 (W. D. Va. 1994)

Robbins v. Chase Manhattan Bank, N.A. (In re Robbins), 1993 WL 310632 (W.D. Va. 1993)

Consolidated Rail Corporation v. Dicello (In re Delaware & Hudson Railway Co.), 121 B. R. 406 (Sp. Ct. R. R. R. A. 1990)

In re Fay Assocs. L. P., 225 B.R. 1 (Bankr. D. D. C. 1998) for the Eastern District of Michigan

U.S. District Court for the District of Maryland

U.S. Bankruptcy Court for the District of Columbia

All State Courts in Virginia

All State Courts in New Hampshire

U.S. District Court for the District of Columbia

U.S. Bankruptcy Court for the District of Maryland

U.S. Bankruptcy Court for the Western District of Virginia

In re 1560 Wilson Blvd. L. P., 206 B. R. 819 (Bankr. E.D. Va. 1996)

In re 1550 Wilson Blvd. L. P., 206 B. R. 812 (Bankr. E.D. Va. 1996)

Since 2009, Mr. Lear has been an adjunct faculty member at Georgetown University School of Continuing Studies where he teaches a course in real estate bankruptcy in Georgetown's Master of Professional Studies in Real Estate Program.

Over the past 20 years, Mr. Lear has authored numerous articles and seminar outlines addressing bankruptcy issues. He also founded in 1998 and is the editor of, and a regular contributor to, the Holland & Knight national *Bankruptcy and Creditors' Rights* newsletter.

Mr. Lear served as law clerk to The Honorable Martin V. B. Bostetter, Jr., Chief Judge, United States Bankruptcy Court for the Eastern District of Virginia from 1983-85.

Honors & Awards

The Best Lawyers in America guide, Bankruptcy and Creditor-Debtor Rights Law/Insolvency and Reorganization, 2001-2012

Top Washington Lawyer Nominee, *Washington Business Journal*, Bankruptcy, 2004

Top Washington Lawyer Finalist, *Washington Business Journal*, Bankruptcy, 2006

Who's Who In America

Who's Who in American Law

Martindale-Hubbell AV Rated

Phi Beta Kappa

Pi Sigma Alpha

Memberships

American Bankruptcy Institute

New Hampshire Bar Association

Virginia Bar Association

Northern Virginia Bankruptcy Bar Association, Director, 2005-2006, Secretary, 2006-2007, Treasurer, 2007-2010, President-Elect, 2009-2010

District of Columbia Bar Association

Local Bankruptcy Rules Standing Committee of the Eastern District of Virginia, 2006-2007

U.S. Bankruptcy Court for the Eastern District of Virginia, Member, Alexandria Division, Bar Liason Committee, 2005-2009

Alexandria Division of the Eastern District of Virginia, Bankruptcy Mediation Panel

Alexandria Division of the Eastern District of Virginia, Bar Liaison Committee

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Item #16

October 5, 2012

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: FISCAL YEAR 2012/13 TRANSIT PROGRAM OF PROJECTS (POP) – PUBLIC HEARING

RECOMMENDATION:

- Adopt the attached final Program of Projects approving the projects to receive Federal Transit Administration funds for all areas of Ventura County in FY 2012/13.

BACKGROUND:

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

The FY 2012/13 POP was developed using the same methodology that was first developed for the FY 2003/04 POP, to provide a fair share distribution of revenues and expenses between the four urbanized areas in the County. A draft of this POP was reviewed and approved by TRANSCOM at its May 2012 meeting, and by the VCTC on June 1, 2012.

DISCUSSION:

The attached Program of Projects table shows the recommended projects for each of the urbanized areas. This final version of the POP has been changed to correct an error in the funding amount for one Simi Valley project, and to also include a $113,000 Congestion Mitigation and Air Quality (CMAQ) project for Simi Valley garage hoists, that was programmed earlier by the Commission and will be obligated during the coming year. In addition, the City of Moorpark has requested to take advantage of the flexibility provided by the new federal authorization, Moving Ahead for Progress in the 21st Century (MAP-21), to reduce its capital funding and use some funds for operating assistance. Based on the recommendation in another item in this agenda related to MAP-21 programming, $2,000,000 of Section 5337 State of Good Repair funds has been added to the Metrolink program. Since Metrolink had requested an additional $2 million per year for rehabilitation, that request can be now accommodated using a portion of the increased federal funds that MAP-21 has made available for rail.

As was noted at the June meeting, the programmed amounts for FY 2013 were assumed to be the same as was assumed for FY 2012. Should the adopted federal FY 2012/13 budget be lower than assumed, it will be necessary to reduce funding for projects. It appears that the amounts authorized by MAP-21 will provide slightly increased funding from FY 2012/13, but this authorization is subject to the approval of the annual federal budget.

The POP was reviewed and approved by TRANSCOM at its September 13, 2012 meeting. The public hearing notice was published in the Ventura County Star on September 25, 2012.

Item #17

October 5, 2012

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: FUNDING TO EXPEDITE ROUTE 101/23 IMPROVEMENT PROJECT

RECOMMENDATION:

- Reprogram $11,916,000 in Proposition 1B Trade Corridor Infrastructure Fund money from the Rice/101 Interchange Improvement to the Route 101/23 Interchange Improvement.
- Program $11,916,000 in Surface Transportation Program funds for the Route 101/23 Improvement project, of which $4,000,000 represents funds reserved for this project prior to the 2012 Mini Call for Projects, and $7,916,000 are funds newly-authorized as part of MAP-21.
- Support the request for an AB 3090 cash reimbursement agreement with the City of Thousand Oaks, for reimbursement of $17,668,000 in City funds with future State Transportation Improvement Program (STIP) funds.

BACKGROUND:

The Rice/101 Interchange Improvement project being implemented by the City of Oxnard has experienced a construction cost savings, largely due to the construction contract being awarded significantly below budget. Since the project's funding package included $30,449,000 in Proposition 1B Trade Corridor Infrastructure (TCIF) funds provided by the California Transportation Commission, that Commission in February deallocated $16,255,000 of the TCIF funds for the project as a result of the cost savings. Under the program policies adopted by the coalition of Southern California transportation agencies which developed the regional TCIF program, VCTC has the "first call" for use of any cost savings for another eligible TCIF project. However, the TCIF program requires that an eligible project be for goods movement improvements, be ready to start construction by 2013, and have a 50% non-state match. In February the Commission reprogrammed $1,462,000 of the Rice/101 funds for the Hueneme Road Widening project in Oxnard. An additional $2,877,000 of the cost savings is needed to offset Ventura County's share of the initial overprogramming that occurred when TCIF projects were first selected, leaving $11,916,000 available for an eligible project in Ventura County.

Based on preliminary discussions with CTC staff there is a strong possibility that the Route 101/23 project can be considered eligible for TCIF funding should the non-state match be available. Currently, the project is funded in Fiscal Year (FY) 2015/16 with $20 million in State Transportation Improvement Program (STIP) funds, $19.5 million in Surface Transportation Program (STP) funds, and a $500,000 in a Congressional earmark from several years ago. The guidelines for the 2012 Mini Call for Projects set aside $4 million to start saving STP funds so that $19.5 million would be available in FY 2015/16. As discussed in Item #12 in this agenda, the passage of MAP-21 has resulted in the authorization of an estimated $10.5 million in STP funds not yet programmed by VCTC. Since STIP funds cannot count towards the required 50% TCIF match, staff recommends that $7,916,000 of the newly-authorized MAP-21 STP funds be committed for Route 101/23, which when added to the prior $4 million set aside will provide the required $11,916,000 match for the TCIF funds. The City of Thousand Oaks is willing to front the remaining $17,668,000 of the required funds, provided that the CTC approves an AB 3090 agreement to reimburse the City in the future from STIP funds. The proposed funding plan is summarized in the attached table.

The Transportation Technical Advisory Committee reviewed and approved this staff recommendation at its September 20, 2012 meeting. The Thousand Oaks City Council is scheduled to consider this proposed funding plan at its October 9th meeting.

ATTACHMENT

PROPOSED EXPEDITED FUNDING PLAN
ROUTE 101 IMPROVEMENTS (PPNO 2291)
(Construction and Construction Support Phases)

Proposition 1B TCIF – Southern California Corridor	$11,916,000
Surface Transportation Program – VCTC Apportionment from MAP-21	$11,916,000
City of Thousand Oaks General Fund Reserve with AB 3090 Cash Reimbursement Agreement from CTC	$17,668,000
FY 2010 Federal Earmark	$500,000
Total	$42,000,000

NOTES:

Surface Transportation Program (STP): The project currently has $19.5 million of STP programmed in FY 2015/16. Up to $12 million of this amount can potentially be available now due to the passage of MAP-21. The remainder of the FY 2015/16 STP commitment would no longer be required and would become available for other future year projects.

Thousand Oaks: The AB 3090 cash reimbursement would be from the $20 million programmed in the STIP for FY 2015/16. The remaining STIP balance would not be needed for the project, and VCTC would request to reprogram the funds in a future STIP.

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Item #18

October 5, 2012

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: STEPHANIE YOUNG, PROGRAM ANALYST

SUBJECT: PROPOSITION 1B PUBLIC TRANSPORTATION MODERNIZATION IMPROVEMENT AND SERVICE ENHANCEMENT ACCOUNT (PTMISEA) PROJECTS

RECOMMENDATION:

- Adopt the resolution in ATTACHMENT B approving programming of $867,000 in PTMISEA funds for the Simi Valley and Moorpark rail projects and $2,374,000 in PTMISEA funds for bus projects and authorizing the Executive Director to execute all required documents to receive PTMISEA funds.
- Reserve $13,890,000 in PTMISEA for future bus replacement projects and construction of the new Gold Coast Transit facility.

BACKGROUND:

Proposition 1B, approved by the voters in 2006, includes $3.6 billion statewide for transit capital projects, to be distributed to transit operators and regional agencies by formula. VCTC's total apportionment is approximately $39,645,000. The VCTC Transit Investment Study developed a list of recommended transit capital projects to be funded by Proposition 1B, as well as project selection criteria to be used if additional unanticipated funds become available. Much of this list was funded with the help of federal stimulus funds for transit, leaving an unprogrammed balance of approximately $29,081,000. The Transit Investment Study included a policy that two-thirds of PTMISEA funds go to bus projects and one-third goes to rail projects. Based on this policy, there remains $18,854,000 for bus projects, and $10,227,000 for rail projects.

DISCUSSION:

At the April 13, 2012 meeting, VCTC approved a call for projects for PTMISEA funds. VCTC received requests for over $40 million in bus and rail projects, which is much more than the amount of funding available. A listing of all project proposals is included in ATTACHMENT A. As shown in Table A, Simi Valley and Moorpark submitted proposals for rail projects, which staff is recommending for funding. Metrolink requested $10 million for rail rehabilitation projects including safety enhancements and grade crossing improvements. However, as discussed under the Moving Ahead for Progress in the 21st Century (MAP-21) agenda item, there is now significant new federal funding for rail projects, so rehabilitation can be funded from that source.

Table A

Simi Valley Metrolink Station parking lot rehabilitation and ADA upgrades	Simi Valley	$550,000
Expansion of Moorpark Metrolink North Parking Lot	Moorpark	$317,000
	TOTAL	**$867,000**

Since there is insufficient PTMISEA to fund all of the requested transit projects, staff is recommending that priority be given to replacement bus projects and the new Gold Coast Transit facility, which are both included in the Ventura County Transit Investment Study (December 4, 2009). Staff recommends funding the Moorpark bus replacement project because it will be ready to go within the next 12 months, and funding the first phase of the Gold Coast Transit facility, as shown in Table B. Santa Paula also submitted requests for funding for replacement ADA buses and medium-duty buses to replace those currently leased from the VISTA Dial-a-Ride contractor. These projects, totaling $440,000, would be ready to begin within the next 12 months, but due to the pending policy decisions related to the Heritage Valley Sustainable Transit Plan, staff does not recommend funding for the Santa Paula buses at this time.

Table B

2 replacement CNG buses	Moorpark	$774,000
Administration, maintenance, and operations facility (Phase I)	Gold Coast Transit	$1,600,000
	TOTAL	**$2,374,000**

In addition to the projects above, VCTC received requests for $6,230,000 in future bus replacements and an additional $7,220,000 for the construction phase of the Gold Coast Transit facility. The staff recommendation is to reserve $13,890,000 in PTMISEA funds for these projects, and for the Santa Paula buses dependent upon the results of the Heritage Valley Study.

At the September 13, 2012 meeting, TRANSCOM approved this recommendation. TRANSCOM also approved funding for the two Santa Paula bus projects but staff recommends that the Santa Paula projects be added to the reserve list until completion of the Heritage Valley Study. Staff will continue to work with TRANSCOM to develop a recommendation for prioritizing the remaining PTMISEA funding, possibly in coordination with the programming of Congesting Mitigation and Air Quality funds authorized under MAP-21.

ATTACHMENT A

PTMISEA Bus Project Proposals

Agency	Amount	Description
T.O.	$750,000	Construction of bus canopy and solar installation at the new bus parking and fuel station.
Gold Coast	$8,820,000	New administration, maintenance, and operations facility. This money will be used to procure the site and support design and construction of the new facility. ($1,600,000 for first phase)
Simi Valley	$800,000	Expansion of bus parking at the Transit Maintenance Facility for East County Services.
Simi Valley	$250,000	Expanded security lighting and fencing for Transit Maintenance Facility
Santa Paula	$140,000	Two Class C 16 passenger plus 2 wheelchair ADA accessible cutaway style transit buses
Santa Paula	$300,000	Two medium duty buses for bi-directional circulator service.
Moorpark	$774,000	Two CNG buses to replace 2 existing diesel buses.
Moorpark	$480,000	One bus for expansion of city's fleet to accommodate extended service hours and provide backup buses.
T.O.	$2,000,000	Two expansion buses and replacement of DAR vehicles ($800,000 for DAR vehicles)
T.O.	$1,000,000	Expand fleet maintenance facility and add bus lifts to accommodate expanding fleet.
T.O.	$3,500,000	Construction of new Newbury Park transit center or expansion of parking structure and administration building at existing center.
T.O.	$750,000	Bus Shelter replacements citywide.
Gold Coast	$2,630,000	24 replacement paratransit vehicles
Gold Coast	$4,000,000	Final construction phase of new Gold Coast Transit Facility
Simi Valley	$2,200,000	Four replacement CNG transit buses.
Simi Valley	$600,000	Six CNG paratransit replacement vans
Simi Valley	$500,000	Bus parking canopy with photo voltaic panels
TOTAL	**$29,494,000**	

ATTACHMENT A

PTMISEA Rail Project Proposals

Agency	Amount	Description
Metrolink	$2,000,000	Rehabilitation including safety enhancements such as grade crossing improvements.
Simi Valley	$550,000	Simi Valley Metrolink Station Parking Lot Rehabilitation and ADA Upgrades
Moorpark	$317,000	Expand North Parking Lot, adding an estimated 55 parking stalls and slurry seal the existing lot. Will include security cameras, lighting, and a new driveway and walkways.
Metrolink	$8,000,000	Future rehabilitation including safety enhancements such as grade crossing improvements.
TOTAL	**$10,867,000**	

ATTACHMENT B

RESOLUTION NO. 2012-11

A RESOLUTION OF THE VENTURA COUNTY TRANSPORTATION COMMISSION APPROVING A PROJECT LIST FOR THE PROPOSITION 1B PUBLIC TRANSPORTATION MODERNIZATION, IMPROVEMENT, AND SERVICE ENHANCEMENT ACCOUNT (PTMISEA)

WHEREAS, The Ventura County Transportation Commission ("VCTC") is the county transportation commission created for Ventura County pursuant to Public Utilities § 130000, et seq;

WHEREAS, California Government Code § 29532.4(b), and notwithstanding Government Code § 29532, the transportation planning agency ("TPA") for Ventura County means the transportation commission created in the County of Ventura by Division 12 (commencing with § 130000) of the Public Utilities Code;

WHEREAS, California Government Code 8879.55 establishes the eligible applicants and allocation of the Proposition 1B Public Transportation program;

WHEREAS, Under California Government Code Sections 8879.55(a)(2), VCTC is identified as an eligible agency responsible to apply for funding under the Proposition 1B Public Transportation program; and,

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

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

Section 1. VCTC adopts the Proposition 1B PTMISEA project list and approves the applicant list.

Section 2. VCTC will comply with all conditions and requirements set forth in the certification and assurances document (attached) and applicable statues, regulations, and guidelines for all PTMISEA funded transit projects.

Section 3. VCTC authorizes the Executive Director to take any actions necessary for the purposes of obtaining financial assistance from the state of California.

PASSED AND ADOPTED by the VCTC at its regular meeting this 5th day of October, 2012.

____
John Zaragoza, Chair

ATTEST:

____
Donna Cole, Clerk

APPROVED AS TO FORM:

____
Mitchel B. Kahn, General Counsel

ATTACHMENT B

ATTESTATION

I, Donna Cole, Clerk of the Commission, hereby certify that the foregoing Resolution was adopted by the Ventura County Transportation Commission at a regularly scheduled meeting held on October 5, 2012, upon the motion of Commissioner __________________________, seconded by Commissioner ________________________ and adopted on the following vote of the Commission:

Ayes:

Nays:

Absent:

Dated: October 5, 2012 _____________________________________

Donna Cole, Clerk of the Board

Item # 19

October 5, 2012

MEMO TO: **VENTURA COUNTY TRANSPORTATION COMMISSION**

FROM: **STEVE DEGEORGE, PLANNING & TECHNOLOGY DIRECTOR**

SUBJECT: **INFORMATION TECHNOLOGY, DISASTER RECOVERY**

RECOMMENDATION:

- Receive and file

DISCUSSION:

Commissioner Humphrey requested an update and overview of the VCTC Information Technology (IT) disaster recovery practices to ensure daily operations can be restored in the event of a computer network failure. Given that September is natural disaster preparedness month and staff reviews and updates the VCTC IT Disaster Recovery Plan annually at this time, staff believed this would be an appropriate time to provide the Commission with a brief overview of the IT practices.

VCTC employs industry best practices, within available resources, in the set up and operation of its IT services. Starting with the most basic of IT practices, the physical location of VCTC network servers are in a single location removed from staff and visitor traffic and all servers are rack mounted in locked ventilated cabinets protected by uninterruptable power supplies. Staff retains one replacement server at all times at an offsite location.

Servers are configured with a standard windows network operating system to ensure supportability and ease of restoration. Dual network connections are run to provide redundancy and maximize bandwidth. Intrusion protection is set at both the desktop and server levels with daily updates.

On-site and off-site backups occur on a routine schedule. All changed data files are backed up daily at both on-site and off-site locations. A full system backup is performed weekly at both on-site and off-site locations. File restoration normally occurs on an ad hoc basis but is tested at least quarterly to ensure data reliability.

The network is fully documented and mapped in a formal IT Disaster Recovery Plan which contemplates several disaster scenarios and prioritizes restoration based on needs. The Disaster Recovery Plan is designed to provide guidance in the event that VCTC IT personnel are not available to respond to a disaster. The Disaster Recovery Plan is maintained in appropriate on-site and off-site locations.

Staff evaluates all of VCTC's IT needs annually and ensures that all applications, licenses, and protections are current or updated as required. At this time staff believes that VCTC's IT needs are adequately served and adequately protected.

Item # 20

October 5, 2012

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: VICTOR KAMHI, BUS TRANSIT DIRECTOR

SUBJECT: VCTC TRANSIT FUNDING POLICY

RECOMMENDATION

- Receive status report

BACKGROUND

VCTC staff is continuing to work with the TRANSCOM and operators on implementation of the approved Countywide Transit Plan. On September 25, a workshop was held with TRANSCOM and 40 attendees to review the sources of transit funding in Ventura County and the transit operation programs which VCTC currently is providing and should be transitioned to the transit operators as part of the Countywide Transit Plan. The programs are:

- SENIOR AND DISABLED PROGRAMS
  - ADA CERTIFICATIONS
  - EAST COUNTY INTERCITY ADA PASS-THROUGH
- VISTA TRANSIT SERVICES
- GOVENTURA SMARTCARD
- COUNTYWIDE TRANSIT INFORMATION CENTER
- MARKETING
- TRAPEZE
- NEXTBUS

Staff provided TRANSCOM with the funding and staffing levels for each of the projects, as well as information about the source of the funding. This information is a significant building block to help the transit providers develop a transition plan for the services. Staff continues to coordinate and consult with our transit operating partners in an effort to ensure a smooth transition of the transit activities listed above.

The VCTC Executive Director is meeting with private sector transit service providers and the transit vehicle manufacturers to determine the time the industry feels is required to allow the submission of competitive transit service and capital bids and to allow for the construction/acquisition of transit vehicles which meet Ventura's requirements as well as those of the Air Resources Board and the Americans with Disabilities (ADA) requirements. The information regarding the input from the private sector will be shared with the Ventura transit community, including the Commission and our partner transit operators and funding agencies.