



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 3, 2014
9:00 AM

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

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

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

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

8A. APPROVE SUMMARY FROM SEPTEMBER 12, 2014 VCTC MEETING – PG.5

Recommended Action:

Approve

Responsible Staff: Donna Cole

8B. JULY 2014 MONTHLY BUDGET REPORT – PG. 11

Recommended Action:

Receive and File

Responsible Staff: Sally DeGeorge

8C. AUGUST 2014 MONTHLY BUDGET REPORT – PG 19.

Recommended Action:

Receive and File

Responsible Staff: Sally DeGeorge

8D. PASSENGER RAIL UPDATE – PG. 27

Recommended Action:

Receive and File

Responsible Staff: Ellen Talbo

8E. LEGISLATIVE UPDATE – PG. 31

Recommended Action:

Receive and File

Responsible Staff: Peter De Haan

8F. CALL FOR PROJECTS FOR FTA SECTION 5307 (JOBS ACCESS AND REVERSE COMMUTE) AND SECTION 5310 (SENIORS AND DISABLED) GRANT FUND – PG. 35

Recommended Action:

- Authorize calls for projects for FTA Section 5307 Jobs Access and Reverse Commute (JARC) and Section 5310 (Seniors and Disabled) funds, including carryover Section 5310 from FY 13/14.
- Approve criteria for JARC and Section 5310 project selection (attached).

Responsible Staff: Stephanie Young

8G. REVISION TO SIMI VALLEY CMAQ FUNDS – PG. 41

Recommended Action:

Approve shift of \$463,957 in Congestion Mitigation and Air Quality (CMAQ) funds from the West Los Angeles Avenue Improvement Project to the West Los Angeles Avenue Widening in Simi Valley.

Responsible Staff: Stephanie Young

8H. AMENDMENT TO LOS ANGELES-SAN DIEGO-SAN LUIS OBISPO RAIL CORRIDOR AGENCY JOINT POWERS AGREEMENT – PG. 43

Recommended Action:

Approve the proposed amendment to the 2013 Amendment to the Joint Powers Agreement Concerning the Los Angeles-San Diego-San Luis Obispo Corridor Rail Agency to ensure that the official agency name is correctly stated as the Los Angeles-San Diego-San Luis Obispo Rail Corridor Agency throughout the document.

Responsible Staff: Ellen Talbo

8I. COMMUTER SERVICES QUARTERLY REPORT – PG. 61

Recommended Action:

Receive and File

Responsible Staff: Alan Holmes

8J. AMENDMENT TO NELSON/NYGAARD CONSULTANT SERVICE AGREEMENT SCOPE OF WORK AND CONTRACTUAL BUDGET FOR SHORT RANGE TRANSIT PLAN – PG. 67

Recommended Action:

Approve amendment to Nelson/Nygaard Consultant service contract, expanding the Scope of Work for Professional Services not to exceed \$5,000.

Responsible Staff: Amy Ahdi

8K. VCTC OFFICE BUILDING PROJECT MANAGEMENT – PG. 73

Recommended Action:

Authorize Executive Director to negotiate Cooperative Agreement with County of Ventura Public Works Agency Engineering Services Division to provide Project Management professional services to serve as VCTC Project Manager/representative for building renovation/reconstruction

Responsible Staff: Darren Kettle

9. FISCAL YEAR 2014/15 TRANSIT PROGRAM OF PROJECTS (POP)–PUBLIC HEARING– PG.75

Recommended Action:

- Open public hearing and receive testimony.
- Adopt the attached final Program of Projects approving the projects to receive Federal Transit Administration funds for all areas of Ventura County in FY 2014/15.

Responsible Staff: Peter De Haan

10. HERITAGE VALLEY TRANSIT SERVICE CONTRACTOR SELECTION – PG. 79

Recommended Action:

- Approve the recommendation of the Heritage Valley Policy Advisory Committee (HVPAC) to award a contract to the proposer selected by the Request for Proposals (RFP) Evaluation Panel, in response to VCTC RFP 1415-9164-HV for Fixed Route, Dial-a-ride and ADA Paratransit Services in the Heritage Valley (*Attachment*);
- Following consensus recommendation by the HVPAC, authorize the Executive Director to negotiate all remaining terms of the contract for the transit services in a form and substance approved by VCTC legal counsel;
- Authorize the Commission Chairman to execute the Heritage Valley transit services contract with the selected proposer in an amount to be recommended by the HVPAC.

Responsible Staff: Aaron Bonfilio

11. VCTC GENERAL COUNSEL'S REPORT

12. AGENCY REPORTS

13. CLOSED SESSION -

1. *Conference with Legal Counsel – Existing Litigation, (Gov Code Sec. 54956.9(a) and (d)(1))*
 - a) *Fillmore & Western v. VCTC 56-2014-00450239*
 - b) *FILLMORE and WESTERN FREIGHT SERVICE, LLC d/b/a FILLMORE & WESTERN RAILWAY, INC., a California Corporation v. VENTURA COUNTY TRANSPORTATION COMMISSION, THE CITY OF SANTA PAULA, THE SANTA PAULA BRANCH LINE ADVISORY COMMITTEE -- STB Finance Docket No. 35830*
 - c) *VCTC v Fillmore & Western Railway Inc. 56-2014-00449769*

16. ADJOURN to 9:00 a.m. Friday, November 7, 2014



Item #8A

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 12, 2014
9:00 AM

MEMBERS PRESENT:

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

ABSENT:

Steve Sojka, City of Simi Valley

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENTS FOR THOSE ITEMS NOT LISTED IN THIS AGENDA

Septa Morano, Moorpark Resident distributed a list of questions she would like to have answered:

1. Who currently holds the Public Convenience & Necessity Permit for the Santa Paula Branch Line?
2. Was there, or has there ever been a filing for abandonment made to the STB/ICC for the Santa Paula Branch Line?
3. Does VCTC plan on filing for abandonment of any, or all, of the Santa Paula Branch Line?
4. Is VCTC aware that if there ever is abandonment filed, any party deemed "Financially Responsible" by the STB, can purchase the Santa Paula Branch Line from VCTC?
5. What public funding was used to purchase the Santa Paula Branch Line?
6. What public funding has been, or is being used currently, for maintenance, or service, on the Santa Paula Branch Line?
7. Who is currently providing service, freight, passenger or otherwise on the Santa Paula Branch Line? And what is the payment agreement on each one of them?
8. If the Fillmore & Western Railway leaves the Santa Paula Branch Line, what is VCTC's plan for continuing to provide maintenance and service to keep the branch line open and safe?
9. What are the cost of staff time, attorney fees, legal fees, or any other realted cost to taking Fillmore & Western Railway to court and the legal battle, and how much is coming from public funds? And where do any of the other funds to cover the cost come from? What are the current up to date cost, ad all related projected costs of this legal battle?
10. I've heard the commission numerous times make the statement that they are subsidizing a privately owned company. What is the difference between thse privately owned companies: Fillmore & Western Railway, Union Pacific, Road Runner, or any other party providing contract services?

Jessica Thompson, a fan of Fillmore & Western Railway, feels robbed that VCTC would make changes to something that people depend on. She is disappointed the Christmas train won't be available for kids. Please find a way to handle this so everyone can be accommodated.

Ryan Stearn, Fillmore & Western volunteer, said If VCTC felt unsatisfied with F&W as the maintenance operator why wasn't a replacement in place before the maintenance was stopped? He asked for clarification as to how the timeline was determined for the lease to operate trains, and input and decisions made by stake holders.

Nicholas Martinez, College student and Fillmore & Western volunteer, doesn't want to see the train discontinued. Trans have been in his life since he was born. Please reconsider for all families and businesses.

After Public Comments were heard Commissioner Bennett pointed out that VCTC and Fillmore & Western agreed to a neutral third party mediator who came up with a solution which VCTC accepted and Fillmore & Western rejected.

CALTRANS REPORT

Carrie Bowen

As a follow up from the July meeting pictures of a GSRD (Gross Solid Removal Device) were distributed. These devices are used to prevent objects from getting into runoff.

(Caltrans Report – Continued)

There will be 2 events for the 101 widening project, the first of which will be September 29th at La Conchita to open the Pedestrian Undercrossing and the Bike Path. The second event will be held once the entire project is complete.

Construction will begin this month on the 118 pavement rehab project, which will include 10-15 miles of rubberized asphalt. This material will last longer and provide a smoother ride.

COMMISSIONERS REPORTS

As a public service announcement Commissioner MacDonald mentioned a scam that has been prevalent in Ventura County in the last 5 weeks. Residents are receiving very aggressive robo calls from the IRS regarding tax audits. The IRS will never contact citizens by phone, it will always be by mail.

Commissioner Millhouse attended the annual summit held by Mobility 21 in Anaheim

EXECUTIVE DIRECTOR REPORT

Heritage Valley Transit Service On-Board Security Cameras - On August 29th, the California Governor's Office of Emergency Services approved the Commission's action to use \$188,500 in Proposition 1B Security funding for the newly established Heritage Valley Transit Service. The funds will allow all 15 buses of the new fleet to be equipped with an on-board security camera system. The notice of project eligibility was received sooner than anticipated and will allow VCTC to consolidate the security camera equipment procurement for both the Heritage Valley Transit Service and the VCTC Intercity Service into one combined RFP.

SR 126 Median Safety Improvement Review - In late July VCTC staff participated in a Road Safety Audit conducted by the Federal Highway Administration, at the invitation of Caltrans, regarding proposed Route 126 safety improvements between Fillmore and Santa Paula. Caltrans has programmed \$76 million in SHOPP funds for a project to build a median barrier and roundabouts on this stretch of roadway, and the project is currently in the environmental phase. The purpose of the audit was to get a neutral third party to evaluate the roadway and suggest possible safety measures, which may or may not include what was proposed by Caltrans. The FHWA staff met with various agencies including VCTC and checked conditions in the field. They presented initial findings that included a variety of potential alternatives, not all of which called for a concrete median barrier as proposed by Caltrans. An important observation made by FHWA, but one raised by VCTC staff several months ago, was that the data being used that supported the need for additional safety improvements on 126 was not current and did not include timeframes from since median and shoulder "rumble strips" and active speed warning signs were installed by Caltrans in the last couple of years. FHWA commented that in their experience "rumble strips" were particularly effective for this type of application. FHWA will submit a written report to Caltrans which will then respond. VCTC staff will be provided with a copy of these documents when they are available. During the upcoming year Caltrans will carry out the environmental analysis which will include a public review process scheduled to begin very soon.

Metrolink Grade Crossing Safety Improvement Funding - On August 20th the California Transportation Commission allocated \$7.2 million in State Transportation Improvement Program (STIP) Intercity Rail funds for the Metrolink Ventura County Sealed Corridor project. The Metrolink Ventura County Line corridor is eligible for STIP Intercity Rail funds because the corridor is shared with Amtrak Pacific Surfliner Intercity Rail service. This project will provide safety improvements including what are called "quad-gates" to 3 railroad/local street crossings in Simi Valley at First Street, Erringer Road, and Sycamore Drive.

Location Location Location Acquired for Gold Coast Transit Facility - On July 28th the Gold Coast Transit District closed escrow on the property for its new operations facility, which will be located just in back of the Oxnard auto dealerships. Funding sources for the project include FTA discretionary funds matched with Proposition 1B funds programmed by the Commission.

101 Bike Lane and Pedestrian Underpass Celebration - The ribbon-cutting for the Route 101 bicycle path and pedestrian underpass in La Conchita is scheduled for September 29th at 10:00 a.m. Caltrans Director Malcolm Dougherty is planning to attend. However, these facilities are already open to the public and have started to receive very favorable press coverage. VCTC appreciates the hard work of Caltrans staff which did the project design and construction management. Thanks can also be given to the state's voters who made this project possible through their approval of Proposition 1B.

ADDITIONS/REVISIONS - None

CONSENT CALENDAR

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

8A. APPROVE SUMMARY FROM SEPTEMBER 12, 2014 VCTC MEETING

Approve

8B. MONTHLY BUDGET REPORT

Receive and File

8C. PASSENGER RAIL UPDATE

Receive and File

8D. ACTIVE TRANSPORTATION PROGRAM

Endorse the Ventura County portion of Southern California Association of Government (SCAG) Regional ATP Program.

8E. FY 2013/14 PROP 1B SECURITY AUTHORIZING RESOLUTION

Adopt Resolution 2014-09 approving the Proposition 1B Transit Security applicant list and authorizing the Executive Director to execute all required documents to receive the 2013/14 Transit Security funds for the approved projects.

8F. BUDGET AMENDMENTS FOR PROJECT BALANCES

Amend the VCTC Fiscal Year 2014/2015 budget to carry-forward revenues and expenses from Fiscal Year 2013/2014.

8G. LEGISLATIVE UPDATE

Receive and File

9. HIGH OCCUPANCY TOLL LANES FINANCIAL FEASIBILITY STUDY

Commissioner Humphrey made a motion to request an executive summary of the study from the consultant and to decline to proceed with Phase 2 of the study. The motion was seconded by Commissioner Clapp and passed by the following roll call vote:

Yes: Commissioners McDonald, MacDonald, Foy, Zaragoza, Bennett, Long, Morehouse, Humphrey, White, Clapp, Minjares, Parks, Bill-de la Peña, Sharkey, Fernandez
No: None
Abstain: None
Absent: Commissioners Sojka and Millhouse
(Commissioner Millhouse left the meeting after discussion of the item to attend a Metrolink Meeting)

10. VCTC INTERCITY BUS BUDGET AMENDMENT

Commissioner Bennett made a motion to amend the VCTC Intercity Services budget to replace \$3,000,000 of Proposition 1B Transit Capital Funds with State Transit Assistant funds for VCTC Intercity Bus Purchase, consistent with past programming actions of the Commission, and increase the STA Fund Transfer to the General Fund by \$3,000,000. The motion was seconded by Commissioner Long and passed unanimously.

11. STATE ADVOCACY SERVICES CONTRACT EXTENSION

Commissioner MacDonald made a motion to approve an amendment to the agreement with Gonzalez, Quintana & Hunter for State Advocacy Services, exercising the two-year extension option provided under the original contract for a cost of \$4,500 per month plus expenses. The motion was seconded by Commissioner Foy and passed unanimously.

12. VISTA ON-BOARD SURVEY RESULTS

Commissioner Morehouse made a motion to receive and file the report. The motion as seconded by Commissioner Zaragoza and passed unanimously.

13. VCTC GENERAL COUNSEL'S REPORT - None

14. AGENCY REPORTS

Commissioner Parks reported that SCAG secured \$115 million in active transportation grants.

15. CLOSED SESSION – No Closed Session

16. ADJOURN to 9:00 a.m. Friday, November 7, 2014

Commissioner Humphrey reminded everyone that 4:22 pm today marks the 6th anniversary of the Metrolink Chatsworth accident and requested the meeting be adjourned in honor of those who lost their lives that day. He asked for a moment of silence to remember those victims and those who were injured and reminded everyone to only text in a safe environment.

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Item # 8B

October 3, 2014

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 2014

BACKGROUND:

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

The July 31, 2014 budget reports indicate that revenues were approximately 2.79% of the adopted budget while expenditures were approximately 3.92% of the adopted budget. The revenues and expenditures are as expected. Although the percentage of the budget year completed is shown, be advised that neither the revenues nor the expenditures occur on a percentage or monthly basis.

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

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

October 3, 2014

Item #8B

Page #2

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

**VENTURA COUNTY TRANSPORTATION COMMISSION
BALANCE SHEET
AS OF JULY 31, 2014**

ASSETS

Assets:

Cash and Investments - Wells Fargo Bank	\$10,977,453
Cash and Investments - County Treasury	23,907,483
Petty Cash	50
Receivables/Due from other funds	7,686,096
Prepaid Expenditures	359,401
Deposits	15,935
Capital Assets, undepreciated	25,885,133
Capital Assets, depreciated, net	24,533,736

Total Assets: **\$93,365,287**

LIABILITIES AND FUND BALANCE

Liabilities:

Accrued Expenses/Due to other funds	\$ 4,135,198
Deferred Revenue	9,519,769
Deposits	400

Total Liabilities: **\$13,655,367**

Net Position:

Invested in Capital Assets	\$50,418,869
Fund Balance	29,291,051

Total Net Position **\$79,709,920**

Total Liabilities and Fund Balance: **\$93,365,287**

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
FOR THE ONE MONTH ENDING JULY 31, 2014**

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	Fund Totals Actual	Annual Budget	Variance Over (Under)	% Year to Date
Revenues								
Federal Revenues	\$ 407,294	\$ 0	\$ 0	\$ 0	\$ 407,294	\$ 12,604,276	(12,196,982)	3.23
State Revenues	0	0	0	0	0	47,682,444	(47,682,444)	0.00
Local Revenues	1,402,222	0	0	0	1,402,222	4,419,529	(3,017,307)	31.73
Other Revenues	0	0	0	0	0	0	0	0.00
Interest	188	0	0	6	194	105,000	(104,806)	0.18
Total Revenues	1,809,704	0	0	6	1,809,710	64,811,249	(63,001,539)	2.79
Expenditures								
Administration								
Personnel Expenditures	118,288	0	0	0	118,288	2,663,500	(2,545,212)	4.44
Legal Services	0	0	0	0	0	30,000	(30,000)	0.00
Professional Services	3,846	0	0	0	3,846	107,600	(103,754)	3.57
Office Leases	11,572	0	0	0	11,572	149,200	(137,628)	7.76
Office Expenditures	13,178	0	0	0	13,178	316,700	(303,522)	4.16
Total Administration	146,884	0	0	0	146,884	3,267,000	(3,120,116)	4.50
Programs and Projects								
Transit & Transportation Program								
Senior-Disabled Transportation	17	0	0	0	17	140,925	(140,908)	0.01
Go Ventura Smartcard	12,858	0	0	0	12,858	248,500	(235,642)	5.17
Fare Collection APC Systems	0	0	0	0	0	514,500	(514,500)	0.00
VISTA Fixed Route Bus Service	642,626	0	0	0	642,626	16,956,072	(16,313,446)	3.79
VISTA DAR Bus Services	210,999	0	0	0	210,999	3,638,500	(3,427,501)	5.80
Nextbus	151,179	0	0	0	151,179	520,906	(369,727)	29.02
Transit Grant Administration	1,036	0	0	0	1,036	6,056,685	(6,055,649)	0.02
Total Transit & Transportation	1,018,715	0	0	0	1,018,715	28,076,088	(27,057,373)	3.63

General Fund	LTF	STA	SAFE	Fund Totals	Annual	Variance	% Year
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	Actual	Actual	Actual	Actual	Actual	Budget	Over (Under)	to Date
Highway Program								
Congestion Management Program	0	0	0	0	0	35,000	(35,000)	0.00
Motorist Aid Call Box System	0	0	0	6,004	6,004	440,500	(434,496)	1.36
SpeedInfo Highway Speed Sensor	0	0	0	0	0	144,000	(144,000)	0.00
Total Highway	0	0	0	6,004	6,004	619,500	(613,496)	0.97
Rail Program								
Metrolink & Commuter Rail	1,319,561	0	0	0	1,319,561	3,390,813	(2,071,252)	38.92
LOSSAN & Coastal Rail	31,509	0	0	0	31,509	36,600	(5,091)	86.09
Santa Paula Branch Line	35,320	0	0	0	35,320	736,800	(701,480)	4.79
Total Rail	1,386,390	0	0	0	1,386,390	4,164,213	(2,777,823)	33.29
Commuter Assistance Program								
Transit Information Center	2,206	0	0	0	2,206	45,500	(43,294)	4.85
Rideshare Programs	594	0	0	0	594	70,400	(69,806)	0.84
Total Commuter Assistance	2,800	0	0	0	2,800	115,900	(113,100)	2.42
Planning & Programming								
Transportation Development Act	0	0	0	0	0	28,554,937	(28,554,937)	0.00
Transportation Improvement Program	277	0	0	0	277	292,520	(292,243)	0.09
Regional Transportation Planning	10,221	0	0	0	10,221	305,000	(294,779)	3.35
Airport Land Use Commission	287	0	0	0	287	105,100	(104,813)	0.27
Regional Transit Planning	4,963	0	0	0	4,963	138,400	(133,437)	3.59
Freight Movement	0	0	0	0	0	12,500	(12,500)	0.00
Total Planning & Programming	15,748	0	0	0	15,748	29,408,457	(29,392,709)	0.05
General Government								
Community Outreach & Marketing	6,433	0	0	0	6,433	632,600	(626,167)	1.02
State & Federal Relations	15,909	0	0	0	15,909	86,200	(70,291)	18.46
Management & Administration	2,888	0	0	0	2,888	77,100	(74,212)	3.75
Total General Government	25,230	0	0	0	25,230	795,900	(770,670)	3.17
Total Expenditures	2,595,767	0	0	6,004	2,601,771	66,447,058	(63,845,287)	3.92
General Fund	LTF	STA	SAFE	Fund Totals	Annual	Variance		

	Actual	Actual	Actual	Actual	Actual	Budget	Over (Under)
Revenues over (under) expenditures	(786,063)	0	0	(5,998)	(792,061)	(1,635,809)	843,748
Other Financing Sources							
Transfers Into GF from LTF	0	0	0	0	0	3,116,035	(3,116,035)
Transfers Into GF from STA	0	0	0	0	0	4,714,111	(4,714,111)
Transfers Into GF from SAFE	0	0	0	0	0	42,600	(42,600)
Transfers Out of LTF into GF	0	0	0	0	0	(2,817,017)	2,817,017
Transfers Out of STA into GF	0	0	0	0	0	(4,714,111)	4,714,111
Transfers Out of SAFE into GF	0	0	0	0	0	(42,600)	42,600
Total Other Financing Sources	0	0	0	0	0	299,018	(299,018)
Net Change in Fund Balances	(786,063)	0	0	(5,998)	(792,061)	(1,336,791)	544,730
Beginning Fund Balance	1,493,411	11,255,387	13,535,597	3,798,717	30,083,112	20,859,960	9,223,152
Ending Fund Balance	<u>\$ 707,348</u>	<u>\$11,255,387</u>	<u>\$13,535,597</u>	<u>\$3,792,719</u>	<u>\$29,291,051</u>	<u>\$19,523,169</u>	<u>\$ 9,767,882</u>

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
INVESTMENT REPORT
AS OF JULY 31, 2014**

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

Institution	Investment Type	Maturity Date	Interest to Date	Rate	Balance
Wells Fargo – Checking	Government Checking	N/A	\$193.82	0.02%	\$10,977,452.94
County of Ventura	Treasury Pool	N/A	\$0.00	0.00%	\$23,952,495.50
Total			\$ 193.82		\$34,929,948.44

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

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

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

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Item # 8C

October 3, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: SALLY DEGEORGE, FINANCE DIRECTOR

SUBJECT: MONTHLY BUDGET REPORT

RECOMMENDATION:

- Receive and file the monthly budget report for August 2014

BACKGROUND:

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

The August 31, 2014 budget reports indicate that revenues were approximately 4.34% of the adopted budget while expenditures were approximately 9.97% of the adopted budget. The revenues and expenditures are as expected. Although the percentage of the budget year completed is shown, be advised that neither the revenues nor the expenditures occur on a percentage or monthly basis.

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

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

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

**VENTURA COUNTY TRANSPORTATION COMMISSION
BALANCE SHEET
AS OF AUGUST 31, 2014**

ASSETS

Assets:

Cash and Investments - Wells Fargo Bank	\$13,615,738
Cash and Investments - County Treasury	21,205,885
Petty Cash	50
Receivables/Due from other funds	1,949,591
Prepaid Expenditures	359,401
Deposits	15,885
Capital Assets, undepreciated	25,885,133
Capital Assets, depreciated, net	24,533,736

Total Assets: **\$87,565,419**

LIABILITIES AND FUND BALANCE

Liabilities:

Accrued Expenses/Due to other funds	\$ 1,304,510
Deferred Revenue	9,568,367
Deposits	400

Total Liabilities: **\$10,873,277**

Net Position:

Invested in Capital Assets	\$50,418,869
Fund Balance	26,273,273

Total Net Position **\$76,692,142**

Total Liabilities and Fund Balance: **\$87,565,419**

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
FOR THE TWO MONTHS ENDING AUGUST 31, 2014**

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	Fund Totals Actual	Annual Budget	Variance Over (Under)	% Year to Date
Revenues								
Federal Revenues	\$ 1,245,243	\$ 0	\$ 0	\$ 0	\$ 1,245,243	\$ 12,604,276	(11,359,033)	9.88
State Revenues	47,002	0	0	0	47,002	47,682,444	(47,635,442)	0.10
Local Revenues	1,519,659	0	0	0	1,519,659	4,419,529	(2,899,870)	34.39
Other Revenues	0	0	0	0	0	0	0	0.00
Interest	402	0	0	13	415	105,000	(104,585)	0.40
Total Revenues	2,812,306	0	0	13	2,812,319	64,811,249	(61,998,930)	4.34
Expenditures								
Administration								
Personnel Expenditures	320,629	0	0	0	320,629	2,663,500	(2,342,871)	12.04
Legal Services	1,151	0	0	0	1,151	30,000	(28,849)	3.84
Professional Services	7,277	0	0	0	7,277	107,600	(100,323)	6.76
Office Leases	28,674	0	0	0	28,674	149,200	(120,526)	19.22
Office Expenditures	19,286	0	0	0	19,286	316,700	(297,414)	6.09
Total Administration	377,017	0	0	0	377,017	3,267,000	(2,889,983)	11.54
Programs and Projects								
Transit & Transportation Program								
Senior-Disabled Transportation	12,794	0	0	0	12,794	140,925	(128,131)	9.08
Go Ventura Smartcard	25,722	0	0	0	25,722	248,500	(222,778)	10.35
Fare Collection APC Systems	7	0	0	0	7	514,500	(514,493)	0.00
VISTA Fixed Route Bus Service	1,284,015	0	0	0	1,284,015	16,956,072	(15,672,057)	7.57
VISTA DAR Bus Services	424,675	0	0	0	424,675	3,638,500	(3,213,825)	11.67
Nextbus	151,394	0	0	0	151,394	520,906	(369,512)	29.06
Transit Grant Administration	6,625	0	0	0	6,625	6,056,685	(6,050,060)	0.11
Total Transit & Transportation	1,905,232	0	0	0	1,905,232	28,076,088	(26,170,856)	6.79

General Fund	LTF	STA	SAFE	Fund Totals	Annual	Variance	% Year
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	Actual	Actual	Actual	Actual	Actual	Budget	Over (Under)	to Date
Highway Program								
Congestion Management Program	0	0	0	0	0	35,000	(35,000)	0.00
Motorist Aid Call Box System	0	0	0	19,974	19,974	440,500	(420,526)	4.53
SpeedInfo Highway Speed Sensor	0	0	0	11,900	11,900	144,000	(132,100)	8.26
Total Highway	0	0	0	31,874	31,874	619,500	(587,626)	5.15
Rail Program								
Metrolink & Commuter Rail	1,319,684	0	0	0	1,319,684	3,390,813	(2,071,129)	38.92
LOSSAN & Coastal Rail	31,509	0	0	0	31,509	36,600	(5,091)	86.09
Santa Paula Branch Line	36,352	0	0	0	36,352	736,800	(700,448)	4.93
Total Rail	1,387,545	0	0	0	1,387,545	4,164,213	(2,776,668)	33.32
Commuter Assistance Program								
Transit Information Center	4,588	0	0	0	4,588	45,500	(40,912)	10.08
Rideshare Programs	2,664	0	0	0	2,664	70,400	(67,736)	3.78
Total Commuter Assistance	7,252	0	0	0	7,252	115,900	(108,648)	6.26
Planning & Programming								
Transportation Development Act	236	2,833,852	0	0	2,834,088	28,554,937	(25,720,849)	9.93
Transportation Improvement Program	740	0	0	0	740	292,520	(291,780)	0.25
Regional Transportation Planning	10,251	0	0	0	10,251	305,000	(294,749)	3.36
Airport Land Use Commission	287	0	0	0	287	105,100	(104,813)	0.27
Regional Transit Planning	5,211	0	0	0	5,211	138,400	(133,189)	3.77
Freight Movement	0	0	0	0	0	12,500	(12,500)	0.00
Total Planning & Programming	16,725	2,833,852	0	0	2,850,577	29,408,457	(26,557,880)	9.69
General Government								
Community Outreach & Marketing	39,205	0	0	0	39,205	632,600	(593,395)	6.20
State & Federal Relations	20,436	0	0	0	20,436	86,200	(65,764)	23.71
Management & Administration	3,020	0	0	0	3,020	77,100	(74,080)	3.92
Total General Government	62,661	0	0	0	62,661	795,900	(733,239)	7.87
Total Expenditures	3,756,432	2,833,852	0	31,874	6,622,158	66,447,058	(59,824,900)	9.97
General Fund	LTF	STA	SAFE	Fund Totals	Annual	Variance		

	Actual	Actual	Actual	Actual	Actual	Budget	Over (Under)
Revenues over (under) expenditures	(944,126)	(2,833,852)	0	(31,861)	(3,809,839)	(1,635,809)	(2,174,030)
Other Financing Sources							
Transfers Into GF from LTF	2,817,017	0	0	0	2,817,017	3,116,035	(299,018)
Transfers Into GF from STA	1,484,470	0	0	0	1,484,470	4,714,111	(3,229,641)
Transfers Into GF from SAFE	0	0	0	0	0	42,600	(42,600)
Transfers Out of LTF into GF	0	(2,817,017)	0	0	(2,817,017)	(2,817,017)	0
Transfers Out of STA into GF	0	0	(1,484,470)	0	(1,484,470)	(4,714,111)	3,229,641
Transfers Out of SAFE into GF	0	0	0	0	0	(42,600)	42,600
Total Other Financing Sources	4,301,487	(2,817,017)	(1,484,470)	0	0	299,018	(299,018)
Net Change in Fund Balances	3,357,361	(5,650,869)	(1,484,470)	(31,861)	(3,809,839)	(1,336,791)	(2,473,048)
Beginning Fund Balance	1,493,411	11,255,387	13,535,597	3,798,717	30,083,112	20,859,960	9,223,152
Ending Fund Balance	<u>\$ 4,850,772</u>	<u>\$5,604,518</u>	<u>\$12,051,127</u>	<u>\$3,766,856</u>	<u>\$26,273,273</u>	<u>\$19,523,169</u>	<u>\$ 6,750,104</u>

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
INVESTMENT REPORT
AS OF AUGUST 31, 2014**

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

Institution	Investment Type	Maturity Date	Interest to Date	Rate	Balance
Wells Fargo – Checking	Government Checking	N/A	\$415.56	0.02%	\$13,615,737.88
County of Ventura	Treasury Pool	N/A	\$0.00	0.00%	\$21,250,897.81
Total			\$ 415.56		\$34,866,635.69

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

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

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Item #8D

October 3, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: ELLEN TALBO, PROGRAM ANALYST

SUBJECT: PASSENGER RAIL UPDATE

RECOMMENDATION:

- Receive and file.

BACKGROUND:

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

DISCUSSION:

Ridership & On-Time Performance (OTP)

Metrolink

Due to the timing and early scheduling of the monthly Commission meeting, ridership data for the month of September was available through September 22, 2014. Full monthly ridership for September will be provided for the next Commission report.

Through more than half of the month of September, ridership on the Ventura County Line averaged 3,793 total boardings per weekday (inbound and outbound). Monthly ridership through the month of September indicates a 1.4% increase from August 2014, and a 1.5% decrease from September 2013. Ridership statistics through September 21, 2014 are provided in Attachment A for reference.

On-time performance data (which denotes trains arriving within five minutes of scheduled time) for the previous two months were as follows:

July:	98.4% (inbound/outbound)
August:	94.0%
September:	95.1%

Earlier in September Metrolink staff briefed the Technical Advisory Committee (TAC) about ridership factors contributing to systemwide trends noting that systemwide ridership growth peaked with the 2008 recession and ridership has been mostly flat since then. The 91 and Orange County lines have

experienced the greatest gains in ridership which is believed to be attributed to growth in mixed land use and general residential growth near station areas along those lines. On the Ventura Line, stations with ridership gains between 2013 and 2014 were Northridge, Chatsworth, Simi, Moorpark, and Van Nuys in that order

Staff is working on standardizing the ridership data reported in this report for the next Commission meeting and onward, so that monthly and quarterly ridership statistics for Metrolink and Amtrak are presented comparatively across a consistent time period.

LOSSAN

As requested by the LOSSAN board, LOSSAN staff will start reporting corridor ridership on a quarterly instead of monthly basis therefore, LOSSAN ridership covering July-September 2014 will be available for the November Commission meeting.

In August, the Pacific Surfliner reached a major safety milestone. For one year, 8,310 trains operated over two busy commuter corridors and four different railroads at approximately 1.6 million miles with ZERO major operating rules violations. This was done while achieving high customer service index scores and positive feedback from Amtrak customers about the outstanding service they received on Amtrak trains.

Board & TAC Updates

Metrolink

As a result of the July board workshop, Metrolink formed an ad-hoc governance committee for the purpose and intent of reviewing the agency's institutional structure, dedicated funding source(s), and long term operating & capital commitments. The ad-hoc committee is made up of board members, TAC members, and Metrolink staff. It is targeting December 2014 to make recommendations to the Metrolink board.

Metrolink is partnering with Operation Lifesaver, Inc., the California Office of Traffic Safety, OCTA, and other agencies in promoting September as California Rail Safety Month. The campaign is intended to raise awareness about risky behaviors around railroad tracks by both pedestrians and drivers (see sample graphic). Additionally, this campaign features messaging specifically targeted to adult males through a beverage coaster campaign. Metrolink recently participated in signing the Rail Safety Pledge banner with a commitment to "Be Track Smart." Metrolink passengers and other Union Station visitors signed the banner, which is traveling across the state as part of California Rail Safety Month. The effort, sponsored by Caltrans/Amtrak California, Metrolink, and Operation Lifesaver will culminate with the banner returning to Sacramento and being presented to Governor Jerry Brown as California's pledge to reduce rail related deaths and injuries.



LOSSAN

In September, LOSSAN staff participated in ongoing discussions regarding the Amtrak operating contract for federal FY 2014-15, the Rail 2 Rail Program, work windows, and cap and trade distribution plans for intercity rail. During this period LOSSAN staff also met with Amtrak management to discuss current and future issues related to Pacific Surfliner rail service and connecting Amtrak Thruway bus service.

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LOSSAN staff continues to work on the draft Business Plan which will outline the operating and capital requirements for service within the corridor. VCTC staff is currently assisting the LOSSAN TAC complete chapters of the draft Business Plan so that it will be available to present to the LOSSAN Board in December 2014.

ATTACHMENT A

Metrolink Month to Date and Year to Date Ridership Comparison*						
Route Series	Month to Date (MTD)			Year to Date (YTD)		
	Prior Year MTD	Current MTD	% change	Previous FY	Current FY	% change
100 Series: Ventura County Line	52,374	53,098	1.4	210,190	206,935	-1.5
200 Series: Antelope Valley Line	101,053	102,831	1.8	411,153	411,566	0.1
300 Series: San Bernardino Line	178,941	179,047	0.1	737,865	723,653	-1.9
400 Series: Riverside Line	68,683	69,897	1.8	277,673	275,033	-1
500 Series: Orange County Line (Amtrak trains)	128,129	133,160	3.9	519,764	544,778	4.8
600 Series: Orange County Line (Metrolink trains)	71,870	73,507	2.3	299,067	307,959	3.0
700 Series: 91 Line	33,910	36,384	7.5	136,774	145,260	6.2
800 Series: Inland Empire - Orange County Line	6,529	6,626	1.5	26,940	29,053	7.8
TOTAL	641,489	654,550	0.9	2,619,426	2,644,237	0.9

Source: Metrolink 2014

Note: *Trip date from 7/1/14 to 9/21/14

Ticket Counts by Type MTD	
7-Day Pass	6,976
Monthly Pass	8,091
One Way Offpeak	11,910
One Way Peak	86,359
Round Trip Offpeak	1,194
Round Trip Peak	33,204
Weekend Pass	20,042
Total:	167,776

Source: Metrolink 2014



Item #8E

October 3, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: PETER DE HAAN, DIRECTOR OF PROGRAMING
SUBJECT: LEGISLATIVE UPDATE

RECOMMENDATION:

- Receive and file.

BACKGROUND:

Federal Issues

On September 12th the Department of Transportation announced the selection of 72 projects to receive \$600 million through the 2014 Transportation Investment Generating Recovery (TIGER) program. As in past TIGER cycles, no applications from Ventura County were selected. California received \$34,786,000, of which the SCAG region received \$32,050,000. Funds not going to the SCAG region included \$236,000 to Goleta to develop the Hollister Avenue Complete Street Plan, making this project the first on the Central Coast to ever receive TIGER funds. As the Commission is aware there were two applications from Ventura County agencies: a \$10 million request for the Port of Hueneme Intermodal Improvement Project, and a \$33 million request for the Gold Coast Transit Administration and Operations Facility.

On September 17th Congress passed a Continuing Resolution to keep federal programs including transportation running at existing levels through December 11th. Action by the Senate is expected shortly, since the current budget authority ends September 30th.

State Issues

Attachment A provides the monthly status report from Delaney Hunter, the Commission's Sacramento lobbyist. Attachment B summarizes the bill status as of the close of the Legislative session. These documents provide the status of the gubernatorial approval of bills passed by the Legislature.

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GONZALEZ, QUINTANA & HUNTER, LLC

VENTURA COUNTY TRANSPORTATION COMMISSION MONTHLY STATE ADVOCACY REPORT OCTOBER 2014

Legislation Update

The California Legislature finished the 2013-14 in late August. Legislation passed by the Legislature now awaits action by Governor Brown. The Governor must sign or veto legislation before September 30.

AB 1720 (Bloom): Vehicles: Bus gross weight

Extends the current exemption from 2015 to 2016 that allows public transit systems to purchase a transit bus over 20,500 pounds as long as it is replacing an equal or larger bus or the governing board makes certain findings.

- Passed from both Houses and was signed into law by the Governor on August 22.

AB 1783 (Jones-Sawyer): Public Employees' Retirement

Extends the current PEPRA exemption for specified transit employees from January 1, 2015 until January 1, 2016.

- Passed from both Houses and is now on the Governor's desk to be signed.

SB 785 (Wolk) – Design Build Authority

Enacts uniform provisions authorizing the state Department of General Services, the state Department of Corrections and local agencies to utilize the design build procurement process for specified public works projects.

- Passed from both Houses and is now on the Governor's desk to be signed.

SB 983 (Hernandez): High-Occupancy Toll Lanes

Extends indefinitely the California Transportation Commission's (CTC's) authority to approve regional transportation agencies' applications to develop and operate high-occupancy toll (HOT) lanes. Language was previously included in SB 1298 (Hernandez).

- Died in Assembly Appropriations Committee.

SB 1077 (DeSaulnier): Vehicles: Vehicle-Miles-Traveled Charges

Would require the Transportation Agency to develop and implement, by July 1, 2016, a pilot program designed to assess specified issues related to implementing a mileage based fee in California to replace the fuel excise tax. The bill would also require the department to prepare and submit a specified report of its findings to the policy and fiscal committees of the Legislature no later than June 30, 2017.

- Passed from both Houses and is now on the Governor's desk to be signed.

SB 1433 (Hill): Local Agency Public Construction Act: transit design-build contracts

Extends the design-build authorization for transit capital projects that exceed \$1,000,000 until a date certain that remains to be determined – likely 2024 to align with the highway design build authority provided by AB 401 (Daly) last year. See related legislation – SB 785 (Wolk) – detailed above.

- Passed from both Houses and is now on the Governor's desk to be signed.

VENTURA COUNTY TRANSPORTATION COMMISSION STATE LEGISLATIVE MATRIX BILL SUMMARY September 19, 2014			
BILL/AUTHOR	SUBJECT	POSITION	STATUS
AB 1720 Bloom	Extends by one year the existing exemption for bus axle weights heavier than allowed in the Vehicle Code.	Support	Signed by Governor.
SB 785 Wolk	Broadens the design-build contracting authority, with county transportation commission included.	Support	Awaiting Governor's action.
SB 1228 Huseo	Extends the Proposition 1B Trade Corridor program and includes land ports of entry improvements as eligible projects.	Support in Concept	Awaiting Governor's action.
SB 1433 Hill	Broadens the design-build contracting authority, with county transportation commission included.	Support	Awaiting Governor's action.



Item # 8F

October 3, 2014

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) and Section 5310 (Seniors and Disabled) funds, including carryover Section 5310 from FY 13/14.
- Approve criteria for JARC and Section 5310 project selection (attached).

BACKGROUND:

Beginning in Fiscal Year (FY) 2012/13, the federal transportation authorization, MAP-21, incorporated 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 were added to the 5307 and 5311 programs. Similarly, what was previously the Section 5317 New Freedom program was incorporated into the Section 5310 Elderly and Disabled grant program.

APPLICATION PROCESS:

	JARC 5307	Section 5310
Large Urban Areas	Apply to VCTC	Apply to VCTC
Small Urban Areas	Apply to VCTC	Statewide Call (apply to VCTC first)

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. As was the case last year, JARC applicants serving rural areas compete in a Caltrans call for projects while small urban JARC applicants will apply directly to VCTC.

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

At the June 6, 2014 meeting, the VCTC approved setting aside \$175,000 per year of Section 5307 funds for large urban JARC-eligible projects administered by social service organizations only. The remaining Section 5307 funds generated from the JARC formula are apportioned to the transit operators for any 5307-eligible purpose. This decision was based on the previous experience regarding the amount of JARC funds requested by social service organizations.

The following table shows the FY 14/15 and FY 15/16 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.

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

Camarillo and Simi Valley JARC funds have been combined in to the large urban apportionments in the table above. For the small urban areas, the state of California has a Section 5310 apportionment of \$4,936,672 for the current round of funding. The Camarillo and Simi Valley apportionments are included in this amount.

SCHEDULE

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

Announcement of Project Selection Process/ Availability of Applications	October 3, 2014
5307 JARC/5310 Applications Due to VCTC	November 25, 2014
5307 JARC/5310 Review by Transit Operators Committee	December 11, 2014
5307 JARC/5310 Approval by VCTC	January 9, 2015
FTA Grant Approval for Large Urban Projects	Spring 2015

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PRIORITIZATION CRITERIA

The Attachment provides 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 the September 11, 2014 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 by a social-service organization 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: having or obtaining a DUNS number; 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 # 8G

October 3, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: STEPHANIE YOUNG, PROGRAM ANALYST

SUBJECT: REVISION TO SIMI VALLEY CMAQ FUNDS

RECOMMENDATION:

- Approve shift of \$463,957 in Congestion Mitigation and Air Quality (CMAQ) funds from the West Los Angeles Avenue Improvement Project to the West Los Angeles Avenue Widening in Simi Valley.

BACKGROUND:

The West Los Angeles Avenue Improvement Project was awarded \$1,986,056 in CMAQ funds in the SAFETEA-LU Call for Projects. The project has been completed with cost savings of \$465,957. The City of Simi Valley would like to transfer these remaining funds to the West Los Angeles Avenue Widening Project. This project, which includes bike lanes and sidewalks, received CMAQ funding in the 2012 Mini Call for Projects. Per VCTC policy, since the widening project was approved in a previous call for projects, it is eligible to receive the CMAQ cost savings from the completed project.

A quorum was not present at the September 18, 2014 TTAC meeting, so the committee was not able to vote on this item. Those present had no comment.

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Item #8H

October 3, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: ELLEN TALBO, PROGRAM ANALYST

**SUBJECT: AMENDMENT TO LOS ANGELES-SAN DIEGO-SAN LUIS OBISPO RAIL
CORRIDOR AGENCY JOINT POWERS AGREEMENT**

RECOMMENDATION:

- Approve the proposed amendment to the 2013 Amendment to the Joint Powers Agreement Concerning the Los Angeles-San Diego-San Luis Obispo Corridor Rail Agency to ensure that the official agency name is correctly stated as the Los Angeles-San Diego-San Luis Obispo Rail Corridor Agency throughout the document.

BACKGROUND:

The Board of Directors is asked to approve a minor amendment to the 2013 Amendment to the Joint Powers Agreement concerning the Los Angeles – San Diego – San Luis Obispo Corridor Rail Agency to ensure that the official agency name is correctly stated as the Los Angeles-San Diego-San Luis Obispo Rail Corridor Agency.

DISCUSSION:

On May 10th, 2013, the Commission approved the 2013 Amendment to the Joint Powers Agreement (JPA) Concerning the Los Angeles – San Diego – San Luis Obispo (LOSSAN) Corridor Rail Agency (Agency). At that time, the LOSSAN JPA was amended to include significant changes that reflected the provisions in Senate Bill 1225 (Chapter 802, Statutes of 2012), which permits the LOSSAN Agency to assume administrative responsibility for the state-supported Pacific Surfliner intercity passenger rail service.

Recently, LOSSAN Agency legal counsel discovered a discrepancy between the official, historical name of the LOSSAN Agency and the name stated on the most recent LOSSAN JPA document that had been approved by all member agencies. The transposition of the words "rail" and "corridor" in the 2013 amendment to the LOSSAN JPA effectively changed the legal name of the LOSSAN Agency from "LOSSAN Rail Corridor Agency" to "LOSSAN Corridor Rail Agency."

It appears that the name change was an inadvertent mistake; however, the ambiguity in naming has created a number of issues that must be resolved, including statutory reporting issues with the state due to the conflicting agency names. In order to be statutorily compliant with reporting requirements and to avoid future ambiguity, the LOSSAN Board voted unanimously at its August 14, 2014 meeting, to direct staff to work with all member agencies to prepare and execute an amendment to the LOSSAN JPA to ensure that the official agency name is correctly stated as the Los Angeles-San Diego-San Luis Obispo Rail Corridor Agency throughout the document. Attachment A includes the proposed amendment.

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Item #8H
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Once approval is received from each member agency to amend the LOSSAN JPA, the LOSSAN Board will be asked to make similar amendments to the LOSSAN Agency bylaws. At this time the Commission is asked to approve a minor amendment to the 2013 Amendment to the JPA concerning the LOSSAN Agency to correct an administrative error regarding the official agency name.

2014 AMENDMENT TO THE JOINT POWERS AGREEMENT CONCERNING THE LOS ANGELES-SAN DIEGO-SAN LUIS OBISPO CORRIDOR RAIL AGENCY

INTRODUCTION

This Amendment to the 2013 Joint Powers Agreement Concerning the Los Angeles-San Diego-San Luis Obispo Corridor Rail Agency (Agreement) is made and entered into in the State of California by and among the following entities that are parties to the Agreement:

Los Angeles County Metropolitan Transportation Authority;

Orange County Transportation Authority;

Riverside County Transportation Commission;

North County Transit District;

San Diego Metropolitan Transit System;

California Department of Transportation;

Southern California Association of Governments;

San Diego Association of Governments;

Ventura County Transportation Commission;

Santa Barbara County Association of Governments;

San Luis Obispo Council of Governments;

National Railroad Passenger Corporation;

California High-Speed Rail Authority;

RECITALS

WHEREAS, on or about February 1989, some, but not all of the entities listed above first entered into a certain joint exercise of powers agreement to establish the Los Angeles – San Diego Rail Corridor Agency (Agency); and

WHEREAS, on or about October 2001, the member agencies approved an amendment to the joint exercise of powers agreement to make various changes, including, but not limited to, changing the name of the Agency to the "Los Angeles – San Diego – San Luis Obispo Rail Corridor Agency"; and

WHEREAS, on or about June 2013, the joint exercise of powers agreement was once again amended to its current form in response to the provisions of SB 1225; and

WHEREAS, it was later discovered that an inadvertent transposition of the words "rail" and "corridor" were included in the name of the Agency throughout the Agreement, including the title such that the name of the Agency was inadvertently changed from "Los Angeles – San Diego – San Luis Obispo Rail Corridor Agency" to the "Los Angeles – San Diego – San Luis Obispo Corridor Rail Agency"; and

WHEREAS, the member agencies wish to correct this inadvertent transposition so that the joint exercise of powers agreement correctly reflects the historical name of the Agency as the "Los Angeles – San Diego – San Luis Obispo Rail Corridor Agency."

NOW THEREFORE, in consideration of the recitals, the parties to this Agreement agree to the following:

1. All references contained in the 2013 Amendment to the Joint Powers Agreement Concerning the Los Angeles – San Diego – San Luis Obispo Corridor Rail Agency which state "Corridor Rail Agency" shall hereinafter be amended and interpreted to read as "Rail Corridor Agency".
2. All other terms, provisions and conditions of the Agreement remain in full force and effect.
3. This Amendment may be executed in counterparts, each of which shall constitute an original and all of which together shall constitute on and the same agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment by authorized officials on the dates indicated below.

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

Chair

Date

I HEREBY CERTIFY that the attached is a true and correct copy of the original document approved by the Board of Directors:

Clerk of the Board

Date

ORANGE COUNTY TRANSPORTATION AUTHORITY

Chair

Date

I HEREBY ATTEST that the attached is a true and correct copy of the original document approved by the Board of Directors:

Clerk of the Board

Date

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

Chair

Date

I HEREBY ATTEST that the attached is a true and correct copy of the original document approved by the Board of Directors:

Clerk of the Board

Date

NORTH COUNTY TRANSIT DISTRICT

Chair

Date

I HEREBY ATTEST that the attached is a true and correct copy of the original document approved by the Board of Directors:

Clerk of the Board

Date

SAN DIEGO METROPOLITAN TRANSIT SYSTEM

Chair

Date

I HEREBY ATTEST that the attached is a true and correct copy of the original document approved by the Board of Directors:

Clerk of the Board

Date

SAN DIEGO ASSOCIATION OF GOVERNMENTS

Chair

Date

I HEREBY ATTEST that the attached is a true and correct copy of the original document approved by the Board of Directors:

Clerk of the Board

Date

VENTURA COUNTY TRANSPORTATION COMMISSION

Chair

Date

I HEREBY ATTEST that the attached is a true and correct copy of the original document approved by the Board of Directors:

Clerk of the Board

Date

SANTA BARBARA COUNTY ASSOCIATION OF GOVERNMENTS

Chair

Date

I HEREBY ATTEST that the attached is a true and correct copy of the original document approved by the Board of Directors:

Clerk of the Board

Date

SAN LUIS OBISPO COUNCIL OF GOVERNMENTS

Chair

Date

I HEREBY ATTEST that the attached is a true and correct copy of the original document approved by the Board of Directors:

Clerk of the Board

Date

AMTRAK

Date

CALIFORNIA HIGH-SPEED RAIL AUTHORITY

Chief Executive Officer

Date

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS

Chair

Date

I HEREBY ATTEST that the attached is a true and correct copy of the original document approved by the Board of Directors:

Clerk of the Board

Date

CALIFORNIA DEPARTMENT OF TRANSPORTATION

Date

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Item # 8I

October 3, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

**FROM: ALAN HOLMES, TRANSPORTATION DEMAND MANGEMENT
PROGRAM MANAGER**

SUBJECT: COMMUTER SERVICES QUARTERLY REPORT

RECOMMENDATION:

- Receive and file

DISCUSSION:

To improve reporting of Ventura County Rideshare activities, staff prepares and submits to the Commission quarterly reports for review. The primary focus of the Commuter Services program is to reduce traffic congestion and improve air quality by a voluntary reduction of single occupant vehicle (SOV) commute trips in Ventura County. SOV trips are reduced by offering direct assistance to employers located in Ventura County and through the provision of services to county residents, promoting carpooling, vanpooling, bus pooling, transit, walking, biking and other Transportation Demand Management (TDM) commute alternatives.

Services

	13/14 2 nd Quarter	13/14 3rd Quarter	13/14 4th Quarter	13/14 Year End
Database				
Commuters on file	30,931	29,718	30,082	30,082
Commuters active for matching	5,780	5,441	5,532	5,532
Company worksites on file	299	297	300	300
Estimated Avg. Home to work distance	14.48	13.39	13.36	13.36
AVR reports generated	12	6	11	37
Matching Transactions				
Number of carpool matches attempted:				

Public (web)	455	372	410	1,542
Staff	128	120	279	817
Total carpool matches attempted	583	492	689	2359
Number receiving at least one match	423	362	483	1,734
Average age of matching record (days)	260.3	260.0	213	190
Average number of matches/RideGuide	8	9	9	10
Avg. distance home/work	15.9	17.7	16.1	1.81
RideSmart Tips generated	2,187	3,110	2,062	9,151
Incoming Call Volume	24	18	36	96
Guaranteed Ride Home Program Usage				
Rental Car Trips	7	6	5	25
Taxi Rides	7	6	5	27
Total	14	12	10	52
Estimated Program Benefits	FY 13/14 2 nd Quarter	FY 13/14 3rd Quarter	FY 13/14 4th Quarter	FY 13/14 Year end
Reduction in Vehicles Miles of Travel	607,864	576,609	790,812	2,531,410
Reduction in Commuting Costs	\$328,223	\$311,350	\$427,009	\$1,366,866
Reduction in carbon monoxide (tons)	6.29	5.97	8.19	26.23
Reduction in volatile organic compounds (tons)	.69	.65	.90	2.87
Reduction in Oxides of Nitrogen (tons)	.46	.43	.60	1.93

Marketing Activities:

Throughout the fourth quarter of Fiscal Year 2013/2014, VCTC staff and its marketing consultant continued to promote the agency's popular Commuter Services program through a variety of channels. During this period, VCTC conducted its annual Bike to Work Week campaign, distributed targeted communications via social media and email (eblast), completed distribution of its Employer Resource Manual for Employee Transportation Coordinators (ETCs), and began planning for Rideshare Week 2014.

Employer Support

- **Commuter eBlast** – The Commuter Services program's monthly communication continued to be distributed electronically on the first business day of each month to a database of approximately 161 ETCs located at employers throughout the county. Specific eBlast topics included "Be Kind to the Earth – Explore Ridesharing," "Bike to Work Week 2014 – Another Way to Rideshare," and "Record Bike to Work Week Results." In addition, a project update regarding the SR-118/SR-23 interchange improvement project was distributed with the June eBlast.
- **Commuter Services Employer Manual** – Continuing our expanded efforts toward ETC/employer outreach and support, we continued reaching out to every ETC in our database. A total of 245 manuals had been distributed by the end of June.

- **Bike to Work Week** – The annual Bike to Work Week campaign continued to grow in scope and popularity in 2014. After development and distribution of promotional, informational, and creative materials, the campaign kicked off May 12 and ran through May 16. Five “pit stops” were held in celebration of Bike to Work Week: Fillmore (May 12), Oxnard (May 13), Ventura (May 15), Thousand Oaks (May 16), and Amgen (May 16). Nearly 300 employer packets and 33 bike shop packets were distributed in advance of the campaign. In total, 455 attendees (a 71 percent increase from 2013) visited the five “pit stops.” Online participation increased more than 51 percent with 228 sign-ups (up from 148 in 2013), representing participation by residents of Camarillo, Fillmore, Moorpark, Newbury Park, Ojai, Oxnard, Point Mugu, Port Hueneme, Santa Paula, Simi Valley, Thousand Oaks, Ventura, and Westlake Village. Food and water donations from Noah’s Bagels, Trader Joe’s, and The Water Store were coordinated, as was participation by several local bike shops. Announcements promoting the campaign and its benefits were made at City Council meetings in Ventura (May 5), Oxnard (May 6) and Thousand Oaks (May 13). Communications were disseminated via social media; media release, the “On the Move” newsletter, “Eye on the Environment” column in the *VC Star*, and email blast. In the end, increased community participation was bolstered by positive coverage in local media such as the *VC Star*.
- **Rideshare Diamond Awards** – The Diamond Awards nomination form was distributed to local employer contacts on April 21. Additional eblasts were distributed on May 5 and May 16. Awards were presented on May 29 at Union Station in Los Angeles, where we not only honored local rideshare champions but also provided a presentation on the history of ridesharing. Winners from Ventura County included Larry McKinney, Thousand Oaks Municipal Services Center (Exceptional Employee Ridership); WellPoint (Outstanding Employee Ridership); Jerry Anduja, WellPoint (Outstanding Rideshare Leadership); Danny Haws, California State University Channel Islands (Outstanding Employee Ridership); Kristine Morales, Shoreline Care Center (Most Improved Employee Ridership); and Bill Garner, Oxnard High School (Rideshare Ambassador Award).
- **On the Go newsletter (CommuteSmart newsletter)** – After years of third-party development, Commuter Services began preparations to take over distribution of a new “On the Go” newsletter (formerly the “CommuteSmart newsletter”) distributed to Ventura County ETCs. Articles for the initial edition were drafted and submitted in June for eventual VCTC web hosting and eblast distribution in July.
- **Commuter Services website review** – In addition to targeted distribution of the Commuter Services Employer Manual, www.GoVenturaRideshare.org was updated to include all modules included in the printed version. These modules included the city-specific sections as well as universal modules, making Ventura County-focused rideshare information readily available.
- **Rideshare Week** – Upon completion of Bike to Work Week activities, preparations began on Commuter Services’ largest campaign of the year – Rideshare Week. These preparations included initial concept development for both artwork and general messaging. The concept will be applied to both the 2014 Rideshare Week in October campaign and the second annual Rideshare Week Kickoff Luncheon slated for September 2014.

Outreach and Promotion

- **Earth Day 2014** – During April, VCTC staffed booths at several community and corporate Earth Day events throughout the county, all of which featured ridesharing information. These included City of Oxnard (April 5), City of Thousand Oaks (April 5), Senior Resource Fair in Camarillo (April 16), City of Moorpark (April 24), Amgen (April 24), and City of Ventura (April 26).
- **Community Events** – VCTC also provided ridesharing information in conjunction with other community events, including the Simi Valley Senior Wellness Expo (May 21) and the Family Care & Volunteer Resource Fair at the Ventura County Government Center (May 22). We also began preparation for the 2014 Ventura County Fair (July and August).
- **Employer Events** – In addition to campaign-related and community events, additional events were held at several employer sites during the month of June. These included Baxter's Westlake Village and Thousand Oaks locations (June 3 and 4), Patagonia (June 18), and Santa Paula Hospital (June 21).

Social Media

- **Facebook and Twitter** – Approximately 38 percent of all posts and tweets on Facebook and Twitter during the fourth quarter encouraged ridesharing. Across the quarter, Facebook "likes" increased nearly 36 percent and Twitter followers increased more than eight percent.

Print Media

- **Employer brochure update** – Previously updated in 2012, this flagship piece was updated in June to reflect updated information and Commuter Tax Benefit figures. It has since been distributed as part of all outreach events/activities.
- **Bikeways app take-one** – To augment current stock of the popular bikeways map, a take-one card was developed in June for distribution at outreach events. The take-one card specifically promoted the bikeways mobile application and provided smartphone users with introductory information and a convenient direct download method (QR code).

First Quarter FY 2014/2015 Planned Activities

- **Rideshare Week 2014** – The first quarter of FY 2014/2015 will include selection of a theme for Rideshare Week, preparation of all related collateral, planning for and hosting a kick-off luncheon for Ventura County ETCs, and scheduling Rideshare Week events. Rideshare Week itself, inclusive of multiple employer events, will take place the week of October 6 through the 10th.
- **Ventura County Fair** – VCTC will staff an informational booth for the full duration of the Ventura County Fair, which takes place July 30 to August 10, 2014.
- **Events** – Several events are scheduled for the first quarter, including the CSUCI Health and Safety Fair in Camarillo (September 15) and Simi Valley Living Green Expo (September 27).

CalVans

Background

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

Discussion

In the fourth quarter of FY 2013/2014, fourteen Agricultural vanpools were placed in Ventura County to work the peak strawberry season due to a new Farm Labor Contractor (FLC) participating in CalVans. This doubled the number of Agricultural vans to 28 operating in Ventura County. These FLC vans primarily travel the 101 corridor with destinations in Oxnard and Camarillo for the strawberry crop and Lompoc for the blackberry crop. While there has been a substantial increase in farmworker van usage, regular commuting vans have remained constant at three based in Ventura County. Staff has several leads for the formation of new commuter vans that should be on the road by the end of the year.

CalVans	Weekdays	Saturdays	Sundays
Passengers			
April	5,338	215	215
May	7,244	599	294
June	5,394	444	294
4th Quarter Total	17,976	1,258	803
FY 13/14 Total	85,407	7,736	3,121
Miles	Weekdays	Saturdays	Sundays
April	12,366	1,193	935
May	16,571	2,618	833
June	13,819	1,704	1,443
4th Quarter Total	42,756	5,515	3,211
FY 13/14 Total	235,100	28,356	7,641
Passenger Lane Miles	Weekdays	Saturdays	Sundays
April	141,458	13,671	10,457
May	195,278	32,158	9,768
June	163,221	21,645	17,206
Total	499,957	67,474	37,431
FY 13/14 Total	2,240,768	289,032	77,014

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Item # 8J

October 3, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

**FROM: AMY AHDI, TRANSIT PLANNER
AARON BONFILIO, TRANSIT PROGRAM MANAGER**

**SUBJECT: AMENDMENT TO NELSON/NYGAARD CONSULTANT SERVICE AGREEMENT
SCOPE OF WORK AND CONTRACTUAL BUDGET FOR SHORT RANGE TRANSIT
PLAN**

RECOMMENDATION:

- Approve amendment to Nelson/Nygaard Consultant service contract, expanding the Scope of Work for Professional Services not to exceed \$5,000.

BACKGROUND:

In March 2014, the Commission awarded the VCTC Short Range Transit Plan (SRTP) consultant services contract to Nelson/Nygaard, in an amount not to exceed \$100,000. The initial contract was procured to address the development of countywide performance metrics, update of the Countywide Transit Investment Study, refinement of the “gap analysis”, and a plan of VCTC Intercity service modifications for the Commission to consider over the next five years.

Staff recommends modifying the scope of work and increasing the contractual budget, to include a fare analysis to allow for a more comprehensive understanding of regional and intercity fare structure. In addition, a fare analysis component will supplement VCTC Intercity Title VI compliance. The scope modification for the fare analysis will cover recommendations on the VCTC Intercity fare structure, fare product distribution issues and development of fare increase policies. The amended contract would add \$5,000 to the existing \$100,000 contract for a total not to exceed amount of \$105,000. The additional contract costs were included in Regional Transit Planning budget consultant services line item approved in the 2014-15 budget resulting in no impact to the existing VCTC budget.

**FIRST AMENDMENT TO THE AGREEMENT BETWEEN THE VENTURA COUNTY
TRANSPORTATION COMMISSION AND NELSON/NYGAARD CONSULTING**

THIS FIRST AMENDMENT TO THE SERVICE AGREEMENT is made as of _____, 2014 by and between The Ventura County Transportation Commission ("VCTC") and Nelson\ Nygaard Consulting Associates ("Contractor"), (sometimes referred together as the "Parties") who agree as follows:

RECITALS

A. On March ___, 2014, VCTC and Contractor entered a Services Agreement ("Agreement") whereby Contractor agreed to perform services related to Short Range Transit Plan ("SRTP") consulting.

B. VCTC and Contractor now desire to amend the Agreement.

NOW, THEREFORE, for and in consideration of the promises and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, VCTC and Contractor hereby agree as follows:

1. All terms which are defined in the Agreement shall have the same meaning when used in this Amendment, unless specifically provided herein to the contrary.
2. Scope of Services: The Scope of Services is amended to include a fare analysis covering VCTC intercity services as provided in Exhibit A.

2.1 The cost for Scope of Services shall not exceed \$5,000.

3. Compensation. Section 4 of the Agreement shall be amended such that the VCTC agrees to pay Contractor a sum not to exceed \$105,000.

Contractor agrees this is VCTC's total contribution for payment of costs under the Agreement unless additional payments are authorized in accordance with the terms of the Agreement and said terms of payment are mutually agreed to by and between the parties in writing.

All other terms, conditions and provisions in the Agreement remain in full force and effect. If there is a conflict between the terms of this Amendment and the Agreement, the terms of the Agreement will control unless specifically modified by this Amendment.

Dated: _____

VENTURA COUNTY TRANSPORTATION COMMISSION

By: _____

Nelson/Nygaard

By: _____

Approved as to Form:

By: _____

Exhibit A

SCOPE OF WORK

Task 1: Kickoff and Data Needs

- Kickoff conference call with VCTC staff to confirm scope of work and discuss data needs list
- Review data provided from VCTC including fare revenue and ridership data of intercity services
- Review policies and memorandums of agreements related to fare policy
- Follow-up conference calls as needed to clarify any outstanding data needs

Deliverable: Existing Fare Policy, Products and Structure Technical Memo

Task 2: Develop Recommendations

- Develop preliminary recommendations for Intercity VCTC Intercity Services
- Provide white paper about elimination of smartcards and potential options for moving pass products and potential fare product distribution issues
- Develop policies regarding fare increases (to be supplemented with already researched peers including Riverside Transit, Foothill Transit, Santa Monica Big Blue Bus) – we are open to adding up to 2-3 additional peers if requested to determine policies on fare increases

Deliverable: Preliminary Recommendations Memo (inclusive of elements above)

Task 3: Finalize Recommendations

- Work with VCTC staff to discuss final fare recommendations (on-site workshop if possible, in conjunction with SRTP process)
- Establish final recommendations on intercity VCTC fare structure, elimination of smartcards and policies around fare increases

Deliverable: Final Recommendations Memo

Please note, as part of this project, the following topics will not be covered:

- Title VI surveying or spatial analysis. However, we are familiar with Title VI related issues and concerns that might come up with any fare changes.
- Fare modeling (ridership and revenue impacts of potential fare changes). We do have that capability but will not be able to include it in under our current scope of work/schedule.

PROPOSED BUDGET

The proposed budget includes time of four Nelson\Nygaard staff that are familiar with the project and/or have specific fare policy experience. This includes:

- Linda Rhine, Principal
- Paul Supawanich, Senior Associate
- James Gamez, Senior Associate
- Zach Zabel, Intern

			Nelson\Nygaard Labor Costs					
							NN Labor	
			Linda Rhine	Paul Supawanich	James Gamez	Zach Zabel	Hours	Cost
Base Rate	65.46	50.91	50.91	18.18				
Overhead 150%	98.18	76.37	76.37	27.27				
Profit 10%	16.36	12.73	12.73	4.55				
Total Billing Rate	\$180.00	\$140.00	\$140.00	\$50.00				
Task	Description							
1	Kickoff and Data Needs		4	2	16	22	\$1,640	
2	Develop Recommendations	2	8		8	18	\$1,880	
3	Finalize Recommendations		8	2		10	\$1,400	
TOTAL HOURS		2	20	4	24	50		
TOTAL COST		\$ 360	\$ 2,800	\$ 560	\$ 1,200		\$ 4,920	
						NN Direct Expenses		
Direct Expenses								
	Printing/Reproduction/Supplies						\$ 40	
	Meeting Materials						\$ 40	
	Subtotal - Direct Expenses						\$ 80	
	Total Cost (Labor + Direct Expenses)						\$ 5,000	

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Item #8K

October 3, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: DARREN KETTLE, EXECUTIVE DIRECTOR

SUBJECT: VCTC OFFICE BUILDING PROJECT MANAGEMENT

RECOMMENDATION:

- Authorize Executive Director to negotiate Cooperative Agreement with County of Ventura Public Works Agency Engineering Services Division to provide Project Management professional services to serve as VCTC Project Manager/representative for building renovation/reconstruction.

BACKGROUND:

At the July 25, 2014 Commission meeting, the Commission authorized the release of a request for proposals (RFP) for project management professional services that would lead to a professional services agreement to provide project management services for managing a building renovation project. As VCTC staff was developing a list of firms to distribute the RFP to, it was realized that the County had both the expertise and capacity within the Public Works Agency Engineering Services Division to provide project management services at a competitive fee. The Engineering Division is responsible for managing building projects for all County departments ranging from building remodels for the Health Care Agency to managing new building construction for the County Hospital. Additionally, by utilizing the services of the County, VCTC may realize accelerated project delivery as the County has pre-qualified list of architects which will allow for retaining an architect 3-4 months sooner than if VCTC had to conduct its own procurement.

In early 2013 the Commission initiated discussions of relocating VCTC's office and the Commission's interest in acquiring a building. Over the last several months, the Commission has been providing input toward negotiations with the City of Camarillo related to the possible acquisition of a city owned (formerly redevelopment agency owned) building located at 2220 Ventura Boulevard. VCTC and the City are very near to an agreement for the purchase of the building and it is hoped that a recommended agreement will be presented to the Commission and the City Council later this year.

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Item #9

October 3, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: PETER DE HAAN, PROGRAMMING DIRECTOR
SUBJECT: FISCAL YEAR 2014/15 TRANSIT PROGRAM OF PROJECTS (POP) – PUBLIC HEARING

RECOMMENDATION:

- Open public hearing and receive testimony.
- Adopt the attached final Program of Projects approving the projects to receive Federal Transit Administration funds for all areas of Ventura County in FY 2014/15.

BACKGROUND:

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

The FY 2014/15 POP was developed using the same methodology that was first developed for the FY 2003/04 POP, which provides a fair share distribution of revenues and expenses between the four urbanized areas in the County. A draft of this POP was reviewed and approved by TRANSCOM at its June 2014 meeting, and by the VCTC on July 6, 2014.

DISCUSSION:

The attached Program of Projects table shows the recommended projects for each of the urbanized areas. There are no changes from the draft POP which the Commission approved at the June 6, 2014 meeting.

It should be noted that the federal transportation authorization law, Moving Ahead for Progress in the 21st Century (MAP-21) legislation, was extended only through May 31, 2015. VCTC conservatively assumed FY 2014/15 funds to be equal to the FY 2013/14 apportionments. Should the adopted FY 2015 Federal transportation budget be lower than these estimates, it will be necessary to make changes in the Program of Projects.

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The final POP was presented at the September 11, 2014 TRANSCOM meeting. Due to the lack of a quorum, no action could be taken, but the identical draft POP had already receive Committee approval, and the TRANSCOM members present at the September meeting had no further comments. The public hearing notice was published in the Ventura County Star on September 24, 2014.

Program of Projects			
The Ventura County Transportation Commission (VCTC) will hold a public hearing on the Program of Projects (POP) for the Oxnard, Thousand Oaks, Camarillo and Simi Valley Urbanized Areas (UAs) for projects to be funded with Federal Transit Administration funds in the 2014/15 Fiscal Year (FY 2015). The funds available in FY 2015 are estimated to be \$14,898,000 for the Oxnard UA, \$5,930,000 for the Thousand Oaks UA, \$2,915,000 for the Camarillo UA, and \$2,852,000 for the Simi Valley UA, based on anticipated FY 2015 funds, prior year carry-over funds, and federal discretionary funds. The public hearing will be held at 9:00 a.m. on Friday, October 3, 2014, in the Camarillo City Council Chamber, 601 Carmen Drive, in Camarillo. The POP is available for public inspection at 950 County Square Drive, Suite 207, Ventura CA 93003. Unless a subsequent list is published, this list will become the final Program of Projects for inclusion in the Southern California Association of Governments Federal Transportation Improvement Program.			
FY 2014/15 Federal Transit Program of Projects			
	Total Cost	Federal Share	Local Share & Other
OXNARD/VENTURA URBANIZED AREA			
Gold Coast Transit			
<u>Operating Assistance</u>			
Operating Assistance	\$ 2,200,000	\$ 1,100,000	\$ 1,100,000
	\$ 2,200,000	\$ 1,100,000	\$ 1,100,000
<u>Planning Assistance</u>			
Transit Service Administration & Support	\$ 125,000	\$ 100,000	\$ 25,000
Marketing & Passenger Awareness Activities	\$ 125,000	\$ 100,000	\$ 25,000
	\$ 250,000	\$ 200,000	\$ 50,000
<u>Capital Assistance</u>			
Preventive Maintenance	\$ 2,063,241	\$ 1,050,593	\$ 412,648
Operations and Maintenance Facility	\$ 125,000	\$ 100,000	\$ 25,000
ADA Paratransit Service	\$ 1,112,500	\$ 800,000	\$ 222,500
	\$ 3,300,741	\$ 2,640,593	\$ 660,148
Total Gold Coast	\$ 5,750,741	\$ 3,940,593	\$ 1,810,148
Ventura County Transportation Commission			
<u>Planning Assistance</u>			
Transit Planning and Programming (FY 15/16)	\$ 771,250	\$ 617,000	\$ 154,250
Transit Information Center (FY 15/16)	\$ 196,250	\$ 157,000	\$ 39,250
Fare Collection/Passenger Counting Data Management (FY 15/16)	\$ 475,000	\$ 380,000	\$ 95,000
Elderly/Disabled Planning/Evaluation (FY 15/16)	\$ 200,000	\$ 160,000	\$ 40,000
Transit Marketing (FY 15/16)(CMAQ Funds)	\$ 500,000	\$ 500,000	\$ -
VISTA Planning (FY 15/16)	\$ 458,750	\$ 367,000	\$ 91,750
	\$ 2,601,250	\$ 2,181,000	\$ 420,250
<u>Capital Assistance</u>			
VISTA Svcs - Capital Leases (FY 15/16)	\$ 389,865	\$ 311,892	\$ 77,973
VISTA Svcs - Cap Leases (FY15/16) (Sec 5339)	\$ 848,600	\$ 678,880	\$ 169,720
Fare Collection/Ridership Monitoring Equipment	\$ 312,500	\$ 250,000	\$ 62,500
NextBus for Bus Stop Signage	\$ 93,750	\$ 75,000	\$ 18,750
(Transit Enhancement Funds)			
MetroLink Capital Rehabilitation (FY 14/15)	\$ 298,409	\$ 298,409	\$ -
MetroLink Capital Rehabilitation (FY 15/16)	\$ 1,747,445	\$ 1,747,445	\$ -
MetroLink Capital Rehab (FY 15/16)(Sec 5337)	\$ 4,212,385	\$ 4,212,385	\$ -
	\$ 7,902,954	\$ 7,574,011	\$ 328,943
Total VCTC	\$ 10,504,204	\$ 9,755,011	\$ 749,193
Heritage Valley Transit			
<u>Operating Assistance</u>			
Operating Assistance (FY 15/16)	\$ 1,005,082	\$ 502,541	\$ 502,541
	\$ 1,005,082	\$ 502,541	\$ 502,541
TOTAL	\$ 17,250,027	\$ 14,198,145	\$ 3,051,882

THOUSAND OAKS/MOORPARK URBANIZED AREA**Ventura County Transportation Commission**Capital Assistance

VISTA Svcs - Capital Leases (FY14/15)	\$ 886,801	\$ 709,441	\$ 177,360
VISTA Svcs - Cap Leases (FY14/15) (Sec 5339)	\$ 288,260	\$ 214,608	\$ 53,652
Metrolink Capital Rehabilitation (FY 15/16)	\$ 739,597	\$ 739,597	\$ -
Metrolink Capital Rehab (FY 15/16)(Sec 5337)	\$ 2,824,075	\$ 2,824,075	\$ -
NextBus Upgrade for Bus Stop Signage (Transit Enhancement Funds)	\$ 37,500	\$ 30,000	\$ 7,500
Total VCTC	\$ 4,756,233	\$ 4,517,721	\$ 238,512

City of Thousand OaksPlanning Assistance

Transit Marketing	\$ 50,000	\$ 40,000	\$ 10,000
Transit Planning and Technical Support	\$ 462,778	\$ 370,222	\$ 92,556
	\$ 512,778	\$ 410,222	\$ 102,556

Capital Assistance

Transit Vehicle Maintenance	\$ 475,000	\$ 380,000	\$ 95,000
Transit Facilities / Bus Stops Maintenance	\$ 125,000	\$ 100,000	\$ 25,000
Transit Vehicle Capital Lease	\$ 62,500	\$ 50,000	\$ 12,500
Bus Stop Enhancements (Transit Enhancement Funds)	\$ 12,500	\$ 10,000	\$ 2,500
	\$ 675,000	\$ 540,000	\$ 135,000
Total Thousand Oaks	\$ 1,187,778	\$ 950,222	\$ 237,556

City of MoorparkOperating Assistance

Fixed Route/Paratransit Operating Assistance	\$ 326,810	\$ 46,829	\$ 279,981
	\$ 326,810	\$ 46,829	\$ 279,981

Capital Assistance

Fixed Route Vehicle Capital Maintenance	\$ 170,375	\$ 136,300	\$ 34,075
Dial-a-Ride Capital Leases / Cap Maint	\$ 49,000	\$ 39,200	\$ 9,800
	\$ 219,375	\$ 175,500	\$ 43,875
Total Moorpark	\$ 546,185	\$ 222,329	\$ 323,856

TOTAL

\$ 6,163,386 \$ 5,643,443 \$ 519,943

CAMARILLO URBANIZED AREA**Ventura County Transportation Commission**Capital Assistance

VISTA Svcs - Cap Leases (FY14/15) (Sec 5339)	\$ 183,269	\$ 146,615	\$ 36,654
Total VCTC	\$ 183,269	\$ 146,615	\$ 36,654

City of CamarilloPlanning Assistance

Transit Planning	\$ 31,250	\$ 25,000	\$ 6,250
	\$ 31,250	\$ 25,000	\$ 6,250

Operating Assistance

Camarillo Area Transit Operating Assistance	\$ 1,560,000	\$ 780,000	\$ 780,000
	\$ 1,560,000	\$ 780,000	\$ 780,000

Capital Assistance

ADA Paratransit Service	\$ 161,836	\$ 129,469	\$ 32,367
Camarillo Rail Station / Bus - Capital Maintenance	\$ 400,000	\$ 320,000	\$ 80,000
Two Expansion Transit Vehicles	\$ 250,000	\$ 200,000	\$ 50,000
ADA Upgrades	\$ 50,000	\$ 40,000	\$ 10,000
	\$ 861,836	\$ 689,469	\$ 172,367
Total Camarillo	\$ 2,453,086	\$ 1,494,469	\$ 958,617

TOTAL

\$ 2,636,355 \$ 1,641,084 \$ 995,271

SIMI VALLEY URBANIZED AREA**Ventura County Transportation Commission**Capital Assistance

VISTA Svcs - Cap Leases (FY14/15) (Sec 5339)	\$ 363,761	\$ 291,009	\$ 72,752
Total VCTC	\$ 363,761	\$ 291,009	\$ 72,752

City of Simi ValleyOperating Assistance

Simi Valley Transit Operating Assistance	\$ 3,460,428	\$ 1,730,214	\$ 1,730,214
	\$ 3,460,428	\$ 1,730,214	\$ 1,730,214

Capital Assistance

Preventive Maintenance	\$ 680,800	\$ 544,640	\$ 136,160
Non Fixed-Route ADA Paratransit Capital	\$ 320,050	\$ 256,040	\$ 64,010
Dispatch Software	\$ 36,900	\$ 29,500	\$ 7,400
	\$ 1,037,750	\$ 830,180	\$ 207,570
Total Simi Valley	\$ 4,498,178	\$ 2,560,394	\$ 1,937,784

TOTAL

\$ 4,861,939 \$ 2,851,403 \$ 2,010,536



Item #10

October 3, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: AARON BONFILIO, PROGRAM MANAGER

SUBJECT: APPROVE THE HERITAGE VALLEY TRANSIT SERVICE CONTRACTOR SELECTION RECOMMENDED BY THE HERITAGE VALLEY POLICY ADVISORY COMMITTEE AND AUTHORIZE VCTC EXECUTIVE DIRECTOR TO NEGOTIATE REMAINING TERMS OF THE CONTRACT FOR THE HERITAGE VALLEY TRANSIT SERVICE

RECOMMENDATION:

- Approve the recommendation of the Heritage Valley Policy Advisory Committee (HVPAC) to award a contract to the proposer selected by the Request for Proposals (RFP) Evaluation Panel, in response to VCTC RFP 1415-9164-HV for Fixed Route, Dial-a-ride and ADA Paratransit Services in the Heritage Valley (*Attachment*);
- Following consensus recommendation by the HVPAC, authorize the Executive Director to negotiate all remaining terms of the contract for the transit services in a form and substance approved by VCTC legal counsel;
- Authorize the Commission Chairman to execute the Heritage Valley transit services contract with the selected proposer in an amount to be recommended by the HVPAC.

BACKGROUND:

As part of the Countywide Transit Plan (2012) the Commission approved the creation of a separate entity to provide community-level transit services in the Heritage Valley. The Commission then worked with the County of Ventura and the Cities of Santa Paula and Fillmore to develop an institutional arrangement which would ensure that the local agencies would retain responsibility and control over the service—including the role of selecting the contract operator—while still providing the Commission a clearly defined role and authority. As a result of this process, the Heritage Valley Transit Services (HVTS) Cooperative Agreement was developed and subsequently approved by all parties, which are the Cities of Fillmore and Santa Paula, the County of Ventura and the Commission.

The Cooperative Agreement established the creation of a “Transit Committee,” (also referred to as the Heritage Valley Policy Advisory Committee or HVPAC), which is responsible for overseeing the operations of the HVTS. HVPAC membership is made up of representatives from each of the local agencies, as well as, the VCTC Executive Director as an ex-officio member. Of its roles defined in the Cooperative Agreement, VCTC is to administer the HVTS contractor selection process as well as ongoing contract administration.

Following the direction of the local agencies, VCTC prepared for the HVPAC's approval and recommendation a Request for Proposals (RFP) for operations and maintenance of the HVTS system. The RFP sought the most qualified proposal that provided the *best value* to the agencies. The HVPAC subsequently approved the RFP and recommended it to the full Commission. The Commission approved release of the RFP, July 25, 2014, and immediately following the Commission meeting, the RFP was released and publicized locally as well as nationally. An optional pre-proposal conference for potential bidders was held on August 8, 2014. Nine transportation operations and management firms attended the conference. Two addenda packages to the RFP were issued, which included VCTC's responses to questions submitted by potential bidders seeking additional clarification regarding the RFP. The deadline to submit proposals was September 4, 2014. VCTC received responsive proposals from three (3) transportation companies.

EVALUATION PROCESS:

An Evaluation Panel, comprised of representatives from the HVPAC member agencies, as well as, current and former managers of neighboring agencies (all of whom have experience with transit contracting), reviewed the proposals submitted in response to the solicitation. The Panel conducted Oral Interviews on September 19, 2014. Following the Oral Interviews, the Panel scored the proposals and have provided their recommendation to the HVPAC.

Pursuant to the Cooperative Agreement, the HVPAC will review the Evaluation Panel's recommended selection. Following their review and approval, the HVPAC will make its recommendation regarding the selection and contract award to the Commission. The final recommendation to the Commission is subject to the HVPAC's discretion. The HVPAC will hear the item at the next Policy Advisory Committee meeting on October 1, 2014. A copy of the staff report presented to the HVPAC is attached for the Commission's reference. Staff will present the Commission with the HVPAC's final recommendation at the Commission meeting.

RECOMMENDATION:

As per the requirements of the RFP, section 7.4.1, the Evaluation Panel's recommendation must be approved by vote of the Commission in order for a contract to be awarded. Pursuant to the Cooperative Agreement, as stated in section 3, "when formal action is required by the Commission, the HVPAC must make the recommendation to the VCTC, including regarding the selection of the transit operator." As such, staff recommends that the Commission approve the final recommendation by the HVPAC concerning the contractor selection and award, which will be identified by vote of the HVPAC.

As stated in the RFP, section 7.3.9.7, "(the) RFP and the proposal, or any part thereof, shall be incorporated into and made part of the final contract, however, VCTC reserves the right to further negotiate the terms and conditions of the contract with the selected proposer." Thus, pending concurrent recommendation by the HVPAC, staff also recommends that Commission authorize the Executive Director to negotiate the remaining terms of the Heritage Valley transit services contract in a form and substance approved by VCTC legal counsel. Finally, concurrent with the HVPAC's recommendation, staff also recommends that the Commission authorize the Chairman to execute a five-year transit services agreement for a not-to-exceed amount to be recommended by the HVPAC.



Item #8

October 1, 2014

MEMO TO: HERITAGE VALLEY POLICY ADVISORY COMMITTEE

FROM: AARON BONFILIO, PROGRAM MANAGER

SUBJECT: SELECT FIRM AND AUTHORIZE VCTC EXECUTIVE DIRECTOR TO NEGOTIATE REMAINING TERMS OF THE CONTRACT FOR HERITAGE VALLEY TRANSIT SERVICE

RECOMMENDATION:

- Recommend for Commission approval, the VCTC Request for Proposals (RFP) Evaluation Panel's recommendation, in response to RFP 1415-9164-HV, for Fixed Route, Dial-a-ride and ADA Paratransit Services in the Heritage Valley, to award a contract to MV Transportation, Inc;
- Recommend that the Commission authorize the Executive Director to negotiate all remaining terms of the contract for transit services in a form and substance approved by VCTC legal counsel;
- Recommend that the Commission Authorize the VCTC Chairman to execute the five-year contract with MV Transportation, Inc. in an amount not to exceed \$12,000,000

BACKGROUND:

In May 2014 the Commission entered into a Cooperative Agreement with the Cities of Santa Paula and Fillmore, and, the County of Ventura. The purpose of the agreement is for the Cities and County to cooperatively provide transit service in the Heritage Valley area. The institutional arrangement was developed to ensure that the local agencies retain responsibility for and control over the service. (The service is also referred to as the Heritage Valley Transit Service or HVTS.) The Cooperative Agreement established the creation of a "Transit Committee," (also referred to as the Heritage Valley Policy Advisory Committee or HVPAC), which is responsible for overseeing the operations of the HVTS. HVPAC membership is made up of representatives from each of the local agencies, as well as, the VCTC Executive Director as an ex-officio member. Of its roles defined in the Agreement, VCTC is to administer the HVTS contractor selection process as well as ongoing contract administration.

Following the direction of the local agencies technical staff, VCTC prepared for the HVPAC's approval and recommendation a Request for Proposals (RFP) for operations and maintenance of the HVTS system. The RFP sought the most qualified proposal that provided the *best value* to the agencies. The HVPAC subsequently approved the RFP and recommended it to the full Commission. The Commission approved release of the RFP, July 25, 2014, and immediately following the Commission meeting, the RFP was released and publicized locally as well as nationally. An optional pre-proposal conference for potential bidders was held on August 8, 2014. Nine transportation operations and management firms attended the conference. Two addenda packages to the RFP were issued, which included VCTC's responses to questions submitted by potential bidders seeking additional clarification regarding the RFP and its requirements. The deadline to submit proposals was September 4, 2014. VCTC received responsive proposals from three (3) transportation companies.

- 1) Fillmore Area Transit Corp. (FATCO)
- 2) MV Transportation, Inc. (MV)
- 3) Ride Right Llc. (RR)

EVALUATION PROCESS:

An Evaluation Panel, comprised of representatives from the HVPAC member agencies, as well as, current and former managers of neighboring agencies (all of whom have experience with transit contracting), reviewed the proposals submitted in response to the solicitation.

Pursuant to the RFP, the proposals were evaluated based on the following criteria:

- 1- Qualification of the Proposer; based on the proposer's history of successfully operating similar services to those described in the RFP, including VCTC service **(15 points available)**.
- 2- Qualification and experience of the proposed team **(15 points available)**
- 3- Operating methodology; that is, the proposer's effective use of personnel and resources to ensure quality service delivery, including the proposed fleet and facility plan, the implementation plan and timeline, comprehensive staffing plan, and the performance plan **(30 points available)**
- 4- Cost effectiveness of the proposal, that is, the proposed cost in relation to the quality and level of service to be provided **(40 points available)**

And

- 5- **Ten (10) bonus** points will be awarded if proposers declare as part of their written proposal that they will retain the employees of the prior contractor for a period of not less than ninety (90) days, pursuant to CA Labor Code Section 1072, Chapter 4.6, subdivision (a)

As part of the proposal selection process, Oral Interviews were scheduled with the three responsive proposers. A survey was distributed in advance of the interviews and proposers presented their responses as well as answered additional questions from the panel. The Evaluation Panel interviewed each of the firms for approximately one hour. Following the Oral Interviews, the six-member Evaluation Panel completed scoring of the proposals.

Scoring Summary

The following table represents the breakdown of how each of the proposers scored in relation to the technical evaluation factors; (1) Qualification of the Proposer, (2) Qualification and Experience of the Proposed Team and (3) Operating Methodology:

FACTOR	TECHNICAL SCORES		
	FATCO	MV	RR
1 - Firm Qualification	11.50	14.33	10.50
2 - Team Qualification	12.33	13.83	9.17
3 – Operating Methodology	20.67	27.33	22.00
TOTAL TECHNICAL SCORE	44.50	55.50	41.67

The following table represents the breakdown of how each of the proposers scored in relation to the fourth factor, Cost Effectiveness:

FACTOR	COST PROPOSALS		
	FATCO	MV	RR
4- Cost Effectiveness	30.17	39.17	30.83

Finally, because each of the proposers pledged to retain the incumbent staff pursuant to CA Labor Code 1072, all received the ten (10) available bonus points. The final total scores were as follows:

FACTOR	FINAL SCORES		
	FATCO	MV	RR
1 - Firm Qualification	11.50	14.33	10.50
2 - Team Qualification	12.33	13.83	9.17
3 – Operating Methodology	20.67	27.33	22.00
4- Cost Effectiveness	30.17	39.17	30.83
5 - CA 1072	10.00	10.00	10.00
TOTAL ALL FACTORS	84.67	104.67	82.50

Based on the proposals submitted, the oral interviews, and subsequent deliberations, the Evaluation Panel recommends the commencement of contract negotiations for the provision of Heritage Valley Transit Service with MV Transportation, Inc..

PRICING SUMMARY:

The following table represents the cost proposals submitted for the base proposed level of service, as well as, the three service level expansion options, for the full five-year term:

TOTAL PROPOSED COST ALL FIVE YEARS:

Service Package Proposed*	Total Projected Annual Hours of Service
BASE PACKAGE	24,050
OPTION A - FIXED ROUTE EXPANSION	36,550
OPTION B - DIAL-A-RIDE EXPANSION	29,050
OPTION C - BOTH OPTION A + B	41,550

FATCO	MV Trans.	Ride Right
\$9,201,034	\$6,578,889	\$8,986,387
\$11,499,706	\$8,856,124	\$11,214,031
\$10,368,019	\$7,746,790	\$9,884,327
\$12,795,784	\$10,030,237	\$12,077,557

RECOMMENDATION:

As per the requirements of the RFP, section 7.4.1, the Evaluation Panel's recommendation must be approved by vote of the Commission in order for a contract to be awarded. Pursuant to the Cooperative Agreement, as stated in section 3, "when formal action is required by the Commission, the HVPAC must make the recommendation to the VCTC, including regarding the selection of the transit operator." As such, staff recommends that the HVPAC formally recommend for Commission approval the Evaluation Panel's recommendation to award a contract to MV Transportation, Inc..

As stated in the RFP, section 7.3.9.7, "(the) RFP and the proposal, or any part thereof, shall be incorporated into and made part of the final contract, however, VCTC reserves the right to further negotiate the terms and conditions of the contract with the selected proposer." Staff also recommends that HVPAC formally recommend to the VCTC, that the Commission authorize the Executive Director to negotiate the remaining terms of the Heritage Valley transit services contract in a form and substance approved by VCTC legal counsel.

Lastly, staff also recommends that HVPAC formally recommend that the Commission authorize the VCTC Chairman to execute the five-year contract with MV Transportation, Inc. in an amount not to exceed \$12,000,000. The not to exceed amount reflects the total approximate value proposed by MV Transportation Services Inc. for operation of Expansion "Option C", including the potential service expansion of up to 20% from the proposed level of service for the respective optionⁱ. However, the HVPAC, pursuant to the Cooperative Agreement, section 3, will determine and make recommendations to the VCTC regarding the annual budget for the service.

ⁱ Pursuant with the RFP: VCTC reserves the right to adjust service at any time plus or minus twenty percent from the projected number of hours, including to proposed options, without affecting the rates for service. Modifications to services may include, but are not limited to, extending, deleting, or adding routes, or parts of routes, and expanding or decreasing revenue hours. (RFP sections 6.1.4, 9 Ex 4 and 9 Form "C")