



AGENDA

TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

Thursday, March 13th, 2013, 1:30 P.M.

**Camarillo City Hall, Administrative Conference Room
601 Carmen Drive, Camarillo, CA**

- Item #1** **CALL TO ORDER**
- Item #2** **INTRODUCTIONS AND ANNOUNCEMENTS**
- Item #3** **PUBLIC COMMENTS**
- Item #4** **ELECTION OF TEMPORARY VICE-CHAIR**
That TRANSCOM consider the election of a temporary, acting Vice Chair for the 2014 Calendar year.
- Item #5** **APPROVAL OF FEBRUARY 13, 2014 MEETING MINUTES – PG. 3**
That TRANSCOM approve the February 13, 2014 meeting minutes.
- Item #6** **SHORT RANGE TRANSIT PLAN (SRTP) CONSULTANTS – PG. 7**
That TRANSCOM received introduction to Nelson/Nygaard as the VCTC SRTP Consultant. (SUBJECT TO COMMISSION APPROVAL)
- Item #7** **DRAFT MUTUAL ASSISTANCE AGREEMENT – PG. 8**
That TRANSCOM review and comment on draft Ventura County Mutual Assistance Compact (VCMAC).
- Item #8** **VISTA STATUS REPORT – PG. 28**
That TRANSCOM receive a status report on VISTA ridership and performance.
- Item #9** **REVISION TO VCTC PROPOSITION 1B TRANSIT CAPITAL FUNDS – PG. 29**
That TRANSCOM approve Staff Recommendations to shift \$3,010,000 in Proposition 1B Transit Capital Funds for bus replacements and commit \$1,010,000 to a future year, for scheduled bus replacements.

Item #10

CMAQ PROJECT OBLIGATION STATUS – PG. 30
That TRANSCOM review CMAQ Project Status List.

Item #11

ADJOURN

**MINUTES OF THE
VENTURA COUNTY TRANSPORTATION COMMISSION
TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)
February 13, 2014**

Item # 1 Call to Order

Chairperson Kathy Connell called the meeting to order at 1:38 p.m.

Item # 2 Introductions and Announcements

Vic Kamhi of VCTC provided updates on the Unmet Transit Needs listening sessions, the completion of Consultant interviews for VCTC's Short Range Transit Plan (SRTP) and the FTA recent clearance and announcement of National Environmental Policy Act (NEPA) Categorical Exclusions (CE) for projects within an existing operational right-of-way and projects receiving limited Federal funding. Vic Kamhi of VCTC further noted that the FTA recently reviewed and cleared the continued usage of California Association for Coordinated Transportation (Cal ACT) / Morongo Basin Transit Authority (MBTA) Purchasing Cooperative contracts for bus and para transit vehicle acquisitions.

Shaun Kroes of Moorpark advised that GILLIG will perform a bus demonstration in Moorpark on February 28. Vanessa Rauschenberger of Gold Coast Transit (GCT) mentioned that there will be no changes in bus schedules or service for February, less the addition of two trips added to Route 11, and that purchase of Automatic Passenger Counter (APC) purchase will be taken to the GCT Board in March. Mike Houser of Thousand Oaks advised the RFP for transit operations will be published by February 21, the purchase of new fare boxes will occur around March 31, and tentative date to present Automatic Passenger Counter (APC) purchase to the Thousand Oaks City Council is April 8.

Ben Cacatian of Ventura County Air Pollution Control District (VCAPCD) advised that the Air Quality Management Plan (AQMP) is due in 2016 and once complete, it will be submitted to the EPA as the State Implementation Plan for Ventura County. This will establish conformity standards. Ben Cacatian of VCAPCD further explained if reduced emissions are necessary to meet EPA ozone standards, diesel exhaust retrofitting would reduce emissions and credits can be taken for State Implementation Plan (SIP) or either Transportation Control Measures (TCM) or General Conformity sources. Diesel retrofits are eligible for MAP-21, and therefore eligible for CMAQ.

Peter De Haan of VCTC advised that 1B Transit Capital Funds (PTMISA) were received by VCTC and once funds are sent to each agency, tracking interest and assisting VCTC in reporting back to Caltrans is required. Stephanie Young of VCTC will send funding agreements to every agency. Peter De Haan of VCTC also advised that after Triennial Review, he was informed that Spanish (as well as English) Title VI Notice & Complaint Procedures need to be visible to all riders, either posted on all buses (including DAR and Access para transit vehicles) or posted at all bus stops. Mike Houser of Thousand Oaks asked if Spanish translation is a county-wide requirement, as his jurisdiction has Spanish translations at Thousand Oaks Transportation Center and online but not on buses or at bus stops, due to Thousand Oaks not meeting the population threshold which would require it. Peter De Haan of VCTC advised yes, the Spanish requirement is County-wide. Peter De Haan of VCTC also mentioned the Disadvantaged Business Enterprise (DBE) goal was not met and requested all Agencies to perform outreach to vendors who might qualify, to encourage them to get certified.

Item # 3 Public Comments

John Webster of Roadrunner Management Services asked for agencies to participate in an upcoming demonstration of a BYD Zero Emission Electric Bus on Tuesday, March 4th, 2014 at 11:00 a.m. at the Roadrunner Corporate Office conference room at 240 South Glenn Drive in Camarillo.

Item # 4 Approval of January 9, 2014 Minutes

Roc Pulido of Camarillo moved to approve the January 9, 2014 minutes. Mike Houser of Thousand Oaks seconded the motion and it passed unanimously.

Item # 5 2014 TRANSCOM Schedule

Shaun Kroes of Moorpark moved to approve the TRANSCOM 2014 schedule. Mike Houser of Thousand Oaks seconded the motion, with the correction that August is usually dark, and it passed unanimously.

Item # 6 Extension of Americans with Disabilities Act (ADA) Certification Contract

Peter De Haan of VCTC presented this item. Due to a large increase in ADA applications received in December 2013 and a likely increase in applications for the remainder of Fiscal Year (FY) 2013/14, the recommendation was that TRANSCOM approve increasing Mobility Management Partners (MMP) FY 2013/14 contract ceiling from \$128,320 to \$132,458, and, in addition, approve a second, final, one year contract extension with MMP for FY 2014/15, increasing the contract ceiling to \$133,452 or by 4%. Mike Culver of MMP explained that most of the additional ADA Applications submitted were from a Special Education School within Ventura County Office of Education, further noting that MMP encouraged and offered travel training. Kathy Connell of Ventura County noted that operators should be involved in the preparation of VCTC's Request for Proposal (RFP) for ADA Certification service, which Peter De Haan said should be published at the end of 2014. Mike Houser of Thousand Oaks moved to approve the staff recommendation. Roc Pulido of Camarillo seconded the motion and it passed unanimously.

Item # 7 ADA Certification Update

Mike Culver of MMP provided the status report for January 2014, advised of recent staffing changes and discussed Draft Procedures for Emergency and Temporary ADA Certification and Card Issuance, as follows:

- Requests for Emergency / Temporary ADA Card must include the ADA Application with a formal Physicians Verification letter, which should provide details regarding the type of surgery, date of surgery and recovery date. If an Emergency or Temporary card is issued, it expires as per the recovery date on the Physicians Letter. A participant profile will be sent to the appropriate transit company and if an applicant needs to extend their recovery period, they will not need to complete a new Application but will need to provide another formal Physician Verification letter that includes a projected recovery date.
- Emergency Cards will have no photo, the ID number will appear in red, begin with the letter "E", and the card would be available for pick up as early as the next business day.
- Temporary Cards will have a photo, the ID number will appear in red, begin with a "T" and will be processed via the same Application Procedures for regular ADA Applications, and therefore the card would not immediately be available.

Mike Houser of Thousand Oaks explained that Thousand Oaks requires a card and operators cannot ask for additional identification if the card is photo less, so the Emergency Certification should be card-less, immediately communicated to the Operators and granted for sixty days only, with the option to extend by way of applying for Temporary Certification through the formal process. Shaun Kroes of Moorpark

requested that the City of Moorpark seal be placed on his jurisdictions cards going forward, as well as City of Moorpark specific leading number applied to the Certification number on each card. Mike Houser of Thousand Oaks suggested that Gold Coast be assigned a District-specific leading number as well.

This item is a discussion item; no action was recommended or requested of TRANSCOM however, since the discussion lead to a general consensus on the ideal Procedure, MMP will implement the Emergency ADA Certification Process Procedure with discussed changes, in that no Card will be issued, the Applicant profile will immediately be sent to operators, the Applicant will be alerted via phone and a mailed letter and Emergency Certification will be for no more sixty days, with the option to extend by way of applying for Temporary Certification through the formal process

Mike Houser of Thousand Oaks moved to approve implementation of the Procedure, as discussed. Roc Pulido of Camarillo seconded the motion and it passed unanimously.

Item # 10 Chair Kathy Connell adjourned the meeting at 2:43 p.m.



TRANSCOM

DATE: Thursday, Feb. 13th, 2014

PLEASE SIGN IN:

Aaron Bonfilio
Andrew Mikkelsen
~~Andy Santamaria~~
Ann Springer
Ben Cacatian
Bill Golubics
Brian Yanez
Cameron Yee
• Charles Sandin
Chuck McQuary
Chuck Perkins
Danny Haws
Darren Kettle
David Fleisch
Debra Solomon
Drew Lurie
Elizabeth Amador
Fabian Gallardo
Fernando Castro
Gina Summey
Gloria Sotelo
Grahame Watts
Greg Grant
Helene Buchman
Jaime Fontes
Jan Richards
Jason Lott
Jeff Hereford
Jesus Galvan
Joanna Capello
John Quinn
Vic Kamhl
Jim Moore
Jim White
Kara Elam
Kathy Connell
Kerry Forsythe

[Handwritten signatures: Jason Lott, Ben Cacatian, Charles Sandin, and others]

Leticia Leon
Linda Wright
Lily Lopez
Margaret Heath
Maria Tello
Martin Erickson
Mary Travis
Matt Gleason
• Mike Culver
Mike Houser
Mike Powers
Paula Johnson
Peter De Haan
Ray Evans
Ray Porras
Rigo Landeros
Jacqui Cervantez-Roberts
Roc Pulido
Ron Calkins
Syed Shdab
Shaun Kroes
Stephanie Young
Steve Brown
Steve Rosenberg
Susan White
Sue Tatangelo
Tom Fox
Tom Mericle
Vanessa Rauschenberger
Teresa Gonzalez
Amy Ahoi
Ellen Talho
Claire Johnson
John Webster (RR)
Charles Sandin (RR)
Mike Culver (MMP)

[Handwritten signatures: Mike Culver, Roc Pulido, and others]



Item #6

March 13, 2014

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE

FROM: AMY AHDI, TRANSIT PLANNER

SUBJECT: VCTC SHORT RANGE TRANSIT PLAN CONSULTANTS

RECOMMENDATION:

- Introduce Nelson/Nygaard as the VCTC Short Range Transit Plan Consultant.

BACKGROUND:

In December 2013, the VCTC Board authorized VCTC staff to prepare and release Request for Proposals (RFP) for a Short Range Transit Plan (S RTP). The draft RFP was supported by TRANSCOM and addresses the development of countywide performance metrics, an update of the Countywide Transit Investment Study, the refinement of the “gap analysis”, and, a plan of service modifications for the Commission to consider with VISTA over the next five years.

In January of 2014, VCTC released the RFP for the VCTC Short Range Transit Plan. Four firms submitted responsive proposals: Nelson/Nygaard, Wendel, Stantec and Moore & Associates. The four firms were subsequently interviewed on February 6, 2014 by three panelists. The panelists consisted of representatives from the City of Moorpark, the Santa Barbara County Association of Governments, Gold Coast Transit and VCTC Staff. Each proposer’s written and oral presentations were then scored against the criteria published in the RFP; criteria included, understanding the purpose of the project, experience with S RTPs and related issues, level and experience of personnel, level of detail in proposed work plan and project cost and work schedule.

Nelson Nygaard showed a high level of proficiency in both the technical and qualitative aspects of the services being sought. At the March 2014 Board meeting, VCTC staff recommended that the Short Range Transportation Plan consultant services contract be awarded to Nelson/Nygaard.



Item #7

March 13, 2014

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE

FROM: AMY AHDI, TRANSIT PLANNER

SUBJECT: DRAFT MUTUAL ASSISTANCE AGREEMENT

RECOMMENDATION:

- Review and comment on draft Ventura County Mutual Assistance Compact (VCMAC)

BACKGROUND:

Ventura County has had several local emergencies that have required assistance by public transit services. Fortunately, the public transit services have been able to address these situations when they occur without a formal process. Both prudent planning and an increasing amount of concern, in the form of guidance and regulation, are encouraging the transit community to formalize and improve its emergency preparedness. Additionally, the Federal Transit Administration (FTA) Triennial Review draft comment and the Ventura County Operation Ready 2014 exercise have further highlighted the need for a Mutual Assistance Agreement.

One element to help provision of timely emergency assistance to an impacted area is to have agreements in place in advance. This Agreement would establish a clear avenue to receive and/or provide fully reimbursable voluntary assistance during an emergency. The Agreement creates a framework for activation, withdrawal, responsibilities, reimbursement, documentation, legal and liability issues yet provides the flexibility to negotiate terms appropriate to the situation.

This Agreement was modeled after one developed by the Federal Bureau of Investigations (FBI), Los Angeles Metropolitan Transportation Authority, Orange County Transportation Authority and the California Emergency Management Agency. A draft of the agreement was provided to TRANSCOM last year as part of a presentation by the FBI.

No action is requested or recommended at this time. TRANSCOM members are requested to review and comment on the draft, for action at the April TRANSCOM meeting.

Ventura County Mutual Assistance Compact

DRAFT

VENTURA COUNTY MUTUAL ASSISTANCE COMPACT

PREAMBLE

This Ventura County Mutual Assistance Compact (VCMAC) and its Members have established a formal process whereby they may receive and provide assistance in the form of personnel, services, and equipment as deemed to be necessary or advisable to address an emergency. This Mutual Assistance Agreement contained herein, sets forth the terms and conditions under which the undersigned members agree to provide or receive Mutual Assistance. However, if a Requesting Member and one or more Providing Members are parties to another mutual assistance agreement at the time the Mutual Assistance is requested, such other mutual agreement shall govern the Mutual Assistance among those Members insofar as the previous agreements are not inconsistent with this Agreement.

In consideration of the foregoing, the VCMAC Member hereby agrees as follows:

- A. When providing Mutual Assistance to, or receiving Mutual Assistance from, another Member, the Member will adhere to these written principles to govern Mutual Assistance arrangements among member Agencies that are in effect as of the date of a specific request for Mutual Assistance, unless otherwise agreed to in writing by each Member.
- B. With respect to each Period of Assistance, Requesting Members agree that they will provide appropriate reimbursement to the Providing Member regarding all costs and expenses incurred by Providing Member in furnishing Mutual Assistance as identified under the articles of this Agreement, unless otherwise agreed to in writing by each Member. Members must maintain auditable records in a manner consistent with generally accepted practices and in a manner consistent with the Members adopted practices and methods of record keeping and retention.
- C. During each Period of Assistance, the conduct of the Requesting Member and the Providing Member shall be subject to the liability and indemnification provisions set forth herein.
- D. A Member may withdraw from this Agreement at any time. In such an event, the Member should provide written notice to the Chair of the VCMAC Steering Committee.
- E. The Ventura County Transportation Commission (VCTC) shall maintain a current list of Members, which shall be distributed to all VCMAC Members no less than twice annually; however, a Member may at any time request a copy of the signed Agreement of another Member prior to providing or receiving Mutual Assistance.

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ARTICLE I.
PURPOSE

Recognizing that emergencies and other events may overwhelm the resources and capabilities of transit agencies, and that transit agencies may require assistance in the form of personnel, services, equipment, and supplies to continue to deliver critical services, the VCMAC Members hereby establish an intrastate program for Mutual Assistance. Through the VCMAC, Members coordinate response activities and share resources when deemed to be necessary or advisable in an emergency. This Agreement sets forth the policies and standards for the administration of the VCMAC.

This agreement shall be in accordance with the California Emergency Services Act, the California Disaster and Civil Defense Master Mutual Assistance Agreement, and existing state and local emergency operations plans, and shall be available to transportation providers in the State of California.

ARTICLE II.
DEFINITIONS

- A. ***Associate Member*** - Any non-transit participant, approved by the VCMAC Steering Committee, that provides a support role for the program, for example Federal Transportation Agency, California Department of Transportation, Cal EMA, US Department of Transportation, local emergency management organizations, Volunteer Organizations Active in Disasters, and/or others who are not signatories to the VCMAC, but manifest the intent to offer support or coordination.
- B. ***Authorized Official*** – An employee or officer of a Member who is empowered and legally authorized to: (1) request assistance; (2) offer assistance; (3) refuse to offer assistance or (4) cancel a request or release assistance (5) withdraw assistance under this Agreement. It is suggested that this person be a person in authority during an emergency that would be authorized to obligate funds or resources and bind their agency for the cost of these resources. It is also suggested that alternative authorized officials be designated in case the primary authorized official is unavailable during the emergency.
- C. ***Emergency*** – A natural or human caused event or circumstance causing, or imminently threatening to cause, impact to the operations of a Member, loss of life, injury to person or property, human suffering or financial loss, and includes, but is not limited to, fire, flood, severe weather, earthquake, tsunami, civil disturbance, riot, explosion, drought, volcanic activity, spills or releases of oil or hazardous material, utility interruption, transportation emergencies, disease, blight, infestation, intentional acts, sabotage, declaration of war, or other conditions which are, or are likely to exceed the resources of a Member and requires Mutual Assistance.
- D. ***Founding Members*** –

- E. **Incident Command System (ICS)** - A management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.
- F. **Independent Contractor** – Independent entity that agrees to furnish certain number or quantity of goods, material, equipment, personnel, and/or services that meet or exceed stated requirements or specifications, at a mutually agreed upon price and within a specified timeframe to Members.
- G. **Member** – Any public or private transit provider who participates in the transit mutual assistance program by executing the VCMAC Agreement.
- H. **Mutual Assistance** – Any assistance provided under this Agreement. Mutual assistance is to be provided to a Requesting Member with the exception of cost reimbursement as negotiated with the Providing Member.
- I. **Mutual Assistance Agreement** – A Written agreement between and among Members that provides a mechanism to quickly obtain Mutual Assistance in the form of personnel, equipment, materials and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an emergency. Mutual assistance is to be provided to a Requesting Member with the expectation of cost reimbursement as negotiated with the Providing Member.
- J. **National Incident Management System (NIMS)** – A national, standardized approach to incident management and response that sets uniform processes and procedures for emergency response operations.
- K. **Period of Assistance**– A specified period of time when a Providing Member assists a Requesting Member. The period shall commence when personnel and/or equipment expenses are initially incurred by the Providing Member in response to the official request of the Requesting Member.
- L. **Providing Member** – A Member that responds to a Requesting Member by agreeing to provide personnel, services, equipment, etc. under the terms and conditions of this Agreement.
- M. **Requesting Member** – A Member who requests assistance under this Agreement.
- N. **Security Sensitive Information** – Any document marked Security Sensitive Information (SSI), including but not limited to any map, report, notes, papers, plans, opinion, or e-mail, which relates to the system vulnerabilities of a Member or Associate Member, shall be

handled consistent with proper protocols for Security Sensitive Information under 49 CFR Parts 15 and 1520.

- O. ***Standardized Emergency Management System (SEMS)*** – A standardized approach to command and jurisdictional management and response set forth by State of California Code of Regulations for multi-agency or multi-jurisdictional response to an emergency.

ARTICLE III. **ADMINISTRATION**

The administration of the VCMAC will be through the VCMAC Steering Committee and VCTC.

The Steering Committee will be established by representatives from the Members to the VCMAC Agreement and will be originally comprised of the founding Members that established the agreement. Membership in the Steering Committee will be by nomination of the current Steering Committee membership from among the Members and Associate Members to the Agreement. The Steering Committee shall be comprised of no more than sixteen (16) Members and no more than eight (8) Associate Members. Steering Committee Members will have full voting rights. Associate Members will serve as advisors and will not have voting rights. A Chair and Vice Chair will be elected by majority vote for a period of two (2) years and will act, alongside VCTC, as administrators for the VCMAC during that time.

At a minimum, the Steering Committee will meet twice each year and issue a list of current Members and Associate Members. The Steering Committee will also address administrative issues such as database and document management, communications, funding, organization and annual membership events.

The Ventura County Transportation Commission (VCTC) has been designated by the Ventura County Office of Emergency Services (OES) as the lead agency to coordinate the response by transit and paratransit in the case of natural disasters and other emergencies. VCTC shall act as the Agreement Coordinator of this program for the purpose of:

- A. Receipt of new members to the Agreement.
- B. Maintaining a current list of signatory parties and representatives
- C. Circulating annually a list of all parties and Representatives to all signatory parties.
- D. Arranging for amendments to Agreement as may be necessary

The Member acting as Agreement Coordinator may transfer these responsibilities to another Member with the consent of that Member and upon notification of the other parties to the Agreement.

ARTICLE IV.
PROCEDURES

An *Operational Guide*, detailing the procedures and processes for implementing this Agreement will be developed and adopted by majority vote of the Steering Committee. The *Operational Guide* will be reviewed and updated at least once annually to reflect new material, processes, and removing obsolete materials and processes. The document revisions and updates will be reviewed and approved by the Steering Committee prior to publication and dissemination to the Members.

- A. In coordination with local and state emergency management the VCMAC Steering Committee shall develop operational and planning processes for the implementation of the VCMAC that shall be consistent with the California Emergency Services Act, Standardized Emergency Management System (SEMS), the State Emergency Plan and the National Incident Management System (NIMS), reviewed annually and updated as needed by the Steering Committee.
- B. Requests for Mutual Assistance under this Agreement shall be directed to the appropriate Authorized Official(s) from the list of Members.
- C. Any private sector Member to this Agreement shall be requested and tasked by a public sector member before furnishing Mutual Assistance. Private sector Members may not be eligible to receive Mutual Assistance from public sector Members.
- D. When more than one jurisdiction is impacted by an emergency, it is suggested that requests for Mutual Aid assistance be channeled through the VCTC, which in turn will respond to requests from the Ventura County Office of Emergency Services (OES) to ensure maximum effectiveness in allocating resources to the highest priority needs.

ARTICLE V
MEMBER RESPONSIBILITIES

- A. Consistent with NIMS, SEMS, and this Agreement, each Member shall develop a plan providing for the effective mobilization of its resources and personnel, both public and private, to cope with emergencies.
- B. Each Member agrees to furnish personnel, services, and/or equipment to each and every other Member to this Agreement to prevent and/or respond to any type of emergency in accordance with duly adopted mutual assistance operational plans, whether heretofore or hereafter adopted, detailing the method and manner by which such personnel, services and equipment are to be made available and furnished; provided, however, that no Member shall be required to unreasonably deplete its own personnel, services, and/or equipment in furnishing such Mutual Assistance.

- C. It is expressly understood that any Mutual Assistance extended under this agreement and the operational plans adopted pursuant thereto, is furnished in accordance with the California Emergency Services Act and other applicable provisions of law.
- D. Members shall identify an Authorized Official and alternates; provide contact information including 24-hour access; and maintain resource information made available by the Member for Mutual Assistance purposes, as allowed by the Member's policies. Such information shall be updated annually or as changes occur (whichever is sooner) and shall be provided to VCTC.
- E. Members shall prepare a list of transit resources; vehicle lists should be consistent with the NEXTBUS and TRAPEZE vehicle lists (if available). Such lists are essential to quickly identify which agencies have the particular types of resources needed by the requesting impacted Member. Such information shall be updated annually or as changes occur (whichever is sooner) and shall be provided to VCTC.
- F. To the extent possible, the Requesting Member and Providing Member should reach a mutual understanding and agreement in advance as to the anticipated length, in general, of the Mutual Assistance period. For extended assistance periods, there should be agreement on the process for replacing or providing extra rest for the Providing Member's employees. It is understood and agreed that if, in the Providing Member's judgment, such action becomes necessary, the decision to terminate the assistance and recall employees, contractors, and equipment lies solely with the Providing Member. The Requesting Member will take the necessary action to return such employees, contractors, and equipment promptly (See Right to Withdraw Resources).
- G. Personnel of the Providing Member shall at all times during the Period of Assistance continue to be personnel of the Providing Member and shall not be deemed personnel of the Requesting Member for any purpose. Wages, hours, and other terms and conditions of employment of the Providing Member shall remain applicable to its personnel during the Period of Assistance. Additionally, the Providing Member should not be obligated to perform any work that it reasonably believes would unduly jeopardize the safety of its personnel.
- H. The Providing Member shall make available a sufficient number of Supervisors during its provision of Mutual Assistance consistent with the Providing Member's policies for personnel. All instructions for work to be done by Providing Member's personnel shall be given by Requesting Member to Providing Member supervisor(s); or when Providing Member personnel are to work in separate areas, to such of Providing Member's supervisors as may be designated for the purpose by Providing Member's policies/management.
- I. Unless otherwise agreed, the Requesting Member shall be responsible for supplying and/or coordinating support functions such as lodging, meals, materials, fueling and servicing their

vehicles etc. when it is reasonably able to do so. Each participating Member is encouraged to develop specific plans for how they will carry out this responsibility. As an exception to this, the Providing Member shall normally be responsible for arranging lodging and meals en route to the Requesting Member and for the return trip home.

- J. The Providing Member's safety and security rules, procedures, policies, guidelines, regulations, and laws shall apply to all work done by its personnel unless as mutually agreed otherwise. Any conflict and/or disagreement or questions or concerns arising about any safety and security rules and/or procedures should be brought to the Authorized Official for prompt resolution between the Requesting Member and Providing Member.
- K. All time sheets and work records pertaining to the Providing Member's employees furnishing Mutual Assistance shall be kept by the Providing Member. In the case of transit operators, it is important that the Requesting Member insure that the drivers' logs and hours comply with state and federal regulations.
- L. Each Member is encouraged to develop checklists for their authorized official to ensure that all required steps are followed to effectively seek and provide Mutual Aid Assistance. These checklists should establish who is to carry out each essential function both internally and externally to the agency. Attachment A is a sample checklist that can be modified as needed.

Article VI.

REQUESTS FOR ASSISTANCE

In general, Mutual Assistance will be in the form of resources, such as personnel, services, equipment, and/or supplies. Mutual Assistance shall be given only when Providing Member, in its sole and absolute discretion, determines that its own needs can be met while rendering Mutual Assistance. The execution of this Agreement shall not create any duty to respond on the part of any Member hereto.

- A. **Member Request** - In the event of an Emergency, a Member's Authorized Official may request Mutual Assistance from another Member. Requests for Mutual Assistance may be made orally or in writing. When made orally, the request for Mutual Assistance shall also be prepared in writing and submitted to the Member as soon as practicable, but in no event longer than 48 hours after the oral request was made. Requests for Mutual Assistance shall be directed to the Authorized Official of the other Member.
 - i. This Agreement requires that a proclamation of Local Emergency must be approved by an authorized official of the Member agency impacted by the disaster. If further Emergency Assistance is needed, a State of Emergency should be requested through the operational area for approval by the Governor to authorize State reimbursement and a request for a Presidential proclamation of Emergency to trigger federal reimbursement. A proclamation of emergency is also critical because it changes the

status of government workers to emergency service workers status which provides greater flexibility in the use of these people than exists in non-declared emergencies under employee Memorandum of Understanding.

- B. **Response to a Request for Assistance** – After a Member receives a request for Mutual Assistance, the Authorized Official evaluates whether or not to respond, whether resources are available to respond, and/or if other circumstances will hinder response. Following the evaluation, the Authorized Official shall inform, as soon as possible, the Requesting Member of its decision.
- C. **Discretion of Providing Member's Authorized Official** – Execution of this Agreement does not create any duty to furnish Mutual Assistance. When a Member receives a request for Mutual Assistance, the Authorized Official shall have sole and absolute discretion as to whether or not to respond, or the availability of resources to be used in such response. A potential Providing Member shall not be held liable for failing to provide assistance. An Authorized Official's decisions on the availability of resources shall be final.
- D. **Specifying Type and Quantity of Mutual Assistance Resources** - The Requesting Member shall indicate to the Providing Member the number and specific types of vehicles and other equipment desired as well as the number of personnel, but the extent to which the Providing Member makes available such equipment and employees shall be a the Providing Member's sole discretion. Every effort will be made, to the extent reasonably possible to accommodate the Providing Member's employee's assigned work within their job classification.
- E. **Period of Assistance** - The Period of Assistance may commence when personnel and/or equipment expenses are initially incurred by the Providing Member in response to the official request of the Requesting Member. (This would include any request for the Providing Member to prepare its employees and/or equipment for transport to the Requesting Member's location but to await further instructions before departing.) The Period of Assistance, shall terminate when such employees and/or equipment have returned to the Providing Member, and shall include any mandated Department of Transportation rest time resulting from the assistance provided and reasonable time required to prepare the equipment for return to normal activities (e.g. cleaning /repair of vehicles, restocking parts, etc.).

ARTICLE VII. **COST REIMBURSEMENT**

Unless otherwise mutually agreed in whole or in part by both parties, the Requesting Member shall reimburse the Providing Member for each of the following categories of costs incurred while providing assistance during the specified Period of Assistance. Members will use their respective documented financial, accounting, and procurement policies in managing costs and coordinating reimbursement and payment.

- A. **Personnel** – Providing Member's fully burdened cost, i.e., equal to the personnel's applicable salary or hourly wage plus fringe benefits and overhead, and consistent with Providing Member's collective bargaining agreements or other conditions of employment. All personnel costs incurred for work performed during the specified Period of Assistance will be included. The Requesting Member shall be responsible for all direct and indirect labor costs.
- B. **Equipment** – Use of equipment, including construction equipment, revenue and/or non-revenue vehicles, or any other equipment, shall be at Providing Member's current equipment rate and subject to the following conditions:
 - 1. The Requesting Member shall reimburse the Providing Member for the use of equipment during the specified Period of Assistance, including, but not limited to, rental rates, fuel, lubrication, maintenance, transportation, and loading/unloading of loaned equipment furnished for Mutual Assistance. Alternatively, Requesting Member may, at its own expense, provide fuel, lubrication and maintenance for furnished equipment until such time as the equipment is returned to the Providing Member.
 - 2. Providing Member's cost related to the transportation, handling and loading/unloading of equipment shall be chargeable to Requesting Member.
 - 3. In the event equipment is damaged while being dispatched to Requesting Member, or while in the custody and use of Requesting Member, Requesting Member shall reimburse Providing Member for the reasonable cost of repairing said damaged equipment. If the equipment cannot be repaired, then Requesting Member shall reimburse Providing Member for the cost of replacing such equipment with equipment that is of at least equal capability as determined by the Providing Member. If Providing Member must lease equipment while equipment furnished to the Requesting Member is being repaired or replaced; Requesting Member shall reimburse Providing Member for such lease costs.
- C. **Materials and Supplies** – Requesting Member shall reimburse Providing Member in kind or at actual replacement cost, plus handling charges, for use of expendable or non-returnable supplies. Other supplies and reusable items that are returned to Providing Member in a clean, damage-free condition shall not be charged to the Requesting Member and no rental fee will be charged; otherwise, they shall be treated as expendable supplies. Supplies that are returned to the Providing Member with damage must be treated as expendable supplies for purposes of cost reimbursement.
- D. **Payment Period** – The Providing Member shall provide an itemized invoice to the Requesting Member for all expenses incurred by the Providing Member while providing assistance under this Agreement. The Providing Member shall send the itemized invoice

within (90) ninety days following the end of the Period of Assistance. The Providing Member may request additional periods of time within which to submit the itemized invoice, and Requesting Member shall not unreasonably withhold consent to such requests. The Requesting Member agrees to reimburse the Providing Member within sixty (60) days from receipt of an invoice for Mutual Assistance furnished under this Agreement. The Requesting Member may request additional periods of time within which to pay the itemized invoice, and Providing Member shall not unreasonably withhold consent to such request, provided, however, that all payments shall occur no later than one-year after the date a final itemized invoice was submitted to the Requesting Member.

- E. **Records** – The Providing/Requesting Member will keep account records of the personnel, equipment, and materials provided as required by Federal and State guidelines to maximize the possibility of disaster reimbursement. Each Providing Member/Requesting Member and their duly authorized representatives shall have access to books, documents, notes, reports, papers and records, which are directly pertinent to this Agreement and Period of Assistance for the purposes of reviewing the accuracy of a cost bill or making a financial, maintenance or regulatory audit. Such records shall be maintained for at least three (3) years after the close of the Period of Assistance or longer where required by law and as needed for federal reimbursement practices.

Such documented costs and expenses shall include, but not be limited to the following:

1. Employees' wages and salaries for time during the Period of Assistance spent in Requesting Member's service, and time during travel to and from such service area, plus the Providing Member's standard payable additives to cover all personnel benefits and allowances for vacation, sick leave and holiday pay, social and retirement benefits, all payroll taxes, workmen's compensation, employer's liability insurance, and other contingencies and benefits imposed by applicable law or regulation.
2. Personnel travel and support functions such as lodging, meals, materials, etc.
3. Repair or replacement cost of materials and supplies expended or furnished.
4. Repair or replacement cost of equipment damaged or lost.
5. Charges for the use of vehicles and other equipment furnished.
6. Administrative and general costs, which are properly allocated to Mutual Assistance, to the extent such costs, are not chargeable pursuant to the foregoing subsections.

ARTICLE VIII.
RESPONSE COORDINATION

When providing assistance under this Agreement, the Requesting Member and Providing Member shall be organized and shall function under the Standard Emergency Management System (SEMS) and National Incident Management System (NIMS) protocols and procedures.

- A. **Resources** – Providing Member retains the right to identify the resources that are available for Mutual Assistance.
- B. **Control** – While personnel furnished through Mutual Assistance shall remain under the employment and supervision of the Providing Member, the Providing Member's personnel come under the direction and control of the requesting Member when providing Mutual Assistance, consistent with the NIMS and the ICS to address the needs of the Requesting Member and/or as deemed appropriate by the Incident Commander. The Requesting Member's Authorized Official shall coordinate Mutual Assistance with the designated supervisor(s) of the Providing Member(s). The Providing Member's designated supervisor(s) must keep accurate records, consistent with FEMA standards, of work performed by personnel during the specified Period of Assistance.
- C. **Meals and Lodging** – Unless otherwise agreed to in writing by the Requesting and Providing Members, the Requesting Member remains responsible for reimbursing the Providing Member for all reasonable and necessary costs associated with providing food and shelter, if such resources are not provided.
- D. **Communications** – The Requesting Member shall provide the Providing Member's personnel with communications equipment such as radio equipment as available, or radio frequency information to program existing radios, in order to facilitate communications with local responders and/or the Requesting Member's command and control structure. (Attachment B)
- E. **Status** - Unless otherwise provided by law, the Providing Member's officers and employees retain the same privileges, immunities, rights, duties and benefits as provided in their respective jurisdictions.
- F. **Licenses and Permits** – To the extent permitted by law, Providing Member personnel who hold licenses, certificates, or permits evidencing professional, mechanical, or other skills shall be allowed to carry out activities and tasks relevant and related to their respective credentials while providing Mutual Assistance during the specified Period of Assistance.
- G. **Right to Withdraw Resources** - The Providing Member's Authorized Official retains the right to withdraw some or all of its resources at any time for any reason in the Providing Member's sole and absolute discretion. Notice of intention to withdraw must be communicated to the Requesting Member's Authorized Official as soon as possible under the circumstances. Actual release of the Providing Member's furnished resources provided shall be made as soon as it is safe and practicable as determined by the Requesting Member's Authorized Official. All resources shall be returned to the

Providing Member as soon as is practicable and reasonable under the circumstances.

- H. **Right to Cancel a Request for Mutual Assistance or Release Resources** – The Requesting Member's Authorized Official retains the right to cancel a request for Mutual Assistance at any time for any reason prior to the deployment of Mutual Assistance resources by a Providing Member. The Requesting Member also retains the right to release the Providing Member's furnished resources at anytime, including when they are en route, for any reason so long as it is safe and practicable to do so. In accordance with Article VII of this agreement, all policies related to cost reimbursement still apply to the Period of Assistance even if that Period of Assistance is terminated early. Notice of intention to release resources must be communicated by the Requesting Member to the Providing Member's Authorized Official as soon as possible under the circumstances.

ARTICLE IX. **ARBITRATION**

If any controversy or claim arises out of, or relates to, the Agreement, including, but not limited to an alleged breach of the Agreement, the disputing Members shall first attempt to resolve the dispute by negotiation, followed by mediation or arbitration in accordance with the Rules of the American Arbitration Association. Each Member reserves the right at any time after mediation or arbitration to pursue its rights and remedies in a court of law.

ARTICLE X. **REQUESTING MEMBER'S DUTY TO INDEMNIFY**

The Requesting Member shall indemnify, hold harmless, and defend the Providing Member from and against any and all liability for loss, damage, cost, or expense which the Providing Member may incur by reason of bodily injury, including death, to any person or persons, or by reason of damage to or destruction of any property, including the loss of use thereof, which result from furnishing Mutual Assistance and whether or not due in whole or in part to any act, omission, or negligence of the Providing Member, except to the extent that such death or injury to person, or damage to property, is caused by the willful or wanton misconduct and/or gross negligence of the Providing Member, its employees, officers, contractors, or agents. Where payments are made by the Providing Member under a workmen's compensation or disability benefits law or any similar law for bodily injury or death resulting from furnishing Mutual Assistance, the Requesting Member shall reimburse the Providing Member for such payments, except to the extent that such bodily injury or death is caused by the willful or wanton misconduct and/or gross negligence of the Providing Member, its employees, officers, contractors, or agents.

In the event any claim or demand is made, or suit or action is filed against the Providing Member alleging liability for which the Requesting Member shall indemnify and hold harmless the Providing Member under the above paragraph, the Providing Member shall promptly notify

the Requesting Member thereof; and the Requesting Member, at its sole cost and expense, shall settle, compromise, or defend the same in such manner as it deems necessary or prudent. The Requesting Member shall consult the Providing Member on all such litigation and will not compromise any issue or claim without the concurrence of the Providing Member, which will not be unreasonably withheld. The Providing Member shall cooperate with the Requesting Member's reasonable efforts to investigate, defend, and settle the claim or lawsuit.

ARTICLE XI.
SIGNATORY INDEMNIFICATION

In the event of a liability, claim, demand, action or proceeding, of whatever kind or nature arising out of the rendering of Mutual Assistance through this Agreement, the parties involved In rendering or receiving Mutual Assistance agree to indemnify and hold harmless all Members whose only involvement is the execution and approval of this Agreement, in the transaction or occurrence which is the subject of such claim, action, demand or other proceeding. Such indemnification shall include indemnity for all claims, demands, liability, damages and costs, including reasonable attorneys' fees and other costs of defense, for injury, property damage and workers compensation.

ARTICLE XII.
WORKER'S COMPENSATION CLAIMS

The Providing Member/Requesting Member is responsible for providing worker's compensation benefits and administering worker's compensation for their respective personnel.

ARTICLE XIII.
NOTICE

Each party hereto shall give to the others prompt and timely written notice, within in fifteen (15) business days of any claim made or any suit instituted coming to its knowledge, which in any way, directly or indirectly, contingently or otherwise, affects or might affect them, and each Member shall have the right to participate in the defense of the same, as it considers necessary to protect its own interests.

ARTICLE XIV.
INSURANCE

Members shall maintain an insurance policy or maintain a self-insurance program that covers activities that it may undertake by virtue of membership in the VCMAC. Proof of General Liability and Worker's Compensation coverage must be provided to any Requesting or Providing Member or the Steering Committee upon request.

ARTICLE XV.
SENSITIVE SECURITY INFORMATION

To the extent allowed by law, any Member or Associate Member shall maintain in the strictest confidence and shall take all reasonable steps necessary to prevent the disclosure of any confidential or Sensitive Security Information provided to it by another Member pursuant to this Agreement. If any Member, Associate Member, or third party requests or demands, by subpoena or otherwise, that a Member or Associate Member disclose any confidential or Sensitive Security Information provided to it under this Agreement, the Member or Associate Member shall immediately notify the owner of the confidential or Sensitive Security Information and shall take all reasonable steps necessary to prevent the disclosure of any confidential Sensitive Security Information by asserting all applicable rights and privileges with respect to such information and shall cooperate fully in any judicial or administrative proceeding relating thereto.

ARTICLE XVI.
EFFECTIVE TERM DATE

This Agreement shall take effect for a new Member immediately upon its execution by said Member and remain in effect until terminated.

ARTICLE XVII.
WITHDRAWAL

Any Member may terminate its participation in this Agreement by written notice to the VCTC. Withdrawal takes effect sixty (60) days after the appropriate officials receive notice. Withdrawal from this Agreement shall in no way affect a Requesting Member's duty to reimburse a Providing Member for cost incurred during a Period of Assistance, which duty shall survive such withdrawal.

ARTICLE XVIII.
MODIFICATION

No provision of this Agreement may be modified, altered or rescinded by individual Members to the Agreement. Modifications to this Agreement require a simple majority vote of Members. The VCMAC Steering Committee will notify all parties of modifications to this Agreement in writing and those modifications shall be effective upon 60 days written notice to the Members.

ARTICLE XIX.
SEVERABILITY

If any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

ARTICLE XX.
PRIOR AGREEMENTS

To the extent that prior mutual assistance agreements among Members are inconsistent with this Agreement, such agreements are hereby superseded.

ARTICLE XXI.
PROHIBITION ON THIRD PARTIES AND ASSIGNMENT OF RIGHTS/DUTIES

This Agreement is for the sole benefit of the Members and no other person or entity has rights under this Agreement as a third party beneficiary. Assignment of benefits or delegation of duties created by this Agreement to third parties that are not Members is prohibited and without effect.

ARTICLE XXII.
TORT CLAIMS

This Agreement in no way abrogates or waives any immunity or defense available under Federal laws and/or the laws of the state of California.

ARTICLE XXIII.
INTRASTATE AND INTERSTATE MUTUAL ASSISTANCE PROGRAMS

To the extent practicable, Members retain the right to participate in mutual assistance activities conducted under the State of California Civil Defense Master Mutual Assistance Agreement, VCMAC, and the Interstate Emergency Management Assistance Compact (EMAC) and similar programs.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

VENTURA COUNTY MUTUAL ASSISTANCE COMPACT

CITY OF/ COUNTY OF/ AGENCY NAME

Authorized Signature

Printed Name: _____

Title: _____

Date: _____

Approved as to form and content by:

Legal Counsel Signature

Printed Name: _____

Title: _____

Date: _____

Upon obtaining proper signature, this form must be returned to VCTC, addressed as follows:

Ventura County Transportation Commission
950 County Square Drive, Suite 270
Ventura, CA 93003

ATTACHMENT A

CHECKLIST FOR MUTUAL AID ASSISTANCE

1. Pre-Event
 - a. Develop procedures at local, operational area and Regional area levels to carry out mutual aid including checklists of actions, resource lists, etc.
 - b. Develop and update a list of the transit vehicles and facilities available, including size and passenger capacity of the vehicles, fuel type, fueling facilities available, location and capacity of maintenance facilities, communications systems available. Any changes to the list should be reported to the VCTC.
2. Post Event
 - a. Local Agency quickly assesses estimated extent of damage and availability of local resources to deal with it.
 - b. If it is apparent that outside resources will be needed to effectively deal with the emergency, prompt authorized local official to request proclamation of local emergency and/or request State of Emergency through the County Operational area coordinator.
 - c. Upon proclamation of local emergency, request mutual aid assistance from operational area Transportation mutual aid coordinator according to pre-established procedures.
 - d. Be specific on request as to type and quantity of resources needed, when to report, who to report to, how long needed, type of work to be performed.
 - e. Once a Providing Member can be located to satisfy the resource request, the authorized official will determine how quickly these resources can be made available and notify the Requesting Member of that fact.
 - f. The Requesting Member will make all necessary arrangements to house, feed, and otherwise care for the assisting Members' personnel and equipment.
 - g. The Requesting Member will carefully document all costs by specific damage site according to State and Federal procedures to maximize reimbursement for costs expected. Carefully record the names of assisting personnel and equipment at each site, and hours worked there.
 - h. If the Operational Area EOC is not activated, Ventura County OES Office may provide a liaison representative at the impacted operational area EOC to assist in facilitating Mutual Aid.
 - i. The Requesting Party should return the assisting party's resources as soon as possible.

ATTACHMENT B

**INTERIM EMERGENCY COMMUNICATIONS NETWORK
VENTURA COUNTY**

Ventura County does not currently have common radio frequencies which allow direct emergency communications between the County and the public/private transportation agencies of the incorporated cities. An 800-mhz general government radio frequency system and an amateur radio packet system are currently being developed and may eventually provide this capability.

To suit our immediate needs, if the phone system is not functioning, mutual aid requests should be relayed to the Ventura County Office of Emergency Services/ County Sheriff. This request will then be forwarded to VCTC who will coordinate the response by transit and paratransit.



Item #8

March 13, 2014

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE

FROM: AARON BONFILIO, PROGRAM MANAGER, TRANSIT SERVICES
TREEENA GONZALEZ, TRANSIT SPECIALIST

SUBJECT: VISTA STATUS REPORT

RECOMMENDATION:

- Receive a status report on VISTA ridership and performance

BACKGROUND:

A status report on VISTA ridership and performance will be distributed at the meeting.



Item #9

March 13, 2014

MEMO TO: TRANSIT ADVISORY COMMITTEE

FROM: STEPHANIE YOUNG, PROGRAM ANALYST

SUBJECT: REVISION TO VCTC PROPOSITION 1B TRANSIT CAPITAL FUNDS

RECOMMENDATION:

- Recommend shifting \$2,000,000 in Proposition 1B Transit Capital funds from the VCTC Office Building Purchase to the VISTA Intercity Bus Purchase, to be swapped with State Transit Assistance funds previously committed to the Bus Purchase.
- Recommend shifting \$1,010,000 in Proposition 1B Transit Capital funds from the Thousand Oaks Replacement Buses to the VISTA Intercity Bus Purchase.
- Recommend committing \$1,010,000 in a future year for the Thousand Oaks Replacement Buses, when needed based on the scheduled bus replacement.

BACKGROUND:

At the October 4, 2013 meeting, the VCTC approved the programming of \$3,000,000 in Transit Capital funds to the purchase of buses for VISTA Intercity service and \$2,000,000 towards the purchase and construction of a VCTC office building.

Staff has just received the funds from the State Controller's Office for these projects as well as the other Transit Capital projects that were approved at that time. Staff has determined that Proposition 1B funds for the office building will be easier to administer if they are shifted to the bus purchase project in exchange for State Transit Assistance (STA) funds committed to the bus purchase. This change will facilitate faster expenditure of the Proposition 1B funds and will avoid Proposition 1B funding rules regarding construction projects. Staff therefore recommends that the \$2,000,000 from the Office Building project be switched to the VISTA Bus Purchase, with STA funds that were going to be used for the Bus Purchase being used instead for the office building.

After receiving the PTMISEA funds, staff discussed the Thousand Oaks Replacement Buses project with staff from the City of Thousand Oaks. This bus purchase could not move forward for several years, when the current buses reach the end of their useful life. However, the replacement bus and passenger counters purchases currently underway are short a total of \$190,000, so staff recommends that \$190,000 of the Proposition 1B funds be applied to the current bus purchase. Staff recommends that the Commission also shift the remaining \$1,090,000 from the Thousand Oaks Bus Purchase to the purchase of VISTA Intercity Buses, to allow purchase of 2 additional buses for VCTC. The Thousand Oaks Bus Replacements would receive funds from a different funding source when the funds are required. Since these would be CNG buses, they would be eligible for CMAQ funds.



Item #10

March 13, 2014

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE

FROM: STEPHANIE YOUNG, PROGRAM ANALYST

SUBJECT: CMAQ PROJECT MONITORING REPORT

RECOMMENDATION:

- Receive status report.

BACKGROUND:

VCTC programs Congestion Mitigation and Air Quality (CMAQ) funds for eligible projects throughout Ventura County. Each quarter, staff asks agencies that manage eligible CMAQ projects to review the CMAQ Project Status List (attached) and make necessary edits and comments. This is done in order to ensure that funds are being used in accordance with the goals of the CMAQ program and the Southern California Association of Government's (SCAG) Timely Implementation Report. VCTC must also calculate how much Obligation Authority the Ventura County region will need each year so that agencies can transfer CMAQ funds to FTA when they are needed.

Attached for the Committee's review is the most current CMAQ Project Status List. Staff asks that participating agencies email respective revisions on the CMAQ Project Status List back to syoung@goventura.org for inclusion in the next update. Any further updates to existing project information can be provided verbally at the meeting.

Approved SAFTEA-LU CMAQ Program - Project Obligations as of 2/1/2014								
Project Name	Applicant	Prog. Year	TIP Number	CMAQ Funding	Transferred to FTA		Project Balance	Project Status (last updated at TRANSCOM 7/2013)
					Date	Amount*		
Ojai Trolley Bus Shelters	Ojai	2005	07-VEN031214	\$71,685	10/1/04	\$71,685	\$0	Construction completed. Project invoice near completion
Mills Road Bus Turnouts (Bus Transfer Center and Bus Shelter Phase II)	S.B. Ventura	2004	07-VEN030610	\$422,000	1/13/04	\$422,057	(\$57)	Currently under contract with LNI Custom Manufacturing for the design of the new shelter system at the Ventura Transfer Center. City's Design Review Committee review of proposed design on July 9th. Upon approval, LNI will complete the plan set to be ready for bidding by Sept/Oct. 2013
Expansion Paratransit CNG Vans	Simi Valley	2014	07-VEN055413	\$113,090			\$113,090	This is still an active project with approved CMAQ funds of \$113,000
Garage Modernization	Simi Valley	2011	07-VEN090111	\$217,000	8/3/11	\$194,000	\$23,000	Only \$217,000 in CMAQ funds authorized for this project. \$23,000 previously transferred.
One Expansion Paratransit CNG Van	Simi Valley	2006	07-VEN031203	\$81,600			\$81,600	Funds in the amount of \$100,000 were transferred from this project to VEN031242. This project is canceled.
Replacement Fare Equipment	Simi Valley	2008	07-VEN031246	\$168,200	7/13/10	\$168,200	\$0	CA-95-X221
Transit Maint Facility Expansion	Simi Valley	2008	07-VEN055401	\$1,430,526	5/12/08	\$1,431,000	(\$474)	\$1,342,000 transferred to FTA
CNG Time Fill/Storage	T.O.	2006	07-VEN056402	\$222,000	10/24/05	\$222,000	\$0	Under construction; expected completion by year end
Replacement CNG Vehicles/fare boxes	T.O.	2006	07-VEN054601	\$1,770,000	10/24/05	\$1,491,000	\$279,000	To Council in September 2013 for approval to purchase
Replacement Garage CNG Bus Hoists	Simi Valley	2012	07-VEN031242	\$113,090	8/3/12	\$113,000	\$90	CA-95-X221; Transferred from VEN031203
TOTAL				\$4,527,591		\$4,112,942	\$414,649	

Approved CMAQ Mini-Call Program - Project Obligations as of 2/1/2014

Project Name	Applicant	Prog. Year	TIP Number	CMAQ Funding	Transferred to FTA		Project Balance	Project Status
					Date	Amount*		
Vineyard Ave Transit Route	Gold Coast	Jan-12	07-VEN110108	\$1,701,272	8/10/11	\$1,701,272	\$0	Service began operating 2/12/12
Three Bus Shelters & Sidewalk	Ojai	2011	07-VEN110102	\$103,160	4/18/11	\$78,160	\$25,000	\$25,000 transferred from Fox Canyon Bike Project
Expanded Dial-a-Ride Hours	T.O.	2011	07-VEN110111	\$285,000	4/18/11	\$285,000	\$0	On-going
Transit Marketing	VCTC	2011	07-VEN54070	\$499,549	4/18/11	\$499,549	\$0	On-going
Transportation Center Parking Expansion	T.O.	2012	07-VEN110109	\$260,000			\$260,000	Waiting for approval of funds transfer
TOTAL				\$2,848,981		\$2,563,981	\$285,000	

*Obligated amount = Funds approved by FHWA on Authorization to Proceed (FNM-76) form, or approved by FTA in grant application.

CMAQ 2012 Mini-Call - Obligations as of 2/1/2014								
Project Name	Applicant	Prog. Year	TIP Number	CMAQ Funding	Transferred to FTA		Project Balance	Project Status
					Date	Amount*		
Victoria Ave Corridor Transit Service 2yrs	Gold Coast	2012	07-VEN120404	\$1,369,559	8/8/12	\$1,369,559	\$0	Service began 2/11/2013
Moorpark City Transit Extended Hours	Moorpark	Oct-12	07-VEN120407	\$602,004	8/2/12	\$602,004	\$0	Approval received 6/12/2013 - expected start in August 2013.
Extended Trolley Service Hours	Ojai	Jul-12	07-VEN120405	\$132,795	8/2/12	\$132,795	\$0	Began extended service in August 2012
Transit Stop Enhancements	Oxnard	Jun-12	07-VEN120401	\$271,769	8/2/12	\$271,769	\$0	Preliminary engineering delayed
Victoria Avenue Bus Stops	Oxnard	Jun-12	07-VEN120413	\$374,962	8/2/12	\$374,962	\$0	Preliminary engineering complete, construction started 3/18/2013. Materials delivery delay; expected completion 9/7/2013.
Three Replacement CNG Buses	Simi Valley	2012	07-VEN120410	\$1,460,745	8/3/12	\$1,460,745	\$0	CA-95-X221
Extended Bus Service	T.O.	Aug-12	07-VEN110111	\$170,000	8/2/12	\$170,000	\$0	On-going
Saturday Bus Service	T.O.	2013	07-VEN120412	\$600,000	8/2/12	\$600,000	\$0	Approved; starts 8/17/2013
Trapeze Software upgrades	T.O.	Oct-12	07-VEN120408	\$100,000	8/2/12	\$100,000	\$0	On hold
VCTC Marketing/Community Outreach	VCTC	Jun-12	07-VEN54070	\$1,000,000	8/2/12	\$1,000,000	\$0	
11 Replacement CNG Buses	Gold Coast	2014	07-VEN131001	\$3,040,000			\$3,040,000	Approved by VCTC 10/4/13, partially funded with PTMISEA
Victoria Ave Corridor Transit Service 3rd year	Gold Coast	2014	07-VEN120404	\$712,667			\$712,667	Approved by VCTC 10/4/13
CNG Fuel Station at Transportation Center	T.O.	2014	07-VEN120421	\$800,000			\$800,000	Approved by VCTC 10/4/13
Transportation Center Facility Boarding Area	T.O.	2014	07-VEN120420	\$600,000			\$600,000	Approved by VCTC 10/4/13
Marketing (2014/15)	VCTC	2014	07-VEN54070	\$500,000			\$500,000	Approved by VCTC 10/4/13
Marketing (2013/14)	VCTC	2014	07-VEN54070	\$285,000			\$285,000	Approved by VCTC 10/4/13
Four Paratransit Vans	Simi Valley	SHELF	07-VEN120419	\$354,120			\$354,120	To be funded with Prop 1B PTMISEA
TOTAL				\$12,019,501		\$6,081,834	\$5,937,667	