



VENTURA COUNTY TRANSPORTATION COMMISSION

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

www.goventura.org

AGENDA*

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

CAMARILLO CITY HALL
601 CARMEN DRIVE
CAMARILLO, CA
FRIDAY, MAY 9, 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.

CALTRANS REPORT

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

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.*

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.*

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 APRIL 4, 2014 VCTC MEETING – PG. 7

Recommended Action:

Approve

Responsible Staff: Donna Cole

8B. MONTHLY BUDGET REPORT – PG. 13

Recommended Action:

Receive and File

Responsible Staff: Sally DeGeorge

8C. PASSENGER RAIL UPDATE – PG.19

Recommended Action:

Receive and File

Responsible Staff: Ellen Talbo

8D. BUDGET AMENDMENT – VISTA JARC GRANT – PG.23

Recommended Action:

Amend the 2013/2014 budget increasing revenues by \$41,000 in Federal Transit Administration (FTA) JARC funds in the VISTA Fixed Route task.

Responsible Staff: Vic Kamhi

8E. MARKETING AND PUBLIC OUTREACH CONTRACT EXTENSION –PG. 25

Recommended Action:

Approve a 12 month extension of the current marketing and public outreach contract with Moore and Associates at a cost not to exceed \$200,000.

Responsible Staff: Donna Cole

8F. RESOLUTION IN SUPPORT OF APPLICATION FOR SECTION 5339 FUNDS– PG. 27

Recommended Action:

Approve attached Resolution 2014-04 confirming the programming of Federal Transit Administration Section 5339 Small Urban Area funds and authorizing the Executive Director to apply for the funds.

Responsible Staff: Peter De Haan

8G. CONTRACT AND BUDGET AMENDMENT TO H.R CONSULTANT SERVICES - PG. 31

Recommended Action:

- Approve Amendment with Regional Governments Services (RGS) in the amount of \$10,000 for an annual contract total not to exceed \$60,000.
- Approve a budget amendment increasing revenues and expenditures in the FY 2013/14 Indirect budget, professional and human resources task in the amount of \$10,000. The revenue source is Local Transportation Fund general fund balance.

Responsible Staff: Darren Kettle

8H. NEXTBUS EQUIPMENT UPGRADE AND BUDGET AMENDMENT – PG. 33

Recommended Action:

- Approve an upgrade of Nextbus equipment and a one year contract extension for Nextbus Application Service Provider (ASP) services.
- Approve a budget amendment to the Fiscal Year 2013/2014 Nextbus Task Budget increasing revenues by \$277,925 in Federal Transit Administration (FTA) funds and \$69,481 in Local Transportation Funds (LTF) general fund balance and increasing expenditures in the amount of \$347,406.

Responsible Staff: Steve DeGeorge

8I. SUPPORT FOR TRANSPORTATION INVESTMENT GENERATING ECONOMIC RECOVERY (TIGER) APPLICATIONS – GOLD COAST TRANSIT AND PORT OF HUENEME – PG. 39

Recommended Action:

• Ratify the attached letters signed by the Executive Director in support of TIGER applications for Gold Coast Transit and the Oxnard Harbor District (Port of Hueneme).

Responsible Staff: Peter De Haan

8J. FY 13/14 PROPOSITION 1B TRANSIT SECURITY GRANT PROGRAM FUND AVAILABILITY – PG. 45

Recommended Action:

• Approve schedule for transit operators to submit Proposition 1B Transit Security fund proposals to VCTC by June 12, 2014, for final approval of projects by the Commission on July 25, 2014.

Responsible Staff: Stephanie Young

8K. SANTA PAULA BRANCH LINE BUDGET AMENDMENT– PG.47

Recommended Action:

• Approve a budget amendment to the Fiscal Year 2013/2014 Santa Paula Branch Line Task Budget increasing revenues by \$110,000 received from the Griffin settlement and increasing expenditures in the Legal Services line item to cover legal costs already incurred.

Responsible Staff: Steve DeGeorge

8L. VISTA FY 13/14 COOPERATIVE AGREEMENT AND AMENDMENT - CSUCI – PG.49

Recommended Action:

• Approve amendment to the FY 2013/2014 Cooperative Agreement for bus service to California State University Channel Islands (CSUCI)

Responsible Staff: Vic Kamhi

8M. PROPOSITION 1B TRANSIT CAPITAL PROJECT APPROVAL- PG.61

Recommended Action:

- Approve the programming \$900,000 of Proposition 1B Transit Capital for the Gold Coast Replacement Paratransit Vehicles purchase and \$5,610,000 of Proposition 1B Transit Capital for the Gold Coast Facility project.
- Adopt the attached Resolution 2014-06 authorizing the Executive Director to execute all required documents to receive the Transit Capital funds for approved projects.

Responsible Staff: Stephanie Young

9. [LEGISLATIVE UPDATE AND POSITIONS ON BILLS– PG.69](#)

Recommended Action:

- Adopt Support position on AB 1720 (Bloom) regarding bus axle weights.
- Adopt Support position on AB 2728 (Perea) regarding use of truck weight fees.
- Adopt Support position on the Self-Help Counties policy (Attachment A) regarding state transportation policy reviews.

Responsible Staff: Ellen Talbo

10. [ROUTE 101 IMPROVEMENTS PROJECT STUDY REPORT– PG.79](#)

Recommended Action:

Review and discuss the evaluation of the Route 101 Project Study Report.

Responsible Staff: Peter De Haan

11. [AIRPORT LAND USE REVIEW – HORIZON VIEW MENTAL HEALTH REHABILITATION CENTER– PUBLIC HEARING - PG.85](#)

Recommended Action:

- The Airport Land Use Commission find that the proposed Horizon View Mental Health Rehabilitation Center project proposed by the Ventura County Behavioral Health Department to be inconsistent with the Airport Comprehensive Land Use Plan for Ventura County.
- The Ventura County Airport Land Use Commission authorizes the Executive Director to transmit the Commission's findings to the Ventura County Behavioral Health Department and Ventura County Public Works Agency.

Responsible Staff: Steve DeGeorge

12. [FY 14/15 TRANSPORTATION DEVELOPMENT ACT UNMET TRANSIT NEEDS FINDINGS – PG. 97](#)

Recommended Action:

- Approve the Fiscal Year (FY) 2014/2015 Unmet Transit Needs Findings.
- Adopt Resolution No. 2014-05

Responsible Staff: Vic Kamhi

13. [REQUEST FOR PROPOSALS FOR VCTC INTERCITY TRANSIT SERVICES– PG.131](#)

Recommended Action:

Approve release of the revised Request for Proposals for VCTC Intercity Transit Service

Responsible Staff: Aaron Bonfilio

14. [EXTENSION OF VISTA SERVICE CONTRACT – PG.135](#)

Recommended Action:

- Approve finding of need for a sole source VISTA transit contract. (Attachment "A")
- Approve an extension of the VISTA Intercity services and capital contracts with Roadrunner Management Services, Inc.

Responsible Staff: Aaron Bonfilio

15. [HERITAGE VALLEY TRANSIT CONTRACT EXTENSION – PG.139](#)

Recommended Action:

- Approve a six month contract extension with current VISTA Community/Dial-A-Ride contractor to allow for the finalization of the agreements and implementation of the Heritage Valley Transit service for a total cost of \$1,354,180.
- Approve finding of need for a sole source VISTA transit contract. (Attachment "A")

Responsible Staff: Vic Kamhi

16. HERITAGE VALLEY TRANSIT COOPERATIVE AGREEMENT, FUNDING DISTRIBUTION AND ROUTE SERVICE DESCRIPTION– PG.149

Recommended Action:

- *Approve the Heritage Valley Transit Service Cooperative Agreement (HVTSCA)*
- *Approve the Funding Distribution*
- *Approve Route and Service Description*

Responsible Staff: Vic Kamhi

17. AUTHORIZATION TO PROCEED WITH HERITAGE VALLEY BUS PURCHASE WITH PROPOSITION 1B FUNDS – PG.163

Recommended Action:

- *Approve the shifting of one million nine hundred and twenty-five thousand dollars (\$1,925,000) of VCTC California Proposition 1B Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) funds for Heritage Valley Buses from a reserve for City of Santa Paula to the VCTC for the acquisition of small buses and dial-a-ride vehicles for the Heritage Valley transit service.*
- *Authorize staff to develop specific vehicle recommendations, consistent with the Heritage Valley Transit Policy Committee's operational plan, utilizing the CALACT procurement process, and return to the Commission for authorization to purchase these transit vehicles*

Responsible Staff: Vic Kamhi

18. VCTC GENERAL COUNSEL'S REPORT

19. AGENCY REPORTS

20. 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*
2. *Conference with Real Property Negotiators (Gov Code Sec. 54956.8)*

Agency Negotiator(s): Darren Kettle
Negotiating Parties: VCTC and City of Camarillo
Under Negotiation: Price and terms of payment

21. ADJOURN to 9:00 a.m. Friday, June 6, 2014

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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, APRIL 4, 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
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
Jon Sharkey, City of Port Hueneme
Steve Sojka, City of Simi Valley
John Zaragoza, County of Ventura
Dan McElhinney, Caltrans District 7

ABSENT: Betsy Clapp, City of Ojai
Carl Morehouse, City of San Buenaventura
Linda Parks, County of Ventura
Jim White, Citizen Rep. County

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENTS

Aaron Vest – Newbury Park Resident

Would like more soundwalls on 101. He lives in a neighborhood that has a playground next to the freeway which is separated only by a chain link fence and guard rail. He urged the commission to work with Caltrans to identify additional funding for soundwalls to help improve the environment.

Ryan Stearn – LA resident and Fillmore and Western Volunteer

Please locate more revenue via state/federal programs or private monies to keep the Santa Paula Branch Line in full operation and the Fillmore and Western Railway as an operator and treasured community asset.

CALTRANS REPORT

Dan McElhinney Interim Deputy Director reported that currently we have over \$500 million in projects in progress. A median barrier on 126 in Fillmore is in design, with construction expected to start in Fall 2016; The 101 HOV lane project between Ventura and Santa Barbara is expected to be completed at the end of 2015. The final design for ADA compliance is currently in progress; Hwy 33 has reopened after storm damage repairs; and there have been a number of issues resolved regarding the 101/23 project.

Commissioner Millhouse requested information be brought back at the May meeting regarding an issue with a Moorpark rail crossing and also how to prevent future suicides on the 101/23 connector.

COMMISSIONERS REPORTS

Commissioner MacDonald reported on Monday, April 28 there will be a LOSSAN meeting in Santa Barbara. He encouraged public attendance for those who would like to have more service.

Commissioner Millhouse reminded everyone of the upcoming SCAG General Assembly.

EXECUTIVE DIRECTOR REPORT –

Financial Reporting Award - The Certificate of Achievement for Excellence in Financial Reporting has been awarded to the Ventura County Transportation Commission by the Government Finance Officers Association for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents significant accomplishment by a government and its management. This is the fifth year in a row that VCTC has achieved this award.

Federal Highway Trust Fund In Trouble...Again - For a number of years now the Federal Highway Trust Fund has been running at a deficit. Congress has addressed this issue with a number of one-time infusions of General Fund money, with the last infusion intended to be sufficient to keep the Fund solvent through September 30th, when the current transportation authorization law, called Moving Ahead for Progress in the 21st Century, or MAP-21, expires, along with the authority to collect the federal fuel tax. Unfortunately, funds are going out faster than was originally anticipated, so the account could now run out of money in early September. Prior to running out of money, the government will likely need to institute cash-management strategies, such as partial reimbursements, to keep the account solvent longer. We anticipate that Congress will have a difficult time resolving this situation, since under current rules they can no longer transfer funds to the Trust Fund without an offset to prevent an overall deficit increase. Furthermore, on September 30th the spending authority will expire but that authority cannot be extended unless the Trust Fund solvency is addressed. Therefore, over the coming months it will be important for local agencies to invoice for federal funds soon after the expenses incur, and not wait until later when there is the risk of reimbursements being reduced or delayed.

(Executive Director's Report Cont.)

Port of Hueneme Intermodal Port Corridor - Staff convened a meeting with representatives of the Port, County, and Oxnard to discuss the status of port access improvements. One critical issue that was identified was the need to include the port access route in the federal Primary Freight Network. The Commission will recall that in January you approved submission of a joint comment letter with the Port regarding this issue, since the draft Network that was circulated for comment did not include this route. FHWA is expected to make a decision soon, and the group has asked me to request your help in obtaining letters from each of your jurisdictions in support of our position. Copies of the joint comment letter submitted by VCTC and the Port are available from Peter De Haan, of VCTC staff, for your agency's use in preparing its own letter.

California Transportation Commission Adopts 2014 STIP - The California Transportation Commission has adopted the 2014 State Transportation Improvement Program, including the projects nominated by VCTC. You will recall that the Commission approved its submittal at the December meeting. The program includes the Project Analysis and Environmental Document phases for the Route 101 and Route 118 Freeway widenings, with \$3 million for Route 118 and \$14 million for Route 101, both in Fiscal Year 2017/18, the first year that funds are available.

Southern California Regional Rideshare Program - The Riverside County Transportation Commission (RCTC) announced that as of July 1, 2014, it will no longer be serving as the administrator of the five county Southern California regional rideshare program. The current program has been in operation since FY 2003/2004 with the joint participation of RCTC, San Bernardino Associated Governments, Los Angeles Metro, Orange County Transportation Authority and VCTC. The partnership has operated a shared database of commuters for rideshare matching and offered Average Vehicle Ridership calculations to assist large employers in meeting regional Trip Reduction Ordinances. RCTC has made arrangements with the current vendor, Trapeze, to maintain the RidePro software through June 30, 2014 and Los Angeles Metro will assume the administrative role next fiscal year. The regional database will be split into two and follow the current model of 511 services with Riverside and San Bernardino counties utilizing Komotor software and Los Angeles Metro, Orange County and VCTC continuing to use Trapeze/RidePro. VCTC staff is working with Metro and OCTA regarding to develop an MOU to share costs of operating the software which we expect to bring to the Commission for consideration at the May or June meeting.

Spring VISTA Onboard Passenger Survey - As VCTC has done about every two years, we will be conducting our onboard rider survey later this month. A written survey will be distributed to each VISTA bus rider over the course of a week, covering both weekday and weekend riders. The survey questions will be used to collect feedback from our passengers as well as targeted performance information. For example, feedback is solicited regarding on and off location of each rider as well as rider "last-mile" information, such as mode-choice to/from destination and origin, the use of other transit systems, what routes do they use, or other options, such as biking, solo driving, park and ride usage, ridesharing. There are questions related to our marketing efforts, such as regarding the ways passengers obtain information about the bus routes and schedules as well as their overall rating of the service, passenger perception of on-time performance, vehicle quality, service hours, and customer service. Staff anticipates that results of the survey should be collected and that our analysis will be completed in time for report back at the June or the July meeting.

ADDITIONS/REVISIONS – None

CONSENT CALENDAR - Commissioner Sojka made a motion to approve all items on the Consent Calendar as recommended. The motion was seconded by Commissioner MacDonald and passed unanimously.

8A. APPROVE SUMMARY FROM MARCH 7, 2014 VCTC MEETING - *Approved*

8B. MONTHLY BUDGET REPORT – *Received and Filed*

8C. PASSENGER RAIL UPDATE – *Received and File*

8D. FEDERAL TRANSIT ADMINISTRATION TRIENNIAL REVIEW STATUS/ADOPTION OF REVISED DISADVANTAGED BUSINESS ENTERPRISE AND DRUG-FREE WORKPLACE PROGRAMS –
Approve the revised Disadvantaged Business Enterprise (DBE) Program and Alcohol and Drug-Free Workplace Program

8E. PROP 1B TRANSIT CAPITAL AGREEMENTS AND BUDGET AMENDMENT–

- *Approve the agreements with the Cities of Ojai, Simi Valley, and Thousand Oaks and Gold Coast Transit to provide \$5,099,120 in Proposition 1B Transit Capital (PTMISEA) funds for bus replacement projects, and \$150,000 in PTMISEA funds to Metrolink for the Sealed Corridor project.*
- *Amend VCTC Fiscal Year (FY) 2013/14 budget to increase Transit Grant Administration Pass-Through Grants by \$5,099,120 and increase Metrolink Sealed Corridor by \$150,000. The revenue source is Proposition 1B Transit Capital.*
- *Approve shifting \$1,010,000 in PTMISEA funds from the Thousand Oaks Replacement Buses to the VISTA Intercity Bus Purchase.*
- *Commit \$1,010,000 in a future year for the Thousand Oaks Replacement Buses when needed based on the scheduled bus replacement.*
- *Approve shifting \$2,000,000 in PTMISEA funds from the VCTC Office Building to the VISTA Intercity Bus Purchase and shifting \$2,000,000 in State Transit Assistance (STA) funds from the VISTA Intercity Bus Purchase to the VCTC Office Building.*

8F. REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES TO COMPLETE STATE REQUIRED TRANSPORTATION DEVELOPMENT ACT FISCAL AND COMPLIANCE AUDITS

Release a Request for Proposals (RFP) for professional services for completion of State required Transportation Development Act (TDA) annual fiscal and compliance audits of TDA claimants.

8G. ROUTE 101 IMPROVEMENTS PROJECT STUDY REPORT – *Received and Filed*

8H. ACTIVE TRANSPORTATION PROGRAM REGIONAL GUIDELINES –

Approve scoring methodology for the Ventura County share of Active Transportation Program funds.

8I. REVISION TO CAMARILLO SURFACE TRANSPORTATION PROGRAM FUNDING-

Approve shifting \$500,000 in Surface Transportation Program (STP) from the Camarillo Adolfo Road Repaving project to the Santa Rosa Road Widening.

8J. APPROVAL OF SEALED CORRIDOR PROEJCT CROSSING EASEMENTS –

Authorize the Executive Director to sign crossing easement agreements for widened crossings at First Street, Erringer Road, and Sycamore Drive in Simi Valley and at Moorpark Avenue in Moorpark, in conjunction with the Sealed Corridor improvements.

8K. BUDGET AMENDMENT TO CARRYOVER EAST COUNTY INTERCITY AMERICANS WITH DISABILITIES ACT FUNDS –

Amend Fiscal Year 2013/2014 budget to increase Americans with Disabilities Act (ADA) East County Intercity Service by \$140,000, consisting of \$100,000 in prior-year carryover and \$40,000 in additional Federal Transit Administration (FTA) funds approved in the Program of Projects.

9. RANGE ADJUSTMENT FOR DIRECTOR CLASSIFICATION; RANGE ESTABLISHMENT FOR ACCOUNTING TECHNICIAN AND CUSTOMER SERVICE REPRESENTATIVE CLASSIFICATIONS; SALARY SCHEDULE REVISIONS; COST OF LIVING ADJUSTMENTS & EMPLOYEE PERS CONTRIBUTIONS –

Commissioner Zaragoza made a motion to:

- *Adjust Director salary range to bring the classification closer to market standards, effective July 1, 2014. (See Attachment 1)*
- *Establish a salary range for the Accounting Technician and Customer Service Representative, effective July 1, 2014. (See Attachment 1)*
- *Update the salary schedule's classification titles effective July 1, 2014. (See Attachment 1)*
- *Approve a 3% Cost of Living Adjustment (COLA) to VCTC's maximum salary ranges effective July 1, 2014.*

The motion was seconded by Commissioner Millhouse and passed by the following roll call vote:

Yes: Commissioners McDonald, Millhouse, MacDonald, Foy, Zaragoza, Long, Sojka, Bennett, Minjares, Humphrey, Sharkey, Bill-de la Peña, Fernandez

No: None

Abstain: None

Absent: Commissioners White, Parks, Morehouse, Clapp

Commissioner Millhouse left the meeting at 10:00

10. FISCAL YEAR 2014/15 DRAFT BUDGET – PUBLIC HEARING –

(There were no speakers for the public hearing)

Commissioner Sharkey made the motion to:

- *Receive the Fiscal Year 2014/2015 Draft Budget*
- *Conduct Public Hearing to receive testimony on the Draft Fiscal Year 2014/2015 Budget.*

The motion was seconded by Commissioner Sojka and passed unanimously.

11. LEGISLATIVE UPDATE AND POSITIONS ON BILLS –

Commissioner Sojka made a motion to:

- *Adopt OPPOSE position on SB 990 (Vidak) regarding required use of State Transportation Improvement Program funds in small low-income communities.*
- *Adopt WATCH position on SB 1298 (Hernandez) regarding high-occupancy toll lanes.*

The motion was seconded by Commissioner MacDonald and passed unanimously.

12. STATUS OF REQUEST FOR PROPOSALS (RFP) FOR VISTA TRANSIT OPERATIONS AND CAPITAL SUPPORT, AND, CONTRACT EXTENSION FOR INTERCITY TRANSIT SERVICE –

Commissioner MacDonald made a motion to receive status report of Request for Proposals and Contract Extension for the VISTA Intercity Bus Service and to reschedule the July VCTC Commission Meeting from July 11, 2014 to July 25, 2014. The motion was seconded by Commissioner Sharkey and passed unanimously.

13. AUTHORIZATION TO FINALIZE VISTA BUS ACQUISITION –

Commissioner Long made a motion to:

- *Authorize the Executive Director to provide MCI with a notice to proceed and issue a purchase order for the acquisition of 10 MCI D4500 over the road coaches for VISTA Intercity Service to be delivered by November 2014*
- *Authorize the Executive Director to exercise the option for 4 additional MCI with a notice to proceed and issue a purchase order for the 10 MCI D4500 over the road coaches for VISTA Intercity Service to be delivered in early 2015.*
- *Direct staff to proceed with activities necessary to receive and put into service the new buses, including "E" plate licensing, vehicle inspection, and decaling beyond the basic levels provided through the MCI contract.*

The motion was seconded by Commissioner Minjares and passed unanimously.

14. HERITAGE VALLEY TRANSIT –

Commissioner Zaragoza made a motion to authorize staff to negotiate six month contract extension with the Fillmore Area Transit Company for VISTA Community/Dial-A-Ride contractor to allow for the finalization of implementation of the Heritage Valley Transit service. ***The motion was seconded by Commissioner Long and passed unanimously.***

15. VCTC GENERAL COUNSEL'S REPORT – No Report

16. AGENCY REPORTS - None

17. CLOSED SESSION – No Report

1. Conference with Real Property Negotiators (Gov Code Sec. 54956.8)
Property: Santa Paula Branch Line
Agency Negotiator(s): Darren Kettle
Negotiating Parties: VCTC and Fillmore and Western/lessee to be determined
Under Negotiation: Price and terms of payment
2. Conference with Legal Counsel – Existing Litigation, (Gov Code Sec. 54956.9(a) and (d)(1))
 - d) *Fillmore & Western v. VCTC 56-2014-00450239*
 - e) *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*
 - f) *VCTC v Fillmore & Western Railway Inc. 56-2014-00449769*
3. Conference with Real Property Negotiators (Gov Code Sec. 54956.8)
Agency Negotiator(s): Darren Kettle
Negotiating Parties: VCTC and City of Camarillo
Under Negotiation: Price and terms of payment

18. ADJOURN to 9:00 a.m. Friday, May 9, 2014



Item # 8B

May 9, 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 March 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 March 31, 2014 budget reports indicate that revenues were approximately 61.06% of the adopted budget while expenditures were approximately 49.74% 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 now 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.

In February, VCTC received approximately \$13 million in Proposition 1B funds. These funds were received from the State earlier than anticipated. Over half of these funds are pass-through funds and will be sent to the Thousand Oaks, Simi Valley, Ojai and Gold Coast Transit after the budget is amended and agreements are signed. The remaining funds will remain in deferred revenue until the new buses for VISTA Intercity Services and Heritage Valley Transit are purchased.

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

ASSETS

Assets:

Cash and Investments - Wells Fargo Bank	\$16,678,062
Cash and Investments - County Treasury	29,171,381
Petty Cash	50
Receivables/Due from other funds	1,958,469
Prepaid Expenditures	511,031
Deposits	14,112
Capital Assets, undepreciated	25,885,133
Capital Assets, depreciated, net	24,453,420

Total Assets: **\$98,671,658**

LIABILITIES AND FUND BALANCE

Liabilities:

Accrued Expenses/Due to other funds	\$ 2,029,720
Deferred Revenue	14,433,158
Deposits	400

Total Liabilities: **\$16,463,278**

Net Position:

Invested in Capital Assets	\$50,338,553
Fund Balance	31,869,827

Total Net Position **\$82,208,380**

Total Liabilities and Fund Balance: **\$98,671,658**

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
FOR THE NINE MONTHS ENDING MARCH 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	\$ 5,100,033	\$ 0	\$ 0	\$ 0	\$ 5,100,033	\$ 12,420,057	(7,320,024)	41.06
State Revenues	2,335,462	24,410,628	2,465,785	436,096	29,647,971	46,044,466	(16,396,495)	64.39
Local Revenues	3,427,695	0	0	3,609	3,431,304	4,112,935	(681,631)	83.43
Other Revenues	114,350	0	0	0	114,350	111,924	2,426	102.17
Interest	439	19,081	21,591	5,859	46,970	105,000	(58,030)	44.73
Total Revenues	10,977,979	24,429,709	2,487,376	445,564	38,340,628	62,794,382	(24,453,754)	61.06
Expenditures								
Administration								
Personnel Expenditures	1,727,439	0	0	0	1,727,439	2,782,200	(1,054,761)	62.09
Legal Services	16,207	0	0	0	16,207	30,000	(13,793)	54.02
Professional Services	92,865	0	0	0	92,865	119,300	(26,435)	77.84
Office Leases	107,847	0	0	0	107,847	144,000	(36,153)	74.89
Office Expenditures	263,807	0	0	0	263,807	287,000	(23,193)	91.92
Total Administration	2,208,165	0	0	0	2,208,165	3,362,500	(1,154,335)	65.67
Programs and Projects								
Transit & Transportation Program								
Senior-Disabled Transportation	229,765	0	0	0	229,765	333,070	(103,305)	68.98
Go Ventura Smartcard	167,855	0	0	0	167,855	259,900	(92,045)	64.58
VISTA Fixed Route Bus Service	4,561,120	0	0	0	4,561,120	14,197,408	(9,636,288)	32.13
VISTA DAR Bus Services	1,917,634	0	0	0	1,917,634	2,620,400	(702,766)	73.18
Nextbus	84,467	0	0	0	84,467	173,800	(89,333)	48.60
Trapeze	15,163	0	0	0	15,163	30,900	(15,737)	49.07
Transit Grant Administration	3,228,200	0	0	0	3,228,200	8,940,616	(5,712,416)	36.11
Total Transit & Transportation	10,204,204	0	0	0	10,204,204	26,556,094	(16,351,890)	38.43

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	Fund Totals Actual	Annual Budget	Variance Over (Under)	% Year to Date
Highway Program								
Congestion Management Program	3,750	0	0	0	3,750	25,000	(21,250)	15.00
Motorist Aid Call Box System	0	0	0	223,759	223,759	440,000	(216,241)	50.85
SpeedInfo Highway Speed Sensor	0	0	0	59,600	59,600	144,000	(84,400)	41.39
Total Highway	3,750	0	0	283,359	287,109	609,000	(321,891)	47.14
Rail Program								
Metrolink & Commuter Rail	2,301,350	0	0	0	2,301,350	3,242,930	(941,580)	70.97
LOSSAN & Coastal Rail	20,768	0	0	0	20,768	30,600	(9,832)	67.87
Santa Paula Branch Line	717,819	0	0	0	717,819	951,601	(233,782)	75.43
Total Rail	3,039,937	0	0	0	3,039,937	4,225,131	(1,185,194)	71.95
Commuter Assistance Program								
Transit Information Center	34,824	0	0	0	34,824	53,200	(18,376)	65.46
Rideshare Programs	5,784	0	0	0	5,784	56,500	(50,716)	10.24
Total Commuter Assistance	40,608	0	0	0	40,608	109,700	(69,092)	37.02
Planning & Programming								
Transportation Development Act	126,609	18,761,372	0	0	18,887,981	34,534,714	(15,646,733)	54.69
Transportation Improvement Program	252,488	0	0	0	252,488	650,650	(398,162)	38.81
Regional Transportation Planning	20,538	0	0	0	20,538	64,000	(43,462)	32.09
Airport Land Use Commission	61,767	0	0	0	61,767	206,000	(144,233)	29.98
Regional Transit Planning	9,656	0	0	0	9,656	97,700	(88,044)	9.88
Freight Movement	116	0	0	0	116	12,500	(12,384)	0.93
Total Planning & Programming	471,174	18,761,372	0	0	19,232,546	35,565,564	(16,333,018)	54.08
General Government								
Community Outreach & Marketing	254,021	0	0	0	254,021	519,600	(265,579)	48.89
State & Federal Relations	55,234	0	0	0	55,234	76,025	(20,791)	72.65
Management & Administration	67,310	0	0	0	67,310	130,456	(63,146)	51.60
Total General Government	376,565	0	0	0	376,565	726,081	(349,516)	51.86
Total Expenditures	16,344,403	18,761,372	0	283,359	35,389,134	71,154,070	(35,764,936)	49.74

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	Fund Totals Actual	Annual Budget	Variance Over (Under)
Revenues over (under) expenditures	(5,366,424)	5,668,337	2,487,376	162,205	2,951,494	(8,359,688)	11,311,182
Other Financing Sources							
Transfers Into GF from LTF	2,667,190	0	0	0	2,667,190	2,667,190	0
Transfers Into GF from STA	4,748,013	0	0	0	4,748,013	10,443,610	(5,695,597)
Transfers Into GF from SAFE	3,724	0	0	0	3,724	41,900	(38,176)
Transfers Out of LTF into GF	0	(2,667,190)	0	0	(2,667,190)	(2,667,190)	0
Transfers Out of STA into GF	0	0	(4,748,013)	0	(4,748,013)	(10,443,610)	5,695,597
Transfers Out of SAFE into GF	0	0	0	(3,724)	(3,724)	(41,900)	38,176
Total Other Financing Sources	7,418,926	(2,667,190)	(4,748,013)	(3,724)	0	0	0
Net Change in Fund Balances	2,052,503	3,001,147	(2,260,637)	158,481	2,951,494	(8,359,688)	11,311,182
Beginning Fund Balance	1,592,617	10,411,113	13,403,280	3,511,323	28,918,333	22,314,000	1,788,827
Ending Fund Balance	<u>\$3,645,120</u>	<u>\$13,412,260</u>	<u>\$11,142,643</u>	<u>\$3,669,804</u>	<u>\$31,869,827</u>	<u>\$13,954,312</u>	<u>\$13,100,009</u>

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
INVESTMENT REPORT
AS OF MARCH 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	\$978.76	0.02%	\$16,678,062.21
County of Ventura	Treasury Pool	N/A	\$46,497.26	0.38%	\$29,203,570.11
Total			\$47,476.02		\$45,881,632.32

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

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

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

For Management Reporting Purposes Only



Item #8C

May 9, 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:

Metrolink

Ridership & On-Time Performance (OTP)

During the month of March 2014, ridership on the Ventura County Line averaged 3,760 total boardings per weekday (inbound and outbound). This represents an average increase of 2.3% from ridership during the previous month and a 5.2% decrease from the same period last year. Ridership statistics for the month of March 2014 are provided in the attachment for reference.

Ridership during the quarterly period of Jan-Mar. 2014 improved slightly in comparison to the previous Oct-Dec 2013 quarter, increasing by 0.03%.

On-time performance (OTP) data (which denotes trains arriving within five minutes of scheduled time) for the month of March was not available at the time of this writing and will be provided at the next commission meeting.

Board and TAC Updates

In April, Metrolink staff worked with the Board and TAC to develop its FY 14-15 budget. For VCTC, the member agency subsidy share increased from 3.3% to 6.6%. Cost increases in the Metrolink budget are attributed to increased labor contract costs associated with Positive Train Control, increased labor associated with the Bombardier contract (train equipment & maintenance), and increased safety & security along the right-of-way. Fare increases or service reductions are not proposed. The Metrolink board will vote to formally approve the budget in June.

LOSSAN JPA

Ridership & On-Time Performance (OTP)

For February 2014, total LOSSAN rail corridor ridership was 551,547, a 6.7 percent decrease from January 2014, and a 1.5 percent decrease compared to February 2013. Amtrak Pacific Surfliner (San Luis Obispo to San Diego) ridership decreased in February 2014 by 0.9%, compared to the same period last year.

Nationwide, Amtrak service had a cumulative ridership decrease of 5.6 percent for February 2014. Amtrak's Coast Starlight (Seattle to Los Angeles) saw a decline of 6.9 percent compared with the same period last year, marking the sixth consecutive month of declining ridership.

The Capitol Corridor (Auburn/Sacramento to Oakland and San Jose) and the San Joaquin (Sacramento/Oakland to Bakersfield) are the other two California short-haul intercity rail services operated by Amtrak, and serve as a comparison to the Pacific Surfliner service. Ridership on the Capitol Corridor and the San Joaquin decreased by 18 percent and 4.1 percent, respectively, in February 2014 compared to the same period last year.

The methodologies for calculating OTP for intercity and commuter services are different. Commuter trains (Metrolink trains) are considered late if trains arrive to the terminal location six or more minutes behind schedule. Intercity trains (Amtrak trains) operating between Goleta and San Diego are considered late if trains arrive ten or more minutes after their scheduled times, and 20 minutes or more for trains operating between San Luis Obispo and San Diego.

In February 2014, the Pacific Surfliner OTP was 83 percent, compared to 75.1 in January 2014. The LOSSAN north segment OTP was 94.9 percent, and the LOSSAN south segment OTP was 83.6 percent, which is an improvement from the last eight months. Coast Starlight OTP was 58.9 percent, and COASTER OTP was 96.3 percent. Metrolink OTP was 95.6 percent for all lines, with the Ventura County Line at 96.7 percent and the Orange County Line at 96.4 percent.

Train delays on the Pacific Surfliner in February 2014 can mostly be attributed to train interference with commuter trains in San Diego County. Train interference is defined as all delays related to other train movements in the area. This category also includes delays due to switching to alternate tracks or routes to operate around other trains.

Board and TAC Updates

LOSSAN staff met with each of the member agencies individually in April to provide status updates of the ongoing Inter-agency Transfer Agreement between LOSSAN and the State. Member agencies were also informed of some minor changes to the technical advisory committee (TAC) and executive committee meeting schedule.

The LOSSAN Board and TAC will begin reviewing a series of "project spotlight" presentations from one of every member agency at future board meetings for the purpose of gaining better familiarity with specific operational or capital issues throughout the corridor. In April, the Board and TAC received a presentation from Santa Barbara County of Associated Governments (SBCAG) highlighting three capital projects: 1) Seacliff Siding Extension/Realignment Project, 2) Ortega Siding Reconstruction, and 3) Goleta Storage Expansion. If completed, these projects would alleviate railroad congestion and reduce passenger train delays that occur near the Ventura/Santa Barbara county border by providing additional holding capacity along the coastal rail corridor so that freight and passenger trains can pass each other safely.

March 2014 Metrolink Ridership

AVERAGE WEEKDAY PASSENGER TRIPS (INBOUND and OUTBOUND)
 MARCH 2014 v. FEBRUARY 2014 (MONTH OVER MONTH)

MO/YR	Ventura County Line	System Grand Total	Metrolink Rail 2 Rail on Amtrak North of LA
Mar-14	3,760	41,403	156
Feb-14	3,677	41,564	158
<i>Change</i>	<i>2.3%</i>	<i>0.003%</i>	<i>0.0%</i>

AVERAGE WEEKDAY PASSENGER TRIPS (INBOUND and OUTBOUND)
 MARCH 2014 V.MARCH 2013 (YEAR OVER YEAR)

MO/YR	Ventura County Line	System Grand Total	Metrolink Rail 2 Rail on Amtrak North of LA
Mar-14	3,760	41,403	156
Mar-13	3,964	43,066	224
<i>Change</i>	<i>-5.2%</i>	<i>-3.8%</i>	<i>-30.3%</i>

5 YEAR SNAPSHOT OF AVERAGE DAILY TOTAL BOARDINGS (INBOUND and
OUTBOUND)

MO/YR	Ventura County Line	VC County Portion	System Grand Total	Average Daily Metrolink Monthly Passholders on Amtrak
Mar-14	3,760	1,682	41,403	156
Mar-13	3,964	1,976	43,066	224
Mar-12	3,968	1,907	43,119	197
Mar-11	3,800	2,210	40,781	243
Mar-10	3811	2,132	40,629	287
Mar-09	4,202	2,275	42,890	299



Item #8D

May 9, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: VICTOR KAMHI, BUS SERVICES DIRECTOR
**SUBJECT: BUDGET AMENDMENT VISTA INTERCITY SERVICES JOBS ACCESS-REVERSE
COMMUTE (JARC) GRANT**

RECOMMENDATION:

- Amend the 2013/2014 budget increasing revenues by \$41,000 in Federal Transit Administration (FTA) JARC funds in the VISTA Fixed Route task.

BACKGROUND:

In April 2013 the Commission submitted an application to Caltrans for a second year of a Section 5316 - Job Access & Reverse Commute (JARC) funds to provide continued additional service between the Oxnard-Ventura and the Santa Barbara Urbanized areas added the prior year with JARC funds. The grant was awarded, to allow the VCTC to maintain the increased early morning service and provision of the later evening trip from Santa Barbara to Ventura. The grant was awarded after the beginning of the fiscal year, although the expenditures have been tracked and documented by staff, the VCTC budget was never amended into the account for those revenues. The \$103,662 grant was for \$30,185 in operating funds which requires a 50% (dollar-for-dollar) match and \$73,477 in capital funds, which requires a 20% match. There was also FTA JARC funds remaining from the previous year that had not been amended into the FY 2013/2014 budget. Because of these carryover JARC grant funds from the prior year, the current grant will not be fully expended this year. Staff has requested Caltrans to authorize the extension of those unexpended funds into the next Fiscal Year. If approved, any unexpended amount of JARC funds will be amended into the budget, replacing VCTC local funds currently being proposed for the 2014-15 budget.

Based on the current expenditure trends, VCTC estimates it will be able to spend \$41,000 in these JARC funds this year on eligible activities.

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Item #8E

May 9, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: DONNA COLE, PUBLIC INFORMATION OFFICER

SUBJECT: EXTENSION OF VCTC MARKETING AND PUBLIC OUTREACH CONTRACT

RECOMMENDATION:

- Approve a 12 month extension of the current marketing and public outreach contract with Moore and Associates at a cost not to exceed \$200,000.

BACKGROUND:

VCTC entered into a contract with Moore and Associates for marketing and public outreach in January 2010. Since that time the Moore team has enthusiastically taken on the challenges of rebranding VCTC and enhancing the Commission's level of engagement throughout Ventura County.

The current contract provides the option of 2 one-year extensions after the original 3 year agreement. In June we will be at the end of the first year contract extension. We have had a good working relationship with Moore and Associates and they have been very responsive to our long term and immediate requirements. A contract extension of 12 months, ending June 30, 2015, will help provide a smooth transition with the upcoming changes in Ventura Intercity Bus service. Funding for this program is provided by Federal Transit Administration (FTA) Congestion Mitigation and Air Quality (CMAQ) and is the same amount approved with the original contract.

CONTRACT AMENDMENT NO. 2

VENTURA COUNTY TRANSPORTATION COMMISSION (VCTC)

MARKETING AND PUBLIC OUTREACH PROGRAM

This Contract Amendment No. 2 ("Amendment") by and between the Ventura County Transportation Commission ("VCTC"), herein referred to as "VCTC" and Moore and Associates, hereinafter referred to as "CONTRACTOR", is entered into as of this 9th day of May, 2014.

WHEREAS, on January 8th, 2010, VCTC entered into a consulting contract ("Contract") for development of a Marketing and Public Outreach Program.

NOW, THEREFORE, VCTC and CONTRACTOR agree as follows:

1. Section 4 of the Contract is hereby amended to increase the period of the contract to June 30, 2015 at a cost not to exceed \$200,000.
2. Except to the extent amended hereby, the Contract remains in full force and effect.

**VENTURA COUNTY
TRANSPORTATION COMMISSION**

By: _____
Ralph Fernandez, Chair

APPROVED AS TO FORM:

By: _____
General Counsel

CONTRACTOR: MOORE AND ASSOCIATES

By: _____
Jim Moore, *Managing Partner*



Item #8F

May 9, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: APPROVAL OF RESOLUTION IN SUPPORT OF SECTION 5339 APPLICATION

RECOMMENDATION:

- Approve attached Resolution 2014-04 confirming the programming of Federal Transit Administration Section 5339 Small Urban Area funds and authorizing the Executive Director to apply for the funds.

BACKGROUND:

At the October, 2013 meeting, the Commission approved the annual Program of Projects (POP) for funds provided by the Federal Transit Administration (FTA). For the first time, the program included Section 5339 Bus and Bus Facilities funds, under a new program established by the Moving Ahead for Progress in the 21st Century (MAP-21) act. These funds are provided by apportionment formula for bus capital purposes. The Fiscal Year 2013/14 POP followed the VCTC policy of programming funds to transit operators based on where the funds are generated under the formula. However due to the relatively small amount of Section 5339 funds, for ease of administration these funds were all programmed for VISTA capital leases, and the local transit operators received an additional amount of Section 5307 formula funds equal to the amount of Section 5339 funds they generate.

MAP-21 also stipulates that only Caltrans can administer the grants apportioned to small urban areas, which in Ventura County include Camarillo and Simi Valley. Although VCTC has adopted a resolution authorizing the Executive Director to apply for FTA funds, Caltrans requires a separate resolution be approved in support of each grant. Staff therefore recommends the Commission approve the attached Resolution 2014-04 in support of the Section 5339 Small Urban fund application to Caltrans. FTA has already directly awarded the first year of Section 5339 Large Urban funds to VCTC.

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RESOLUTION NUMBER 2014-04

**RESOLUTION AUTHORIZING THE FEDERAL FUNDING UNDER FEDERAL TRANSIT
ADMINISTRATION SECTION 5339 WITH CALIFORNIA DEPARTMENT OF
TRANSPORTATION**

WHEREAS, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital projects for non-urbanized public transportation systems under Section 5339 of the Federal Transit Act (FTA Circular 9300.1B); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5339 grants for transportation projects for bus and bus facilities; and

WHEREAS, the Ventura County Transportation Commission (VCTC) desires to apply for said financial assistance to permit purchase of vehicle capital contracts for transit service in Ventura County;

WHEREAS, the VCTC through its budget has committed sufficient State Transit Assistance funds to provide the required local share, and has sufficient funds to cover all the costs to operate the service to be funded by the Section 5339 grant.

WHEREAS, the Ventura County Transportation Commission has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Ventura County Transportation Commission as the Regional Transportation Planning Agency, does hereby approve the programming of \$437,624 in Section 5339 funds for its fixed-route bus capital contracting costs, as programmed in the Program of Projects approved by the Commission on December 6, 2013.

That the Executive Director is hereby authorized to file and execute applications on behalf of the Ventura County Transportation Commission with the Department to aid in the financing of capital assistance projects pursuant to Section 5339 of the Federal Transit Act (FTA Circular 9300.1B); as amended.

That the Executive Director is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

That the Executive Director is authorized to provide additional information as the Department may require in connection with the application for the Section 5339 projects.

That the Executive Director is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5339 project(s).

PASSED, APPROVED AND ADOPTED this 9th day of May, 2014.

Ralph Fernandez, Chair

ATTEST:

Donna Cole, Clerk

APPROVED AS TO FORM:

Steven Mattas, General Counsel



Item #8G

May 9, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: DARREN KETTLE, EXECUTIVE DIRECTOR

SUBJECT: CONTRACT AND BUDGET AMENDMENT FOR HUMAN RESOURCES CONSULTANT SERVICES CONTRACT

RECOMMENDATION:

- Approve Amendment with Regional Governments Services (RGS) in the amount of \$10,000 for an annual contract total not to exceed \$60,000.
- Approve a budget amendment increasing revenues and expenditures in the FY 2013/14 Indirect budget, professional and human resources task in the amount of \$10,000. The revenue source is Local Transportation Fund general fund balance.

BACKGROUND:

VCTC has a human resources service contract with RGS/LGS for \$50,000 per year to provide on-site staff, benefit administration, labor relations advice, policy and procedure development and implementation, and all recruitment functions. VCTC's staff roster has been very active in fiscal year 2013-14 with the departure of several staff members and the creation of new positions in the Transit section. We have filled six positions, each requiring an extensive outreach and advertising campaign. All of the recruitments were handled internally, by the RGS/LGS staff, in an effort to control expenses. However, the recruitment activities of this year will have exhausted the original budget line item and contract authority prior to the end of the fiscal year. Staff recommends the above actions amending the RGS contract and FY 2013/14 budget in order to provide on-going HR support for the remainder of the 2013-2014 fiscal year.

CONTRACT AMENDMENT NO. 1
VENTURA COUNTY TRANSPORTATION COMMISSION (VCTC)
PROFESSIONAL AND HUMAN RESOURCES SERVICES

This Contract Amendment No. 1 ("Amendment") by and between the Ventura County Transportation Commission ("VCTC"), herein referred to as "VCTC" and Regional Government Services, hereinafter referred to as "CONTRACTOR", is entered into as of this ____ day of May, 2014.

WHEREAS, beginning July 1, 2010 VCTC has entered into an annual consulting contract ("Contract") for professional and human resources services.

NOW, THEREFORE, VCTC and CONTRACTOR agree as follows:

1. Attachment A, Scope of Work referred to in Section 4 of the Contract is hereby amended to increase the amount of the contract from \$50,000 to \$60,000.
2. Except to the extent amended hereby, the Contract remains in full force and effect.

VENTURA COUNTY
TRANSPORTATION COMMISSION

By: _____
Ralph Fernandez, Chair

APPROVED AS TO FORM:

By: _____
General Counsel

CONTRACTOR: REGIONAL GOVERNMENT SERVICES (RGS/LGS)

By: _____
Richard Averett, Executive Director



Item #8H

May 9, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: STEVE DEGEORGE, PLANNING AND TECHNOLOGY DIRECTOR
SUBJECT: NEXTBUS EQUIPMENT UPGRADE AND BUDGET AMENDMENT

RECOMMENDATION:

- The Commission approve an upgrade of Nextbus equipment and a one year contract extension for Nextbus Application Service Provider (ASP) services.
- The Commission approve a budget amendment to the Fiscal Year 2013/2014 Nextbus Task Budget increasing revenues by \$277,925 in Federal Transit Administration (FTA) funds and \$69,481 in Local Transportation Funds (LTF) general fund balance and increasing expenditures in the amount of \$347,406.

Background:

Nextbus Inc. provides Automatic Vehicle Location (AVL) services and then through the use of proprietary algorithms publishes real time bus arrival predictions on web enabled devices and signs at forty-one stops throughout the County. Nextbus also provides a host of web based reports for fleet management used by the County's bus operators. For the past twelve years Nextbus has been installed on most of the County's fixed route buses and is currently under contract until October of 2016.

Nextbus is an Application Service Provider (ASP), meaning that Nextbus takes the data generated by the buses and then processes that data through their proprietary software producing the bus predictions and the suite of other services for VCTC rather than VCTC owning software and generating the end product. Communications between the buses and Nextbus utilizes the AT&T 2G cellular network.

Discussion:

As cellular technology advances, so does the competition and use of communication bandwidth. AT&T announced earlier this year that they would be discontinuing the 2G network as of December 2016 but that some areas of the Country may be impacted sooner. In April, VCTC was notified that AT&T would be shutting down the 2G bandwidth in southern California as of July 12, 2014. The loss of the 2G network requires that the Nextbus mobile modems be upgraded to 3G by July to keep the system working.

Fortunately Nextbus had already been working on this technical issue in anticipation of AT&T's announced 2016 deadline and is able to provide a hardware solution. Additionally, upgrading the communication modems will also enable the County's bus operators to expand Nextbus functionality to include services such as voice annunciation should the operators choose to do so. Nextbus has provided a firm fixed price of \$185,725, as shown in Attachment 1, to upgrade the County's fixed route fleet of 125 vehicles and 41 arrival signs including hardware and installation. Delivery time for the new hardware is ten weeks which made meeting the July 12th deadline very difficult. Nextbus has agreed to place a "Risk" order for the hardware so that should the Commission choose to approve this item the upgrade can be implemented rapidly.

Additionally staff believes it prudent to extend the Nextbus ASP contract for services for an additional 12 months beyond the current term. Extending the Nextbus contract for 12 months, until October of 2017, allows all vendors in this area of service to adapt to the new communication standards prior to the expiration of the Nextbus contract. The additional time will allow for a better competitive process at the conclusion of the current contract. Cost for an additional year of contract service including communication cost, maintenance for buses and signs, an additional year of consultant services and applicable taxes is \$161,681.

Funding for the hardware upgrade and contract extension is currently available. Staff preprograms Federal Transit Administration (FTA) funds each year for this purpose so that at the end of the contract period VCTC has sufficient funds to continue this type of service. These funds are set aside until required for use and are available to be used for this purpose. FTA funds require a local or non-federal match and the Local Transportation Funds (LTF) general fund balance can accommodate this.

Staff is therefore recommending that the Commission approve the Nextbus equipment upgrade and the one year contract extension for a total cost of \$347,406. Staff is further recommending that the Commission approve an amendment to the Fiscal Year 2013/2014 Nextbus task budget to include \$277,925 in FTA funds and \$69,481 in LTF.

Attachment 1



5900 Hollis, Suite X, Emeryville, CA 94608 Fax 510-521-1446

April 16, 2014

Mr. Steve DeGeorge
Director of Technology
Ventura County Transportation Commission
950 County Square Drive
Ventura, CA 93003

RE: 3G Upgrade – Trackers and Signs July 2014

Dear Mr. DeGeorge:

AT&T has announced that 2G service will be shutting down as of July 12, 2014. It is time for Ventura to upgrade the existing equipment to 3G technology to avoid black-out after the shutdown.

As discussed late last year NextBus has started the development of a new device, which combines the AVL and MDT functions in one single unit (NextBus AVL/MDT). The phase I work has been completed and currently the device is in field tests. We schedule the new units for roll-out in June, just in time for Ventura upgrade.

The design is streamlined for easy installation and future expansion in adding NextBus family of products, which are fully integrated, such as Automatic Passenger Counters and NextStop Announcement. The full integration allows the agencies to have reports at one single point at NextBus site. These features are being ported as our phase II development tasks, which will be completed and the final product will be ready for deployment at the end of 2014. The add-on is modularized, therefore it is not necessary to replace the basic AVL/MDT unit in the vehicle but add different modules per clients' requirements at the then catalog pricing. For the sign upgrade, NextBus will replace the 2G modem with a 3G version, and then re-program and re-provision the device to communicate with NextBus servers.

For the calculation of 3G upgrade pricing we have first reconciled the installed base of seven properties (Camarillo, Gold Coast, Moorpark, Ojai, Simi Valley, Thousand Oaks and Vista) to determine the correct count of GPS devices and LED signs and below table shows our reconciliation. The total amount for upgrade equipment and installation is \$185,725, which includes a five percent discount, a standard practice for Ventura, our valued customer. The price for extending services and warranty for 12 additional months is \$161,681, ending the contract on 10/31/2017. The total for this proposal is \$347,406.

Agency	Trackers	Signs
Camarillo	1	4
Gold Coast	56	13
Moorpark	6	0
Ojai	5	3
Simi Valley	11	7
Thousand Oaks	9	3
Vista	34	11
Spares	3	
Total	125	41

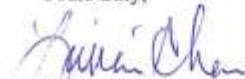
The table below summarizes the total costs plus 1-year service extension of the current contract to October 2017. Please review and let me know what the next step is. Please also note that the lead time for equipment purchase is 8 weeks therefore, we need to plan accordingly.

Item	Quantity	Price/each/month	Months/Years	Total Amount
NextBus AVL/MDT (to be installed in 6/14)	125	\$1400		\$ 175,000
LED Signs	41	\$ 500		\$ 20,500
Total with Discount	5%			\$ 185,725
ASP/Wireless 11/2016 to 10/2017	166	\$ 70	12	\$ 139,440
Warranty Credit Prepaid from current contract signs & trackers 8/14 to 10/16=26 months. Rate at 9% discount = \$145.60)	166	\$ 145.60	26	\$ -52,367
Warranty for signs (8/14 to 10/17= 38 months	41	\$ 160.00	38	\$ 20,773
Warranty for AVL/MDT (8/15 to 10/17=26 months)	125	\$ 160.00	26	\$ 43,333
Sales Tax 7.50%				\$ 10,502.
Total				\$ 347,406

Please note the lead time for hardware ordering is 10 weeks and we will place the order once we receive your notice to proceed. Also do not hesitate to call me at 510-995-3203 if you wish to discuss this further.

Thank you.

Yours truly,



Lillian Chan



3900 Hollis St. Suite X, Emeryville, CA 94608

April, 22, 2014

Mr. Steve DeGeorge
Director of Technology
950 County Square Drive, Suite 207
Ventura, CA 93003

Dear Mr. DeGeorge:

Please note this change order is for the upgrade of existing on-board equipment as well as the shelter signs from 2G to 3G technology for seven properties under the Ventura umbrella (Camarillo, Gold coast, Moorpark, Ojai, Simi Valley, Thousand Oaks and Vista). The pricing below also includes one year of service extension to 10/31/2017.

The terms and conditions of the service extension will remain the same as those specified in the Service Level Agreement signed in June 2011 at the last renewal. Please process and counter-sign this change request once VCTC obtains the Board approval.

Thank you,

Item	Quantity	Price/each/month	Months/Years	Total Amount
NextBus AVL/MDT (to be installed in 6/14)	125	\$1400		\$ 175,000
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Total upgrade with Discount	5%			\$ 185,725
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Sales Tax 7.50%				\$ 10,502
Total				\$ 347,406


NextBus, Inc.

Ventura County Transportation Commission



Item #81

May 9, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: SUPPORT FOR TRANSPORTATION INVESTMENT GENERATING ECONOMIC RECOVERY (TIGER) APPLICATIONS – GOLD COAST TRANSIT AND PORT OF HUENEME

RECOMMENDATION:

- Ratify the attached letters signed by the Executive Director in support of TIGER applications for Gold Coast Transit and the Oxnard Harbor District (Port of Hueneme).

BACKGROUND:

The federal government has issued a notice regarding \$600 million in available funds through competitive grants under the 2014 TIGER program. Eligible projects are transportation infrastructure investments that will have a significant national or regional impact. The minimum grant size for urban construction projects is \$10 million. During the previous rounds of TIGER dating back to the 2009 Recovery Act, a total of \$4.1 billion has been provided for transportation projects nationwide, although none has ever gone to the California Central Coast including Ventura County.

Staff recommends the Commission support the following two applications being submitted for county projects:

Port of Hueneme Intermodal Improvement Project: The Oxnard Harbor District is submitting for \$10 million for a multi-modal project to include an on-dock rail facility, berth deepening and wharf improvements. These improvements will facilitate the port's utilization by larger vessels and enhance landside connectivity and environmental compatibility.

Gold Coast Transit Administration and Operations Facility: Gold Coast Transit is submitting an application for \$33 million to build the proposed new operations complex to replace its existing facility. This project has already received an \$8.82 million commitment from VCTC in Proposition 1B funds.

Since the TIGER application deadline was April 29th the Executive Director provided the attached support letters to the project sponsors. Also attached are project fact sheets with additional information.



April 25, 2014

The Honorable Anthony Foxx, Secretary
U.S. Department of Transportation
Federal Transit Administration
1200 New Jersey Avenue, SE
Washington, DC 20590

SUBJECT: GOLD COAST TRANSIT ADMINISTRATION & OPERATIONS FACILITY

Dear Secretary Foxx:

The Ventura County Transportation Commission (VCTC) is pleased to support Gold Coast Transit's TIGER grant application request for \$33 million in federal funds to develop and construct a new administration, operations, and maintenance facility to replace the existing obsolete facility.

As the state-mandated Regional Transportation Planning Agency (RTPA) for Ventura County, VCTC works closely with its transit partners to plan for and fund projects that will reduce vehicle miles traveled (VMT) to create more livable and health communities. This project will enable transit service to continue to grow in western Ventura County to help meet the challenge to reduce greenhouse gas emissions while growing our communities in a responsible manner. To that end, VCTC has committed \$8.82 million to this project from VCTC's share of state transportation bond funds.

Thank you for providing Gold Coast Transit the opportunity to submit the grant application. Please call me at (805) 642-1591 if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Darren M. Kettle".

Darren M. Kettle
Executive Director

cc: Peter M. Rogoff, FTA Administrator
Leslie T. Rogers, FTA Region 9 Administrator



Ventura County Transportation Commission

April 25, 2014

The Honorable Anthony Foxx, Secretary
U.S. Department of Transportation
Federal Transit Administration
1200 New Jersey Avenue, SE
Washington, DC 20590

SUBJECT: TIGER GRANT FOR PORT OF HUENEME INTERMODAL IMPROVEMENT PROJECT

Dear Secretary Foxx:

This letter conveys the support of the Ventura County Transportation Commission (VCTC) for the Oxnard Harbor District's TIGER application for \$10 million for the Port of Hueneme Intermodal Improvement project. The proposed improvements will facilitate this port's utilization by larger vessels and enhance the landside transportation connections and environmental compatibility.

Our support for this project is based on VCTC's long history of coordinating landside access improvements to facilitate the use of the port as a reliever for the other southern California ports, thus allowing the southern California cluster of ports to operate more effectively. To this end this past year VCTC completed the obligation of \$4.76 million in SAFETEA-LU earmarked funds for improvements to the Port of Hueneme Access Corridor, as well as \$30.5 billion of state bond funds which VCTC obtained for Port of Hueneme access in coordination with a coalition of southern California ports and transportation agencies.

Please call me at (805) 642-1591 if you have any questions regarding VCTC's support for this project.

Sincerely,

Darren M. Kettle
Executive Director



Construction of New Administration & Operations Facility

BACKGROUND. Gold Coast Transit (GCT) provides fixed route and ADA transit service for the cities of Port Hueneme, Ojai, Oxnard, Ventura, and unincorporated areas of western Ventura County. In 2012-13, GCT carried 3.6 million passengers on its fixed route service. The current GCT Administration & Operations Facility is located on 2.9 acres near downtown Oxnard and was constructed in 1980 to accommodate a maximum of 40 buses. GCT now operates 54 fixed route vehicles from this 2.9 acre site. The existing facility is surrounded by residential neighborhoods and a City of Oxnard Water Supply facility. There is no ability to expand the current facility to allow additions to the fleet, making future service expansions difficult. In order for GCT service to grow to meet the needs of the community, more area is required for operations, administration, fleet maintenance, and training. GCT's work force lacks standard amenities such as lockers, showers, wellness exercise facility, training room, rest areas, and lunch room.



Gold Coast Transit's existing Administration & Operations Facility.



FUNDING REQUEST SUMMARY. GCT is requesting **\$33 million** in **TIGER Grant** funds for construction of a new administration and operations facility. This new facility is under design and the property purchase is expected to close by August 2014. The new facility will be constructed on a 15+ acre site in Oxnard, CA and is sized to accommodate up to 125 transit buses and over 400 employees, as well as meeting/training rooms and a dedicated Board room for public meetings. Once built, the new facility will allow GCT to expand public transit services for the residents, employees, students, visitors, and future transit riders in western Ventura County.

TIGER GRANTS

TIGER grant funding will provide a critical project funding component, minimizing the need for debt financing and allowing local transportation funds to be focused on expanding needed community transit service. Existing funding for the project includes a \$15 million State of Good Repair grant, 5307 funds, state funding available under the Public Transportation Modernization, Improvement, and Service Enhancement Account, local funding from the member governments, and financing as necessary.

MORE INFORMATION. For further information, please contact **Steven Brown, General Manager** of Gold Coast Transit at 805-483-3959, extension 116.

**Port of Hueneme Intermodal Improvement Project
(Oxnard Harbor District)**

The Port of Hueneme is a vital economic engine for California and Ventura County, with \$8 billion in goods movement, generating \$1.1 billion in economic activity and providing 10,226 trade-related jobs.

The Port of Hueneme's prime global geographic location provides shorter sailing times and quicker access to U.S. markets. The only commercial deep-water port between Los Angeles and San Francisco, the Port of Hueneme sits adjacent to major populated urban areas, automotive epicenters and California's agriculture heartland. The Port lies 60 miles north of Los Angeles and offers a highly efficient and uncongested alternative to other west coast ports. This strategic location serves as a "reliever valve" for the southern California ports allowing the cluster of port gateways to operate more efficiently.

In order to remain an economic engine for Ventura County, the Port must make strategic investments to enhance and improve its existing global infrastructure to meet the increasing needs of current customers, and 'grow the pie' to the economic benefit of the region. Port growth doesn't happen in isolation. The Port's strategic partnership with the Naval Base Ventura County, Army Corps of Engineers, Ventura County Transportation Commission and the California State Department of Transportation has worked tirelessly in its mission to improve mobility within the region and increase funding to meet transportation needs supporting the gateway. Significant planning and implementation of the Transportation Improvement Program has enhanced state, local and transit landside mobility, creating new opportunities for economic development and stronger, livable communities within Ventura County. Waterside, the Army Corps of Engineers is on the verge of implementing their channel deepening program in partnership with the Port, an effort two-decades in the making. The deepening project allows for larger vessels to safely transit into and out of the Port Hueneme Harbor. These larger vessels amount to new business opportunities at the Port, creating new jobs and new revenues for the district by increasing the ability of modern, larger ships to transit into and out of the Port's harbor, work efficiency while at berth, and not need to wait for tides to allow for safe passage.

Effectively connecting the two transportation systems, improvements currently underway with inland roads and the ACOE's waterway enhancements, is the **Port of Hueneme's Intermodal Improvement Project** (the Project). As an independent project that increases the marine terminal's comprehensive utility and capabilities, the Intermodal Improvement Project is designed to leverage the waterway's forthcoming capacity with the region's enhanced surface and waterway transportation networks and intensify the utilization of existing Port assets by strategically integrating Port terminal infrastructure with local and regional infrastructure investments. There are two components to the Project:

- **Wharf structure and associated operational enhancements** – Capital investments to the Port's wharves allow the handling of larger vessels, mobile harbor cranes and heavy cargoes. Berth deepening complements the ACOE channel deepening to -40' MLLW. And the implementation of modern paving enhancements will more effectively tie the wharf operating platform with terminal backlands and rail infrastructure.
- **On-Dock Rail** – Extending the existing rail spur (currently terminates mid-terminal) for dock-side intermodal operations will provide the Port with more effective working track lengths supporting rail operations at wharf 1, reducing truck demands on higher cargo volumes.



Anticipated Operational Benefits

- Increases Port facility utilization and operational intensity by allowing larger vessels, additional modal connectivity options, and enhanced terminal capacity.
- The on-dock rail extension converts truckloads to railcar loads, reducing truck volumes (congestion) on local roadways, elevating livability on these vital roadway connections, improves safety and reduces pavement wear and tear, and provides shipper benefits through the ability to load heavier weights on dock/rail rather than loading to truck/road specifications.
- Advances the marine terminal's state of good repair, providing a safe and productive operational platform upon which to work, and establishing a baseline upon which to incorporate a proactive and sustained asset management and maintenance program.
- Supports further marketing and use of the Navy Outlease program (Naval Base Ventura County); providing new revenue opportunities by leasing underutilized and un-programmed assets within the co-located port/navy maritime complex. This measure further induces additional cargo handling opportunities, growing existing port business.
- Drives future Arcturus area industrial development (maritime-related industrial development adjacent to the Port of Hueneme, City of Oxnard)
- Further supports the FHWA's programmatic designation for the Primary Freight Network and Projects of National and Regional Significance (Interstate corridor connectivity to NBVC and the Port).
- Supports the development of America's Marine Highway program through its strategic position on the designated Marine Highway Corridor 5.

I. Continuing Appropriations Act)



Item # 8J

May 9, 2014

TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: STEPHANIE YOUNG, PROGRAM ANALYST

**SUBJECT: FISCAL YEAR (FY) 2013/14 PROPOSITION 1B TRANSIT SECURITY GRANT
PROGRAM FUND AVAILABILITY**

RECOMMENDATION:

- Approve schedule for transit operators to submit Proposition 1B Transit Security fund proposals to VCTC by June 12, 2014, for final approval of projects by the Commission on July 25, 2014.

BACKGROUND:

The State has appropriated \$60 million in Proposition 1B Transit Safety, Security & Disaster Response bond funds for FY 2013/14, distributed by formula to regional transportation agencies and transit operators. Based on the formula the Ventura County Transportation Commission (VCTC) can receive \$709,972, which is available for security related transit capital projects within Ventura County, subject to available bond financing. VCTC will accept proposals from agencies stating which project(s) they would like to nominate for use of Proposition 1B Security funds. A description of the project, project benefits, and funding amount requested will be sufficient for this stage of the approval process. These proposals will be due June 12, 2014, to Stephanie Young at VCTC, 950 County Square Drive, Suite 207, Ventura, CA 93003 or emailed to syoung@goventura.org.

The following projects are eligible for this program:

1. Capital projects that provide increased protection against a security or safety threat, including, but not limited to the following:
 - a) Construction or renovation projects that are designed to enhance security of public transit stations, facilities, and equipment;
 - b) Explosive device mitigation and remediation equipment;
 - c) Chemical, biological, radiological and nuclear explosives search, rescue or response equipment;
 - d) Interoperable communications equipment;
 - e) Physical security enhancement equipment;
 - f) Installation of fencing, barriers, gates or related security enhancements that are designed to improve the physical security of transit stations, facilities, and equipment; and
 - g) Other security and safety related projects approved by the California Governor's Office of Emergency Services (Cal OES).

2. Capital expenditures to increase the capacity of transit operators to prepare for disaster-response transportation systems that can move people, goods, emergency personnel, and equipment in the aftermath of a disaster.
3. Other allowable costs under California Government Code 16727 (a) include costs directly related to construction or acquisition, including but not limited to planning, engineering, construction management, architectural, and other design work, EIRs and assessments, required mitigation expenses, appraisals, legal expenses, site acquisitions, necessary easements, and warranties, as approved by Cal OES.

The Proposition 1B Transit Safety, Security & Disaster Response Fund program is administered by Cal OES. Bus transit operators selected by VCTC will receive funds directly from Cal OES, while Metrolink projects are passed through VCTC. The Cal OES guidelines for these grants can be found at <http://www.calema.ca.gov/EMS-HS-HazMat/Pages/Proposition-1B-Grant-Documents.aspx>

The proposed schedule is as follows:

1. **May 8:** VCTC issues fund availability notice to TRANSCOM.
2. **May 9:** Commission approves schedule for fund proposal submittal.
3. **June 12:** Project proposals due in VCTC's office.
4. **July 10:** Draft recommendation considered by TRANSCOM
5. **July 25:** Project selection by Commission.

Projects selected by the Commission will be submitted to Cal OES. VCTC will then assist sponsors with submittal of Investment Justifications and will work with sponsors to prepare final applications. Once funds are received, sponsors will be required to submit Performance Reports to Cal OES and VCTC semi-annually. All funds must be expended no later than March 31, 2017. Per Cal OES guidelines, sponsors must also agree to retain records for 35 years after completion of the project. Please direct any questions to Stephanie Young at (805) 642-1591, extension 108, or syoung@goventura.org.

This recommendation was placed on the agenda for the TRANSCOM May 8, 2014 meeting.



Item #8K

May 9, 2014

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

RECOMMENDATION:

- The Commission approve a budget amendment to the Fiscal Year 2013/2014 Santa Paula Branch Line Task Budget increasing revenues by \$110,000 received from the Griffin settlement and increasing expenditures in the Legal Services line item to cover legal costs already incurred.

DISCUSSION:

Over the past year the cost of legal services revolving around the Santa Paula Branch Line (SPBL) including Beserra, Griffin Homes, and Fillmore and Western has exceeded the \$35,000 budgeted in the Fiscal Year 2013/2014 Santa Paula Branch Line Task Budget. In anticipation of a settlement from the Griffin matter, funds from other line items within the SPBL Task Budget were transferred to cover legal services.

VCTC has now received \$110,000 as settlement in the Griffin case and staff is recommending that those funds be amended into the Fiscal Year 2013/2014 Santa Paula Branch Line Task Budget, Legal Services line item.

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Item #8L

May 9, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

**FROM: VICTOR KAMHI, BUS SERVICES DIRECTOR
AMY AHDI, TRANSIT PLANNER**

SUBJECT: VISTA FY 2013/2014 COOPERATIVE AGREEMENT AMENDMENT - CSUCI

RECOMMENDATION:

- Approve amendment to the FY 2013/2014 Cooperative Agreement for bus service to California State University Channel Islands (CSUCI)

BACKGROUND:

On September 6, 2013, the Commission approved the annual extension of the Vista – CSUCI FY 2013/2014 Cooperative Agreement. This agreement provides that VCTC will provide FTA funds for 80% of capital costs, and that CSUCI reimburses VCTC the remaining costs (20% of capital plus 100% of operating costs, as well as VCTC's administrative expenses, less net credits). The Commission approved the Cooperative Agreement which stated the terms, however, the funding levels only included the transit operating costs. The costs which have been agreed upon by VCTC and CSUCI for planning, administration, and management of the VCTC CSUCI transit services are \$35,000 per year, and are added to the attached amendment. Attached to the proposed amendment is the original service agreement which is being amended.

**AMENDMENT FIFTEEN TO
COOPERATIVE AGREEMENT
BETWEEN
TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY
ON BEHALF OF CALIFORNIA STATE UNIVERSITY
CHANNEL ISLANDS
AND
THE VENTURA COUNTY TRANSPORTATION COMMISSION
FOR THE REVISED TERM APRIL 1, 1999 - JUNE 30, 2014**

This Fifteenth Amendment to the COOPERATIVE AGREEMENT is entered into by and between the Trustees of the California State University, on behalf of California State University Channel Islands, hereinafter referred to as CAMPUS or CI, and the Ventura County Transportation Commission, hereinafter referred to as VCTC, for fiscal year 20013/2014 and is based on the following facts which are material to its execution by the parties:

- I. As a part of its certification of the Environmental Impact Report for the development, the CAMPUS agreed to develop an alternative transportation system to move employees and students at CI to and from the campus. This provision was designed to reduce the negative impacts of increased traffic from development of CI and promote improved air quality;
- II. As a central element in the development of a "Green Campus" university dedicated to the enhancement of the environment in Ventura County, shuttle bus service has been implemented at key transfer points to increase transportation alternatives available to students, staff members and visitors to and from the CAMPUS. The objectives are to reduce traffic congestion, protect air quality, mitigate noise and protect agriculture;
- III. For the first three years (August 1999 through June 2002) VCTC provided a grant of federal Congestion Management and Air Quality (CMAQ) Funds to the CAMPUS for the development and operation of a shuttle bus system. The CMAQ Grant was managed by VCTC on behalf of the Trustees of the California State University.

- IV. The CMAQ program provided funds for a maximum of three years, which was considered a "demonstration period." The demonstration period ended in August 2002. Therefore, the CAMPUS shuttle bus service no longer qualifies for CMAQ funds but does qualify for partial funding from the Federal Transportation Administration (FTA). During the following years; FY 2002-2003 through 2013-14, VCTC obtained FTA funds to pay for approximately half the total cost of operating CAMPUS shuttle bus service.
- V. It is expected that FTA funds, obtained by VCTC on behalf of the CAMPUS, will total approximately \$394,950 for FY 2013-2014.
- VI. VCTC and CI agree to work together to develop a plan which will enhance revenue through increased ridership resulting in a self-sustaining shuttle bus service. CAMPUS recognizes that it may need to subsidize the shuttle bus pass for the students, faculty, and staff.

NOW, THEREFORE, in consideration for the foregoing material facts and other consideration by and between the parties, CI and VCTC agree as follows:

- A. During the period from July 1, 2013 through June 30, 2014, CI shall provide \$475,200 to VCTC to maintain, operate, and manage the CAMPUS shuttle bus system. This amount consists of the Trustees of the California State University local matching cost, which, together with FTA payments and accrued CI credit, will provide full funding for this bus service and VCTC administrative and other operating costs. The amount of \$475,200 shall be due and payable during 2013-14 according to the following schedule:

Due Sept 30, 2013	\$ 110,050.00
Due Nov 30, 2013	\$ 110,050.00
Due Jan 31, 2014	\$ 110,050.00
Due April 30, 2014	\$ 110,050.00
Due June 1, 2014	\$ 35,000.00

- B. VCTC will continue to provide to CI a variety of analytical, technical and management services designed to facilitate the operation of the system from designated points in Oxnard and Camarillo to the CAMPUS for use by students, employees and visitors. The specific services to be provided by VCTC to CI are as follows:
 - 1. Management and coordination of all CAMPUS shuttle bus service and park and ride locations throughout FY 2013-2014.
 - 2. Continued identification of future CAMPUS shuttle bus service route expansions, service adjustments and/or additional park and ride locations with a focus toward promoting and advancing the CI "Green Campus" concept.

3. Provide analytical and technical expertise in support of the CI Transit Twenty Year Plan.
4. Maintain CAMPUS ridership data and trends.
5. Facilitate access to CAMPUS shuttle bus service during special events at the CAMPUS.
6. VCTC will provide a fiscal year financial statement listing actual cost and revenue for operating the CSUCI service and provide information on any adjustment necessary.

**THIS FIFTEENTH AMENDMENT TO THE AGREEMENT HAS BEEN EXECUTED AS OF JULY 1, 2013
AT CAMARILLO, CALIFORNIA.**

ATTEST:

TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY

RICHARD R. RUSH, PRESIDENT
CSU CHANNEL ISLANDS

VENTURA COUNTY TRANSPORTATION COMMISSION

STEVE T. SOJKA, CHAIR, VCTC

APPROVED AS TO FORM

STEVEN T. MATTAS, GENERAL COUNSEL, VCTC

APPROVED AS TO CONTENT

DARREN KETTLE, EXECUTIVE DIRECTOR, VCTC

RIDER B - GENERAL PROVISION'S FOR SERVICES

1. Commencement of work

Work shall not commence under the Contract until 3 fully executed Contract has been received by the Contractor and the Contractor has been given approval to proceed. Any work performed by the Contractor prior to the date of approval shall be considered as having been performed at the Contractor's own risk and as a volunteer.

2. Invoices

- (a) Invoices shall be submitted, in arrears to the Address stipulated in the Contract. The Contract number must be included on the invoice. Final invoice shall be marked as such.
- (b) In the event that additional services are performed as authorized, the Contractor shall submit invoices for additional services in accordance with provisions herein.
- (c) For work of a continuing nature, the Contractor shall submit invoices in arrears, upon completion of each phase. Contractor shall be reimbursed for travel, subsistence and business expenses necessary for the performance of services pursuant to the Contract in accordance with CSU policy.
- (d) Unless otherwise specified, the CSU shall pay properly submitted invoices not more than 45 days after (i) the performance completion date of services; or (ii), receipt of an undisputed invoice; whichever is later. Late payment penalties shall not apply to this Contract.
- (e) The consideration to be paid Contractor, as described within the Contract, shall be in full compensation for all of Contractor's expenses incurred in the performance hereof including travel and per diem unless otherwise expressly so provided.

3. Appropriation of Funds

- (a) If the term of the Contract extends into fiscal years subsequent to that in which it is approved such continuation of the Contract is subject to the appropriation of funds for that purpose by the Legislature. If funds to effect such continued payment are not appropriated, Contractor agrees to take back any commodities furnished under the Contract, terminate any services supplied to the CSU under the Contract, and relieve the CSU of any further Obligation therefore.
- (b) CSU agrees that if provision (a) above is involved, commodities, shall be returned to the Contractor in substantially the same condition in which they were delivered subject to normal wear and tear. CSU; further agrees to pay for packing, crating, transportation to Contractor's nearest facility and for reimbursement to Contractor for expenses incurred for its assistance in such packing and crating,

4. Cancellation

CSU reserves the right to cancel this Contract at any time upon thirty (30) days written notice to the Contractor.

5. Independent Status

The Contractor and the agents and employees of Contractor, in the performance of this Contract shall act in an independent capacity and not as officers or employees, or agents of the State of California. While Contractor may (or may not) be required under the terms of this Contract to carry Worker's Compensation Insurance, Contractor is not entitled to unemployment or workers' compensation benefits from the CSU.

6- Conflict of Interest

- (a) Should the Contractor provide services for preparation or development of recommendations for the actions which are required, suggested or otherwise deemed appropriate and which include the provision, acquisition or delivery of products or service, then the Contractor must provide full disclosure of any financial interest including but not limited to service Agreements, OFM and/or marketing Agreement that may foreseeable allow the Contractor to materially benefit from the adoption of such recommendations.
- (b) CSU requires a Statement of Economic Interests (Form 700) to in be filed by any Consultant (or Contractor) who is involved in the making, or participation in the making, of decisions-which may foreseeable have a material effect on any CSU financial interest [reference G.C.820191].

The CSU reserves the right to prohibit participation by the Contractor in bidding to or providing services goods or supplies or any other related action which is required, suggested or otherwise deemed appropriate in the end product of this Contract.

7. Governing Law

To the extent not inconsistent with applicable federal law, this Contract will be construed in accordance with and governed by the laws of the State of California.

8. Assignments

Without written consent of the CSU, the Contract is not assignable by Contractor either in whole or in part.

9. Time

Time is of the essence of the Contract.

10. Contract Alterations & Integration

No alteration or variation of the terms of the Contract shall be valid unless; made in writing and signed by the parties hereto and no oral understanding or Contract not incorporated here in shall be binding on any of the parties here to.

11. General Indemnity

The Contractor agrees to indemnify, defend and save harmless the CSU, its officers, agents and employees from any and all claims and losses accruing or resulting to any other person, firm or corporation furnishing or supplying work, service, materials or supplies in connection with the performance of this Contract and from any and all claims and losses accruing or resulting to any person, firm or corporation which may be injured or damaged by the Contractor in the performance, of this Contract

12. Use of Data

The Contractor shall not utilize any information not a matter of public record which is received by reason of this Contract, for pecuniary gain not contemplated by the terms of this Contract regardless of whether the Contractor is or is not under contract at the time such gain is realized. The report, survey, or other product developed by the Contractor pursuant to this Contract is the property of the CSU, and shall not be used in any manner by, the Contractor unless authorized by the CSU.

13. Termination for Default

The CSU may terminate the Contract and be relieved of the payment of any consideration to Contractor should Contractor fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, the CSU may proceed with the work in any manner deemed proper by the CSU. The cost to the CSU shall be deducted from any sum due the Contractor under the Contract and the balance if any, shall be paid the Contractor upon demand.

14. Personnel

The Contractor shall make every effort consistent with sound business practices to honor the specific requests of the CSU with regard to assignment of its employees, however, the Contractor reserves the sole right to determine the assignment of its employees. If a Contractor employee is unable to perform due to illness, resignation, or other factors beyond the Contractor's control, the Contractor shall make every reasonable effort to provide suitable substitute personnel.

15. Nondiscrimination

- (a) During the performance of this Contract, Contractor and its subcontractors shall not deny the Contract's benefits to any person on the basis religion, ethnic group identification sex age physical or mental disability, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religion color national origin, ancestry, physical handicap, mental medical condition, marital status, age (over 40), or sex. Contractor shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.
- (b) Contractor shall comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12900 et seq.), the regulations promulgated hereunder (California Code of Regulations Title 1 Sections 7285.0 et seq.) and the provisions of Article 9.5, Chapter 1, Part 1 Division 3, Title 2 of the Government Code (Government Code Section 111354-11139) and the regulations or standards adopted by the awarding state agency to implement such article.
- (c) Contractor shall permit access by representatives of the Department of Fair Employment and Housing and the Trustees upon reasonable notice at any time during the normal business hours, but in no case less than 24 hour notice, to such of its books, records accounts, other sources of information and its facilities as said Department or Trustees shall require to ascertain compliance with this clause.
- (d) The provisions of Executive Order 11246, as amended (Equal Employment Opportunity/Affirmative Action, Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (38 USC 4212 or VERA) and Section 505 of the Rehabilitation Act of 1973, as amended (29 USC 793) and the implementing regulations found at 41 CFR 60-1.2, 41 CFR 60-250, and 41 CFR 60-741, respectively, are hereby incorporated by reference.
- (e) Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining, or other agreement.
- (f) Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the contract (Gov. Code Section 12590 11135 et seq. Title 2 California Code of Regulations, Section 8107).

16 Drug Free Workplace Certification

By accepting a contract or purchase order, the Contractor certifies under penalty of perjury under the laws of the State of California that the Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code, Section 8355 et seq.) and will provide a drug free workplace by doing all of that which Section 8355 et seq. require.

17. Severability

It is expressly agreed and understood by the parties hereto that if any provision of this Contract is held to be unconscionable or invalid under any applicable statute or law it is deemed to that extent to be omitted. However the balance of the Contract shall remain in full force and effect.

18. Dispute

Any dispute arising under the terms of this Contract which is not resolved within a reasonable period of time by authorized representatives of the Contractor and the CSU shall be brought to the attention of the Chief Executive Officer (or designated representative) of the Contractor and the Chief Business Officer (or designated representative) of The CSU for joint resolution. At the request of either party, The CSU shall provide a forum for discussion of the disputed term(s), at which time the Vice Chancellor, Business and Finance (or designated representative) of The CSU shall be available to assist in the resolution by providing advice to both parties regarding The CSU contracting policies and procedures. If resolution of the dispute through these means is pursued without success either party may seek resolution employing whatever remedies exist in law or equity beyond this Contract. The Contractor shall keep accurate records of its services in order to adequately document the extent of its services under this Contract.

19. Privacy of Personal Information

Contractor acknowledges the privacy rights of individuals to their personal information that are expressed in the States Information Practices Act (California Civil Code Section 1798 et seq.) and in California Constitution Article I, Section 1. Contractor shall not release personal information contained in CSU records without full compliance with applicable state and federal privacy laws. Contractor further acknowledges Federal privacy laws such as Gramm-Leach-Bliley Act (Title 15, United States Code, Sections 6801(b) and 6805(b)(2) applicable to financial transactions and Family Educational Rights and Privacy Act (Title 20, United States Code Section 1212g) applicable to student records and information from student records. Contractor shall maintain the privacy of protected personal information.

20. Waiver of Rights

Any action or inaction by the CSU or the failure of the Contractor to enforce any right or provision of the Contract shall not be

construed to be a waiver by the CSU: of its rights hereunder and shall not prevent the CSU from enforcing such provision or right on any future occasion. The rights and remedies of the CSU provided herein shall not exclusive and are in addition to any other rights and remedies provided by law.

21 Endorsement

Nothing contained in this Contract shall be construed as conferring on any party hereto, any right to use the other parties name as an endorsement of product/service or to advertise, promote or otherwise market any product or service without the prior written consent of the other parties. Furthermore nothing in this Contract shall be construed as endorsement of any commercial product or service by the CSU, its officers or employees.

21 Patent, Copyright, and Trade Secret Indemnity

A contractor may be required to furnish a bond to the CSU against any and all loss damage, costs, expenses, claims and liability for patent, copy-right and trade secret infringement. In addition:

- (a) The Contractor, at its own expense, shall defend any action brought against CSU to the extent that such action is based upon a claim that the products supplied by the Contractor or the operation of such product infringes a United States patent copyright or violates a trade secret. The Contractor shall pay those costs and damages finally awarded against the CSU in any such action. Such defense and payment shall be conditioned on the following:
 - (i) That de Contractor shall be notified within a reasonable time in writing by the CSU of any notice of such claim; and,
 - (ii) That the Contractor shall have the sole control of the defense of any action on such claim and all negotiations for its settlement or compromise, provided, however, that when principles of government or public law are involved the CSU has the option to participate in such action its own expense.
- (b) Should the product or the operation thereof, become, or in the Contractor's opinion is likely to become, the subject of a claim of infringement of a United State or foreign patent or copyright or a trade secret, the CSU shall permit the Contractor at its option and expense either to procures for the CSU the right to continue using the product, or to replace on modify the same so that they become non-infringing provided such replacement or modified product satisfies the performance requirement specified in the Contract. If none of these options can reasonable be taken, or if the use of such product by the CSU shall be prevented by injunction,

the Contractor agrees to take back such product and make every reasonable effort to assist the CSU in procuring a substitute product. If, in the sole opinion of the CSU, the return of such infringing product makes the retention of other products acquired from the Contractor under this contract impractical the CSU shall then have the option of terminating the contract or applicable portions thereof without penalty or termination charge. The Contractor agrees to take back such product and refund any sums the CSU has paid Contractor less any reasonable amount for use or damage.

23. Compliance with NLRB Orders

Contractor declares under penalty of perjury that no more than one final, unappealable finding of contempt of court by a federal court has been issued against the Contractor within the immediately preceding two-year period because of the Contractor's failure to comply with an order of a federal court which orders the Contractor to comply with an order of the National Labor Relations Board. This provision is required by, and shall be construed in accordance with Public Contract Code Section 10296.

24. Examination and Audit

For contracts in excess of \$10,000 the Contractor shall be subject to the examination and audit of (a) the Office of the University Auditor and of the State Auditor for a period of three (3) years if the final payment under the contract in accordance with Government Code Section 8546.7 and with Education Code Section 89045(c & d), respectively. The examination and audit shall be confined to those matters connected with the performance of the contract including, but not limited to the costs of administering the Contract.

25. DVBE and Small Business Participation

The State of California supports statewide participation goals of 3% for disabled business enterprises (DVBE Program) and requires agencies to provide a 5% preference when awarding contracts to small businesses. Only small businesses certified by the Office of Small and Minority Businesses (OSMB) are eligible to receive the preference. The CSU encourages all contractors to use the services of DVBE and OSMB certified small business enterprises whenever possible and to report their use to the CSU.

26. Citizenship and Public Benefit

If Contractor is a natural person, Contractor certifies in accepting this Contract that s/he is a citizen or national of the United States or otherwise qualified to receive public benefits under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (P.L. 104-193; STAT 2105, 226869)

27. Americans with Disabilities Act

Contractor warrants that it complies with California and federal disabilities laws and regulations.

211 Child Support Compliance Act

For any contract in excess of \$100,000, the contractor acknowledges in accordance with Public Contract Code Section 7110, that:

(a) The contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including but not limited to disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with Section 5200) of Part 5 of Division 9 of the Family Code; and

(b) The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all its-employees to the New Hire Registry maintained by the California Employment Development Department.

29. Document Referencing

All correspondence, invoices, bills of lading, shipping memos, packages, etc., must show the Contract number. If factory shipment, the factory must be advised to comply. Invoices not properly identified with the contract number and contractor identification number may be returned to contractor and may cause delay in payment.

30. Forced, Convict, Indentured and Child Labor

By accepting a contract or purchase order the Contractor certifies that no apparel, garments or corresponding accessories, equipment, materials or supplies furnished to the State pursuant to this Contract have been laundered or produced in whole or in part by sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor indentured labor under penal sanction or abusive forms of child labor or exploitation of children in sweatshop labor. Contractor shall cooperate fully in providing reasonable access to the Contractor records, documents, agents or employees, or premises if reasonably required by authorized officials of the CSU, the Department of Industrial Relations, or the Department of Justice determine the Contractor's compliance with the requirements above. (Public Contract Code Section 6108).

31. Covenant Against Gratuities

The Contractor shall warrant that no gratuities (in the form of entertainment, gifts, or otherwise) were offered or given by the Contractor, or any agent or representative of the Contractor, to any officer or employee of the CSU; with a view toward securing the Contract or securing favorable treatment with respect to any determinations concerning the performance of the Contract. For breach or violation of this warranty the CSU shall have the right to terminate the Contract, either in whole or in part, and any loss or damage sustained by

the CSU in procuring on the- open market any items which the Contractor agreed to supply, shall be borne and paid for by the Contractor. The rights and remedies of the CSU provided in this clause shall not be exclusive and are in addition to any other right and remedies provided by law or under the Contract.

32. Rights and Remedies of CSU for Default

(a) In the event any deliverables furnished or services provided by the Contractor in the performance of the Contract should fail to conform to the requirements herein, or to the sample submitted by the Contractor, the CSU: may reject the same and it will thereupon become the duty of the Contractor to reclaim and remove the same forthwith or to correct the performance of the service without expense to the CSU, and immediately to replace all such rejected items with others conforming to such specifications or samples, provided that should the Contractor fail, neglect, or refuse to do so, the CSU shall there upon have the right to purchase in the open market in lieu thereof, a corresponding quantity of any such items and to deduct from any monies due to the Contractor the difference between the price named in the Contract and the actual cost thereof to the CSU.

(b) In the event the Contractor shall fail to make prompt delivery as specified of any item, the same conditions as to the right of the CSU to purchase in the open market and to reimbursement set forth above shall apply, except for force majeure. Except for defaults of subcontractors, neither party shall be responsible for delays or failures in performance resulting from acts beyond the control of the offending party. Such acts (know as "force majeure") shall include by shall not be limited to fire, strike, freight embargo or acts of God and of the Government. If a delay or failure of performance by the Contractor arises out of a default of its subcontractor, and if such default arises out of cause beyond the control of the Contractor and the subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for damages of such delay or failure, unless the supplies or services to be furnished by the subcontractor obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule.

(c) In the event the termination, either in whole or in part by reason of the default or breach thereof by the Contractor, any loss or damage sustained by the CSU in procuring any items which the Contractor therein agreed to supply shall be borne and paid for by the Contractor.

(d) The rights and remedies of the CSU provided above shall not be exclusive and are in addition to any other rights and remedies provided by law under the Contract.

33. Contractor's. Power and Authority

The Contractor warrants that it has full power and authority to grant the rights herein granted and will hold the CSU hereunder harmless from and against any loss, liability, and expenses (including reasonable attorney fees) arising out of breach of this warranty. Further, Contractor asserts that it will not enter into an arrangement with a third party which might abridge any rights of the CSU under this Contract.

34 Recycled Content Certification

Contractor agrees to certify in writing and under penalty of perjury, the minimum, if not the exact percentage of recycled content materials as defined in Section 12161 and 122200 of the Public Contract Code, in materials, goods or supplies used in the performance of this Contract.

35. Entire Contract

This Contract sets forth the timeline between the parties with respect to the subject matter hereof and shall govern the respective duties and obligations of the parties.

36 Safety and Accident Prevention

In performing work under this Contract on CSU premises, Contractor shall conform to any specific safety requirements contained in the Contract or as require law or regulation. Contractor shall take any additional precautions as the CSU may reasonably require for safety and accident prevention purposes. Any violation of such rules and requirements unless promptly corrected, shall be grounds for termination of this Contract in accordance with default provisions thereof.

37. Follow-On Contracts

a) If the Contractor or its affiliates provide Consulting and Direction (as defined below) the Contractor and its affiliates:

(i) will not be awarded subsequent Contract to supply the service of system or any significant component thereof that is used for or in connection with any subject of such Consulting and Direction; and

(ii) will not act as a consultant to any person or entity that does not receive a Contract as described in sub-section (i). This prohibition will continue for one (1) year after termination of this Contract or completion of the Consulting and Direction, whichever comes later.

b) "Consulting and Direction" means services for which the Contractor received compensation from the CSU and includes:

(i) development of or assistance in the development of work statement specifications, solicitations or feasibility studies;

(ii) development or design of test requirements;

(iii) evaluation of test data.

(iv) direction of or evaluation of another Contractor.

(v) provision of formal recommendations regarding the acquisition of products or services; or

(vi) provision of formal recommendations regarding any of the above. For purposes of this Section "affiliates" are employees, directors, partners, joint venture participants, parent corporations, subsidiaries, or any other entity controlled by, controlling or under common control with the Contractor. Control exists when an entity owns or directs more than fifty (50%) percent of the outstanding stocks or securities representing the right to vote for the election of directors or other managing authority.

c) Except as prohibited by law the restrictions of this section will not apply.

(i) to follow-on advice given by vendors of commercial off-the-shelf products including Software and Hardware, on the operation, integration, repair or maintenance of such products after sale; or

(ii) where the CSU has entered into a Contract for Software or services and the scope of work at the time of Contract execution

expressly calls for future recommendations among the Contractor's own products.

d) The restrictions set forth in this Section are in addition to conflict of interest restrictions imposed on Public Contractors by California law ("Conflict Law"). In the event of any, inconsistency, such Conflict Laws overrule the provisions of this Section, even if enacted after execution of this Contract.

38. Expiration of Corporations

By accepting a Contract or purchase order, the Contractor declares under penalty of perjury under the laws of the State of California that the Contractor is eligible to contract with the CSU pursuant to The California Taxpayer and Shareholder Protection Act of 2003, Public Contract Code Section 10286 et. Sec.

39. Insurance Requirements

Contractor shall furnish to the CSU prior to the commencement of work a underwriter's endorsement with a certificate of insurance stating that there is General Liability insurance presently in effect for the contractor with combined single limit of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate; and in that vehicle insurance (where applicable) is in effect with a minimum coverage of \$1,000,000 per occurrence.

(a) The certificate of insurance shall provide:

(i) That the insurer will not cancel the insured's coverage without thirty (30) days prior notice to the CSU:

(ii) That the State of California, the Trustees of the California State University, the CSU, and the employees, officers and agents of each of them are included as additional insureds but only insofar as the operations under this contract are concerned;

(iii) That the State, the Trustees, and the CSU and the employees, officers, and agents of each of them will not be responsible for any premium or assessments on the policy.

(b) Contractor agrees that the bodily injury liability insurance herein provided shall be in effect at all times during the term of this contract. In the event said insurance coverage expires at any time or times during the term of this contract contractor agrees to provide at least thirty (30) days prior to said expiration date, a new certificate of insurance evidencing insurance as provided herein for not less than the remainder of the term of the contract or for a period of not less than one (1) year. New certificates of insurance of insurance are subject to the approval of the CSU, and the contractor agrees that no work or service shall be performed prior to the giving of such approval. In the event contractor fails to keep in effect at all times insurance coverage as herein provided the CSU may in addition to any other remedies it may have terminate this contract upon termination of this contract upon the occurrence of such event.

(c) Workers' Comprehensive Insurance coverage as required by the State of California



Item #8M

May 9, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: STEPHANIE YOUNG, PROGRAM ANALYST

SUBJECT: PROPOSITION 1B TRANSIT CAPITAL APPROVAL OF PROJECTS

RECOMMENDATION:

- Approve the programming \$900,000 of Proposition 1B Transit Capital for the Gold Coast Replacement Paratransit Vehicles purchase and \$5,610,000 of Proposition 1B Transit Capital for the Gold Coast Facility project.
- Adopt the attached Resolution 2014-06 authorizing the Executive Director to execute all required documents to receive the Transit Capital funds for approved projects.

BACKGROUND:

Proposition 1B, approved by the voters in 2006, includes \$3.6 billion statewide for transit capital projects, to be distributed to transit operators and regional agencies by formula. VCTC's total apportionment is approximately \$39,645,000. The VCTC Transit Investment Study developed a list of recommended transit capital projects to be funded by Proposition 1B, as well as project selection criteria to be used if additional unanticipated funds become available. Much of this list was funded with the help of federal stimulus funds for transit. Other Transit Investment Study projects were funded with \$10,564,000 of Proposition 1B Transit Capital Funds, leaving an unprogrammed balance of \$29,081,000, most of which was distributed through subsequent calls for projects.

At the October 5, 2012 meeting, the Commission reserved a portion of the funds for future bus replacement projects and the construction phase of the Gold Coast Transit facility. The projects remaining on the reserve list are shown in Attachment A. With the exception of these reserved funds all of VCTC's apportionment has now been allocated.

DISCUSSION:

Recently Gold Coast Transit informed staff about which of their projects on the reserve list would be ready to start within the next 18 months. These projects, which are recommended for funding, are:

- \$5,610,000 for the new Gold Coast Transit Facility and,
- \$900,000 of the \$2,630,000 reserved for replacement Gold Coast paratransit vehicles.

The City of Simi Valley, the other agency that has projects on the reserve list, is not yet ready to request their funds. As all of the funds have been programmed or reserved, there is no more remaining Proposition 1B Transit Capital funding available for the county.

Resolution 2014-06 in Attachment B authorizes the Executive Director to submit all required documents to Caltrans for these projects.

This recommendation is on the agenda for the TRANSCOM May 8, 2013 meeting.

Proposition 1B Transit Capital Reserve List

Agency	Description	Amount Reserved	Amount Recommended for Current Funding Cycle
Gold Coast	New administration, maintenance, and operations facility	\$5,610,000	\$5,610,000
Gold Coast	24 replacement paratransit vehicles	\$2,630,000	\$900,000
Simi Valley	Four replacement CNG transit buses.	\$2,200,000	\$0
Simi Valley	Six CNG paratransit replacement vans	\$600,000	\$0
TOTAL		\$11,040,000	\$6,510,000

Previously Allocated Proposition 1B Transit Capital Reserve List Projects

Thousand Oaks	Replacement DAR Vehicles	\$800,000	\$0
Gold Coast	New administration, maintenance, and operations facility	\$1,610,000	\$0

**A RESOLUTION OF THE
VENTURA COUNTY TRANSPORTATION COMMISSION
FOR THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES
FOR THE PROPOSITION 1B PUBLIC TRANSPORTATION
MODERNIZATION, IMPROVEMENT, AND SERVICE ENHANCEMENT
ACCOUNT BOND PROGRAM**

WHEREAS, the Ventura County Transportation Commission ("VCTC") is an eligible project sponsor and may receive state funding from the Public Transportation Modernization, Improvement, and Service Enhancement Account ("PTMISEA") now or sometime in the future for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 88 (2007) named the Department of Transportation ("Department") as the administrative agency for the PTMISEA; and

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

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

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

Section 1. VCTC adopts the Proposition 1B PTMISEA Fiscal Year 2014/15 project list (Attachment A) and approves the applicant list.

Section 2. VCTC will comply with all conditions and requirements set forth in the Certification and Assurances document (Attachment B) and applicable statutes, regulations, and guidelines for all PTMISEA funded transit projects.

Section 3. VCTC authorizes the Executive Director to execute all required documents of the PTMISEA program and any Amendments thereto with the California Department of Transportation.

PASSED AND ADOPTED by the VCTC at its regular meeting this 9th day of May, 2014

Ralph Fernandez, Chair

ATTEST:

Donna Cole, Clerk

APPROVED AS TO FORM:

Steven T. Mattas, General Counsel

ATTACHMENT A

Proposition 1B PTMISEA Fiscal Year 2014/15 Project List

Project Title	Agency	PTMISEA Awarded
Administration, Maintenance, and Operations Facility (Phase III)	Gold Coast Transit	\$5,610,000
Replacement Paratransit Vehicles	Gold Coast Transit	\$900,000

Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) Bond Program

Certifications and Assurances

Project Sponsor: *Ventura County Transportation Commission.*

Effective Date of this Document: *May 9, 2014*

The California Department of Transportation (Department) has adopted the following certifications and assurances for the Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) bond program. As a condition of the receipt of PTMISEA bond funds, project sponsors must comply with these terms and conditions.

A. General

- (1) The project sponsor agrees to abide by the current PTMISEA Guidelines
- (2) The project sponsor must submit to the Department a PTMISEA Program Expenditure Plan, listing all projects to be funded for the life of the bond, including the amount for each project and the year in which the funds will be requested.
- (3) The project sponsor must submit to the Department a signed Authorized Agent form designating the representative who can submit documents on behalf of the project sponsor and a copy of the board resolution appointing the Authorized Agent.

B. Project Administration

- (1) The project sponsor certifies that required environmental documentation is complete before requesting an allocation of PTMISEA funds. The project sponsor assures that projects approved for PTMISEA funding comply with Public Resources Code § 21100 and § 21150.
- (2) The project sponsor certifies that PTMISEA funds will be used only for the transit capital project and that the project will be completed and remains in operation for its useful life.
- (3) The project sponsor certifies that it has the legal, financial, and technical capacity to carry out the project, including the safety and security aspects of that project.
- (4) The project sponsor certifies that they will notify the Department of pending litigation, dispute, or negative audit findings related to the project, before receiving an allocation of funds.

- (5) The project sponsor must maintain satisfactory continuing control over the use of project equipment and facilities and will adequately maintain project equipment and facilities for the useful life of the project.
- (6) Any interest the project sponsor earns on PTMISEA funds must be used only on approved PTMISEA projects.
- (7) The project sponsor must notify the Department of any changes to the approved project with a Corrective Action Plan (CAP).
- (8) Under extraordinary circumstances, a project sponsor may terminate a project prior to completion. In the event the Project Sponsor terminates a project prior to completion, the Project Sponsor must (1) contact the Department in writing and follow-up with a phone call verifying receipt of such notice; (2) pursuant to verification, submit a final report indicating the reason for the termination and demonstrating the expended funds were used on the intended purpose; (3) submit a request to reassign the funds to a new project within 180 days of termination.
- (9) Funds must be encumbered and liquidated within the time allowed in the applicable budget act.

C. Reporting

- (1) Per Government Code § 8879.55, the project sponsor must submit the following PTMISEA reports:
 - a. Semi-Annual Progress Reports by February 15th and August 15th each year.
 - b. A Final Report within six months of project completion.
 - c. The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of PTMISEA bond funds. A copy of the audit report must be submitted to the Department within six months of the close of the year (December 31) each year in which PTMISEA funds have been received or expended.

D. Cost Principles

- (1) The project sponsor agrees to comply with Title 2 of the Code of Federal Regulations 225 (2 CFR 225), Cost Principles for State and Local Government, and 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- (2) The project sponsor agrees, and will assure that its contractors and subcontractors will be obligated to agree, that (a) Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allowability of individual project cost items and (b) those parties shall comply with Federal administrative procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Every sub-recipient receiving PTMISEA funds as a contractor or sub-contractor shall comply with Federal administrative procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

- (3) Any project cost for which the project sponsor has received payment that are determined by subsequent audit to be unallowable under 2 CFR 225, 48 CFR, Chapter 1, Part 31 or 49 CFR, Part 18, are subject to repayment by the project sponsor to the State of California (State). Should the project sponsor fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the project sponsor from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

E. Record Retention

- (1) The project sponsor agrees, and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the project sponsor, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices. All accounting records and other supporting papers of the project sponsor, its contractors and subcontractors connected with PTMISEA funding shall be maintained for a minimum of three (3) years from the date of final payment and shall be held open to inspection, copying, and audit by representatives of the State and the California State Auditor. Copies thereof will be furnished by the project sponsor, its contractors, and subcontractors upon receipt of any request made by the State or its agents. In conducting an audit of the costs claimed, the State will rely to the maximum extent possible on any prior audit of the Project Sponsor pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the project sponsor's external and internal auditors may be relied upon and used by the State when planning and conducting additional audits.
- (2) For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with the performance of the project sponsor's contracts with third parties pursuant to Government Code § 8546.7, the project sponsor, its contractors and subcontractors and the State shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times during the entire project period and for three (3) years from the date of final payment. The State, the California State Auditor, or any duly authorized representative of the State, shall each have access to any books, records, and documents that are pertinent to a project for audits, examinations, excerpts, and transactions, and the project sponsor shall furnish copies thereof if requested.
- (3) The project sponsor, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by the State, for the purpose of any investigation to ascertain compliance with this document.

F. Special Situations

- (1) A project sponsor may lend its unused funds from one year to another project sponsor for an eligible project, for maximum fund use each fiscal year (July1 – June 30). The project sponsor shall collect no interest on this loan.
- (2) Once funds have been appropriated in the budget act, a project sponsor may begin a project with its own funds before receiving an allocation of bond funds, but does so at its own risk.
- (3) The Department may perform an audit and/or request detailed project information of the project sponsor's PTMISEA funded projects at the Department's discretion at any time prior to the completion of the PTMISEA program.

I certify all of these conditions will be met.

VENTURA COUNTY TRANSPORTATION COMMISSION

BY:

Darren Kettle, Executive Director



Item #9

May 9, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

**FROM: PETER DE HAAN, DIRECTOR OF PROGRAMING
ELLEN TALBO, PROGRAM ANALYST**

SUBJECT: LEGISLATIVE UPDATE & POSITIONS ON BILLS

RECOMMENDATION:

- Adopt Support position on AB 1720 (Bloom) regarding bus axle weights.
- Adopt Support position on AB 2728 (Perea) regarding use of truck weight fees.
- Adopt Support position on the Self-Help Counties policy (Attachment A) regarding state transportation policy reviews.

BACKGROUND:

Federal Issues

On April 10th, the Senate Environmental and Public Works Committee (EPW) released its approach for developing the next reauthorization bill. It appears that the proposed approach would largely maintain the status quo of MAP-21, except to increase funds based on inflation. The EPW's guiding principles for reauthorizing the next transportation bill include:

- Passing a long-term bill, as opposed to a short term patch;
- Maintaining the formulas for existing core programs;
- Promoting fiscal responsibility by keeping current levels of funding, plus inflation;
- Focusing on policies that expand opportunities for rural areas;
- Continuing federal efforts to leverage local resources to accelerate the construction of transportation projects, create jobs, and spur economic growth; and
- Requiring better information sharing regarding federal grants.

There has been concern among the Southern California transportation agencies that EPW's approach does not align with the freight priorities in the reauthorization proposal, nor do EPW's guiding principles position the region to address long-standing freight & safety projects, a few of which in the region have been designated as projects of national significance. For example, the Port of Hueneme Access Corridor Project would not have additional source of funding under EPW's approach toward reauthorization.

There has been a strong interest among the various agencies under the umbrella of Southern California Association of Governments (SCAG) to influence legislation as it relates to freight investments and the Highway Trust Fund among other aspects of EPW's position. A joint group of regional transportation agencies is being developed for discussions with the Coalition for America's Gateways and Trade Corridors (CAGTC) in Washington DC to communicate Southern California's consensus principles on transportation funding for CAGTC to include in their discussions with Senator Boxer's congressional staff in May.

In the meantime, VCTC staff has been working with the SCAG Legislative roundtable working group to develop federal freight funding priorities in support of Ventura's regional projects.

On April 29, the Administration submitted its proposed reauthorization bill, which would provide for a four-year authorization. The proposal contains the previously-announced infusion of \$150 billion into the Highway Trust Fund to fund the proposed increase.

State Issues

Attachment B provides the monthly report of Delaney Hunter, VCTC's state representative. This report includes information on the latest proposal of Senate President Pro Tempore on distribution of cap-and-trade funds. Attachments C and D provide Ms. Hunter's analysis of two bills currently moving through the Legislature. Staff recommends the following positions:

AB 1720 (Bloom): This bill, sponsored by the California Transit Association, addresses an issue pertaining to the legality under the Vehicle Code of the currently-available transit bus models due to their heavy axle weights. This issue affects operators of larger transit buses including Gold Coast Transit and Simi Valley Transit. Staff recommends the Commission Support this bill.

AB 2728 (Peria): This bill would specify that the revenue from truck weight fees must go to current transportation expenditures as was the original practice, rather than to transportation bond payments as is the current practice. Staff recommends Support for AB 2728 as it could lead to increased statewide transportation funding.

The California Transportation Infrastructure Priorities (CTIP) Working Group, set up by the Brown Administration under the leadership of California Transportation Agency (CalSTA) Secretary Brian Kelly, has been moving forward with its work to develop pay-as-you-go strategies to adequately fund priority transportation investments. Generally speaking, the group appears to have focused primarily on how to address the state highway maintenance shortfall. Meanwhile, the state hired the State Smart Transportation Initiative (SSTI) to do a review of Caltrans operations, and this review has raised issues regarding the significant role of regional agencies to determine spending priorities. In response to these initiatives, the Self-Help Counties Coalition, consisting of counties having a local sales tax for transportation, has developed the attached principles. Although VCTC is not a member of the coalition by virtue of not having a local transportation measure, the principles align with VCTC's adopted legislative principles and therefore staff recommends the Commission formally adopt these principles.

Attachment E matrix provides the status of bills being tracked by VCTC.

Self-Help Counties Coalition (SHCC) Principles in Response to SSTI & CTIP

SHCC applauds CalSTA's courage to examine pivotal issues in how transportation is governed in California. SHCC's 20 members, representing 30 million people (81% of California's population) are experienced practitioners in addressing this state's challenges. A Caltrans built to suit today's realities is of great benefit to all self-help counties. We concur with many reforms mentioned in the SSTI and CTIP reports; however some of the findings require clarification, context, or correction. We encourage CalSTA to move forward with SHCC as an ally and to that end we submit the following policy principles and factual reminders in response to SSTI and CTIP:

Align Caltrans Budget and Structure with Roles & Responsibilities

- Revise the Caltrans mission, vision and goals to align with State policies and regional partnerships.
- Align Caltrans resources and organizational structure according to policy priorities and today's regionally-driven funding system.
 - Caltrans staffing should be oriented most towards:
 - System preservation;
 - Highway operations;
 - Goods movement;
 - Interregional planning
 - Support of rural counties; and
 - Local assistance.
 - Regional and local agencies should be oriented towards:
 - Management of local revenue programs such as sales tax measure funds;
 - SB 375 implementation; and
 - Design standards for local facilities.

Encourage Revenue Opportunities

- If new policies are adopted to account for life-cycle costs on locally funded highway capacity projects, the same policies should apply to state funding sources as well, including SHOPP.
- Reduction of the voter threshold to approve transportation sales tax measures should ensure:
 - Full local autonomy over expenditure plans
 - Any self-help funds do not supplant overdue state investments

- Maintain SB 45 in spirit and in law.
- Actively seek new state and federal transportation revenue.
- Pricing policies should preserve revenue and toll policy decision-making with the entity assuming financial, construction, and operational risk for priced facilities. (See SHCC Managed Lanes Principles)

Partnering for a Sustainable Future

- Land use concerns are the responsibility of MPO's, cities, and counties.
- Projects nominated for state funding are part of Regional Transportation Plans which meet the state's goals with AB 32 and SB 375. The state-region partnership is working without the need for new policy review and project-by-project vetting by CalSTA or CTC.
- Self-help measures invest in transit, active transportation, and a variety of non-highway projects.



GONZALEZ, QUINTANA & HUNTER, LLC

VENTURA COUNTY TRANSPORTATION COMMISSION MONTHLY STATE ADVOCACY REPORT APRIL 2014

Legislative Updates

SB 990 (Vidak): Transportation Funds: Disadvantaged Small Communities (Failed)

Ensures that small economically disadvantaged communities throughout the state are able to compete for transportation project funding.

-Failed in Sen. Transportation & Housing on 4/29.

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 out of Assembly Transportation. Now on the Assembly Floor.

AB 2728 (Perea/Linder): Vehicle weight fees: Transportation and bond debt service.

Captures truck weight fees as revenue for overall transportation funding purposes rather than the current use for paying the debt service on transportation bonds.

-Passed out of Assembly Transportation. Now in Assembly Appropriations.

SB 1418 (Desaulnier): Vehicle weight fees: Transportation and bond debt service.

Captures truck weight fees as revenue for overall transportation funding purposes rather than the current use for paying the debt service on transportation bonds.

-Passed out of Senate Transportation & Housing. Now Senate Appropriations.

AB 1536 (Olsen): Public transportation employees: strikes: prohibition

Would prohibit a state or local public transportation employee or public transportation employee organization from striking.

-Policy hearing cancelled at Author's request. Bill is Fiscal, so likely dead now.

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 Senate Transportation & Housing. Now in Senate Appropriations.

SB 1122 (Pavley): Sustainable communities: Strategic Growth Council

Would authorize the Strategic Growth Council to develop and implement regional grant programs to support the implementation of sustainable communities' strategies, alternative transportation plans, or other regional greenhouse gas emission reduction plans within a developed area. The bill would require

the council, in consultation with specified public agencies, to establish standards for integrated modeling systems and measurement methods, and standards for the use of funds.

-Passed from Senate Transportation & Housing. Now in Senate Appropriations.

SB 1298 (Hernandez): High-Occupancy Toll Lanes

Makes 10/110 Express Lanes Permanent and authorizes CTC to approve new Express Lanes so legislative authorization no longer required. Would remove the limitations on the number of HOT lanes that the CTC may approve and would delete the January 1, 2012, deadline for HOT lane applications and delete the requirement for public hearings on each application.

-Passed out of Senate Transportation & Housing. Now in Senate Appropriations.

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

Regarding "design-build," the definition of "transit operator" would not include any other local or regional agency responsible for the construction of transit projects, thereby extending the design-build procurement authorization. The bill would also eliminate the requirement that the project cost exceed a specified amount. The bill would delete the repeal date, thus extending the operation of these provisions indefinitely.

-Currently in Senate Appropriations.

Steinberg Proposal on Cap & Trade Funding

Senator Steinburg shelved his Carbon Tax proposal and instead released a proposal to establish a long term investment strategy for Cap & Trade auction revenues. Senator Steinburg's proposal estimates \$5 billion annually in revenue to be distributed as follows:

- \$200 million annually to natural resources, water, and waste
- \$200 million as a Climate Dividend to transportation fuel consumers
- \$200 million for the 'Charge Ahead' electric vehicle program
- at least \$10 million to the Green Bank Fund, and
- The rest (~\$4.4 billion) of the money split:
 - 20% to Affordable Housing
 - 20% for implementation of Sustainable Communities Strategies (SCS)
 - 30% for Transit – with 5% of the 30% required for low income transit assistance (discount passes) and 5% of the 30% for High Speed Rail connectivity projects
 - 20% for High Speed Rail
 - 10% for Streets and Roads (pavement smoothing, etc. that can provide GHG reductions)

Senator Steinberg's proposal is being considered as part of overall budget negotiations and while there is support of certain outside stakeholders it is too early to know if there is support in the Democratic Caucus and what the Assembly will do.

Assembly Bill 1720 (Bloom)

Summary: Extends for one year (until January 1, 2016) an existing statutory exemption to the 20,500-pound-per-axle weight limit for transit buses for a transit system that is purchasing a new bus that is of the same or lesser weight than the bus it is replacing, or for a transit system that is purchasing a new fleet class into its inventory, if the governing board makes certain findings. Also, the bill clarifies that the interim procurement procedures apply to buses of a gross weight of 20,500 pounds over any single axle, not a total bus weight of 20,500 pounds.

Purpose: AB 1706 (Eng), Chapter 771, Statutes of 2012, provided an interim solution to the bus axle weight issue by exempting all existing transit buses from the state weight limit and allowed transit operators to purchase new buses that exceeded the weight limit if they were replacing existing overweight buses or if the transit operator was introducing a new fleet class. The procurement provisions are scheduled to sunset at the end of 2014.

The federal Transit Cooperative Research Program (TCRP), an arm of the Transportation Research Board backed by the National Academy of Sciences, is currently overseeing a study on the bus axle weight issue, which has been a subject of concern not just in California but nationwide. The final report is due in May. The report is expected to provide a comprehensive look at the issue and is expected to provide data and information that will be helpful in crafting a long-term solution for California.

Once the TCRP study is released, California stakeholders will reconvene with the goal of crafting a long-term solution to the issue that works for all parties. In the meantime, this bill extends the procurement provisions of AB 1706 for an additional year in order to provide adequate time for stakeholders to work out a permanent solution while ensuring that transit operators can continue to procure buses should it take beyond this year for an agreement to be reached.

Existing Law:

- 1) Limits the gross weight on any one axle for vehicles that travel on public streets, roads, and highways to 20,000 pounds, but provides that buses of any type may impose a gross axle weight of up to 20,500 pounds. Under federal law California is prohibited from enforcing a weight limit of under 24,000 pounds per axle for buses travelling on the federal Interstate Highway System.
- 2) Exempts transit buses procured through a solicitation process that was issued before January 1, 2013, from existing statutory limits on bus weights.
- 3) Allows, until January 1, 2015, a publicly owned and operated transit system or an operator of a transit system under contract with a publicly owned and operated transit system to do the following:
 - a) Replace existing buses that exceed the current weight limits with a new model of the same or lower weight.
 - b) Procure and operate a new bus in excess of the current weight limits in order to incorporate a new fleet class into its inventory, if the governing board adopts a finding at a public hearing that the change is necessary to address a need to serve a new or existing market pursuant to its most recently adopted short-range transit plan, or to meet federal, state, or regional statutory or regulatory requirements.

Support/Opposition (as of April 28, 2014):**Support:**

California Transit Association (sponsor)
 California Association for Coordinated Transportation
 California State Association of Counties
 City of Santa Monica
 Los Angeles County Metropolitan Transportation Authority
 Orange County Transportation Authority
 San Mateo County Transit District
 Santa Clara Valley Transportation Authority
 Transportation Authority of Marin

Opposition

None on file

Statutory Citations:

Not applicable

Assembly Bill 2728 (Perea)

Summary: Directs vehicle weight fees into the State Highway Account, rather than the Transportation Debt Service Fund, thereby providing an additional \$1 billion annually to local streets and roads and to the state highway system – hence General Fund revenues must service the transportation-related, general obligation bond debt of the state. Sunsets the provisions of the bill on January 1, 2019.

Purpose: ABX8 6 (Committee on Budget), Chapter 11, Statutes of 2010 enacted the original gas tax swap – the use of weight fees to pay for bond debt services. That bill eliminated the sales tax on gasoline and replaced it with an increase in gasoline excise tax designed to generate an equal amount of revenue. Among its many provisions, the original gas tax swap created a new, non-General Fund revenue stream of about \$1 billion annually from the new price-based excise tax. That money was originally used to repay the General Fund's cost of debt service on transportation bonds.

Later in 2010, voters approved Proposition 22 which prohibits excise tax revenues from being used to pay debt service on transportation bonds. As a result of this restriction, excise tax revenue could no longer be used for General Fund relief. In response, the Legislature passed and the Governor signed a modified gas tax swap, AB 105 (Committee on Budget), Chapter 6, Statutes of 2012. Under the reenacted gas tax swap, weight fee revenue rather than excise tax revenue is used to provide General Fund relief for debt service on transportation bonds.

For 2014-15, debt service on transportation bonds that are eligible for the weight fee offset is expected to exceed \$1.1 billion and the Governor's budget proposes to use all \$958 million in weight fees to reimburse the General Fund for these costs.

AB 2728 will stop the transfer of funds from the SHA to pay for debt service – hence \$900 million in weight fees will be distributed using the same formula that revenue that the rest of the price-based excise tax is distributed, a 44%/44%/12% split (see below).

Author Statement:

According to the author, in the three years since the gas tax swap was enacted, the economy improved and voters approved Proposition 30 (2012) which increased sales and income taxes thereby boosting General Fund coffers. The author believes it is appropriate now to recapture truck weight fee revenue and use it to fix the state's roadway system. The bill has a 2019 sunset date, which coincides with the sunset date in Proposition 30.

Existing Law:

- 1) Imposes weight fees on commercial trucks and directs the revenue to be deposited into the SHA and then transferred to the Transportation Debt Service Fund and the Transportation Bond Direct Payment Account to pay for debt service on transportation bonds.
- 2) Imposes an excise tax on gasoline, comprised of two parts:
 - a) A price-based excise tax the rate of which is calculated to generate revenue equal to what would have been generated had sales and use tax been collected on gasoline. The current rate is 21.5¢ per gallon until July 1, 2014, when it will drop to 18¢ per gallon; and,
 - b) The traditional excise tax of 18¢ per gallon.
- 3) Directs revenue from the price-based excise tax to be used first to backfill the SHA for weight fees that are diverted for debt service and directs the remaining revenue to be used as follows:
 - a) 44% for local streets and roads;
 - b) 44% for transportation construction projects identified in the State Transportation Improvement Program (STIP); and,
 - c) 12% for highway maintenance and operations projects, as identified in the State Highway Operations and Protections Program (SHOPP).

Related legislation:

AB 2651(Linder) is nearly identical to this bill except that it becomes operational January 1, 2016 and continues indefinitely. AB 2651 was set to be heard in the Assembly Transportation Committee but was pulled from the hearing at the request of the author who was added as the joint author to AB 2728.

SB 1418 (DeSaulnier) effectively accomplishes the same thing that AB 2651 and AB 2728 do but does it by repealing specific provisions that enacted the weight fee revenue transfer and the SHA backfill and but makes changes to the distribution formula. SB 1418 was heard in Senate Transportation and Housing Committee on April 29, 2014 and passed 11-0, now awaiting hearing in the Senate Appropriations Committee.

Support/Opposition (as of April 21, 2014):

Support

Automobile Club of Southern California
California Alliance for Jobs
California Trucking Association
Transportation California
United Contractors

Opposition

None on file

VENTURA COUNTY TRANSPORTATION COMMISSION STATE LEGISLATIVE MATRIX BILL SUMMARY May 2, 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	Passed Assembly Transportation Committee 15-0. To full Assembly.
AB 2728 Perea	Prohibits spending truck weight fees on transportation bond debt service.	Support	Passed Assembly Transportation Committee 15-0. In Assembly Appropriations Committee.
SCA 8 Corbett	Places before the voters a Constitutional Amendment to reduce to 55% the approval threshold for local transportation funding measures. (Commission previously supported SCA 4 but with amendments SCA 8 now contains the provisions previously in SCA 4, while SCA 4 does not.)	Support	In Senate Appropriations Committee.
SB 990 Vidak	Requires each regional transportation improvement program to program 5% of funds available for regional improvement projects to disadvantaged small communities. Requires regional transportation agencies and county transportation commissions to prioritize funding congestion relief and safety needs in programming these moneys.	Oppose	In Senate Transportation & Housing Committee.
SB 1298 Hernandez, E.	Would remove the limitations on the number of HOT lanes that the CTC may approve.	Watch	Passed Senate Transportation & Housing Committee 11-0. To Senate Appropriations Committee.

Staff-recommended Commission positions shown in **bold**.



Item #10

May 9, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: ROUTE 101 IMPROVEMENTS PROJECT STUDY REPORT

RECOMMENDATION:

- Review and discuss the evaluation of the Route 101 Project Study Report.

BACKGROUND:

At the January Commission meeting, Caltrans presented the completed Project Study Report (PSR) that considered the scope of potential Route 101 improvements, with a focus on High-Occupancy Vehicle (HOV) lanes. After discussing the PSR, the Commission requested that the Transportation Technical Advisory Committee (TTAC) analyze and evaluate the study and provide a report on the possible alternatives for Ventura County based on technical and fiscal realities within each alternative, including a recommendation of the best way to move the project forward. TTAC has reviewed the PSR and discussed it with Caltrans staff at its March 20th meeting. Based on this review, the attached report was prepared for presentation to the Commission.

This analysis summarizes the project development process to clarify the role that the PSR plays as a preliminary step in project development. The analysis also evaluates the PSR's Level of Service (LOS) presentation, specifically addressing the LOS comparison between auxiliary and HOV lanes. A significant finding of this review is that in the PSR the LOS for the auxiliary lanes alternative is not fully comparable to the LOS for the HOV lanes alternatives. The LOS for the auxiliary lanes alternative is for the entire freeway, while the LOS figures for the HOV alternatives are for the general-purpose freeway lanes only, and not the HOV lanes which would be expected to operate at LOS B-C. Therefore, in addition to the three existing general-purpose lanes operating at the LOS shown in the PSR, each of the HOV lanes alternatives also provide new lanes operating with minimal congestion, to provide a significant benefit to carpooling motorists and bus riders that is not provided by the auxiliary lanes alternative. The PSR's scope was not intended to provide for a comparison for purposes of selecting an alternative. The normal practice would be to move forward with further evaluation of the HOV and auxiliary lanes as one project, and after the evaluation to phase the implementation as construction funding becomes available.

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TTAC REVIEW OF THE ROUTE 101 PROJECT STUDY REPORT**INTRODUCTION**

In December, 2013, Caltrans completed a Project Study Report (PSR) on the project to improve Route 101 from Moorpark Road in Thousand Oaks to Route 33 in Ventura. This planning effort was funded by Ventura County Transportation Commission (VCTC) to provide the state-required documentation to program the Preliminary Analysis and Environmental Document (PAED) phase. At VCTC's direction, the PSR contained four alternatives: (1) No Build; (2) One Non-Standard High-Occupancy Vehicle (HOV) Lane in each direction; (3) One Standard HOV Lane in each direction; and (4) Two Standard HOV Lanes in each direction. As the PSR was being developed Caltrans also at VCTC's request did a cursory review of the potential for adding auxiliary lanes at locations in the corridor where they do not already exist. (The auxiliary lanes alternative is identified as Alternative 5.)

The VCTC, at its January 10, 2014 meeting, requested that the Transportation Technical Advisory Committee (TTAC) review the PSR and present its findings to the Commission. Particular issues that the Commission asked to be addressed include:

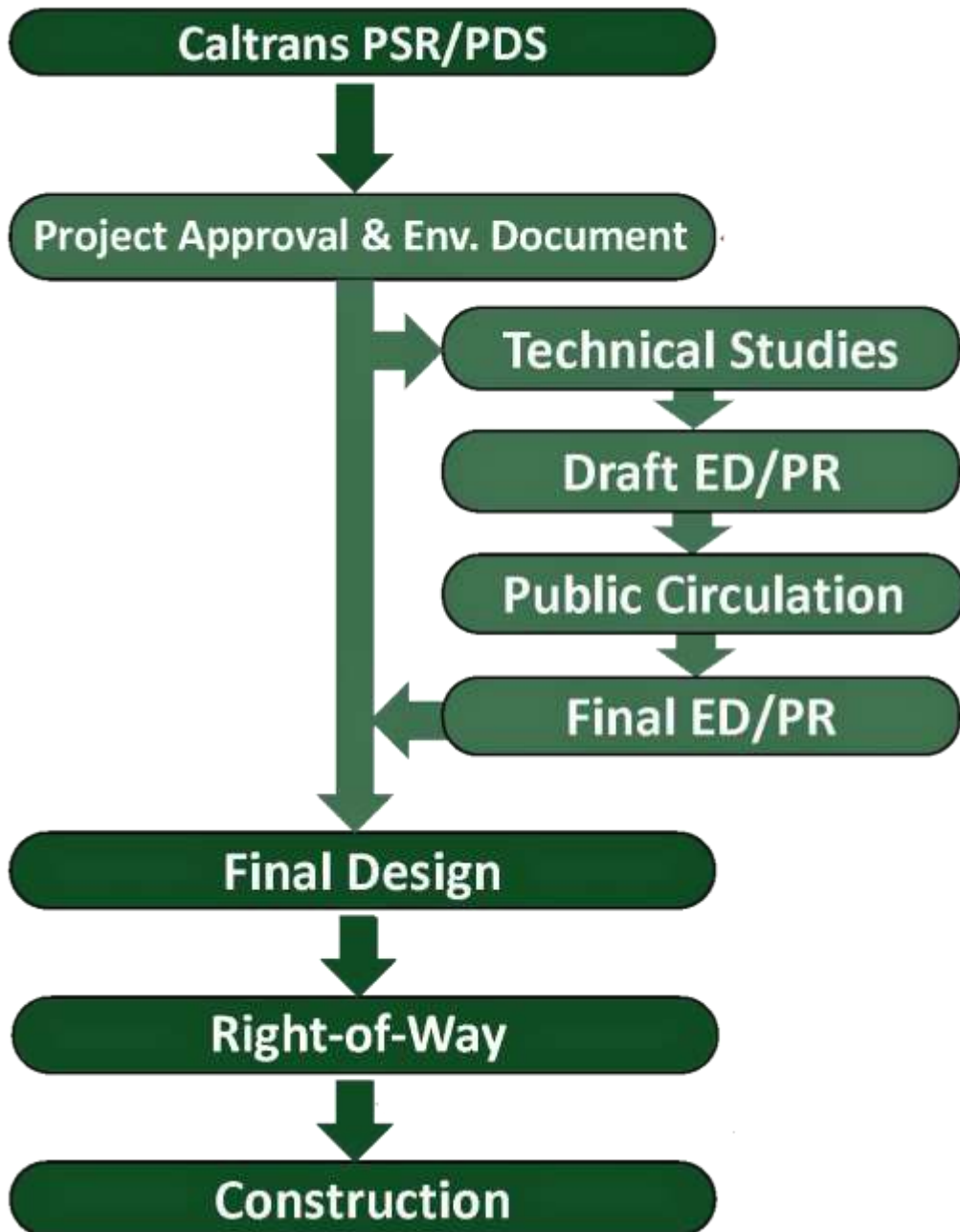
- Consideration of auxiliary lanes, which the PSR indicated would have a better Level-of-Service (LOS) in 20 years (E-F0) than the non-standard HOV lane alternative (E-F1).
- An explanation of the Caltrans analysis/rationale that indicates the expected LOS of the auxiliary lanes alone is better than for the non-standard HOV lane alternative.
- Future steps to implement Route 101 improvements.

This report has been prepared to summarize TTAC's review of the PSR, in which it worked with VCTC staff and consulted with Caltrans. The report begins with a review of the project development process to assist the Commission with understanding how the PSR process fits into the overall Caltrans program for implementing large projects like the Route 101 improvements. The next section of the report provides TTAC's understanding of the PSR's traffic analysis, and how this analysis should be utilized given the current stage of project development. The report then describes steps for moving forward with the project. Note that auxiliary lanes will likely be an important part of any overall improvement, and should be planned as part of a larger project. The project can be implemented in phases with auxiliary lanes likely being the first phase or in the first phase.

BACKGROUND – PROJECT DEVELOPMENT PROCESS

For a major highway improvement project like the proposed Route 101 project, there are numerous project development steps, with the Project Study Report being the first. The flow-chart diagram provided summarizes these steps, which can extend over as many as 10 years. The PSR is necessary before the PAED phase as the PSR provides the overall scope of the project and possible alternatives. Typically, the PAED phase will begin with a "scoping document" which will evaluate in greater detail than the PSR the potential alternatives to determine which alternatives will be considered in the actual environmental document. Subsequent to the completion of the scoping document, the draft environmental document will

PROJECT DEVELOPMENT



be prepared, released for public comment, and then finalized. The Commission will have three opportunities to consider the project and provide input and comments on the alternatives. These are: review of the completed scoping document; review of the draft environmental document; and review and/or adoption of the final environmental document. Upon adoption of the final environmental document, a single preferred alternative would be selected to move forward into final design and construction.

REVIEW OF THE PROJECT STUDY REPORT'S TRAFFIC ANALYSIS

The item in the PSR that attracted the most attention on the part of the Commission was the comparison between the following two alternatives:

Non-Standard HOV Lanes: LOS in 20 years of E-F1, estimated construction cost of \$575-\$690 million

Auxiliary Lanes: LOS in 20 years of E-F0, estimated construction cost of \$120 - \$130 million

The Commission's concern was how a project costing \$130 Million and only adding auxiliary lanes could provide better level of service than a project costing almost \$700 Million that provides HOV lanes. There are several considerations for the implementation of HOV lanes. It is very important to understand that the LOS figures in the PSR are for the existing general-purpose freeway lanes only. All of HOV lane alternatives would also provide a new facility for buses and carpools that would operate at a superior LOS, while the auxiliary lanes alternative would provide no such facility with a superior LOS. HOV lanes would also have the added advantage of encouraging carpool formation thus providing a positive air quality benefit. It should also be noted that since the Thousand Oaks segment already has auxiliary lanes at all locations, an alternative consisting of auxiliary lanes alone would bring no improvement to Thousand Oaks and Newbury Park.

The following show tables clarify the presentation of the traffic analysis, with Alternative 1 being No Build, Alternative 2 having 1 Non-Standard HOV Lane, Alternative 3 having 1 Standard HOV Lane, Alternative 4 having 2 Standard HOV Lanes, and Alternative 5 being the Auxiliary Lanes Alternative. The first table shows the separate LOS's for the general purpose and HOV lanes, while the second table shows the total peak-hour capacity for all lanes.

Level of Service

	Current (2012)	Alternative 1 (2035)	Alternative 2 (2035)	Alternative 3 (2035)	Alternative 4 (2035)	Alternative 5 (2035)
General Lanes	F0-F4	F4 or worse	E-F1	D-E	C-D	E-F0
HOV Lanes	none	none	B-C	B-C	B-C	none

Peak-Hour Directional Capacity – All Lanes

Vehicles per Hour	Current (2012)	Alternative 1 (2035)	Alternative 2 (2035)	Alternative 3 (2035)	Alternative 4 (2035)	Alternative 5 (2035)
Total All Lanes	6,000	6,000	7,400	7,600	9,200	6,000

The PSR is not intended to provide details for alternative comparisons. The PSR's primary purpose is to develop the scope of the alternatives with sufficient detail to establish the preliminary costs for the PAED phase. For this project the PSR findings suggest that in the future auxiliary lanes should be an important element of all options (although the PSR did not include them in Alternatives 2, 3 and 4) and are a potential first phase of the project. They are cost-effective as a stand-alone improvement, but are not

sufficient by themselves, since as the tables indicate they provide a limited operational improvement and no expanded highway capacity. Without the more detailed examination provided during the PAED, it would be premature to abandon the other alternatives in favor of auxiliary lanes alone. Normal practice for large and complex projects like the Route 101 improvements (and a requirement for environmental impact analysis and reporting purposes), is to consider all improvements as one project. Once evaluated, funding and implementation can be phased as appropriate.

Caltrans traffic staff has confirmed their analysis as preliminary and consistent with the purpose of a PSR. Further detailed analysis is expected in the PAED phase to validate or challenge the preliminary findings of the PSR and better develop the various alternatives and to recommend a preferred alternative.

RECOMMENDED NEXT STEPS

Based on the expected availability of future State Transportation Improvement Program (STIP) funds, the Commission has programmed \$14 million in Fiscal Year 2017/18 for the PAED phase of the Route 101 improvement project. (Note that in this same year, the Commission has programmed \$3 million for PAED for the completion of the Route 118 Freeway widening). The PAED phase should take 2-3 years. Final Design is a lengthy and separate process after completion of the PAED and selection of an alternative. Financial forecasts estimate as much as \$100 million available by 2022 to construct the initial phase of the selected alternative. If the PAED phase does not begin until Fiscal Year 2017/18, there will be insufficient time to have a project ready for construction, even if it is only the first phase (auxiliary lanes). Should the federal Surface Transportation Program (STP) be reauthorized at the current level, funds reserved for PAED for state highway projects might be available to start the PAED phase of the Route 101 Improvement Project in Fiscal Year 2015/16, which would likely provide enough time to have a project ready for construction by 2022. Further, TTAC has noted that auxiliary lanes, being defined as an operational and safety project, might be eligible for State Highway Operations and Protection Program (SHOPP) funds at the discretion of Caltrans which would be in addition to the available funding identified above.

Regarding the considered auxiliary lanes, further traffic studies are needed to establish the specific priority locations. Since the PAED phase is intended to thoroughly evaluate all viable alternatives, it would be appropriate to include those traffic studies in an early part of the PAED work. It is important that the auxiliary lanes be evaluated and planned in coordination with the other potential improvements such as HOV or HOT lanes, since the traffic effects, environmental impacts and right-of-way requirements of the various improvements must be considered and implemented in a coordinated manner rather than piecemeal. Therefore, over the course of Fiscal Year 2014/15 it might be appropriate for VCTC to develop detailed PAED scopes and funding arrangements for both the Route 101 and 118 projects to facilitate initiation of those documents in the fall of 2015 using STP funds.



Item #11

May 9, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION/AIRPORT LAND USE COMMISSION

FROM: STEVE DEGEORGE, PLANNING & TECHNOLOGY DIRECTOR

SUBJECT: HORIZON VIEW MENTAL HEALTH REHABILITATION CENTER- PUBLIC HEARING

RECOMMENDATION:

- The Airport Land Use Commission find that the proposed Horizon View Mental Health Rehabilitation Center project proposed by the Ventura County Behavioral Health Department to be inconsistent with the Airport Comprehensive Land Use Plan for Ventura County.
- The Ventura County Airport Land Use Commission authorizes the Executive Director to transmit the Commission's findings to the Ventura County Behavioral Health Department and Ventura County Public Works Agency.

BACKGROUND:

The Airport Land Use Commission (ALUC) is responsible for the preparation and monitoring of an Airport Comprehensive Land Use Plan (CLUP) which identifies appropriate land uses around the County's airports. In July of 2000, the Airport Land Use Commission adopted the current Airport Comprehensive Land Use Plan against which proposed projects are reviewed for consistency.

DISCUSSION:

The ALUC has received an application for a CLUP consistency review from the Ventura County Behavioral Health Department, prepared by Ventura County Public Works Agency, to demolish and construct a new 15,000 square foot rehabilitation center to be operated as a secure residential facility (live-in patients) with on-site staff twenty-four hours a day seven days a week. The facilities would include fifteen patient bedrooms, ten care giver and administrative offices, kitchen and dining facilities, nurse stations, and a 1,700 square foot outdoor patient yard.

The proposed project is located within the Camarillo Airport business park, owned and operated by the Ventura County Department of Airports. Specifically the site is located 2,800 feet southeast of Runway 26 immediately north of Skyway Drive between Houck Street and Stinson Street. The proposed project location is shown in Figure 1 below.



Figure 1 Project Location

The proposed project falls within the Traffic Pattern Zone (TPZ) for Camarillo Airport as shown in Figure 2 below and is subject to the use restrictions as designated by the CLUP.

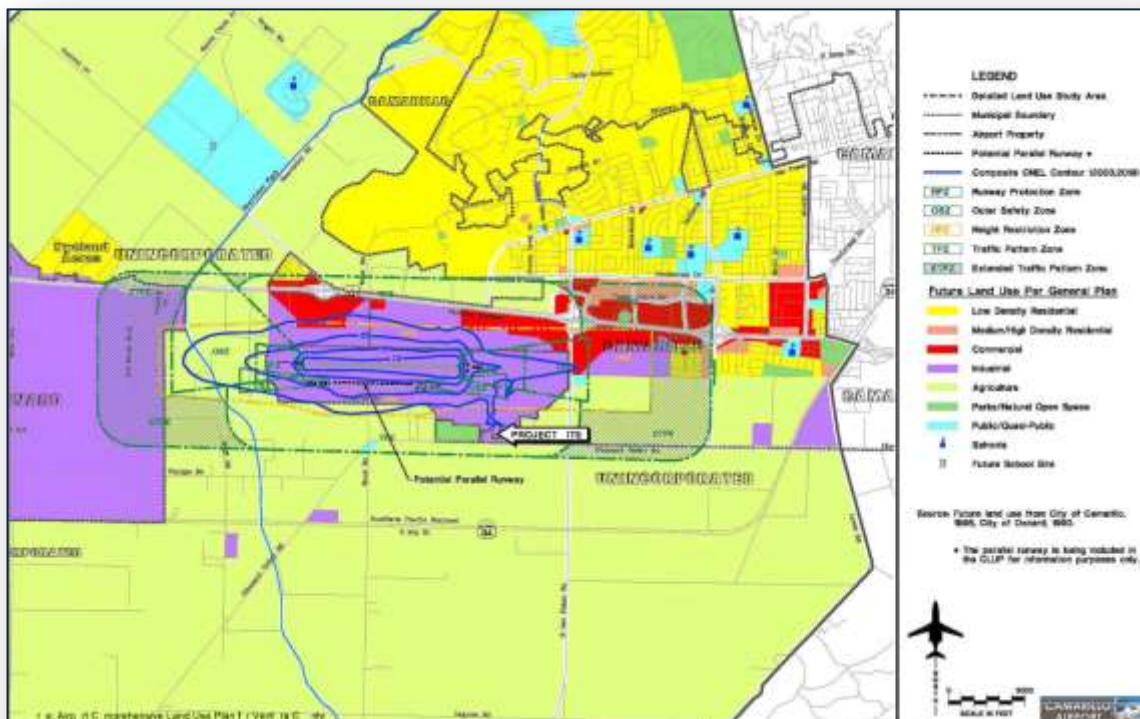


Figure 2 Safety Zones

The CLUP is intended to protect and promote the safety and welfare of residents near airports as well as airport users. In that effort the CLUP specifically seeks to ensure that people and facilities are not concentrated in areas susceptible to aircraft accidents. Table 6B of the CLUP as shown in Figure 3 below, states that Public/Institutional land uses including Hospitals/Convalescent Homes are Unacceptable Land Uses within the Traffic Pattern Zone. The proposed Horizon View Mental Health Rehabilitation Center project would fall into this category and is therefore an Unacceptable Land Use and is inconsistent with the adopted CLUP.

TABLE 6B Adopted Land Use Compatibility Standards in Safety Zones for Civilian Airports				
Land Use	Runway Protection Zone	Outer Safety Zone	Traffic Pattern Zone	Extended Traffic Pattern Zone
Residential				
Single Family	U	U	C [a, e]	A [e]
Multi-Family	U	U	C [a, e]	A [e]
Mobile Home Parks	U	U	C [a, e]	A [e]
Public/Institutional				
Hospitals/Convalescent Homes	U	U	U	A [e]
Schools	U	U	U	A [e]
Churches/Synagogues	U	U	U	A [e]
Auditoriums/Theaters	U	U	U	A [e]
Commercial				
Hotels and Motels	U	U	C [c, e]	A [e]
Offices and Business/Professional	U	C [a, e]	C [c, e]	A
Services	U	C [a, e]	C [c, e]	A
Wholesale	U	C [a, e]	C [c, e]	A
Retail				
Industrial, Transportation, Communication, and Utilities				
Manufacturing - General/Heavy	U	C [a, e]	C [c, e]	A
Light Industrial	U	C [a, e]	C [c, e]	A
Research and Development	U	C [a, e]	C [c, e]	A
Business Parks/Corporate Offices	U	C [a, e]	C [c, e]	A
Transportation Terminals	U	U	A	A
Communication/Utilities	C [b]	A	A	A
Automobile Parking	C [b]	A	A	A
Recreation/Open Space				
Outdoor Sports Arenas	U	U	U	A
Outdoor Amphitheaters	U	U	U	A
Parks	U	C [a]	A	A
Outdoor Amusement	U	C [a, e]	A	A
Resorts and Camps	U	C [a, e]	A [e]	A [e]
Golf Courses and Water Recreation	C [d]	A	A	A
Agriculture	A	A	A	A

A = Acceptable Land Use
C = Conditional Land Use
U = Unacceptable Land Use

Although the proposed land use is inconsistent with the adopted CLUP it is important to note that many of the land uses found at Camarillo Airport within the Traffic Pattern Zone are similar to the proposed project and have existed on the airport grounds for many years as legacy uses from the Oxnard Air Force Base. Also important to note is that the California Airport Land Use Planning Hand Book defines acceptable uses in the TPZ more broadly than does the Ventura County CLUP. Under the California Airport Land Use Planning Hand Book, in certain instances of infill, where there are existing non-conforming land uses, a land use of a similar nature to the existing non-conforming uses may be allowed but the Ventura County CLUP does not provide that same discretion.

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The County of Ventura Department of Airports reviewed this proposed project and took the issues described above under consideration. The Department of Airports found the proposed project inconsistent with the CLUP but recommended that an exception to consistency with the CLUP be made for the proposed project. The Department of Airports report can be found in Attachment 1 to this item.

There is no provision within the adopted CLUP for the ALUC to grant an exception to specific projects and those mitigating factors considered by the Department Airports could not be taken into account by ALUC staff. Therefore staff recommends that the Airport Land use Commission find that the proposed Horizon View Mental Health Rehabilitation Center project inconsistent with the adopted CLUP and that the ALUC authorize the Executive Director to transmit the Commission's findings to the Ventura County Behavioral health Depart and the Ventura County Public Works Agency.

Attachment 1



555 AIRPORT WAY, SUITE B
CAMARILLO, CA 93010
PHONE: (805) 388-4274
FAX: (805) 388-4366
WWW.VENTURA.ORG/AIRPORTS
WWW.FLYVENTURA.COM

April 7, 2014

Aviation Advisory Commission
Camarillo Airport Authority
555 Airport Way, Suite B
Camarillo, CA 93010

Subject: Review of Behavioral Health Mental Health Rehabilitation Center (MHRC)
at Camarillo Airport

Recommended Actions

Staff requests that your commission/authority provide comments to the County of Ventura regarding the proposed development of a 15-bed Mental Health Rehabilitation Center (MHRC) located under the Traffic Pattern Zone (TPZ) on airport-owned land at the Camarillo Airport, and that you endorse the following staff recommendations:

1. The project should be found inconsistent with the adopted airport land use plan criteria for land uses;
2. An exception be made as the location is infill surrounded by similar use per the guidance in the California Airport Land Use Planning Handbook, and the Behavioral Health Department has not identified any feasible alternative locations in the County of Ventura;
3. The project be forwarded to the Ventura County Airport Land Use Commission (ALUC) for further review and finding of consistency/inconsistency with the adopted airport land use plan criteria for land uses;
4. Should the County move forward, design the facility to provide sufficient noise reduction inside the facility, and that the facility meet all airport design and construction criteria;
5. The County be required to file a Form 7460, "Notice of Proposed Construction," with the Federal Aviation Administration (FAA) that enables the FAA to review the development for any hazards to airport/aviation operations.

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Discussion

The Ventura County Behavioral Health Department (BHD) has requested review and recommendations concerning the above-referenced proposal as part of the environmental review.

The proposed project is the redevelopment of the Community College District building at 333 Skyway Drive that will be replaced with a 15-bed MHRC. The BHD has been searching for a location to construct such a facility for many years. Placement currently is out-of-County in Sylmar, which separates individuals from family and community.

BHD operates as an integrated component of the County Health Care system, to promote resiliency, recovery, and hope for clients and their families by providing accessible, culturally competent, age-appropriate, cost-effective, outcome-driven, client- and family-focused services.

Through collaboration between the BHD, clients, family members, and community-based and other public/private partners envision a future when all persons with mental health and substance abuse challenges are able to access effective treatment and supports, so that mental illness and addictive disorders may be prevented, detected early, and recovery achieved.

Airport staff has reviewed the proposed development and finds that the project, as proposed, is not consistent with the Airport Comprehensive Land Use Plan (ACLUP). However, this project would be considered infill directly adjacent to other uses at the Camarillo Airport that would also normally be considered inconsistent. These include:

- Classrooms for the Ventura County Office of Education Career Pathway Series
- Frontier High School - Oxnard Union High School District
- Ventura County Community College District Classrooms
- ARC of Ventura County
- Probation Department Work Furlough facilities
- Recreation and Park District facilities

All of these existing uses fall within the traffic pattern zone (TPZ) of the Camarillo Airport and have existed for many years due to most of these uses being established as part of the transfer of the former Oxnard Air Force Base to the County of Ventura. The TPZ is defined differently in the California Airport Land Use Planning Handbook and does consider such uses acceptable, in particular where it is infill development such as the case here (pages attached).

Staff Comments and Recommendations

The parcel is located approximately 2,800 feet southeast of the Runway 26 threshold in a location within the airport business park, with similar use directly adjacent (map attached). The MHRC is a much-needed facility for the County and has been designed to comply with the TPZ as best as possible for the considered use. The County has

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designed the facility in a manner that it reduces structural coverage in the airport business park from what exists there today.

The County, as the owner of the property, has the ability to overturn findings of the Airport Land Use Commission. Should the County vote to do so, staff respectfully requests that the County accept the conditions as recommended.

If you have any questions relating to this matter, please contact me at 388-4200.



TODD L. McNAMEE, AAE
Director of Airports

Attachments

Attachment: AAC/CAA Letter 2014 - AAC/CAA MFRC ADLUP Review

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Camarillo Airport Land Uses

- | | | |
|---|---|--|
|  PVRPD |  Proposed MHRC |  Frontier HS |
|  Probation |  ARC |  VCOE and VCCCD |



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4 DEVELOPING AIRPORT LAND USE COMPATIBILITY POLICIES

TABLE 4F: SAFETY COMPATIBILITY SUMMARY

for the purposes of evaluation.

- b. If the building(s) proposed on the parcel fall within multiple safety zones, the criteria for the most restrictive safety zone where the building(s) proposed are located shall apply for the purposes of evaluation.

Policy 4: Infill – Where land uses not in conformance with the criteria set forth in the ALUCP exist at the time of the plan's adoption, infill of similar land uses may be allowed to occur in that area even if the proposed new land use is otherwise incompatible with respect to the compatibility criteria for that location.

- a. Infill development should not be allowed in the following locations:

1. Any safety zone where residential development has been deemed incompatible (e.g., Safety Zone 1 – Runway Protection Zone).
2. Residential infill should not be allowed where the dwelling units would be exposed to noise levels higher than the 65 dB CNEL associated with the airport.

- b. In other locations within the AIA, a site can be considered for infill development as long as it is located in an area identified by the local agency as suitable for infill development, and the area meets the following conditions:

1. Identify the appropriate maximum size of the project site considered for infill—relative to jurisdiction (e.g., no larger than 5, 10, 15, or 20 acres).
2. At least 65% of the infill area, together with lands lying within 1,000 feet of the perimeter of the infill area, was developed prior to adoption of the ALUCP with uses not in conformance with the plan.
3. Development of the infill area would not extend the perimeter of the area defined by the existing, incompatible land uses.
4. Land uses proposed for the infill area are consistent with the local agency general plan and zoning regulations.

- c. A not-to-exceed limit should be established for residential or nonresidential infill projects. Development of the site should not exceed the lesser of:

1. The median density/intensity represented by all existing residential/nonresidential lots that lie within 1,000 feet from the boundary of the infill area; or
2. Double the density/intensity permitted within the safety zone in which the proposed infill project is located.

4.5 AIRSPACE PROTECTION

Compatibility strategies for the protection of airport airspace are relatively simple and are directly associated with the individual types of hazards:

- ♦ **Airspace Obstructions:** Buildings, antennas, other types of structures, and trees should be limited in height so as not to pose a potential hazard to flight.
- ♦ **Wildlife and other Hazards to Flight:** Land uses that may create other types of hazards to flight near an airport should be avoided or modified so as not to include the offending characteristic.

4.5.1 Hazards to Flight

Unlike the preceding discussion, which addressed how different land use characteristics can affect the severity of an aircraft accident (for better or worse), hazards to flight can be the cause of an accident. Hazards to flight fall into three basic categories:

See Chapter 3 for a summary of established federal regulations regarding these types of hazards.

Nature of Risk

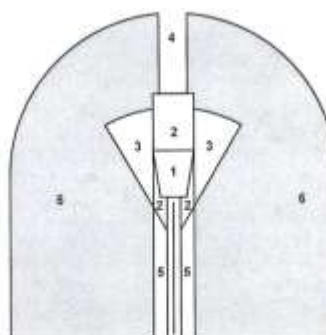
- Normal Maneuvers
 - Aircraft within a regular traffic pattern and pattern entry routes
- Altitude
 - Ranging from 1,000 to 1,500 feet above runway
- Common Accident Types
 - Arrival: Pattern accidents in proximity of airport
 - Departure: Emergency landings
- Risk Level
 - Low
 - Percentage of near-runway accidents in this zone: 18% - 28% (percentage is high because of large area encompassed)



IN TRAFFIC PATTERN

Basic Compatibility Policies

- Normally Allow
 - Residential uses (however, noise and overflight impacts should be considered where ambient noise levels are low)
- Limit
 - Children's schools, large day care centers, hospitals, and nursing homes
 - Processing and storage of bulk quantities of highly hazardous materials
- Avoid
 - Outdoor stadiums and similar uses with very high intensities
- Prohibit
 - None



Refer to Chapter 3 for dimensions.

	Maximum Residential Densities	Maximum Nonresidential Intensities	Maximum Single Acre
	Average number of dwelling units per gross acre	Average number of people per gross acre	4x the Average number of people per gross acre
Rural	No Limit – See Note A	150 – 200	600 – 800
Suburban	No Limit – See Note A	200 – 300	800 – 1,200
Urban	No Limit – See Note A	No Limit – See Note B	No Limit – See Note B
Dense Urban	No Limit – See Note A	No Limit – See Note B	No Limit – See Note B

Note A: Noise and overflight should be considered.

Note B: Large stadiums and similar uses should be avoided.

FIGURE 4G

Safety Zone 6 – Traffic Pattern Zone

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Item #12

May 9, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: VICTOR KAMHI, BUS TRANSIT DIRECTOR

SUBJECT: FISCAL YEAR 2014/2015 TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET TRANSIT NEEDS FINDINGS

RECOMMENDATION

- Approve the Fiscal Year (FY) 2014/2015 Unmet Transit Needs Findings.
- Adopt Resolution No. 2014-05

BACKGROUND

VCTC has been designated by the State as the Regional Transportation Planning Agency (RTPA) for Ventura County. One of the RTPA responsibilities is administration of the Transportation Development Act (TDA) which is a major source of transportation funding for the cities and County of Ventura. Each year, Public Utilities Code (PUC) Section 99401.5 (c) requires the VCTC as the TPA to hold at least one public hearing pursuant to Section 99238.5 to solicit comments on the Unmet Transit Needs that may exist within the jurisdictions and that may be reasonable to meet by establishing or contracting for new public transportation, or specialized transportation, or by expanding existing services.

All Unmet Transit Needs that are reasonable to meet must be funded before any allocation is made from TDA funds to the cities/County for streets and roads pursuant to PUC Section 99401.5 (e). Under Section 99238 (c) (2), the Public Utilities Code specifies that the area's social service transportation advisory council, the Citizen's Transportation Advisory Committee/Social Service Transportation Advisory Committee (CTAC/SSTAC) in our County, has the responsibility to participate in the annual process and must review and recommend action by VCTC on the findings. While other VCTC advisory committees (such as TRANSCOM) may review the findings, this is done at the discretion of VCTC and is not required by statute. A panel consisting of a number of the VCTC Commissioners is appointed annually by the VCTC Chairman to act as the hearing board. The full VCTC then considers all the input from the public, transit stakeholders and the advisory groups as it adopts the findings.

According to the California Public Utilities Code (PUC) Section 99401.5 (d) the Commission must find by adopting a resolution that either:

- There are no Unmet Transit Needs;
- There are no Unmet Transit Needs that are reasonable to meet; or,
- There are Unmet Transit Needs, including needs that are reasonable to meet.

The resolution approving the findings must include information that provides the basis for the Commission decision. In accordance with PUC Section 99401.5 (c) the Commission adopted definitions of “Unmet Transit Need” and “Reasonable to Meet” at the January 5, 1996 VCTC meeting and revised these definitions at its December 6, 2013 meeting.

The action taken by the Commission in December to update the definitions and improve the public participation process was the result of information gathered during the development and refinement of the Regional Transit Study for the past three years. After review of the initial plan in March 2012 and adoption of the report in March 2013, it was apparent that Ventura County’s annual review of transit needs and subsequent development of findings mandated through the State TDA did not reflect the current standards for this critical annual event.

The Commission directed staff to seek consultant assistance to review and revise the existing public participation program and development of findings and definitions, including outreach to a variety of stakeholders such as Commissioners, local legislators, social service agencies and the public. The major goal of the consultant review was to make VCTC’s annual “Unmet Transit Needs” activity a more positive and responsive activity for the public using, and the agencies providing, public transit services.

The consultant’s report was reviewed by the CTAC/SSTAC and the transit operator’s committee, TRANSCOM before being approved by the Commission in December 2013; a copy of the complete report is available for review on VCTC’s website “goventura.org”. Included in the report were recommendations here summarized:

“Unmet Transit Need”:

In response to past local confusion, the definition was expanded to give specific examples of what are or aren’t transit needs under the TDA, which is admittedly a narrower definition than might be assumed by the general public. Also, it is now clearly quantified what the threshold is for “substantial” community support, i.e., 15 requests from the general public and/or 10 requests for service for transit-challenged persons.

“Reasonable to Meet”:

The criteria used to determine if transit requests are “reasonable” has been simplified and more importantly quantified to remove the subjective elements. The quantified elements now include an analysis of service requests in terms of feasibility, timing, equity, cost-effectiveness and service effectiveness.

Public Participation Enhancements:

Consultant interviews with a wide-range of individuals and agencies who have been involved with the annual public hearing process revealed the same sentiment – despite some frustration with the annual findings, everyone would like the process to work in a more positive and rewarding manner. This shared response creates the perfect opportunity for the Commission to positively partner with social service agencies and citizen advocacy groups to solicit more focused testimony each year and improve the responsiveness of the annual public hearing. The main change to the public process was the acknowledgement that the collection of transit needs goes on all year and not necessarily just at the annual, “official public hearing”. More public sessions to collect info were scheduled with the operational concerns separated and responded to immediately by the involved transit operator, while the identified transit unmet needs were analyzed by VCTC staff working with the local cities/County. Public participation in the future will continue the partnership with stakeholders and transit patrons to make short-term improvements and accomplish better long-range transit planning.

DISCUSSION

While the requirement for the County Unmet Transit Needs (UTN) process remains in California State law, as a result of other state laws, the ramifications of the UTN process have changed. The Gold Coast Transit District (including the cities of Oxnard, Ventura, Port Hueneme and Ojai, and the entire County unincorporated area), and also, the cities of Simi Valley and Thousand Oaks are now required to use all their TDA funds for public transit purposes. Therefore, the determination of no unmet needs prior to expenditure of TDA funds for street and road purposes is no longer relevant to those agencies and, in effect, this means the unmet needs findings are advisory for those agencies. The other incorporated cities in the County (Camarillo, Fillmore, Moorpark and Santa Paula) are still able to use TDA funds for street and road purposes and therefore require a VCTC UTN finding before the use of their TDA funds for street purposes. While Gold Coast Transit, and the Cities of Thousand Oaks and Simi Valley all welcome public input from any source, it is important to note that those agencies receive comments from a number of sources, none having higher or lower priorities than those received in the VCTC UTN process. Because by state law those agencies must use all their TDA funds for transit, there is no requirement for them to consider the findings as anything but advisory.

The new VCTC definitions of Unmet Transit Needs and the important public participation process approved by the Commission reflects the changed conditions, and was intended to continue to be a public process to receive comments, concerns, and needs. The new process focuses on providing those agencies which must use all their TDA funds for public transit with the comments the VCTC UTN process received.

To facilitate input to the new process, and the new state laws, VCTC held training workshops in January to partner with interested parties to “teach” people what type/detail of information about transit needs is most helpful. New, user-friendly materials for public distribution were prepared and circulated through a variety of channels and outlets. It was also decided that the collection of transit need input will be a continuing effort throughout the year from now on culminating with the annual Public Hearing.

Two training workshops were held:

1. Training Workshop # 1 held January 14, 2014, 1:30 – 2:30 PM, County Government Center Hall of Justice Pacific Meeting Room in Ventura in conjunction with the VCTC Citizen’s Advisory Transportation Committee/Social Services Transportation Advisory Council (CTAC/SSTAC).
2. Training Workshop # 2 held February 5, 2014, 1:30 – 3:30 PM, Thousand Oaks City Hall, Meeting Room, in conjunction with the Thousand Oaks Council on Aging meeting. Note this Training Workshop was videotaped by the City and made available for broadcast to other areas and agencies.

Following the Training Workshops, a number of community outreach “listening sessions” were held in various parts of the County. These sessions were participant-friendly and intended to encourage public discussion.

1. Public Session # 1 held on February 5, 2014, 10 AM, Gold Coast Transit (GCT) Administrative Headquarters in Oxnard in conjunction with the Gold Coast Board meeting.
2. Public Session # 2 held on February 12, 2014, 6:30 – 7:30 PM, at the meeting room at the Central Station Apartment Community Room in Fillmore.
3. Public Session # 3 held on February 18, 2014, 6:30 - 7:30 PM, at Moorpark City Hall Community Meeting Room.

The required Commission Public Hearing was held on Monday, February 24, 2014, 1:30 – 3 PM at Camarillo City Hall Council Chambers. At the hearing, the Hearing Board consisting of Commissioners Bryan MacDonald, Jan McDonald, Brian Humphrey, and Jim White received a summary of the process; comments received to date, and then received public comments from seven speakers along with eight written comments. A total of 19 citizens attended the meeting.

The Unmet Transit Needs public comment period was open through March 2, 2014. By the time the hearing was closed, 116 individuals and groups (including petitions with multiple signers) had submitted material to VCTC, including letters, e-mails, phone calls, and comments at the public hearing, or attended Unmet Transit Needs meetings. A total of 210 comments were received.

Note that of “Unmet Transit Needs” is not mode specific. It addresses the trip, not the type of service. Therefore, the determination of an Unmet Transit Need is based on whether the trip can be made, not the type of service or vehicle (train, bus, paratransit). The service provider determines the most efficient and effective manner and mode to provide the service.

The Citizens Transportation Advisory Committee/Social Service Transportation Advisory Committee (CTAC/SSTAC) met on April 8, 2014 to review the recommendations, draft findings, and summary of comments. CTAC/SSTAC approved the recommendations with two minor additions. They recommended adding the words “and improve” to the finding regarding the continuation of public senior and disabled services – without specifying actions, they felt that there is room for improvement and that should be encouraged. They also recommended the goal regarding bus stops be expanded to state “*Standards to determine when and where a bus shelter or bus bench is warranted should be adopted and used to implement future placement.*”

Also, the VCTC Transit Operators Advisory Committee (TRANSCOM) reviewed the draft report on April 10, 2014. TRANSCOM recommended that the report be condensed without losing the content. The TRANSCOM also felt it was important that the to note that Gold Coast Transit, the City of Thousand Oaks, and the City of Simi Valley all welcome public input from any source. Those agencies receive comments from a number of sources, none having higher or lower priorities than those received in the VCTC UTN process – and because by state law those agencies must use all their TDA funds for transit, there is no requirement for them to consider the findings as anything but advisory. TRANSCOM recommended that VCTC refine the UTN process in the future to better reflect the overlapping responsibilities for both decision makers and the general public.

Following action by the VCTC Unmet Transit Needs Hearing Board, the recommendations will be transmitted to the Commission for action at their May 2, 2014 meeting.

Testimony Received:

While some testimony was very specific about a particular problem in one area, only 57 comments could be considered other than “operational”. Of those, several were requests for intercounty service into Los Angeles County. While the Commission can consider those requests, the TDA law clearly states that it is the intent of the Act to provide for transit services within the County, and the Commission can only start intercounty service with the participation of the partnering county. There also were a number of comments requesting services which already existed. While a number of the comments were general in nature, and did not specify times, routes, or even locations, there were several notable patterns. First, a number of the comments did ask for more direct service, rather than taking transfers. Also notable was the request for more transit marketing – and while usually not specific to a service, we did have a number of requests for additional marketing and transit information.

As expected, most of the comments received concerned operational changes. These comments are being referred directly to the appropriate transit provider to address as part of their continuing planning efforts. Also expected, many the comments received did not meet the approved thresholds for an Unmet Transit Need, however, the individual agencies will consider the comments as they proceed with their service planning.

Many of the comments received were addressing Gold Coast Transit services, and have been shared with GCT as input into their on-going planning process. These comments included providing transit services to the area of Saviers Road and Hueneme Road (19 individual comments) and a number of requests for modifications of existing routes and extension of weekday service to Oxnard College past 10 pm (to allow students who's class ends at 10 pm to catch the last bus). Specifically, sixty-six of the comments received were specific to Gold Coast Transit, in addition to a number addressing bus stop amenities in their service area.

The other significant comments VCTC received were requests for service between the Heritage Valley and Santa Clarita (9 individuals plus a petition with 59 signatures); overcrowding on the VISTA CSCUI service and parking at the Camarillo Metrolink Station (5 comments each); and, direct service from Oxnard to various locations in Camarillo (7 requests).

There were also a number of requests regarding local transit services in the Heritage Valley, including recommendations for stop locations on the planned fixed route local transit service, and requests for service at locations which are already served by the Heritage Valley Dial-a-Ride and in some cases the VISTA 126. The requests were virtually all general in nature, not stating times or destinations for the requested trips.

In general, the verbal and written testimony given through the public hearing process supported the continuation of existing and programmed transit services and programs. For the most part the people testifying considered all existing transit services as a "baseline" saying that the services needed to be kept. It is therefore recommended that all general public bus transit systems and services currently in operation be found to be unmet transit needs as part of the FY 2014/2015 findings.

RESOLUTION NO. 2014-05

**A RESOLUTION OF THE VENTURA COUNTY
TRANSPORTATION COMMISSION APPROVING
UNMET TRANSIT NEEDS FINDINGS FOR FISCAL YEAR 2014/2015**

- I. THE VENTURA TRANSPORTATION COMMISSION DOES HEREBY FIND THE FOLLOWING FACTS AND DECLARE THAT SAID FACTS ARE MATERIAL TO ITS DETERMINATIONS MADE HEREIN:**
- A. The Ventura County Transportation Commission ("VCTC") is the county transportation commission created for Ventura County pursuant to Public Utilities § 130000, et seq.
 - B. Pursuant to Government Code § 29532.4(b), and notwithstanding Government Code § 29532, the transportation commission was created in the County of Ventura by Division 12 (commencing with § 130000) of the Public Utilities Code.
 - C. In § 99222 of the Mill-Alquist-Deddah Act (commonly known as the Transportation Development Act, or "TDA"- Public Utilities Code § 99200, et seq.) the Legislature found and declared:
 - 1) It is the interest of the State that funds available for transit development be fully expended to meet the transit needs that exist in California, and,
 - 2) Such funds be expended for physical improvement to improve the movement of transit vehicles, the comfort of patrons, and the exchange of patrons from one transportation mode to another."
 - D. In furtherance of the aforesaid findings and declarations, pursuant to Public Utilities Code § 99230, the designated Transportation Planning Agency ("TPA") is required to annually determine the amount of local transportation funds ("LTF") to be allocated to each claimant within its jurisdiction.
 - E. The Public Utilities Code requires that the local TPA allocate LTF in order of priority set by statutes (Public Utilities Code § 99233.1 through 99233.5, 99233.7 through 99233.9 and statutes referenced therein.)
 - F. Public Utilities Code § 99401.5 requires that:

"Prior to making any allocation not directly related to public transportation services, specialized transportation services, or facilities provided for the exclusive use of pedestrians and bicycles, the transportation planning agency shall annually do all of the following:

 - 1) Consult with the social services transportation advisory council established pursuant to Public Utilities Code 99238.
 - 2) Identify the transit needs of the jurisdiction which have been considered as a part of the transportation planning process, including the following:
 - a) An annual assessment of the size and location of identifiable groups likely to be transit disadvantaged,
 - b) An analysis of the adequacy of existing public transportation services and specialized transportation services, including privately and publicly provided services necessary to implement... the federal Americans with Disabilities Act of 1990... and persons of limited means.
 - c) An analysis of the potential alternative public transportation and specialized transportation services and service improvements that would meet all or part of the transit demand.

- 3) Identify the unmet transit needs of the jurisdiction and those needs that are reasonable to meet. The transportation planning agency shall hold at least one public hearing pursuant to [Public Utilities Code] Section 99238.5 for the purpose of soliciting comments on the unmet transit needs that may exist within the jurisdiction, and that might be reasonable to meet by establishing or contracting for new public transportation and specialized transportation services or by expanding existing services. The definition adopted by the transportation planning agency for the terms 'unmet transit needs' and 'reasonable to meet' shall be documented by resolution or in the minutes of the agency. The fact that an identified transit need cannot be fully met based on available resources shall not be the sole reason for finding that a transit need is not reasonable to meet. An agency's determination of needs that are reasonable to meet shall not be made by comparing unmet transit needs with the need for streets and roads.
 - 4) Adopt by resolution finding for the jurisdiction after consideration of all available information compiled pursuant to subdivisions (a), (b), and (c). The finding shall be that (1) there are no unmet transit needs, (2) there are no unmet transit needs that are reasonable to meet, or (3) there are unmet transit needs, including needs that are reasonable to meet. The resolution shall include information provided pursuant to subdivisions shall include information provided pursuant to subdivisions (a), (b), and (c) which provides that basis for finding.
 - 5) If the transportation planning agency adopts a finding that there are unmet needs, including needs that are reasonable to meet, then the unmet needs shall be funded before any allocation is made for streets and roads within the jurisdiction.
- G. Public Utilities Code § 99401.6 provides inter alia that:
 "Upon adoption of a funding ... that there are no unmet needs or that there are no unmet needs that are reasonable to meet, the transportation planning agency may allocate funds for local streets and roads."
- H. A public hearing, as required by Public Utilities Code § 99401.5(c), was held on February 4, 2013, with a subcommittee of VCTC's Commissioners sitting as the hearing board.
- I. The social services transportation advisory council for Ventura County is the Citizens Transportation Advisory Committee/Social Services Transportation Advisory Council ("CTAC/SSTAC"), which has the obligation, pursuant to Public Utilities Code § 99238 (c).(1), to participate in the annual process and to review and recommend to VCTC on the unmet transit needs findings.
- J. The CTAC/SSTAC participated in the annual process by reviewing the public testimony, VCTC staff analysis and recommendations. On April 8, 2014, the CTAC/SSTAC met and approved the recommendations.
- Although not required by law, VCTC staff recommendations regarding unmet transit needs in FY 2014/2014 were also reviewed by the Transit Operators Advisory Committee of VCTC ("TRANSCOM") on April 11, 2014.
- K. VCTC has reviewed and incorporates by reference in this Resolution its approvals of the following:
- The definition of "unmet transit needs" adopted by VCTC on January 5, 1996 VCTC meeting and revised these definitions at its December 6, 2013 meeting ; and,
 - The definition of "reasonable to meet" adopted by VCTC on VCTC on January 5, 1996 VCTC meeting and revised these definitions at its December 6, 2013 meeting.
- L. In compliance with Public Utilities Code § 99401.5 (b) (1)(2)(3), VCTC has reviewed and incorporated by reference:
- The verbal and written testimony submitted at the Unmet Transit Needs public hearings held by

VCTC Hearing Board on February 24, 2014 and submitted to VCTC through March 2, 2014;

- The TDA rules and regulations;
 - The VCTC Staff Report, dated May 9, 2014 (hereinafter, the “Staff Report”);
 - Local and short range plans as described in the Staff Report; and
 - Recommendations from the CTAC/SSTAC and TRANSCOM.
- M. In addition, in compliance with Public Utilities Code § 99401.5(b)(1)(2)(3), VCTC has reviewed all existing transit operations, the documentation on file in the office of VCTC, along with existing programs previously reviewed and approved by VCTC, including, but not limited to:

Dial-A-Ride Center (VCTC Transit Information Center)

Ventura County Passport (Smart Card) Program

Go Ventura Internet Program

VCTC Social Service Token (ticket) Program

II. NOW, THEREFORE, THE VENTURA COUNTY TRANSPORTATION COMMISSION DOES HEREBY RESOLVE AND ADOPT ALL OF THE FOLLOWING FOR FISCAL YEAR 2014/2015

There are no Unmet Transit Needs that are reasonable to meet, based on the following actions:

1. Continue all existing bus services substantially as they exist.
2. Continue and improve all public senior and disabled services in all jurisdictions in the County substantially as they exist. Work to implement the recommendations of the VCTC Countywide Human Services Transportation and Transit Services Coordination Study.
3. Monitor the service demonstrations on the VISTA 126 (expanded hours and extension to Piru), the Gold Coast Transit Channel Islands Blvd./Victoria Ave. (Route 21), service expansions to northeast Oxnard/El Rio (Route 17) and service to East Oxnard (Routes 19/20) to determine if a transit need which is reasonable to meet exists.
4. Continue the Ventura County interagency bus transfer program.
5. Monitor implementation of the planned modifications to the Heritage Valley transit service.
6. Monitor the Saturday and expanded hours of service (including the Metrolink shuttle) in Thousand Oaks.
7. Monitor the Saturday and expanded hours of service in Moorpark.
8. Monitor the Sunday and expanded hours of service in Camarillo.

BE IT FURTHER RESOLVED THAT:

1. The Chair shall execute this Resolution on behalf of VCTC and the Clerk of the Board shall attest to her signature and the adoption of this resolution.
2. The Executive Director shall before August 15, 2014 forward to the Department of Transportation on behalf of VCTC all of the following:
 - a. A copy of the notice of hearing and proof of publication and a description of the actions taken to solicit citizen participation pursuant to Public Utilities Code Section 99238.5;

- b. A copy of the Resolution or minutes documenting VCTC's definitions of "unmet transit needs" and "reasonable to meet", as determined pursuant to Public Utilities Code (use the symbol) 99401.5; and
- c. A copy of this Resolution adopted as required by Public Utilities Code § 99401.5(d).

Executed this 9th day of May, 2014

Ralph Fernandez, Chair, VCTC

ATTEST:

Donna Cole, Clerk of the Commission

APPROVED AS TO FORM

Steven T. Mattas, General Counsel
Date

FY 2014/2015 UNMET TRANSIT NEEDS FINDINGS



MAY 9, 2014

VENTURA COUNTY TRANSPORTATION COMMISSION

FY 2014/2015 UNMET TRANSIT NEEDS FINDINGS

BACKGROUND

Public Utilities Code (PUC) Section 99401.5(c) requires the transportation planning agency (VCTC) to hold at least one public hearing pursuant to Section 99238.5 to solicit comments on the Unmet Transit Needs that may exist within the jurisdiction and that may be reasonable to meet by establishing or contracting for new public transportation, or specialized transportation, or by expanding existing services.

All Unmet Transit Needs that are reasonable to meet must be funded before any allocation is made to streets and roads pursuant to PUC Section 99401.5(e). Under Section 99238(c)(2), the Public Utilities Code specifies that the social service transportation advisory council, Citizen's Transportation Advisory Committee/Social Service Transportation Advisory Committee (CTAC/SSTAC) in our County, has the responsibility to participate in the annual process and must review and recommend action by VCTC on the findings. Other advisory groups can also review the findings but it is not required by statute. A panel consisting of a number of the VCTC Commissioners is appointed annually by the VCTC Chairman to act as the hearing board. The full VCTC then considers all the input from these sources as well as the public and adopts the findings.

According to the California Public Utilities Code (PUC) Section 99401.5 (d) the Commission must find by adopting a resolution that either:

- There are no Unmet Transit Needs;
- There are no Unmet Transit Needs that are reasonable to meet; or,
- There are Unmet Transit Needs, including needs that are reasonable to meet.

The resolution approving the findings must include information that provides the basis for the Commission decision. In accordance with PUC Section 99401.5(c) the Commission adopted definitions of "Unmet Transit Need" and "Reasonable to Meet" at the January 5, 1996 VCTC meeting and revised these definitions at its December 6, 2013 meeting.

Following are the adopted definitions of "Unmet Transit Need" and "Reasonable to Meet":

VCTC DEFINITION OF UNMET TRANSIT NEEDS (adopted December 6, 2013)

Public transportation services identified by the public with sufficient broad-based community support that have not been funded or implemented. Unmet transit needs identified in a government-approved plan meet the definition of an unmet transit need. Sufficient broad-based community support means that persons who will likely use the service on a routine basis demonstrate support: at least 15 requests for general public service and 10 requests for disabled service.

INCLUDING:

- Public transit services not currently provided to reach employment, medical assistance, shop for food or clothing, to obtain social services such as health care, county welfare programs and educational programs. Service must be needed by and benefit the general public.
- Service expansions including new routes, significant modifications to existing routes, and major increases in service hours and frequency.

EXCLUDING:

- Operational changes such as minor route changes, bus stop changes, or changes in schedule.
- Requests for extended hours or days of service.
- Service for groups or individuals that is not needed by or will not benefit the general public.

- Comments about vehicles, facilities, driver performance and transit organizational structure.
- Requests for better coordination.
- Requests for reduced fares and changes to fare restrictions.
- Improvements funded or scheduled for implementation in the following year.
- Future transportation needs.
- Duplication or replacement of existing service.

It must be stressed that these definitions are intended to be helpful to the public and stakeholders and are not intended to exclude or minimize the testimony received because the comment submitted does not exactly fit the definition. The intention of the Commission is to work with the cities/County to ensure maximum public input and that all reasonable transit concerns are addressed.

Consistent with Public Utilities Code Section 99401.5, the Commission must use the adopted definitions of “Unmet Transit Need” and “Reasonable To Meet” and give special consideration to the transit needs of senior citizens, the mentally/physically challenged and persons of limited means. Also consistent with Public Utilities Code Section 99401.5, the hearing board shall not make its recommendation, nor shall the Commission make its determination of needs that are reasonable to meet, by comparing Unmet Transit Needs with the need for streets and roads. PUC Section 99401.5(c) also states that the fact that an identified transit need cannot be fully met based on available resources shall not be the sole reason for finding that a transit need is not reasonable to meet.

Following is the adopted definition of “Reasonable to Meet”, and “Attachment A” which establishes the passenger fare ratio for new transit services in Ventura County.

Evaluation Criteria for “Reasonable to Meet”

Title	Outcome	Definitions	Measures & Criteria
Equity Factor	Equity	The proposed service will not cause reductions in existing transit services that have an equal or higher priority.	Equity Measures: Vehicle revenue service hours and revenue service miles. Criteria: Transit vehicle service hours and miles will not be reduced on existing routes to fund the proposed service
Timing Factor	Timing	The proposed service is in response to an existing rather than future transit need.	Criteria: Same as definition that proposed service is in response to an existing rather than future transit need; based on public input.
Feasibility Factor (vehicle availability)	Feasibility	The proposed service can be provided with the existing fleet or under contract to a private provider.	Measure: Vehicle spare ratio. Criteria: Transit system must be able to maintain FTA's spare ratio requirement of 20% (buses in peak service divided by the total bus fleet cannot fall below 20%). If less than 20%, can additional buses be obtained (purchased or leased) or can service be provided under contract to a private provider?
Feasibility (infrastructure)	Feasibility	There are adequate roadways to safely accommodate transit vehicles	Measure & Criteria: Route inspection to determine adequacy of infrastructure to accommodate transit vehicles and passengers.
Cost Effectiveness (overall fare ratio)	Cost Effectiveness	The proposed service will not unduly affect the operator's ability to maintain the required passenger fare ratio for its system as a whole.	Measure: Total estimated annual passenger fare revenue divided by total annual operating cost (the entire service including the proposed service) Criteria: fare revenue/operating cost cannot fall below the operator's required passenger fare ratio.
Cost Effectiveness (service fare ratio)	Cost Effectiveness	The proposed service will meet the scheduled passenger fare ratio standards described in Attachment A.	Measures and criteria in Attachment A.
Service Effectiveness	Service Effectiveness	Estimated passengers per hour for the proposed service will not be less than the system-wide average after three years.	Measure: Passengers per hour. Criteria: Projected passengers per hour for the proposed service is not less than 70% of the system-wide average (without the proposed service) at the end of 12 months of service, 85% at the end of 24 months of service, and 100% at the end of 36 months of service.

Attachment A

It is desirable for all proposed transit services in urban areas to achieve a 20% passenger fare ratio by the end of the third year of operation. A passenger fare ratio of 10% is desired for special services (i.e. elderly and disabled) and rural area services. (1) More detailed passenger fare ratio standards, which will be used to evaluate services as they are proposed and implemented, are described below. Transit serving both urban and rural areas, per state law, may obtain an "intermediate" passenger fare ratio.

END OF TWELVE MONTHS

Performance Level		
Urban Service	Rural Service	Recommended Action
Less than 6%	Less than 3%	Provider may discontinue service
6% or more	3% or more	Provider will continue service, with modifications if needed

END OF TWENTY-FOUR MONTHS

Performance Level		
Urban Service	Rural Service	Recommended Action
Less than 10%	Less than 5%	Provider may discontinue service
10% or more	5% or more	Provider will continue service, with modifications if needed

END OF THIRTY-SIX MONTHS (2)

Performance Level		
Urban Service	Rural Service	Recommended Action
Less than 15%	Less than 7%	Provider may discontinue service
15-20%	7- 10%	Provider may consider modifying and continue Service
20% or more	10% or more	Provider will continue service, with modifications if needed

(1) Per statute the VCTC may establish a lower fare for community transit (dial-a-ride) services.

(2) A review will take place after 30 months to develop a preliminary determination regarding the discontinuation of proposed services.

In addition to all verbal and written testimony submitted and staff responses to testimony submitted, and to meet the requirements of PUC Section 99401.5(b) (1)(2)(3), the following information is available at VCTC's office, and was used in developing the findings:

- TDA rules and regulations

Local and regional plans, including the following (Note that SCAT is the former name of Gold Coast Transit):

- Short Range Transit Plans and budget information for transit operators (1999)
- FTA Section 15 (National Transit Data Base) reports
- Ventura County Congestion Management Plan (2006)
- Ventura County Congestion Management Plan (2009)
- Ventura County Comprehensive Rail Plan (1995)
- SCAG Regional Transportation Plan
- SCRRA's (Metrolink) 1402 Plan
- SCRRA's Draft Strategic Plan
- SCRRA's FY 2012/13 Budget
- SCRRA's FY 2013/14 Budget
- Caltrans State Rail Plan for the Pacific Surfliners
- Coast Rail Corridor Plan
- Ventura/Santa Barbara Rail Study Final Report – SCAG (March 2008)
- VCTC AB 120 Plan (last amended 2001)
- Simi Valley Transit Five Year Service and Funding Plan 2005-2010 (2005)
- VCTC Countywide Human Services Transportation and Transit Services Coordination Study (2007)
- VCTC Countywide Human Services Transportation and Transit Services Coordination Study update (2012)
- Proposal Paper for Coordinated Paratransit Service Plan for Western Ventura County
- SCAT's Coordinated Paratransit Service Plan for Western Ventura County
- SCAT Public Transit Service Delivery Plan (April 2000)
- City of Thousand Oaks March 2, 2002 Memorandum regarding expansion of the Thousand Oaks Transportation (TOT) System
- Ojai Valley Transit Needs Assessment (June 2004) Final Report
- SCAT Origin/Destination and Transfer Study final report (July 2004)
- SCAT System wide Fare Policy Study (April 2003)
- VCTC Title VI Civil Rights Program (April 2009)
- Santa Paula Branch Line Rail Study – SCAG/VCTC (March 2007)
- SCAG 2008 Regional Transportation Plan
- SCAG 2012-2035 Regional Transportation Plan
- VCTC Title VI Program (February 6, 2009)
- VCTC Title VI VISTA Proposed Fare Increase Evaluation (2009)
- VCTC Title VI VISTA Proposed Coastal Transfer Fee Evaluation (September 2012)
- VCTC Limited English Proficiency Plan (2011)
- Ventura County Transit Investment Study (December 4, 2009)
- VISTA 2012 Onboard Rider Survey
- City of Moorpark Transit Evaluation (December 2010)
- County of Ventura/City of Thousand Oaks document Consolidation of Dial-a-Ride Services in Unincorporated Areas. (2010)
- City of Thousand Oaks Transit Action Plan (April 2010)
- Gold Coast Transit Vineyard Avenue and Wells Road Community Based Transit Plan (December 30, 2010)
- City of Ojai Report of Recommendations from the Ad Hoc Transit Committee (Dec 2011)
- Gold Coast Transit 2010 TDA Triennial Performance Audit
- VCTC 2010 TDA Triennial Performance Audit

- California Lutheran University Public Transportation Needs Assessment Survey Analysis (2012) and Employee home locations and trip times spreadsheet
- VCTC Heritage Valley Transit Study Final Report March 2013
- Gold Coast Transit Fixed-Route Service Planning guidelines & Evaluation Policy (February 5, 2014)

In addition to the documentation in the files of Ventura County Transportation Commission (listed above), information provided through the existing programs has also been reviewed by VCTC such as:

- Dial-A-Ride Center
- Ventura County GOVENTURA (Smart Card) Program
- Go Ventura Internet Program
- East County (ADA) Paratransit Transfer program
- VCTC Social Service Token (ticket) Program
- VISTA Ongoing Transit Services
- TDA Financial Audits, Article 8(c)

The resolution approving the findings must include information that provides the basis for the Commission decision. In accordance with PUC Section 99401.5(c) the Commission adopted definitions of “Unmet Transit Need” and “Reasonable to Meet” at the January 5, 1996 VCTC meeting and revised these definitions at its December 6, 2013 meeting.

The VCTC held its public hearing on transit needs for FY (Fiscal Year) 2014/15 on February 24, 2014 at the Camarillo City Council Chambers. At the hearing, the Hearing Board consisting of Commissioners Bryan MacDonald, Jan McDonald, Brian Humphrey, and Jim White received a summary of the process, comments received to date, and then received public comments from seven speakers along with eight written comments. A total of 19 citizens attended the meeting and a total of 210 comments received.

Preceding the Unmet Transit Needs hearing, two training workshops were held:

1. Training Workshop # 1 held January 14, 2014, 1:30 – 2:30 PM, County Government Center Hall of Justice Pacific Meeting Room in Ventura in conjunction with the VCTC Citizen’s Advisory Transportation Committee/Social Services Transportation Advisory Council (CTAC/SSTAC).
2. Training Workshop # 2 held February 5, 2014, 1:30 – 3:30 PM, Thousand Oaks City Hall, Meeting Room, in conjunction with the Thousand Oaks Council on Aging meeting. Note this Training Workshop was videotaped by the City and made available for broadcast to other areas and agencies.

Following the Training Workshops, a number of community outreach “listening sessions” were held in various parts of the County. These sessions will be participant-friendly and encourage public discussion.

1. Public Session # 1 held on February 5, 2014, 10 AM, Gold Coast Transit (GCT) Administrative Headquarters in Oxnard in conjunction with the Gold Coast Board meeting.
2. Public Session # 2 held on February 12, 2014, 6:30 – 7:30 PM, at the meeting room at the Central Station Apartment Community Room in Fillmore.
3. Public Session # 3 held on February 18, 2014, 6:30 - 7:30 PM, at Moorpark City Hall Community Meeting Room.

The Unmet Transit Needs public comment period was open through March 2, 2014. By the time the hearing was closed, 116 individuals and groups (including petitions with multiple signers) had submitted material to VCTC, including letters, e-mails, phone calls, and comments at the public hearing, or attended Unmet Transit Needs meetings. A total of 210 comments were received.

The determination of “Unmet Transit Needs” is not mode specific. It addresses the trip, not the type of service. Determination of an Unmet Transit Need is based on whether the trip can be made, not the type

of service or vehicle (train, bus, paratransit). The service provider determines the most efficient and effective manner and mode to provide the service. Also, as expected, many the comments received did not meet the approved thresholds for an Unmet Transit Need. However, these operational and process comments were immediately referred to the appropriate transit provider. In this way, the individual agencies can consider the comments as they proceed with their annual service planning.

Testimony Received:

While some testimony was very specific about a particular problem in one area, only 57 comments could be considered other than “operational”. Of those, several were requests for intercounty service into Los Angeles County. While the Commission can consider those requests, the TDA law clearly states that it is the intent of the Act to provide for transit services within the County, and the Commission has only started intercounty service with the participation of the partnering County. There also were a number of comments requesting services which already existed. While a number of the comments were general in nature, and did not specify times, routes, or even locations, there were several notable patterns. First, a number of the comments did ask for more direct service, rather than taking transfers. Also notable was the request for more transit marketing – and while usually not specific to a service, we did have a number of requests for additional marketing and transit information.

Many of the comments received were addressing Gold Coast Transit services, and will be shared with GCT as input into their on-going planning process. These comment included providing transit services to the area of Saviers Road and Hueneme Road (19 individual comments) and a number of requests for modifications of existing routes and extension of weekday service to Oxnard College past 10 pm (to allow students who's class ends at 10 pm to catch the last bus). Sixty-six of the comments received were specific to Gold Coast Transit, in addition to a number addressing bus stop amenities in the service area.

The other significant comments VCTC received were requests for service between the Heritage Valley and Santa Clarita (9 individuals plus a petition with 59 signatures); overcrowding on the VISTA CSCUI service and parking at the Camarillo Metrolink Station (5 comments each); and, direct service from Oxnard to various locations in Camarillo (7 requests).

There were also a number of requests regarding local transit services in the Heritage Valley, including recommendations for stop locations on the planned fixed route local transit service, and requests for service at locations which are already served by the Heritage Valley Dial-a-Ride, and in some cases the VISTA 126. The requests were virtually all general in nature, not stating times or destinations for the requested trips.

In general, the verbal and written testimony given through the public hearing process supported the continuation of existing and programmed transit services and programs. For the most part the people testifying considered all existing transit services as a “baseline” saying that the services needed to be kept. It is therefore recommended that all general public bus transit systems and services be found to be unmet transit needs as part of the FY 2014/2015 findings.

In 2013 the VCTC adopted new definitions of both Unmet Transit Needs and Reasonable to Meet. Based on the new definitions, and modified process, the findings are being presented in a different format than in prior years. The comments are summarized in five categories; (1) requests for services which are not currently being met; (2) possible stops for the planned Heritage Valley transit service; (3) operational improvements which are being referred to the responsible agency (including minor adjustments in routing or hours of operation, or services which require multiple transfers); (4) comments regarding the VCTC Unmet Transit Needs Process, and (5) comments which are so general as to be unable to be evaluated or services beyond Ventura County.

The Citizens Transportation Advisory Committee/Social Service Transportation Advisory Committee (CTAC/SSTAC) met on April 8, 2014 to review the recommendations, draft findings, and summary of

comments. CTAC/SSTAC approved the recommendations with two minor additions. They recommended adding the words “and improve” to the finding regarding the continuation of public senior and disabled services – without specifying actions, they felt that there is room for improvement and that should be encouraged. They also recommended the goal regarding bus stops be expanded to state “*Standards to determine when and where a bus shelter or bus bench is warranted should be adopted and used to implement future placement.*”

Also, the VCTC Transit Operators Advisory Committee (TRANSCOM) reviewed the draft report on April 10, 2014. TRANSCOM recommended that the report be condensed without losing the content. The TRANSCOM also felt is important to note that Gold Coast Transit, the City of Thousand Oaks, and the City of Simi Valley all welcome public input from any source, however, those agencies receive comments from a number of sources, none having higher or lower priorities than those received in the VCTC UTN process. Because by state law those agencies must use all their TDA funds for transit, there is no requirement for them to consider the Unmet Transit Needs findings as anything but advisory. TRANSCOM recommended that VCTC refine the UTN process to better reflect the overlapping responsibilities for both decision makers and the general public.

RECOMMENDED FINDINGS:

9. Continue all existing bus services substantially as they exist.
10. Continue *and improve* [RECOMMENDED BY CTAC/SSTAC] all public senior and disabled services in all jurisdictions in the County substantially as they exist. Work to implement the recommendations of the VCTC Countywide Human Services Transportation and Transit Services Coordination Study.
11. Monitor the service demonstrations on the VISTA 126 (expanded hours and extension to Piru), the Gold Coast Transit Channel Islands Blvd./Victoria Ave. (Route 21), service expansions to northeast Oxnard/EI Rio (Route 17) and service to East Oxnard (Routes 19/20) to determine if a transit need which is reasonable to meet exists.
12. Continue the Ventura County interagency bus transfer program.
13. Monitor implementation of the planned modifications to the Heritage Valley transit service.
14. Monitor the Saturday and expanded hours of service (including the Metrolink shuttle) in Thousand Oaks.
15. Monitor the Saturday and expanded hours of service in Moorpark.
16. Monitor the Sunday and expanded hours of service in Camarillo.

After adopting the recommendations listed above, and based on the analysis of the written and verbal testimony provided to the Commission:

17. Find by VCTC Resolution #2014-0X that there are no Unmet Transit Needs that are reasonable to meet.

In addition to the above findings, VCTC will continue efforts to meet the following goals from prior hearings:

- A. Continue to pursue and identify funding to allow local agencies to install more bus benches and shelters, and transit information signs, where warranted and feasible. *Standards to determine when and where a bus shelter or bus bench is warranted should be adopted and used to implement future placement.* [ADDED BY CTAC/SSTAC]
- B. Continue to improve schedule coordination and transfer connections between different bus systems where operationally feasible.
- C. Continue to adjust fixed route transit services, stops and schedules throughout Ventura County as needed and operationally feasible.
- D. Continue community outreach and marketing efforts to increase awareness of the availability of transit services for the general public, seniors, and disabled, to be coordinated by VCTC.
- E. Continue operation of NEXTBUS countywide and provide additional NEXTBUS signs at appropriate

locations.

- F. Continue to ensure that bus stops and bus signage, vehicles, and operations are all in compliance with the Americans with Disabilities Act (ADA) requirements.
- G. Continue to assist social service agencies in obtaining grant funding for equipment and rolling stock, utilizing Federal Section 5310 and any other funds available for those purposes.
- H. Encourage cities, transit providers, and social service agencies to implement elements of the VCTC Countywide Human Services Transportation and Transit Services Coordination Study.
- I. Continue discussions and possible studies cooperatively with the City of Santa Clarita to determine the potential demand and feasibility for transit services connecting Fillmore with Santa Clarita.
- J. Initiate a countywide transit study to identify short range and long range transit needs.
- K. Continue to encourage AMTRAK, LOSSAN, and Caltrans Division of Rail to adjust the schedule times of the Surfliner to better serve commuters traveling between Ventura and Santa Barbara Counties.
- L. Formally comment during the CEQA process regarding the potential difficulties and costs of providing transit services to low income housing and other public facilities with high transit dependent use which are not sited at locations served or easily served by public transit.
- M. Support cost-effective actions to increase bike capacity on the transit system.
- N. Encourage transit trips over auto usage during this time of heightened public awareness of the cost of fuel.
- O. Seek financial support from the cities/County to provide subsidized fares for low income passengers who are transferring between local transit systems and VISTA.
- P. Work with LOSSAN, Caltrans, Amtrak, and Metrolink to improve rail safety and maintain or increase speeds on the rail services.
- Q. Encourage VCTC and the ADA providers in the county continue to improve transfers and transfer locations for inter-agency ADA trips.
- R. Continue to integrate evening meetings in different parts of the county as part of future Unmet Transit Needs process.

After adopting the recommendations listed above, and based on the analysis of the written and verbal testimony provided to the Commission:

Find by VCTC Resolution #2014-0X that there are no Unmet Transit Needs, including needs that are reasonable to meet.

Analysis of Testimony Received:

The 2014 VCTC amended Unmet Needs Process simplifies and makes more clearly understood the process. All comments were reviewed to determine if they meet the definition of an Unmet Transit Need. Those comments that are determined to be either new services which did not meet the minimum criteria as an Unmet Transit Need, or are operational, are being forwarded to the appropriate transit agency for consideration as part of their future planning and scheduling activities. Following the Hearing Board action, contact will be made to the commenter regarding the recommended action. Those comments which meet the criteria as an Unmet Transit Need will be evaluated against the seven adopted "Reasonable to Meet" criteria. Those projects which meet all the criteria will be recommend as Unmet Transit Needs which are Reasonable to Meet. In the case of the cities of Moorpark, Camarillo, Fillmore, and Santa Paula, if a comment is found to be an Unmet Transit Needs which is Reasonable to Meet, the VCTC will withhold any TDA street and road funds until the agency demonstrates it will meet the transit service need. In all other parts of the County, the finding will be conveyed to the appropriate agency for their consideration. Finally, for those comments which are found to be not reasonable to meet due to one or more of the "Reasonable to Meet" criteria will also be conveyed to the appropriate agency for their consideration.

Following is a discussion of those comments which met the VCTC definition of an Unmet Transit Need, and provides the evaluation of the Reasonable to Meet criteria for each project.

1. Simi Valley Sunday Service

A petition with 15 signers was received identifying a need for Sunday service on the Simi Valley Transit service. Based on ridership on the Simi Valley Transit services on Saturdays, as well as typical ridership on transit on Sundays compared to other days of the week, and the challenges Simi Valley is having meeting the TDA required farebox ratio, this does not appear to be reasonable to meet based on the following criteria:

- a) Cost Effectiveness: The proposed service will not unduly affect the operator's ability to maintain the required passenger fare ratio for its system as a whole.
- b) Cost Effectiveness: The proposed service will meet the scheduled passenger fare ratio standards described in Attachment A
- c) Service Effectiveness: Estimated passengers per hour for the proposed service will not be less than the system-wide average after three years.

Simi Valley will no longer be eligible to use TDA funds for streets and roads, and does not have to implement this service even if it were an Unmet Transit Need which is Reasonable to Meet, however, the finding will be conveyed to the City for their consideration in transit planning activities.

2. Thousand Oaks Sunday Service

A petition with 15 signers was received identifying a need for Sunday service on the Thousand Oaks Transit service. Thousand Oaks provides dial-a-ride service to elderly and disabled on Sundays. Based on ridership on the Thousand Oaks Transit services on Saturdays, as well typical ridership on transit on Sundays compared to other days of the week, and the challenges Thousand Oaks is having meeting the TDA required farebox ratio, this does not appear to be reasonable to meet based on the following criteria:

- a) Cost Effectiveness: The proposed service will not unduly affect the operator's ability to maintain the required passenger fare ratio for its system as a whole.
- b) Cost Effectiveness: The proposed service will meet the scheduled passenger fare ratio standards described in Attachment A
- c) Service Effectiveness: Estimated passengers per hour for the proposed service will not be less than the system-wide average after three years.

Thousand Oaks will no longer be eligible to use TDA funds for streets and roads, and does not have to implement this service even if it were an Unmet Transit Need which is Reasonable to Meet, however, the finding will be conveyed to the City for their consideration in transit planning activities.

3. Simi Valley service to run from 6:30am to 10pm

A petition with 15 signers was received identifying a need for transit service to run from 6:30am to 10pm on the Simi Valley Transit service. Based on ridership on the Simi Valley Transit services on in the late afternoon, as well as typical ridership on transit in the evenings compared to other days of the week, and the challenges Simi Valley is having meeting the TDA required farebox ratio, this does not appear to be reasonable to meet based on the following criteria:

- a) Cost Effectiveness: The proposed service will not unduly affect the operator's ability to maintain the required passenger fare ratio for its system as a whole.
- b) Cost Effectiveness: The proposed service will meet the scheduled passenger fare ratio standards described in Attachment A
- c) Service Effectiveness: Estimated passengers per hour for the proposed service will not be less than the system-wide average after three years.

Simi Valley will no longer be eligible to use TDA funds for streets and roads, and does not have to implement this service even if it were an Unmet Transit Need which is Reasonable to Meet, however, the finding will be conveyed to the City for their consideration in transit planning activities.

4. Thousand Oaks service to run from 6:30am to 10pm

A petition with 15 signers was received identifying a need for transit service to run from 6:30am to 10pm on the Thousand Oaks Transit service. In fall of 2013, Thousand Oaks extended its transit services with routes operating until 7:30 or 8 pm (depending on the route). The VCTC will monitor this demonstration as part of the Thousand Oaks Transit expansion implemented in 2013. Based on ridership on the Thousand Oaks Transit services on in the late afternoon, as well as ridership typical ridership on transit in the evenings compared to other days of the week, and the challenges Thousand Oaks is having meeting the TDA required farebox ratio, this does not appear to be reasonable to meet based on the following criteria:

- a) Cost Effectiveness: The proposed service will not unduly affect the operator's ability to maintain the required passenger fare ratio for its system as a whole.
- b) Cost Effectiveness: The proposed service will meet the scheduled passenger fare ratio standards described in Attachment A
- c) Service Effectiveness: Estimated passengers per hour for the proposed service will not be less than the system-wide average after three years.

Thousand Oaks will no longer be eligible to use TDA funds for streets and roads, and does not have to implement this service even if it were an Unmet Transit Need which is Reasonable to Meet, however, the finding will be conveyed to the City for their consideration in transit planning activities.

5. Simi Valley service to run Route D to run on Sat. & Sun. to Reagan Library and the Hospitals

A petition with 15 signers was received identifying a need for Simi Valley transit service on Route D to run on Sat. & Sun. to Reagan Library and the Hospitals. Simi Valley Transit operated this service services and discontinued it based on ridership averaging less than one rider per bus trip. Since discontinuing the service, there have been no significant changes in the community which would indicate a change in the services performance. Because of this, the service does not appear to be reasonable to meet based on the following criteria:

- a) Cost Effectiveness: The proposed service will not unduly affect the operator's ability to maintain the required passenger fare ratio for its system as a whole.
- b) Cost Effectiveness: The proposed service will meet the scheduled passenger fare ratio standards described in Attachment A
- c) Service Effectiveness: Estimated passengers per hour for the proposed service will not be less than the system-wide average after three years.

Simi Valley is no longer eligible to use TDA funds for streets and roads, and does not have to implement these services even if it were an Unmet Transit Need which is Reasonable to Meet, however, the finding will be conveyed to the City for their consideration in transit planning activities.

6. Transit service from Fillmore to Santa Clarita

VCTC received 6 individual comments and a petition signed by 59 people requesting VISTA transit service between Fillmore and Santa Clarita (Los Angeles County). Based on the analysis of the work trip demand between Fillmore/Piru and Santa Clarita, there is insufficient demand to sustain a transit service. In addition, the costs of such a service, if funded by Fillmore, would require the funds currently used to operate the Heritage Valley transit services in Fillmore and Piru.

The service does not appear to be reasonable to meet based on the following criteria:

- a) Cost Effectiveness: The proposed service will not unduly affect the operator's ability to maintain the required passenger fare ratio for its system as a whole.
- b) Cost Effectiveness: The proposed service will meet the scheduled passenger fare ratio standards described in Attachment A
- c) Service Effectiveness: Estimated passengers per hour for the proposed service will not be less than the system-wide average after three years.
- d) Equity: The proposed service will not cause reductions in existing transit services that have an equal or higher priority.

The Commission has previously directed staff to work with the City of Santa Clarita to encourage that city to financially participate in the provision of a connecting transit service demonstration; however, to date they have not found the service to be a priority for them.

7. Gold Coast Transit service to the vicinity of Saviers Road and Hueneme Road

VCTC received 20 individual comments from people requesting Gold Coast Transit service to the vicinity of Saviers Road and Hueneme Road. This location is approximately a half a mile from both the Gold Coast Transit Route 1 and Route 7 – too far to serve with a minor route adjustment. At the same time, service to this area would not sustain a new route. In addition, Gold Coast Transit is currently operating with a lower than acceptable spare bus ratio, and does not have any buses available to expand service. In order to provide this service, service would either have to be significantly impacted on Routes 1 or 7. The service does not appear to be reasonable to meet based on the following criteria:

- a) Cost Effectiveness: The proposed service will not unduly affect the operator's ability to maintain the required passenger fare ratio for its system as a whole.
- b) Cost Effectiveness: The proposed service will meet the scheduled passenger fare ratio standards described in Attachment A
- c) Service Effectiveness: Estimated passengers per hour for the proposed service will not be less than the system-wide average after three years.
- d) Equity: The proposed service will not cause reductions in existing transit services that have an equal or higher priority.
- e) Feasibility Factor (vehicle availability): The proposed service can be provided with the existing fleet.

The Gold Coast Transit District does not have to implement this service, however, the finding will be conveyed to GCT for its consideration in transit planning activities. Gold Coast Transit receives comments from a number of sources, none having higher or lower priorities than those received in the VCTC UTN process – and because by state law they must use all their TDA funds for transit, there is no requirement for them to consider the findings as anything but advisory.

SUMMARY OF COMMENTS RECEIVED

The following comments were received that were for services which do not exist at this time.

NAME/DATE/ PHONE	COMMENT(S)	POSSIBLE UNMET NEED	REASONABLE TO MEET	AREA / AGENCY
Simi Valley ARC 06/05/13 mail <i>petition signed by 15 people</i>	wants Simi Valley to operate on Sunday	Yes (15 persons requested)	The service does not appear to be reasonable to meet based on the following criteria: a) Cost Effectiveness (overall fare ratio) b) Cost Effectiveness (service fare ratio) c) Service Effectiveness	Simi Valley
Simi Valley ARC 06/05/13 mail <i>petition signed by 15 people</i>	wants Thousand Oaks to operate on Sunday	Yes (15 persons requested)	The service does not appear to be reasonable to meet based on the following criteria: a) Cost Effectiveness (overall fare ratio) b) Cost Effectiveness (service fare ratio) c) Service Effectiveness	Thousand Oaks
Simi Valley ARC 06/05/13 mail <i>petition signed by 15 people</i>	wants Simi Valley service to run from 6:30am to 10pm	Yes (15 persons requested)	The service does not appear to be reasonable to meet based on the following criteria: a) Cost Effectiveness (overall fare ratio) b) Cost Effectiveness (service fare ratio) c) Service Effectiveness	Simi Valley
Simi Valley ARC 06/05/13 mail <i>petition signed by 15 people</i>	wants Thousand Oaks service to run from 6:30am to 10pm	Yes (15 persons requested)	The service does not appear to be reasonable to meet based on the following criteria: a) Cost Effectiveness (overall fare ratio) b) Cost Effectiveness (service fare ratio) c) Service Effectiveness	Thousand Oaks
Simi Valley ARC 06/05/13 mail <i>petition signed by 15 people</i>	wants Route D to run on Sat. & Sun. to Reagan Library and the Hospitals	Yes (15 persons requested)	The service does not appear to be reasonable to meet based on the following criteria: a) Cost Effectiveness (overall fare ratio) b) Cost Effectiveness (service fare ratio) c) Service Effectiveness	Simi Valley

REQUEST FOR SERVICE FROM FILLMORE TO SANTA CLARITA				
unknown, Fillmore 2/12/2014 comment made at Fillmore Listening Session	wants fixed route from Fillmore/Santa Clarita	Yes (15 persons requested)	The service does not appear to be reasonable to meet based on the following criteria: a) Cost Effectiveness (overall fare ratio) b) Cost Effectiveness (service fare ratio) c) Service Effectiveness d) Equity Factor	City of Fillmore/ County of Ventura/ City of Santa Clarita
03/03/14 comments made via COAST/ASERT postcard	wants a fixed route in Fillmore, with service to Santa Clarita	Yes (15 persons requested)	See above	City of Fillmore/ County of Ventura/ City of Santa Clarita
3/3/2014 comments made via CEDC letter/petition signed by 59 people, emailed	wants fixed route service connecting Fillmore and Piru with Santa Clarita	Yes (15 persons requested)	See above	City of Fillmore/ County of Ventura/ City of Santa Clarita
Josefina Zuig, Santa Paula ASERT postcard	wants a "route for Santa Clarita and Santa Paula and for Oxnard, direct"	Yes (15 persons requested)	See above	City of Fillmore/ County of Ventura/ City of Santa Clarita
Lety Estrada, Santa Paula ASERT postcard	wants transportation to Santa Clarita	Yes (15 persons requested)	See above	City of Fillmore/ County of Ventura/ City of Santa Clarita
Maricruz Peruelas, Santa Paula ASERT Postcard	wants a bus to go to Valencia or to Santa Clarita, Camarillo	Yes (15 persons requested)	See above	City of Fillmore/ County of Ventura/ City of Santa Clarita
GOLD COAST TRANIST SERVICE TO THE VICINITY OF SAVIERS AND HUENEME ROADS				
Socorro Ambriz, Oxnard ASERT postcard	wants a bus stop at Saviers Rd. and Hueneme Rd.	Yes (15 persons requested)	No. The service does not appear to be reasonable to meet based on the following criteria: a) Cost Effectiveness (overall fare ratio) b) Cost Effectiveness (service fare ratio) c) Service Effectiveness d) Equity Factor e) Feasibility Factor (vehicle availability)	Gold Coast Transit
unknown ASERT postcard	wants bus service from downtown Oxnard to Saviers Road and Oxnard Blvd.	Yes (15 persons requested)	See above	Gold Coast Transit
Jose Moreno, Oxnard ASERT postcard	resident of Villa Cesar Chavez, wants the bus to come to Saviers and Hueneme.	Yes (15 persons requested)	See above	Gold Coast Transit
Jesus Herrera, Oxnard ASERT postcard	resident of Villa Cesar Chavez, wants a bus stop at the corner of Saviers Rd. and Hueneme.	Yes (15 persons requested)	See above	Gold Coast Transit

Maria Montejano, Oxnard ASERT postcard	wants a bus stop between Hueneme Rd. and Saviers Rd.	Yes (15 persons requested)	See above	Gold Coast Transit
Josefina, Oxnard ASERT postcard	wants a stop at Saviers and Hueneme Rd. for doctor appointments	Yes (15 persons requested)	See above	Gold Coast Transit
Veronica Palencia, Oxnard ASERT postcard	wants a bus stop between Saviers and Hueneme, to go to Saticoy	Yes (15 persons requested)	See above	Gold Coast Transit
Raquel Jacinto, Oxnard ASERT postcard	wants a bus stop close to home at Saviers and Hueneme	Yes (15 persons requested)	See above	Gold Coast Transit
Luz Elena Flores, Oxnard ASERT postcard	wants bus stop close to Villa Cesar Chavez, because there isn't one close by.	Yes (15 persons requested)	See above	Gold Coast Transit
Sandra T. Ortiz, Oxnard ASERT postcard	wants a bus stop at Hueneme Rd. and Saviers Rd.	Yes (15 persons requested)	See above	Gold Coast Transit
Eudocio Gomez, Oxnard ASERT postcard	wants a bus stop at Villa Cesar Chavez in Oxnard	Yes (15 persons requested)	See above	Gold Coast Transit
Dora Orozco, Oxnard ASERT postcard	wants a bus stop close to the Villa Cesar Chavez Apartments.	Yes (15 persons requested)	See above	Gold Coast Transit
Sandra Betancourt, Oxnard ASERT postcard	wants a bus stop in Saviers and Hueneme Rd. "our need hasn't been met"	Yes (15 persons requested)	See above	Gold Coast Transit
Patrica Garza, Oxnard ASERT postcard	wants a bus stop in Saviers and Hueneme Rd.	Yes (15 persons requested)	See above	Gold Coast Transit
Olivia Salazar, Oxnard ASERT postcard	wants a bus stop in Saviers and Hueneme Rd.	Yes (15 persons requested)	See above	Gold Coast Transit
Yolanda Ramos, Oxnard ASERT postcard	wants a bus to "pass in Hueneme Rd, serving Villa Cesar Chavez"	Yes (15 persons requested)	See above	Gold Coast Transit
Patricia Marron, Oxnard ASERT postcard	wants a bus "by here at the corner of Saviers Rd. and Hueneme", resident of Villa Cesar Chavez.	Yes (15 persons requested)	See above	Gold Coast Transit
Micaela Salazar, Oxnard ASERT postcard	wants a bus at Hueneme and Cypress.	Yes (15 persons requested)	See above	Gold Coast Transit
Maria J. Arreola, Oxnard ASERT postcard	wants a bus route to Villa Cesar Chavez in Oxnard at the corner of Saviers and Hueneme Rd.	Yes (15 persons requested)	See above	Gold Coast Transit
Dolores Rodiles, Oxnard ASERT postcard	wants a bus stop in Saviers and Hueneme close to Villa Cesar Chavez.	Yes (15 persons requested)	See above	Gold Coast Transit
DID NOT MEET UNMET NEEDS CRITERIA				
Mike Munoz, Fillmore 2/6/2014 voicemail	wants service from Fillmore to Moorpark at 7:20am, to return to Fillmore at 3:30pm, for students	No	No	VISTA/ City of Moorpark/ City of Fillmore
Melanie Fiers, Fillmore 2/12/2014 email	wants service from Fillmore to Moorpark at 7:00am, to return to Fillmore at 3:30pm, for students	No	No	VISTA/ City of Moorpark/ City of Fillmore

Melanie Fiers, Fillmore 2/12/2014 email	wants service from Fillmore to Moorpark train stations, to take train to Burbank Airport	No	No	VISTA/ City of Moorpark/ City of Fillmore
Keith York 2/5/2014 UTN Oxnard comment	wants an added loop route in Ventura Foothill/Ondulando areas, to interface with regular bus routes	No	No	Gold Coast Transit
03/03/14 comments submitted on COAST/ASERT postcard	wants to re-route or create a route to provide service to Santa Clara Cemetery and Vineyard (surrounding area)	No	No	Gold Coast Transit
Karen Lee Hudspeth, Ventura 02/27/14 (805)	wants a late morning route from Pacific View Mall to Pierpont beach	No	No	Gold Coast Transit
unknown ASERT postcard	wants bus service down Ventura Road in Oxnard	No	No	Gold Coast Transit
Mony Tournch, Oxnard ASERT postcard	wants bus service to Harbor Blvd. and Fifth Street and Wooley Road.	No	No	Gold Coast Transit
Camille Harris 2/6/2014 email	wants a route from Ventura Avenue area and Oxnard Transit Center to the VC Youth Correctional Facility in Camarillo on 3100 Wright Road on weekends from 9am - 3:30pm (visitor hours) for senior visitors	No	No	GCT/Ventura County
Janet Rizzoli, Camarillo 10/14/2013 email	wants bus service from Camarillo Metrolink to CSUCI on Sundays	No	No	
Nick Otaway 12/20/2013 email	wants bus service in East Ojai (Valley)	No	No	County of Ventura

In addition to these requests, there were several requests for Thousand Oaks Transit to operate on Saturdays, several requests for the bus to stop in Piru and/or Rancho Sespe, and a request for a VISTA route from Oxnard to Camarillo Hearing Conservation Center on 5100 Adolfo Road. All of these services are in existence.

A petition was received that identified possible future stops for the planned Heritage Valley fixed route service. These comments are not Unmet Transit Needs since all of the locations are currently being served by the Heritage Valley Dial-a-Ride, and as such, are operational improvements. The VCTC is working with the Cities of Fillmore, Santa Paula, and the County to refine the routes for the planned local service modifications, and will be referred to the Heritage Valley Transit technical and policy committees for consideration.

<i>3/3/2014 comments made via CEDC letter/ petition, signed by 59 people emailed</i>	wants fixed route stop at Fillmore High School
	wants fixed route stop at Vons/Starbucks shopping center on Hwy 126/A Street
	wants fixed route stop at Fillmore Mountain Vista Elementary School or Delores Park
	wants fixed route stop at Rancho Sespe Apartments
	wants fixed route stop at Piru's Downtown Center Train Depot
	wants fixed route stop at Piru's Valle Naranjal Apartments

The following table provides the comments which are operational in nature, including minor adjustments in existing service times and routes, increased frequency of buses, changes in modes, reductions in transfers, marketing, bus stop amenities, and fares. These are not Unmet Transit Needs. The Commission is providing the individual comments to the appropriate agencies (when a specific agency can be identified) for future consideration.

While not Unmet Transit Needs, there are several “operational” issues which should be given high consideration in agency service planning. These include route adjustments to Gold Coast Transit Route 9, extending transit service serving Oxnard College to end after 10 pm instead of at 10 pm (allowing students whose classes end at 10 pm to use the bus), increasing capacity on the VISTA CSUCI buses, and addressing the park-and-ride capacity problem at the Camarillo Metrolink Station. Also of note, but not easily addressed, is the desire through the county for more direct buses without transfers.

NAME/DATE/PHONE	COMMENT(S)	AREA / AGENCY
Bob Dawson, Camarillo 1/7/2014 email	wants service from Camarillo to The Collection in Oxnard before 8am, to return to Camarillo at 5pm, for those who work at Collection	VISTA/ City of Camarillo/ City of Oxnard
Lois Lipeles 2/7/2014 email	wants a direct route from Simi to Ventura or VCMC, for medical appointments	VISTA/ City of Simi Valley/Gold Coast Transit
Lucas Hardeman 2/13/2014 voicemail	wants service from Camarillo to Westlake around 8am, with return service to Camarillo around 5pm	VISTA 101
Lucas Hardeman 2/13/2014 voicemail	wants integration of bus routes into Google Maps, like LA Metro	All Transit operators
Dave Kropp, Moorpark 2/15/2014 email	wants benches at each bus stop in Moorpark, for ADA riders who can't stand for long periods	Moorpark
Ryan Uyematsu 2/19/14 email	wants a VISTA bus dedicated to only rail stops in VC, feeding into both Metrolink rail departures in Moorpark and Coastal Express	VISTA
Ted Malos 2/19/14 email # unknown	wants to have more buses that are smaller than SCAT sized buses run a more frequent schedule	N/A
Ted Malos 2/19/14 email # unknown	wants better advertisement of public transit/bus routes at the Ventura Amtrak/Metro station	N/A
Angela Madsen 10/22/2013 email	wants to extend the 126 route into Ventura later in the evening (10pm)	VISTA 126/ Santa Paula/ Fillmore/ County
Don Hall, Camarillo 02/04/14 # unknown, email unknown	wants later routes (CAT or otherwise) in Camarillo for night shift employees	Camarillo
Jeffery Felburg, Moorpark 2/10/2014 social media # unknown, email unknown	wants a direct route to/from Simi Valley to Moorpark	VISTA East
Meagan Carrasco, Camarillo 4/27/13 email	wants summer service on CSUCI route extended past 5pm, specifically to/from 1732 S. Lewis Road to downtown Camarillo	VISTA CSUCI/ Camarillo
Catherine Tran 2/6/14 email	wants a shelter erected over the stop(s) on CSUCI route	CSUCI
Narda Fargotstein, Santa Barbara 10/11/13 mail	wants Metrolink routes from Ventura into Santa Barbara to align with 8am-5pm "working persons schedule"	N/A
Dave Kern / Simi Valley Neighborhood Council comments made on 02/14/14 and 02/16/14 relayed to CTAC	wants service from Simi Valley to VC Government Center for anyone required to appear in Court	VISTA/ Simi Valley/ Gold Coast Transit
Dave Kern / Simi Valley Neighborhood Council comments made on 02/14/14 and 02/16/14 relayed to CTAC	wants service from Simi Valley to VC Government Center and returning to Simi Valley, for Jury Duty jurors	VISTA/ Simi Valley/ Gold Coast Transit
Keith York 2/5/2014 UTN Oxnard comment	wants schedules on VISTA buses	VISTA

Keith York 2/5/2014 UTN Oxnard comment	wants to allow SCAT [Gold Coast ACCESS] drivers to call seniors with an approx. pick up times so they don't have to wait or potentially miss a pick up	Gold Coast Transit
Keith York 2/5/2014 UTN Oxnard comment	wants added training for drivers on connections so the drivers can inform the riders	N/A
Robert Rodriguez, VCBRU 2/5/2014 comment made at Oxnard Listening Session	wants Nextbus or electronic signs to better inform public if bus is out of service	N/A
Robert Rodriguez, VCBRU 2/5/2014 comment made at Oxnard Listening Session	wants extended hours of Route 8 in Oxnard in evening for students	Gold Coast Transit
Robert Rodriguez, VCBRU 2/5/2014 comment made at Oxnard Listening Session	wants better lighting at bus stops in Port Hueneme and Oxnard because some stops have inadequate lighting and drivers drive by at night because they don't see people/bus stop	Oxnard/ Port Hueneme
Robert Rodriguez, VCBRU 2/5/2014 comment made at Oxnard Listening Session	wants to let bus drivers translate routes to riders via a worksheet or other method	N/A
<i>2/24/2014 comments made at Camarillo Public hearing</i>	wants later routes for stops near colleges, specifically Oxnard College to/from Port Hueneme	Gold Coast Transit
<i>2/24/2014 comments made at Camarillo Public hearing</i>	wants bicycle racks (on rear of the buses or racks that can hold more than three bikes)	N/A
<i>2/24/2014 comments made at Camarillo Public hearing</i>	wants to be able to track the resolution of operational need/comments	VCTC
<i>2/24/2014 comments made at Camarillo Public hearing</i>	wants bus stops to be cleaner	N/A
03/03/14 comments submitted on COAST/ASERT postcard	wants route 9 to either be extended or re-configured so it continues down Ash St. to Five Points, then turn right on Oxnard Blvd, to include CVS Pharmacy (new stop)	Gold Coast Transit
03/03/14 comments submitted on COAST/ASERT postcard	wants bike racks to be expanded or added to accommodate more bikes	N/A
03/03/14 comments submitted on COAST/ASERT postcard	wants schedules to be adjusted so route 8 can accommodate evening class schedules at Oxnard College	Gold Coast Transit
unknown, Oxnard 2/5/2014 comment made at Oxnard Listening Session	wants schedules / information translated in Mixtec, in addition to Spanish and English	N/A
unknown, Fillmore 2/12/2014 comment made at Fillmore Listening Session	wants lighting at bus stops in Rancho Sespe	County of Ventura
Juliana Gallardo, CEDC 2/12/14 comments made at Fillmore Listening Session	wants buses and DAR to arrive on time, notify riders of delays and pick-ups that will take over an hour	HVDAR?
<i>03/03/14 comments made via COAST/ASERT postcard</i>	wants the buses to arrive on time	N/A
<i>03/03/14 comments made via COAST/ASERT postcard</i>	wants more bike racks on the bus	VISTA 126?
<i>03/03/14 comments made via COAST/ASERT postcard</i>	wants Wi-Fi on buses that works	VISTA 126?
<i>3/3/2014 comments made via CEDC letter/petition signed by 59 people, emailed</i>	wants fixed route stop at Fillmore High School	New Heritage Valley Service
<i>3/3/2014 comments made via CEDC letter/petition signed by 59 people, emailed</i>	wants fixed route stop at Vons/Starbucks shopping center on Hwy 126/A Street	New Heritage Valley Service
<i>3/3/2014 comments made via CEDC letter/petition signed by 59 people, emailed</i>	wants fixed route stop at Fillmore Mountain Vista Elementary School or Delores Park	New Heritage Valley Service
<i>3/3/2014 comments made via CEDC letter/petition signed by 59 people, emailed</i>	wants fixed route stop at Rancho Sespe Apartments	New Heritage Valley Service
<i>3/3/2014 comments made via CEDC letter/petition signed by 59 people, emailed</i>	wants fixed route stop at Piru's Downtown Center Train Depot	New Heritage Valley Service
<i>3/3/2014 comments made via CEDC letter/petition signed by 59 people, emailed</i>	wants fixed route stop at Piru's Valle Naranjo Apartments	New Heritage Valley Service

<i>people, emailed</i>		
<i>3/3/2014 comments made via CEDC letter/petition signed by 59 people, emailed</i>	wants to fix Dial-A-Ride service delays and overcrowding issues	Heritage Valley DAR?
Maleke Malayeri, Moorpark 2/18/2014 comment made at Moorpark Listening Session	wants immediate rescheduling of DAR service for seniors who have to reschedule medical appointments asap, they can't wait a day to be scheduled	N/A
John B. , Moorpark 2/18/2014 comment made at Moorpark Listening Session	wants a bus stop at Villa Del Arroyo Mobile Home Park in Moorpark	City of Moorpark
Flo Doctrow, Camarillo 2/23/2014 email	wants a non-transfer route to/from Leisure Village in Camarillo to both Ventura and Thousand Oaks	VISTA/ City of Camarillo/ City of Thousand Oaks
Charlotte Sheldon, Newbury Park 2/24/14 email	wants a direct route to/from Newbury Park to Camarillo Metro station	N/A
Felix Eisenhower, Oxnard 2/24/2014 email	wants buses to run at intervals of less than ten minutes during normal hours, fifteen minutes during outside hours and run around the clock.	N/A
Felix Eisenhower, Oxnard 2/24/2014 email	wants an app to access bus schedules	N/A
Felix Eisenhower, Oxnard 2/24/2014 email	wants GPS on buses to provide location to app, so riders can see their bus in real time	N/A
Felix Eisenhower, Oxnard 2/24/2014 email	wants WiFi on buses	N/A
Felix Eisenhower, Oxnard 2/24/2014 email	wants buses to be "wired" to sync with traffic lights, so buses always get green lights	N/A
Felix Eisenhower, Oxnard 2/24/2014 email	wants smaller buses	N/A
Phyllis Phillips, Camarillo 2/24/14 comment made at Camarillo Public Hearing	wants a solution to the issue of "standing room only" on CSUCI buses at certain times of the day	VISTA/ City of Camarillo/ County of Ventura
Phyllis Phillips, Camarillo 2/24/14 comment made at Camarillo Public Hearing	wants safety straps (seat belts) for the first row seats on the bus	VISTA CSUCI
Phyllis Phillips, Camarillo 2/24/14 comment made at Camarillo Public Hearing	wants more parking at the Camarillo Metro Station	City of Camarillo
Phyllis Phillips, Camarillo 2/24/14 comment made at Camarillo Public Hearing	wants a solution to drivers rushing though yellow/yield traffic lights	VISTA CSUCI
Phyllis Phillips, Camarillo 2/24/14 comment made at Camarillo Public Hearing	wants a different fare method, the box with slots for dollars/coins is tedious and holds up the line for people wanting to get on the bus	VISTA CSUCI
Phyllis Phillips, Camarillo 2/24/14 comment made at Camarillo Public Hearing	wants better external identification of buses, what line, what destination.	VISTA CSUCI
Gary Collins, Camarillo 02/24/14 comment made at Camarillo Public Hearing	wants a solution to the issue of "standing room only" on CSUCI buses at certain times of the day	VISTA/ City of Camarillo/ County of Ventura
Gary Collins, Camarillo 02/24/14 comment made at Camarillo Public Hearing	wants more parking at the Camarillo Metro Station, some seniors can't walk the stairs to the other parking lot	City of Camarillo
John Phillips, Camarillo 2/24/14 comment made at Camarillo Public Hearing	wants a solution to the issue of "standing room only" on CSUCI buses at certain times of the day	VISTA/ City of Camarillo/ County of Ventura
John Phillips, Camarillo 2/24/14 comment made at Camarillo Public Hearing	wants more parking at the Camarillo Metro Station, some seniors can't walk the stairs to the other parking lot	City of Camarillo
Sunzi Trzvedz, Moorpark 2/24/14 comment made at Camarillo Public Hearing	wants non-transfer route to/from Simi Valley to Ventura College	City of Simi Valley/ Gold Coast Transit
Sunzi Trzvedz, Moorpark 2/24/14 comment made at Camarillo Public Hearing	wants a stop added at Camarillo Airport	City of Camarillo
Sunzi Trzvedz, Moorpark 2/24/14 comment made at	wants a monthly pass for ADA riders	N/A

Camarillo Public Hearing		
Dawn E. Noorda Boldrin, ITT Tech. Inst. 02/24/14 comment made at Camarillo Public Hearing	wants later (PM) stops for routes in Oxnard & Port Hueneme areas for working students	Gold Coast Transit
Dawn E. Noorda Boldrin, ITT Tech. Inst. 02/24/14 comment made at Camarillo Public Hearing	wants student discounts to extend to College students	N/A
Dawn E. Noorda Boldrin, ITT Tech. Inst. 02/24/14 comment made at Camarillo Public Hearing	wants real-time alerts for delayed service as well as alternative routes while delay occurs	N/A
Patricia Meredith, Camarillo 02/24/14 comment made at Camarillo Public Hearing	wants more parking at the Camarillo Metro Station	City of Camarillo
Ezequiel A. Sanchez, Oxnard ASERT postcard	wants bus benches in El Rio, near Vallarta and Wendy's for bus routes 14, 15, and 17	Gold Coast Transit
Ezequiel A. Sanchez, Oxnard ASERT postcard	wants drivers to wait longer to pick up passengers on routes 8 and 17	Gold Coast Transit
Ezequiel A. Sanchez, Oxnard ASERT postcard	wants a public restroom at the Esplanade Transfer Center	City of Oxnard [NOTE: No Transfer Center at Esplanade]
Jenifer Garcia, Fillmore ASERT postcard	wants Wi-Fi on buses that works	N/A
Jenifer Garcia, Fillmore ASERT postcard	wants the buses to arrive on time	N/A
Jenifer Garcia, Fillmore ASERT postcard	wants to "low the pay of bus"	N/A
Jenifer Garcia, Fillmore ASERT postcard	wants "affordable sits"	N/A
Jenifer Garcia, Fillmore ASERT postcard	wants "nice persons who drive the buses"	N/A
Monica Campos, Fillmore ASERT postcard	wants more stops within the city	N/A
Monica Campos, Fillmore ASERT postcard	wants more bike racks on the bus	N/A
Monica Campos, Fillmore ASERT postcard	wants WiFi on buses that works	N/A
Monica Campos, Fillmore ASERT postcard	wants the buses to arrive on time	N/A
Monica Campos, Fillmore ASERT postcard	wants a route in Piru	Heritage Valley DAR
Vanessa Palomar ASERT postcard	wants buses to be on time	N/A
Vanessa Palomar ASERT postcard	wants more bike racks on the bus	N/A
Vanessa Palomar ASERT postcard	wants Wi-Fi on buses that works	N/A
Vanessa Palomar ASERT postcard	wants extended bus service to Piru	Heritage Valley DAR
Michael Parisian, Pt. Hueneme ASERT postcard	wants a "direct bus to Mobile Ave. in Camarillo"	N/A
L. Mendoza, Oxnard ASERT postcard	wants route 21 to run more frequently on the weekends	Gold Coast Transit
Geri Gretan	advised there is "standing room only" on CSUCI buses at certain times of the day	VISTA/ City of Camarillo/ County of Ventura
Geri Gretan	advised there is not enough parking in Camarillo Metro parking lot	City of Camarillo
Michael, Oxnard ASERT postcard	wants service after 10pm from Oxnard College	Gold Coast Transit
Sharon Roberts, Pt. Hueneme ASERT postcard	wants service after 10pm from Oxnard College	Gold Coast Transit
Alma Alvarez, Pt. Hueneme ASERT postcard	wants bus service after 10pm for students at Oxnard College	Gold Coast Transit

Patty Smith, Port Hueneme ASERT postcard	wants later (pm) week day bus service from Oxnard College	Gold Coast Transit
Cheryl Roberson, Oxnard ASERT postcard	wants later evening service from Oxnard College (last class lets out at 9:50pm and last bus leaves at 9:05pm)	Gold Coast Transit
Linda Brown, Oxnard ASERT postcard	wants a bus from Oxnard College to North Oxnard that runs until 10pm	Gold Coast Transit
Wanda Johnson (disabled), Oxnard ASERT postcard	more bus benches	City of Oxnard
Carlos Morlay, Oxnard ASERT postcard	wants more lights at benches	City of Oxnard (?)
Carlos Morlay, Oxnard ASERT postcard	wants more trash cans at stops	City of Oxnard (?)
Paul Abbey, Oxnard ASERT Postcard	wants route 8 college bus to run later at night	Gold Coast Transit
David Johnson, Pt. Hueneme ASERT postcard	wants buses to run later on the weekends (until 10pm)	N/A
Ferenado, Pt. Hueneme ASERT postcard	wants route 8 to extend hours at Oxnard College	Gold Coast Transit
Timothy Herron, Pt. Hueneme ASERT postcard	wants route 8 to have a bus stop by Oxnard Park and Rose Ave.	Gold Coast Transit
Marianne Slaughter	lack of parking at the Camarillo Metro Station, and seniors are not able to park across the tracks and walk over the stairs	City of Camarillo
Marianne Slaughter	concerned about the over-crowded CSUCI buses	VISTA/ City of Camarillo/ County of Ventura
Ruth Johnson, Oxnard ASERT Postcard	wants to see easier bus schedules at stops	N/A
Bruce Harper, Oxnard ASERT postcard	"it gets crowded on [GCT] #1-A-B."	Gold Coast Transit
Eddie Bernard Prince, Oxnard ASERT postcard	wants Route 8 to extend longer into the evening	Gold Coast Transit
Joaquin Osuna, Oxnard ASERT postcard	wants a bus route that goes from Oxnard to the Camarillo Outlets	VISTA/ City of Camarillo/ City of Oxnard
Jessica Apancio, Oxnard ASERT postcard	wants a bus route that goes from Oxnard to the Camarillo Outlets	VISTA/ City of Camarillo/ City of Oxnard
Jessica Apancio, Oxnard ASERT postcard	wants the bus route from Oxnard to the Camarillo Outlets to be faster	VISTA/ City of Camarillo/ City of Oxnard
Jessica Lopez, Oxnard ASERT postcard	wants a direct bus route from Oxnard to the Camarillo Outlets for work	VISTA/ City of Camarillo/ City of Oxnard
Christopher Palma, Oxnard ASERT postcard	wants a direct route from Oxnard to the Camarillo Outlet Mall	VISTA/ City of Camarillo/ City of Oxnard
Steven Martinez, Oxnard ASERT postcard	wants bus stops to have shelter and benches	City of Oxnard
Celia Chiquito, Oxnard ASERT postcard	wants Dial-A-Ride to be on time, said that DAR "bus company leaves the people that ride waiting for a very long time"	N/A
Patricia Suarez, Fillmore ASERT postcard	wants Wi-Fi that works	N/A
Patricia Suarez, Fillmore ASERT postcard	wants buses to Piru	Heritage Valley DAR/County
Luis Salinas, Santa Paula ASERT postcard	wants "better transportation system to travel within the city and more frequent service"	Heritage Valley DAR (?)
Maria Gomez, Oxnard ASERT postcard	"some drivers are very rude or they brake abruptly and someone is going to get hurt someday"	N/A
Rosalia Romero ASERT postcard	wants a bus that stops at the corner of Saviers and Pleasant Valley.	Gold Coast Transit
Carmen Montejo, Oxnard ASERT postcard	wants the benches at the bus stops to be cleaner	N/A
Lorena Cisneros, Oxnard ASERT postcard	wants buses that "pass by on Saviers Road and stop in between Bard and Pleasant Valley"	Gold Coast Transit

Blanca Martinez, Oxnard ASERT postcard	wants bus # 5 to "pass by every twenty to twenty five minutes"	Gold Coast Transit
Pedro Zanches, Oxnard ASERT postcard	wants bus # 3 to have the same schedule, seven days a week.	Gold Coast Transit
Maria Soto, Oxnard ASERT postcard	wants bus # 8 to "pass every twenty minutes"	Gold Coast Transit
Patricia Maldonado, Oxnard ASERT postcard	wants bus # 7 to have the same schedule, seven days a week.	Gold Coast Transit
Teresa Cabrera, Oxnard ASERT postcard	wants bus #7 to pass by every twenty minutes	Gold Coast Transit
Angela Ayala, Oxnard ASERT postcard	"says that the drivers are very polite and, for her, the bus routes are very good because she lives in an area where like three buses pass by where she catches the bus"	N/A
Maria Reyes, Oxnard ASERT postcard	wants bus [GCT] #3 to pass by every twenty to twenty five minutes.	Gold Coast Transit
Ana Rodriguez, Oxnard ASERT postcard	wants the drivers to be more polite to the riders.	N/A
Maria Elena Mendoza, Oxnard ASERT postcard	wants bus [GCT] #9 to run later	Gold Coast Transit
Lucila Guilen, Oxnard ASERT postcard	wants Bus [GCT] #4A to run later	Gold Coast Transit
Lourdes Gomez, Oxnard ASERT postcard	wants benches for people to sit on at the bus stops	City of Oxnard
Irene Ayala, Oxnard ASERT postcard	wants shelter at bus stops "some bus stops there is no shelter from the sun or from the water when it rains"	City of Oxnard
Rosa Magana, Oxnard ASERT postcard	wants [GCT] bus #4B to have an extended schedule	Gold Coast Transit
Jessica Conway, Ventura 03/04/14 email	wants extended pm hours for Vista, leaving Cottage Hospital area at 7:50pm or 8:00pm	VISTA Coastal Express

The following table provides the comments received during the Unmet Transit Needs process which address process issues and are not Unmet Transit Needs nor are they operational needs.

NAME/DATE/PHONE	COMMENT(S)
Aracely Preciado, ASERT 2/24/14 comment made at Camarillo Public Hearing	wants clearer definitions of unmet needs regarding expansions of routes.
Aracely Preciado, ASERT 2/24/14 comment made at Camarillo Public Hearing	wants to be able to track the resolution of operational need/comments
Aracely Preciado, ASERT 2/24/14 comment made at Camarillo Public Hearing	wants more information on what are the criteria for operational needs, for those requests to be taken into consideration?
<i>2/24/2014 comments made at Camarillo Public hearing</i>	wants to be able to track the resolution of operational need/comments
Dave Kern / Simi Valley Neighborhood Council comments made on 02/14/14 and 02/16/14 relayed to CTAC	wants unmet transit needs comments to be put online in public forum

The following table provides comments received as part of the unmet needs process which are so general as to be unable to be evaluated; or services beyond Ventura County.

NAME/DATE/PHONE	COMMENT(S)
Tara Eisenhauer, Oxnard 2/9/14	wants to use all existing rail lines for public transit, to run from 5am until midnight, from Simi to/from Ventura

Tara Eisenhower, Oxnard 2/9/14	wants to purchase old rail cars from larger cities like Los Angeles
Ted Malos 2/19/14 email # unknown	wants improvement of tourist train service in Santa Clara River Valley, including the station in Saticoy
Felix Eisenhower, Oxnard 2/24/2014 email	wants rail lines to be used for public transit
Felix Eisenhower, Oxnard 2/24/2014 email	wants to re-design existing transit network, looking at rail routes first, then bus routes to fill in where rail cannot cover
Felix Eisenhower, Oxnard 2/24/2014 email	wants buses to run at intervals of less than ten minutes during normal hours, fifteen minutes during outside hours and run around the clock.
Tad Ludes 2/23/2014 email	wants a "link to Woodland Hills Metro stop" so passengers can connect to LA Subway to Staples Center, etc.
Tad Ludes 2/23/2014 email	wants a late am Metrolink train for connections to Bob Hope Airport
Tad Ludes 2/23/2014 email	wants to be able to "go to an Angels game once in a while by using Metrolink, but there are no trains coming back after the game ends."

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Item #13

May 9, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: AARON BONFILIO, PROGRAM MANAGER

SUBJECT: REQUEST FOR PROPOSALS FOR VCTC INTERCITY TRANSIT SERVICE

RECOMMENDATION:

- Approve release of the revised Request for Proposals for VCTC Intercity Transit Service.

BACKGROUND:

In October 2013 the RFP for VISTA Intercity services was issued and publicized nationally. VCTC received five proposals in response to the solicitation. A selection panel comprised of the VISTA service stakeholders, including funding partners from CSUCI and SBCAG, as well as, the executive directors and managers of local and neighboring transit agencies (all of whom currently contract for transit service), reviewed the proposals and held oral interviews with each firm. Due to difficulties with scoring of the proposals, in particular scoring of the bidder Cost Proposals, the selection panel ultimately recommended the cancellation of the RFP for VISTA intercity service, and, that VCTC re-solicit for services using a revised RFP response structure as well as refined scope of work. At the March 2014 Commission meeting, the Commission voted to approve cancellation of RFP and authorized staff to negotiate an extension of the contract with the current VISTA fixed route contractor (Roadrunner) to allow for the re-solicitation of the revised RFP. Since that time VCTC staff negotiated a contract extension with Roadrunner, and in consultation with industry and FTA guidance revised the RFP for intercity service per the panel's recommendation.

These recommendations included four significant changes. They were regarding the following:

1. Vehicle Specification – While efforts were made to provide as much information as possible to bidders, very limited information regarding the joint vehicle procurement was available at the time that the prior RFP process took place. Unfortunately proposers lacked critical information regarding the quantity, expected delivery, or future availability of VCTC-owned vehicles. Given the nature and number of the vehicles used for the service, the contract fleet requirements could be significant, and lacking information regarding the delivery or vehicle type, the proposers were left with considerable questions regarding the required allocation of resources and from all accounts, elected to over-resource the project. Since issuance of the RFP and immediately following its cancellation additional information has become available. Specifically, the award of a contract to MCI by the lead agency of the joint procurement for vehicles, VVTA, has been completed, and just this past month VCTC has given MCI notice to proceed on the purchase of fourteen vehicles and the expected delivery date will be prior to the proposed start date of the next contract. VCTC is now able to say with certainty what proposers should anticipate regarding make, model, and engine type, as well as quantity of VCTC-owned vehicles.

Regarding vehicles, VCTC has also removed the requirement that the proposers provide vehicles that would be arranged for sale to VCTC during the term of the contract. This is in part a response to the progress of the joint procurement as well as in response to the ability of the proposers to cost-effectively comply with this request. With the revised RFP VCTC simply requires proposers to provide the remaining vehicles required to operate the service that meet certain specifications. The option for firms to propose pricing related to the sale of contractor-equipment to VCTC was removed. This change will provide for more transparent price proposals from our contractors as it reduces potentially ambiguous vehicle requirements.

2. Term: VCTC has extended the base term of the contract from the original period of five (5) years to nine (9) years. This term will allow for contractors a greater period of time over which to amortize the cost of the vehicles, and ultimately bring down the recurring cost to VCTC for these resources. The average useful life span of the required fleet vehicles, per FTA guidance is twelve (12) years. However, the industry research we have conducted indicates that nine years is a sufficient period of time for cost-effective amortization. The full contract term, with the potential option years, is twelve (12) years. Combined VCTC fully expects contractors to provide the most competitive pricing with regard to their proposed fleet costs.
3. Cost Structure: As stated previously, VCTC received proposals from five firms, all of which presented cost proposals that were higher than staff had anticipated, and would not have been feasible given the Commission's funding limitations. Coupled with the fact that the selection panel was unable to definitively score the proposals (particularly cost-effectiveness), staff placed great consideration into the appropriate cost proposal response structure and contract pricing formula for the revised RFP, including applying best practices to reduce costs that are specific to the type of service VCTC operates.

Given that service is largely commute or peak-time based, and the trip lengths are long, the operator is faced with operating a large number of hours that are considered non-revenue time. The current VISTA contract structure and pricing formula is for reimbursement of "revenue hours", or passenger hours only. While seemingly beneficial to the agency on the one-hand, as we do not pay for deadheading i.e. time between the operator's facility and the route start, it causes difficulty for VCTC to make changes to schedules, implement route adjustments or modify the scope of work, particularly in the case of adding one or two trips to cover increased demand during peak periods. That is, VCTC may make changes that incrementally cause for additional "service hours" or driver platform time, however the contractor may ultimately lose revenue as the "revenue hours" associated with the changes are too few to recover their costs. This issue is common, for example, with the Coastal Express route which given the demand has some of the longest trip times, both revenue and non-revenue during peak periods. While conversely, this issue does not impact the contractor as heavily for operation of the CSUCI loop routes.

When VCTC conducted the group teleconference with past and potential proposers, the feedback from the participants was to modify the cost reimbursement structure to what is called a "Gate-to-gate" model. This model both provides greater control to the planning agency and reimburses the contractor for the changes at the true costs, without need for unnecessary and costly negotiations every time there is a schedule adjustment. Based on an agreed upon schedule of hours, the contractor will be reimbursed from the time the bus leaves the facility to the time bus returns (less driver meal breaks), hence the term gate-to-gate. Similarly in order to limit the risk associated with volatility from fluctuations in hours of service caused by schedule adjustments, proposers recommended the provision for a fixed monthly fee to reimburse contractors for fixed costs, such as for management, facility, vehicle leases, insurance and to a lesser extent maintenance costs. This model is widely used and something that further insulates both the agency and the

contractor from schedule changes made throughout the term of the contract. In circumstances where service adjustments call for increases to fleet size, the bidders, as part of their proposal, will identify their proposed incremental cost per additional vehicle unit.

This change, to move from the simple revenue hour rate structure to a combined monthly fixed fee and gate-to-gate rate structure reduces overall risk associated with such a resource intensive contract and will give proposers the benefit of revenue stability. All of which is expected to reduce the proposed cost of service for the most cost competitive bids possible.

4. Finally, the most notable change was the inclusion of questionnaires related to each of the evaluation criteria. That is, unlike with the prior RFP response structure, proposers will be required to answer a series of specific questions for each of the evaluation categories, and moreover understand clearly what information VCTC needs in order to assess each proposal fairly. This format gives the selection panel full opportunity for an “apples-to-apples” comparison.

With the changes identified above, staff recommends the Commission authorize release of the revised RFP, attached hereto.

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Item #14

May 9, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: AARON BONFILIO, PROGRAM MANAGER

SUBJECT: APPROVE EXTENSION OF ROADRUNNER CONTRACT

RECOMMENDATION:

- Approve finding of need for a sole source VISTA transit contract. (Attachment "A")
- Approve an extension of the VISTA Intercity services and capital contracts with Roadrunner Management Services, Inc.

BACKGROUND:

In October 2013 the RFP for VISTA Intercity services was issued and publicized nationally. VCTC received five proposals in response to the solicitation. A selection panel comprised of the VISTA service stakeholders, including funding partners from CSUCI and SBCAG, as well as, the executive directors and managers of local and neighboring transit agencies (all of whom currently contract for transit service), reviewed the proposals and held oral interviews with each firm. Due to difficulties with scoring of the proposals, the selection panel ultimately recommended the cancellation of the RFP for VISTA intercity service, and, that VCTC re-solicit for services using a revised RFP response structure as well as refined scope of work. At the March 2014 Commission meeting, the Commission voted to approve cancellation of RFP and authorized staff to negotiate an extension of the contract with the current VISTA fixed route contractor (Roadrunner) to allow for the re-solicitation of the revised RFP. Since that time VCTC staff negotiated a contract extension with Roadrunner, and in consultation with industry and FTA guidance revised the RFP for intercity service per the panel's recommendation.

Given the length of time required for the procurement process, including the time needed by the selected contractor for fleet acquisition and facility startup, staff have identified and recommends an extension with the current contractor for ten (10) months and three (3) days, terminating May 3, 2015. This will allow for a successor contractor to source and have in place fleet, staff and facility resources as well as provide VCTC staff with the projected lead time to complete project planning and install the new farebox system. In light of the necessary extension, a copy of the Sole-source Justification finding is attached.

Please note there will be two changes to the contract:

First, the effective contract rates for subject term will represent an overall increase of approximately 26.3%. The current contract rates, effective July 1, 2013 to June 30, 2014, are \$43.65 per hour for *Service* (i.e. operations), and \$63.96 per hour for *Equipment* (i.e. capital and capital maintenance). The proposed amended rates are \$54.65 and \$79.97, respectively. The increases to each rate are due to the

fact that the current contract rates with Roadrunner were based on the prevailing rates of the prior contractor, Coach America, plus CPI. Roadrunner has realized costs that exceeded this amount and have since provided VCTC with backup documentation that demonstrated these cost overruns. Most notably, Roadrunner initially provisioned a used fleet of transit vehicles that were approximately twenty years old at the time of the start of their contract. Faced with serious challenges associated with maintenance of this fleet, and in an effort to continue VISTA service uninterrupted, Roadrunner elected (on their own accord) to lease newer vehicles. While this decision by Roadrunner has added to the overall cost to VCTC, in order to maintain the same level of service during the extension period, staff, through negotiations, recommends the above rate change. Although comparatively high based on prior years, these new rates are within the range of VCTC's own independent cost analysis of Roadrunner's current operation.

The second change to the agreement and in same vein of protecting or maintaining the service, this winter VCTC will take delivery of fourteen new over-the-road motorcoach buses as part of the Victor Valley Transit joint procurement. VCTC plans to provide the contractor, Roadrunner with these vehicles. The draft contract contains provisions regarding the required maintenance and responsibility of these vehicles, including inspection and turnover requirements. The new negotiated rate for capital (Equipment) reflects the proportional reduction or offset in the contractor's costs associated with these additional resources provided by VCTC.

VCTC staff recommendation is for approval of the extension agreement, as amended, and for approval of finding of need for a sole-source transit contract for the VISTA Intercity service.

SOLE SOURCE JUSTIFICATION

FOR VISTA FIXED ROUTE BUS OPERATIONS AND FULLY-MAINTAINED LEASES

Per the requirements of Federal Transit Administration (FTA) funding as contained in Circular 4220.1F, to enter into a sole-source procurement VCTC must document that a competitive procurement is infeasible for specified reason. There are two reasons why a sole source contract is justified for fully-maintained leases and operations for the VISTA fixed route service, a service provided using a fleet of thirty-three buses: Unusual and Compelling Urgency, and Inadequate Availability of Competition.

5. Unusual and Compelling Urgency: As provided in paragraph 3i(1)c of FTA Circular 4220.1F, a sole source procurement is justified for reasons of an unusual or urgent need, provided the urgency was not due to the recipient's lack of planning. VCTC released an RFP October 2013 for the competitive solicitation of proposal to operate the VISTA Intercity bus service. An outside selection panel of peer agency general managers was formed. After review of all five of the proposals that were submitted for consideration, the panel found that all failed to meet the required scope of work for the services being sought and the selection panel was unable to complete the scoring process and thus select a proposer. The panel recommendation was to cancel the RFP and resolicit using a revised RFP. The revisions include restructured cost proposal requirements, and greater specificity regarding the scope of work on items that were unknown to VCTC at the issuance of the original RFP, in particular regarding fleet requirements. Presently, VCTC is releasing the revised RFP and expects a procurement timeline of approximately one-year, to provide for a selected proposer to acquire a fleet that meets the VCTC scope requirements for over-the-road commuter coaches. In order to maintain service during that time, the schedule necessitates a term extension with the current contractor for one year.
6. Inadequate Availability of Competition: As stated above, per the recommendation of the RFP selection panel, VCTC authorized the cancellation of the prior RFP process. There is an extremely limited market availability of buses for fully-maintained leases in Ventura County that meet both ADA accessibility requirements and CA Air Resources Board requirements. While our current contractor's agreement terminates June 30, 2013, given the required fleet investment and regulations pertaining to the fleet, VCTC is compelled to extend with the current contractor as potential replacement operators, including the public transit systems, would not be capable of mobilizing a fleet the size and with specification required of the VISTA service for the projected term needed by staff to re-procure services. The VCTC and its subrecipients have no vehicles available to apply to the contract, and the cost of reliable motor coaches suitable for over the road operations which comply with the FTA ADA accessibility and "buy America" provisions, and the State Air Resources Board emissions requirement would require the short-term lease of new motor coaches, as well as the acquisition of a maintenance/storage bus facility, and staffing up. For a short-term contract, the costs would be prohibitive, and, with the exception of the current contractor, there are no private transit operators located within or near to Ventura County which have the facilities to operate the service – even if buses were available without incurring excessive deadhead costs. While the contractor costs are increasing, there is no cost-effective alternative to continue the contract until a long term operations, vehicles, and facility contract is executed through the federally required contracting process.

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Item #15

May 9, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

**FROM: VICTOR KAMHI, BUS SERVICES DIRECTOR
AMY AHDİ, TRANSIT PLANNER**

SUBJECT: HERITAGE VALLEY TRANSIT CONTRACT EXTENSION

RECOMMENDATION:

- Approve a six month contract extension with current VISTA Community/Dial-A-Ride contractor to allow for the finalization of the agreements and implementation of the Heritage Valley Transit service for a total cost of \$1,354,180.
- Approve finding of need for a sole source VISTA transit contract. (Attachment "A")

BACKGROUND:

As part of the Commission's 2012 County Transit Plan, the Commission approved the creation of a separate transit service to provide the community level transit needs in the Heritage Valley. The Commission, with concurrence from the local agencies, approved a delivery plan (Heritage Valley Transit Study) to maximize efficiency and sustainability of the local services, within the existing and likely future resources. The original plan called for the creation of the new organization to begin operations on July 1, 2014. The Commission also approved a request from the City of Santa Paula for the reservation of \$1.925 million in Proposition 1B transit capital funds to purchase vehicles for the new service.

As the local agencies worked to develop an organizational structure, they modified the original vision, and in August of 2013, they requested that the VCTC staff the new service. The Commission approved the concept, and in the fall of 2013 began working with the Cities of Santa Paula and Fillmore and the County, to develop an institutional arrangement which would insure that the local agencies would retain responsibility and control over the service, while at the same time giving the Commission a clearly defined role and authority. While a draft agreement has been developed, and it is expected that it will be approved by the three agencies and the Commission in the near future (Item 16 of this agenda is the Commission action), it has not yet become effective, a request for services and award of a new contract has not occurred. The current VCTC service and vehicle contract with Fillmore Area Transit Company (FATCO) for the community transit services ends on June 30, 2014.

In order to continue the community transit services without a break, staff is recommending that the Commission approve FATCO a sole source contract extension for 6 months to allow the local agencies to finalize an agreement, and the Commission to formalize its relationship to the local agencies. The continuation of the VISTA Heritage Valley Dial-a-Ride operations and capital lease contracts for six months from July 1, 2014 to December 31, 2014 will be at total cost of \$1,354,180, based on the price which had been negotiated between VCTC and current contractor, and continuing the terms and rate structure approved by VCTC in the prior contract.

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The tasks before the Commission and the Heritage Valley Transit Service local agencies include the finalization of the institutional agreements, finalization of the service delivery plan, acquisition of vehicles, and award of a new service contract. Based on the assumptions that the local agencies approve an agreement in April and the Commission at the May meeting, a service plan is approved May, and the Commission issues a RFP in June or July, there will be no problem meeting the January 1, 2015 start date. The Commission would also acquire the necessary vehicle through the CALACT cooperative purchasing process (of which VCTC is a member), as described in another item on this agenda and the delivery time for the expected fleet would also be achievable in time to start the new service.

Attachment A

SOLE SOURCE JUSTIFICATION FOR VISTA FIXED-ROUTE BUS OPERATIONS AND FULLY-MAINTAINED LEASES

Per the requirements of Federal Transit Administration (FTA) funding as contained in Circular 4220.1F, to enter into a sole-source procurement VCTC must document that a competitive procurement is infeasible for specified reasons. VCTC lacked authority to release a request for proposals nor the funding agreement to allow for the ongoing operations:

7. Unusual and Compelling Urgency: As provided in paragraph 3i(1)c of FTA Circular 4220.1F, a sole source procurement is justified for reasons of an unusual or urgent need, provided the urgency was not due to the recipient's lack of planning. VCTC adopted a plan turning over the responsibility for operation and management of the Heritage Valley local services to the Cities of Fillmore and Santa Paula and the County, and assumed no continuing responsibility for the service. The three agencies subsequently requested VCTC to manage the service for them, but have been negotiating the creation of a structure to administer and fund the service. That process is nearing completion, which will allow a finalization of the operational plan and release of a request for proposals. The VCTC is planning to release a request for proposals and begin vehicle acquisition in the summer of 2014, and initiate a new long term service contract on January 1, 2015. Without the local agencies developing an agreement, there was no way for VCTC to proceed with release of a request for proposals, acquire vehicles, or continue the service which provides service to over 400 daily riders (over 800 daily boardings) in a low-income and predominately minority service area.
8. Lack of available vehicles to provide the service: VCTC does not have any vehicles which could be used instead of the contractor's vehicles. By the time the agreement between the funding partners is approved and authorization to proceed is approved, the time needed to go through a FTA sanctioned procurement process and the time required to procure the vehicles and go through a competitive service procurement are the same. VCTC's subrecipients for FTA funding do own approximately 20 smaller fixed-route buses, but virtually all of these buses are required to continue operation of the subrecipients' own services and thus are unavailable for VISTA service without disrupting other local bus service.
9. Cost-effectiveness: The continuation of the VISTA Heritage Valley Dial-a-Ride operations and capital lease contracts for six months from July 1, 2014 to December 31, 2014 will be at total cost of \$1,354,180, based on the price which had been negotiated between VCTC and current contractor, and continuing the terms and rate structure approved by the VCTC in the prior contract.

Attachment B
AMENDMENT # 3 (Effective July 1, 2012)
FY 2007-08, FY 2008-09, FY 2009-10, FY 2010-11, FY 2011-12

**FOR OPERATING SERVICES ASSOCIATED WITH
VISTA TRANSIT SERVICE
SANTA PAULA AND FILLMORE/PIRU DIAL-A-RIDES**

This is Amendment No. 3 to the FY 2007-08, FY 2008-09, FY 2009-10, FY 2010-11, FY 2011-12 Agreement for Operating Services Associated with VISTA Transit Service, Santa Paula and Fillmore/Piru dial-a-rides ("Agreement"), dated June 29, 2007, by and between the Ventura County Transportation Commission (VCTC), hereinafter referred to as "COMMISSION," and Fillmore Area Transit Corporation, Inc. herein referred to as "CONTRACTOR."

On May 9, 2014, the VCTC approved and authorized the six month extension of the Agreement for Operating Services and Capital Lease costs Associated with VISTA Transit Service, Santa Paula and Fillmore/Piru dial-a-rides ("Agreement"), dated June 29, 2007, by and between the Ventura County Transportation Commission (VCTC), hereinafter referred to as "COMMISSION," and Fillmore Area Transit Corporation, Inc. herein referred to as "CONTRACTOR."

1. COMMISSION AND CONTRACTOR agree to amend the agreement as follows:

ARTICLE 4, COMPENSATION and ARTICLE 13, NOTICES are amended as indicated in Attachment A.

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

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

VENTURA COUNTY TRANSPORTATION COMMISSION

Ralph Fernandez, Chair

Date

CONTRACTOR

J. Chapman Morris Jr., FATCO

Date

Approved as to Form:

Steven T. Mattas, General Counsel

ATTACHMENT A
Effective July 1, 2012
FY 2007-08, FY 2008-09, FY 2009-10, FY 2010-11, FY 2011-12

FOR OPERATING SERVICES ASSOCIATED WITH
VISTA TRANSIT SERVICE
SANTA PAULA AND FILLMORE/PIRU DIAL-A-RIDES

ARTICLE 4, COMPENSATION

The total compensation payable to CONTRACTOR, by COMMISSION, for operating services is not to exceed the sums listed below for each fiscal year, with annual contract costs as follows:

OPERATING COST
SANTA PAULA DIAL-A-RIDE

	FY 2013-2014	Jul14-Dec14
Weekdays	257	128
Weekend days	103	52
Hours per weekday	56	56
Hours per weekend day	22	22
Total Hours	16656	8312
Operating cost per hour	\$34.83	\$36.14
Yearly cost not to exceed	\$555,400	\$300,363

FILLMORE

DIAL-A-RIDE

	2013-2014	Jul14-Dec14
Weekdays	257	128
Weekend days	103	52
Hours per weekday	50	50
Hours per weekend day	27	27
Total Hours	15656	7804
Operating cost per hour	\$34.83	\$36.14
Yearly cost not to exceed	\$541,880	\$282,006

The COMMISSION will pay CONTRACTOR at the hourly rates listed above for the service actually provided, and identified in the Scope of Work. CONTRACTOR is not obligated to provide service beyond that stated in the contract compensation amount. The total six-month operating contract cost for July 2014 to December 2014 will not exceed \$582,369.

Although COMMISSION wishes to allow some flexibility in the distribution of service hours and costs during the year, COMMISSION does not authorize operation in excess of 103 % of the allocated service hours during any calendar month, and COMMISSION does not authorize operation in excess of 102 % of the allocated service hours during any calendar quarter, and COMMISSION shall not be obligated to pay CONTRACTOR for annual costs incurred in excess of the above amounts.

13. NOTICES

13.1 – All notices to the COMMISSION under this Agreement shall be in writing and sent to:

Darren M. Kettle, Executive Director
Ventura County Transportation Commission
950 County Square Drive, Suite 207, Ventura, CA 93003

13.2 – All notices to CONTRACTOR under this agreement shall be in writing and sent to:

J. Chapman Morris
Fillmore Area Transit Corporation, Inc.
1024 Ventura Street, Fillmore, CA 93015

AMENDMENT # 3 (Effective July 1, 2012)
FY 2007-08, FY 2008-09, FY 2009-10, FY 2010-11, FY 2011-12
FOR LEASE OF FULLY MAINTAINED BUSES AND MISCELLANEOUS EQUIPMENT ASSOCIATED
WITH
SANTA PAULA AND FILLMORE/PIRU DIAL-A-RIDES

This is Amendment No. 3 to the FY 2007-08, FY 2008-09, FY 2009-10, FY 2010-11, FY 2011-12 Agreement for Operating Services Associated with VISTA Transit Service, Santa Paula and Fillmore/Piru dial-a-rides ("Agreement"), dated June 29, 2007, by and between the Ventura County Transportation Commission (VCTC), hereinafter referred to as "COMMISSION," and Fillmore Area Transit Corporation, Inc. herein referred to as "CONTRACTOR."

On May 9, 2014, the VCTC approved and authorized the six month extension of the Agreement for Operating Services and Capital Lease costs Associated with VISTA Transit Service, Santa Paula and Fillmore/Piru dial-a-rides ("Agreement"), dated June 29, 2007, by and between the Ventura County Transportation Commission (VCTC), hereinafter referred to as "COMMISSION," and Fillmore Area Transit Corporation, Inc. herein referred to as "CONTRACTOR."

1. COMMISSION AND CONTRACTOR agree to amend the agreement as follows:

ARTICLE 4, COMPENSATION and ARTICLE 13, NOTICES are amended as indicated in Attachment A.

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

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

VENTURA COUNTY TRANSPORTATION COMMISSION

Ralph Fernandez, Chair

Date

CONTRACTOR

J. Chapman Morris Jr., FATCO

Date

Approved as to Form:

Steven T. Mattas, General Counsel

ATTACHMENT A
Effective July 1, 2012
FY 2007-08, FY 2008-09, FY 2009-10, FY 2010-11, FY 2011-12

**FOR LEASE OF FULLY MAINTAINED BUSES AND MISCELLANEOUS EQUIPMENT ASSOCIATED
WITH
SANTA PAULA AND FILLMORE/PIRU DIAL-A-RIDES**

ARTICLE 4, COMPENSATION

The total compensation payable to CONTRACTOR, by COMMISSION, for providing the fully maintained vehicles is not to exceed the sums listed below for each fiscal year, with annual contract costs as follows:

LEASE COST
SANTA PAULA DIAL-A-RIDE

	2013-2014	Jul14-Dec14
Weekdays	257	128
Weekend days	103	52
Hours per weekday	56	56
Hours per weekend day	22	22
Total Hours	16656	8312
Operating cost per hour	\$46.16	\$47.81
Yearly cost not to exceed	\$764,690	\$398,070

FILLMORE DIAL-A-RIDE

	2013-2014	Jul14-Dec14
Weekdays	257	128
Weekend days	103	52
Hours per weekday	50	50
Hours per weekend day	27	27
Total Hours	15656	7804
Operating cost per hour	\$46.16	\$47.81
Yearly cost not to exceed	\$722,681	\$373,741

The total six-month lease contract cost for July 2014 to December 2014 will not exceed \$771,811.

The COMMISSION will pay CONTRACTOR at the hourly rates listed above for the service actually provided, and identified in the Scope of Work. CONTRACTOR is not obligated to provide service beyond that stated in the contract compensation amount. The total annual Capital and Operating contract cost for FY 2013-14 will not exceed \$2,617,700.00.

Although COMMISSION wishes to allow some flexibility in the distribution of service hours and costs during the year, COMMISSION does not authorize operation in excess of 103 % of the allocated service hours during any calendar month, and COMMISSION does not authorize operation in excess of 102 % of the allocated service hours during any calendar quarter, and COMMISSION shall not be obligated to pay CONTRACTOR for annual costs incurred in excess of the above amounts.

13. NOTICES

13.1 – All notices to the COMMISSION under this Agreement shall be in writing and sent to:

Darren M. Kettle, Executive Director
Ventura County Transportation Commission
950 County Square Drive, Suite 207, Ventura, CA 93003

13.2 – All notices to CONTRACTOR under this agreement shall be in writing and sent to:

J. Chapman Morris
Fillmore Area Transit Corporation, Inc.
1024 Ventura Street, Fillmore, CA 93015

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Item #16

May 9, 2014

TO: VENTURA COUNTY TRANSPORTATION COMMISSION

**FROM: VICTOR KAMHI, BUS SERVICES DIRECTOR
AMY AHDI, TRANSIT PLANNER**

**SUBJECT: HERITAGE VALLEY TRANSIT SERVICE COOPERATIVE AGREEMENT, FUNDING
DISTRIBUTION AND ROUTE AND SERVICE DESCRIPTION**

RECOMMENDATION

- Approve the Heritage Valley Transit Service Cooperative Agreement (HVTSCA)
- Approve the Funding Distribution
- Approve Route and Service Description

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 has been working with the Cities of Santa Paula, Fillmore and the County to develop an institutional arrangement which would ensure that the local agencies would retain responsibility and control over the service, while still providing the Commission a clearly defined role and authority. As a result of this process, the Heritage Valley Transit Services Cooperative Agreement was prepared. The Heritage Valley Transit Service Cooperative Committee approved the draft Cooperative Agreement at a meeting with policy representatives from all three agencies on March 31, 2014. The City of Fillmore approved the Cooperative Agreement on April 22, 2014, and it is expected that the County and the City of Santa Paula will approve the agreement later this month. Once the Cooperative Agreement and the service plan are approved, the Commission will be able to issue an RFP. The new contract start date would be January 1, 2015.

The Transit Services are to be funded to the maximum extent practicable with federal transit funds, as approved by the VCTC and the Federal Transit Administration (FTA) with a local match as required by Federal Law. For the first year of this Agreement the required local match will be paid by the Agencies based on funding shares per jurisdiction:

Agency	Funding
County	33.4%
Santa Paula	33.3%
Fillmore	33.3%
Total	100%

May 9, 2014
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The recommended 2014-15 budget was also presented to the Committee based on operation of the existing service from July 1, 2014 through December 31, 2014, and a new contract with modified service from January 1, 2015 through June 30, 2015.

Attachment A provides a general description of the proposed modified Heritage Valley Transit Services fixed route and DAR systems as well as service times, service boundaries and fares. Once the Cooperative Agreement has been approved, the Commission will work with the Technical Advisory Committee and the Committee to finalize the route system details.

Attachment B lists the performance indicators VCTC will calculate on a quarterly basis for the local agencies.

COOPERATIVE AGREEMENT HERITAGE VALLEY TRANSIT SERVICE

This Agreement is made and entered into on _____, 2014 by and among the City of Fillmore (Fillmore), a municipal corporation and general law city, the City of Santa Paula (Santa Paula), a municipal corporation and general law city, the County of Ventura (County), a subdivision of the state of California, and the Ventura County Transportation Commission (VCTC), a county transportation commission organized pursuant to Public Utilities Code § 130000, *et seq.*, each of which is a Party. Fillmore, Santa Paula, and the County are collectively referred to herein from time to time as the “Agencies” or singularly as an “Agency.”

Section 1: Purpose

The purpose of this Agreement is for the Agencies to cooperatively provide transit service within the service area outlined in Attachment A (incorporated here), and for VCTC to contract for and administer such service.

Section 2: Name

The name of the service to be provided pursuant to this Agreement will be the Heritage Valley Transit Service (HVTS). VCTC will cause the services and operation (the “Services”) set forth in Attachment A to be performed by a third-party contractor (“Transit Operator”).

Section 3: Transit Committee Governance

VCTC must approve a resolution to create a Transit Committee that will be responsible for overseeing the operations of the HVTS. Each Party will select one (1) person to act as a regular member of the Transit Committee (“Member”). VCTC’s Member must be its Executive Director or his or her designee. Each Agency’s Member must be a VCTC Commissioner and a member of that Agency’s governing body. Each Party will also designate an alternate, who will serve as Member with full voting privileges in the absence of the regular member. VCTC’s alternate may be designated by its Executive Director. Santa Paula’s and Fillmore’s alternates must be their respective city managers. The County’s alternate must be another Supervisor or its Public Works Agency Director. For all Agencies, if the primary and alternate Members are not available, the Agency’s governing body must appoint a person to serve as Member. Except as otherwise provided in this Agreement, each Agency’s Member will have one vote. VCTC’s Member will have no vote. Except as otherwise provided, votes taken by the Transit Committee will be advisory only; the Agencies are not bound by Transit Committee decisions.

The Transit Committee will review the Services (as defined below); Budget; determine if any capital expenditures are required; review the contract for operation of the Service; discuss methods of expanding or adjusting the Service to respond to the transit needs of the regions identified by the Parties; decide other miscellaneous matters as determined by the Parties; and meet as needed, but not less than once every quarter. The Parties understand and agree that the Transit Committee must comply with all statutory and regulatory requirements of the Ralph M. Brown Act (Gov. Code, § 54950 *et seq.*).

A quorum consists of two voting representatives, and the Transit Committee may take no action without a quorum. The Chairperson of the Transit Committee must be a Member from one of the Agencies and will rotate every two years amongst the three Agency Members.

The Transit Committee will make recommendations involving, without limitation, the following issues regarding the Services:

- Selection of the Transit Operator
- Fare adjustments;

- Schedule revisions resulting in a change of more than 20% in daily service hours;
- Amendments or revisions to this Agreement;
- Annual budget; and
- Updates to the Services.

The Transit Committee must meet each year before April 1 to review and recommend to VCTC the Annual Budget and route plan for the following year, and each year before November 1 to receive the annual report and input from the Technical Committee (as defined below) with respect to meeting targets for goals, objectives, and performance measurements. The Transit Committee must set policy for the Services to the maximum extent possible allowed by law or regulation. When formal action by the Agencies is required, the Transit Committee must make a recommendation to the Agencies. When formal action of VCTC is required, the Transit Committee must make a recommendation to VCTC.

In the event VCTC is required to take action as the public agency directly responsible for providing the Services and VCTC does not approve the recommendation of the Transit Committee, the Transit Committee and the VCTC Administrative Committee, consisting of the VCTC Chair, Vice-Chair, and Immediate Past Chair, must meet and confer in an effort to resolve differences in the recommended action. In the event that a member of the Administrative Committee is also a member of the Transit Committee, VCTC must designate a substitute member to participate in the meet-and-confer process on behalf of VCTC.

Section 4: Technical Committee

The Parties agree to create a Technical Committee consisting of staff representatives from VCTC, the cities of Fillmore and Santa Paula, and the County. A member of the staff of the Transit Operator providing the Services must serve as ex-officio member of the Technical Committee.

The Technical Committee will advise VCTC on operational elements of the Services, including routes, schedules, and adjustments to the performance standards in the March 2013 Heritage Valley Transit Study Final Report, the annual budget, the annual report, and other service details, and make recommendations to the Transit Committee. Minor modifications to service plans, routes, and schedules are delegated to the Technical Committee.

Section 5: Funding

The Services are to be funded to the maximum extent practicable with federal transit funds, as approved by the VCTC and the Federal Transit Administration (FTA) with a local match as required by Federal Law. For the first year of this Agreement the required local match will be paid by the Agencies, not later than September 1, based on funding shares per jurisdiction as follows:

Agency	Funding
County	33.4%
Santa Paula	33.3%
Fillmore	33.3%
Total	100%

Future year local contribution shares must be recommended by the Transit Committee and set as part of the annual budget process by VCTC. In no event may an Agency be required to contribute funds in excess of its annual Transportation Development Act Local Transportation Funds apportionment.

Section 6: Administration

VCTC will act as the administrator of the HVTs. The Agencies must reimburse VCTC for administrative service in the amount \$99,999 of local funds shared equally in thirds by each Agency (\$33,333 per Agency). Payment must be made to VCTC not later than September 1 to cover the costs of administration

for the prior 12-month period. The responsibilities of VCTC with respect to the administration of these services are as follows:

- **Grant Funding:** As Designated Recipient and Grantee, prepare, submit, and obtain approval for federal transit funding.
- **National Transit Database Data Collection:** The FTA requires that transit operators collect and report on ridership, operating data and other system characteristics. This data will be collected either by the Automated Passenger Counters (APC) component of the SmartCard system, or by VCTC providing part-time personnel to ride on the buses in the FTA-prescribed manner, collecting and processing the data and submitting the information to FTA for review.
- **FTA Quarterly Reports:** VCTC, as the Designated Recipient, is responsible for submitting quarterly financial reports to FTA. VCTC must also prepare quarterly project status reports describing the activities which occurred during the preceding quarter, all financial transactions which occurred, including fare box and other revenue (passport, tokens, donations), all expenditures and the type of funds used, staff hours expended on activities, and projected activities for the following quarter.
- **Operating Costs:** Fare revenues, including monthly pass receipts and any passenger contributions collected from specific establishments being served will be used to defray operating costs. Fare revenues will be compared to actual ridership counts on vehicles to assure accurate ridership assessment.
- **Payments to the Contractor:** VCTC is responsible for processing monthly payments to the Transit Operator. This involves reviewing the Transit Operator's bills for accuracy and electronic draw down of federal funds and payment to the Transit Operator.
- **Fare Box/Local Share/Pass Sales/Deposits/Reporting:** VCTC is responsible for collecting the local shares from the Agencies, collecting fare box revenues from the Transit Operator and depositing the funds into a revenue account.
- **Bus Schedules:** VCTC is responsible for coordinating schedules for fixed route transit services. Schedules must be updated as route and fare changes occur. Schedules may also be changed for special conditions, events and holidays.
- **Community Advertising/Public Awareness:** VCTC is responsible for providing ongoing public outreach for HVTs with community agencies, organizations and schools to communicate the Service available. VCTC, in cooperation with the Agencies, will develop and produce promotional materials and media buys for print, radio, and TV, within adopted budgetary constraints.
- **Contractor Relations:** VCTC will maintain an awareness of the Transit Operator's staff, equipment, maintenance practices and safety training to assess the service and route. VCTC will monitor Transit Operator performance to ensure the requirements of the contract such as hours of service, days of operation, etc., are met. VCTC will obtain certificates of insurance. VCTC will inform the Transit Operator of special programs HVTs offers such as the HVTs token. VCTC will handle all Transit Operator complaints and claims.
- **Customer Relations:** VCTC will respond to customer comments and complaints in a timely manner. Annually, VCTC will develop, conduct, and tabulate at least one on-board survey.
- **On-Board Survey(s):** Annually, VCTC will conduct an on-board passenger survey in a manner approved by the Agencies. VCTC will conduct an additional on-board survey, if so requested by the Agencies.

- **Accounting:** VCTC will monitor and reconcile funds in the bank accounts and prepare monthly financial statements. VCTC will reconcile receipts from the Transit Operator, token and pass sales. VCTC will electronically draw down federal funds to combine with the correct local match to pay bills.
- **Audits:** VCTC will have the HVTs service accounting records audited by an independent Certified Public Accountancy firm as part of the VCTC annual fiscal audit.
- **RFP/Contract Preparation:** VCTC will, with assistance from the Technical Committee, prepare an RFP to solicit the Transit Operator and negotiate the contract. Any RFP committee established by VCTC for this purpose must include at least one Member of the Transit Committee. VCTC may not approve the contract unless and until the Transit Committee has reviewed the selection of the Transit Operator and the final terms of the contract and made a recommendation to VCTC to act on the contract.
- **Meetings of the Transit Committee and Technical Committees:** VCTC is responsible for preparing and distributing agendas and agenda items for meetings of the Transit and Technical Committees as needed.

Section 7: Term

The term of this Agreement begins with the adoption of the Agreement by all four Parties and concludes at the end of the term of the contract VCTC enters into with a Transit Operator to provide the Services as specified in Attachment A. This Agreement may be extended by the written, mutual consent of all Parties.

Section 8: Withdrawal

Any Agency may withdraw from this Agreement by providing written notice to all Parties no later than January 1st before the beginning of the next fiscal year. Withdrawal will be effective on July 1st of the new fiscal year.

Any Agency that withdraws from this Agreement will remain liable for that Agency's share of both the funding under Section 5 of this Agreement, and the costs of administration under Section 6 of this Agreement.

Upon any Agency's withdrawal, the Transit Committee must revise all cost-sharing formulas in place at the time of the withdrawal to equitably reduce or reapportion the withdrawing Agency's contribution, net of any cost savings for reductions in activities, administration, or services, among the remaining Agencies.

This Agreement will automatically terminate upon the withdrawal of any two Agencies.

Section 9: Evaluation of Service

VCTC must provide the Agencies with quarterly reports about operations, as shown on Attachment B (incorporated here).

Section 10: Contract Arrangements

VCTC, as the Designated Recipient, must sign and monitor the contract for Services, after approval thereof by the Agencies.

Except as otherwise provided, each Agency releases every other Agency from all liability to itself, its officials, officers, employees, agents, and certified volunteers, for any claims, damage, or demands for personal injury, death, or property damage, arising from or related to this Agreement. It is expressly understood and agreed that the foregoing provisions of this Section will survive termination of this Agreement.

VCTC must indemnify, protect, defend, and hold harmless each of the Agencies and its officers, employees, and agents, from all liability, claims, or damages arising out of, caused by, or resulting from, VCTC's negligence in performing its obligations under this Agreement.

Any contract for the Services must require all of the following:

- The Transit Operator must indemnify, protect, defend and hold harmless VCTC, its officers and employees from all liability, claims, or damages arising out of, caused by, or resulting from, the Transit Operator's performance of its obligations pursuant to this Agreement and such contract;
- The Transit Operator must indemnify, protect, defend and hold harmless each of the Agencies, its officers, agents and employees from all liability, costs, damages or expenses, including attorney's fees, arising out of or incurred in connection with the performance of the Services;
- The Transit Operator, at the Transit Operator's cost, expense, and risk, must defend any and all resulting actions, suits, or other legal proceedings brought or instituted against any or all of the Agencies arising out of the contract services;
- The Transit Operator must pay and satisfy any resulting judgments;
- The Transit Operator must provide to each of the Agencies insurance policies covering the Transit Operator's activities, including general liability and automobile liability with policy limits of not less than \$2 million combined single limit for general coverage and \$10 million combined single limit for automobile liability coverage.
- The Transit Operator must maintain worker's compensation insurance with limits as required by the State of California.
- Contractor's insurance must be with an insurer admitted by the State of California and rated B+VII or better in Best's Insurance Guide.
- Each of Transit Operator's policies must be endorsed to include each of the Agencies as an additional insured and must specify that where the primary insured does not satisfy the self-insured retention, any additional insured may satisfy the self-insured retention.
- Prior to commencement of the Services, the Transit Operator must provide to each Agency a separate endorsement page naming that Agency as an additional insured.

Section 11: Beneficiaries of Agreement

This Agreement is for the sole benefit of the Parties, and no individual, organization, group, firm, or other entity may have any claim for benefits under this Agreement.

Section 12: Changes to Agreement

Any changes to this Agreement must be approved in writing by each Party's governing board or that governing board's designee.

Section 13: Counterparts

This Agreement may be executed in one or more counterparts, each of which is deemed an original and will become effective and binding upon the Parties at such time as all the Parties have signed a

counterpart of this Agreement. All counterparts so executed will constitute one Agreement binding all the Parties.

Section 14: Notices or Notification

Any notice required to be given in writing under this Agreement, or other notifications, must be given to the parties at the following addresses:

FILLMORE

City Manager
City of Fillmore
250 Central Ave
Fillmore CA 93015

SANTA PAULA

City Manager
City of Santa Paula
970 Ventura Street
P.O. Box 569
Santa Paula CA 93060

COUNTY OF VENTURA

Deputy Director of Public Works
Transportation Department
County of Ventura
800 S. Victoria Avenue
Ventura, CA 93009-1620

VENTURA COUNTY TRANSPORTATION COMMISSION

Executive Director
Ventura County Transportation Commission
950 County Square Drive - Suite 207
Ventura, CA 93003

Section 15: Miscellaneous Provisions

Employees. For purposes of this Agreement, all persons employed in the performance of services and functions for each Party are solely that Party's employees; such persons are not entitled to any other Party's pension, civil service, or other status.

Entire Agreement. This Agreement represents the entire understanding of the Parties with respect to the subject matter herein, and all prior written and oral agreements regarding the subject matter herein are superseded by this Agreement.

Assignment. No Party may assign this Agreement or any interest herein. Any such attempted assignment will be void.

Governing Law. This Agreement has been made in and will be construed in accordance with the laws of the State of California and exclusive venue for any action involving this Agreement will be in Ventura County.

Partial Invalidity. Should any provision of this Agreement be held by a court of competent jurisdiction to be either invalid or unenforceable, the remaining provisions will remain in effect, unimpaired by the holding.

Construction. The language of each part of this Agreement will be construed simply and according to its fair meaning, and this Agreement will never be construed either for or against any Party.

Authority/Modification. Each Party represents and warrants that it has taken all necessary action to authorize the undersigned to execute this Agreement on behalf of that Party and to engage in the actions described herein.

In witness whereof, the parties hereto have executed this Agreement on the dates stated below.

CITY OF FILLMORE

APPROVED AS TO FORM

By: _____
Date _____ City Attorney _____ Date _____

ATTEST:

By: _____

CITY OF SANTA PAULA

APPROVED AS TO FORM

By _____
Date _____ City Attorney _____ Date _____

ATTEST:

By: _____

COUNTY OF VENTURA

APPROVED AS TO FORM

By _____
Date _____ County Counsel _____ Date _____

ATTEST:

By: _____

**VENTURA COUNTY
TRANSPORTATION COMMISSION**

APPROVED AS TO FORM

By _____
Date _____ Counsel _____ Date _____

ATTEST:

By: _____

Attachment A

ROUTE AND SERVICE DESCRIPTION

The following is a general description of the Heritage Valley Transit Services city fixed route and area Dial-A-Ride Systems, and may be revised and/or adjusted during the fiscal year by agreement of the Agencies.

Fillmore, Santa Paula, and Unincorporated Heritage Valley Dial-A Ride services

General public dial-a-ride (DAR) service will be provided to the areas of the cities of Fillmore and Santa Paula and the unincorporated communities of Piru, Bardsdale, Rancho Sespe, and other unincorporated areas surrounding the cities.

Service times and intervals:

Fillmore: Weekdays, 6:00 AM to 7:30 PM, Saturdays & Sundays, 7:00 AM to 6:00 PM

Santa Paula: Weekdays, 6:00 AM to 8:00 PM, Saturdays & Sundays, 8:00 AM to 5:30 PM

Trip reservations can be made up to one week in advance and service is expected to occur within one hour of a call for service.

Service Boundaries

The general service boundaries for the DAR service, which may be adjusted from time to time, are as follows:

Fillmore DAR service: Fillmore city limits, Old Telegraph Road/Grand Avenue on the west, Grand Avenue/Bridge Street on the north; the communities of Piru and Rancho Sespe Housing Development to the east and the community of Bardsdale on the south.

Santa Paula DAR service: Santa Paula City limits and adjacent unincorporated areas including the Mupu and Briggs Schools to the west.

Existing Fares:

Regular Fares: \$1.75

Seniors, disabled, Medicare card holders: \$0.85

Passes: Daily ride and monthly passes will also be made available at a reduced proportional rate.

Fares include one transfer to regular fixed route service or Vista 126 regional service.

Proposed Fares Following Implementation of Fixed Route Transit

Fares for the DAR service will be raised so people will be encouraged to ride the fixed route service: (Note: As proposed in the Heritage Valley Transit Study). All Dial-A-Ride fares will be set at \$2.50.

Fillmore Fixed Route Transit Service

A fixed route bus service will be initiated in Fillmore. The Fillmore community circulator will consist of a single vehicle on a 30-minute headway on a loop through Fillmore. Timed-transfers with VISTA 126 service will occur at the Fillmore Senior Center. The general service boundaries will be south on Santa Clara, west to "D" and "C" Streets, north to 4th and 5th street and east to Mountain View. Service will also include the High School and Middle School.

Comparable ADA service to the fixed route will also be provided.

Long-term expansion will consider adding the area south of Highway 126 including the commercial area, business park, new school, and, the Mobile Home Park (once access is available through Broadmore Street or other connector).

The need for Off peak service to Piru will be assessed separately.

Service hours will be Monday through Friday, 6:00 AM to 7:30 PM and on Saturday and Sunday from 7:00 AM to 6:00 PM.

Fares for the fixed route will be set lower than DAR service so people will be encouraged to ride the fixed route service: (Note: As proposed in the Heritage Valley Transit Study)

Regular Fares: \$1.25

Seniors, disabled, Medicare card holders: \$.60

Dial-A-Ride and ADA fare: General public \$2.50; ADA and Seniors (65 and older) \$2.00

Phase-in of the increased fares from existing fares, or a specified term promotional discount will be evaluated and recommended by the Transit Committee with input from the Technical Committee.

Passes: Daily ride and monthly passes will also be made available at a reduced proportional rate.

Fares include one transfer Vista 126 regional service.

Santa Paula Fixed Route Transit Service

A fixed route bus service will be initiated in Santa Paula. The Santa Paula community circulator will consist of two vehicles running on 30-minute headways on a loop through Santa Paula. Service to Briggs Rd. (Elementary School) will be provided during morning and afternoon peaks (adjusted to account for early release times). On call service will also be available to the hospital. Timed transfers with the VISTA 126 service will occur at the Santa Paula Transportation Center at City Hall. The general service boundaries will be south on Harvard Blvd, west at Peck Rd., north on Santa Paula Street, and, east on State Route 150 and North 12th Street.

Comparable ADA service to the fixed route will also be provided.

Long-term expansion will consider adding the area commercial and residential areas south of Highway 126 and the East Area 1 & 2 commercial and residential Gateway development.

Service hours will be Monday through Friday, 6:00 AM to 8:00 PM and on Saturday and Sunday from 8:00 AM to 5:30 PM.

Fares will be set lower than DAR service so people will be encouraged to ride the fixed route service: (Note: As proposed in the Heritage Valley Transit Study)

- Regular Fixed Route Fares: \$1.25
- Seniors, disabled, Medicare card holders: \$.60
- Dial-A-Ride and ADA fare: General public \$2.50; ADA and Seniors (65 and older) \$2.00
- Phase-in of the increased fares from existing fares, or a specified term promotional discount will be evaluated and recommended by the Transit Committee with input from the Technical Committee.

Passes: Daily ride and monthly passes will also be made available at a reduced proportional rate.

Fares include one transfer to Vista 126 regional service.

Piru Fixed Route Transit Service

Fixed route transit service to Piru will be provided along Highway 126 with a stop at Rancho Sespe. This service may be incorporated as part of an extension of the Highway 126 regional service. Service will occur during the peak hours with at least two runs during mid-day.

Comparable ADA service to the fixed route will also be provided.

Attachment B

PERFORMANCE REPORTING

On a quarterly basis, VCTC will calculate and provide operating statistics and performance indicators for Weekday service, Weekend service, and for All Periods combined, for monthly, quarterly, and total year-to-date periods, to include:

- Fare box Revenues
- Fare box Recovery Ratio*
- Contractor Operating Costs
- Administration Costs
- Total Adjusted Operating Costs
- Passengers
- Total Operating Cost per Passenger
- Vehicle Service Hours
- Total Operating Cost per Vehicle Service Hour
- Passengers per Vehicle Service Hour
- Total Hours
- Vehicle Service Miles
- Passengers per Vehicle Service Mile
- Total Miles

* Fare box Recovery Ratios shown will be the adjusted ratio so that all transit systems may be compared equally. For all VCTC Transit contract services, this means that operating costs equal the sum of operating and maintenance costs contained in each contract, or, conversely, contract costs minus all capital costs.

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Item #17

May 9, 2014

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: VICTOR KAMHI, BUS SERVICES DIRECTOR

SUBJECT: AUTHORIZATION TO PROCEED WITH HERITAGE VALLEY BUS PURCHASE WITH PROPOSITION 1B FUNDS

RECOMMENDATION:

- Approve the shifting of one million nine hundred and twenty-five thousand dollars (\$1,925,000) of VCTC California Proposition 1B Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) funds for Heritage Valley Buses from a reserve for City of Santa Paula to the VCTC for the acquisition of small buses and dial-a-ride vehicles for the Heritage Valley transit service.
- Authorize staff to develop specific vehicle recommendations, consistent with the Heritage Valley Transit Policy Committee's operational plan, utilizing the CALACT procurement process, and return to the Commission for authorization to purchase these transit vehicles.

BACKGROUND:

Since the creation of VISTA in the mid-1990s, it has been operated as a turn-key operation, with the contractor providing all operations, vehicles, facilities, maintenance, and dispatching. When the service was started, there was a substantial amount of federal transit capital funds which were not being used by the various transit providers in the county. This provided the opportunity for VCTC to enter into "fully maintained capital leases" which allowed the Commission to maximize the amount of federal transit grant funding that could be spend on VISTA. In recent years, the amount of federal funds required by all of the Ventura County transit providers has increased. From VISTA's creation in 1994 until enactment of Proposition 1B, the VCTC had sufficient capital funds to pay the annual lease costs, but it did not have a relatively large capital funds source available to purchase even part of a fleet of buses. While the county initially benefited from the use of "fully maintained capital leases" by maximizing use of federal transit capital formula funds, VISTA was unable to take advantage of the recent provision of one-time capital grants from Proposition 1B and also from the American Recovery and Reinvestment Act (ARRA). The Commission's recent experience with the Coach bankruptcy also exposed a weakness in relying on leased buses.

In 2012 the Commission approved the creation of a separate transit service to provide the community transit needs in the Heritage Valley. The Commission, with concurrence from the local agencies, approved a delivery plan (Heritage Valley Transit Study) to maximize efficiency and sustainability of the local services, within the existing and likely future resources. In October 2012, the Commission approved a request from the City of Santa Paula for the reservation of \$1.925 million in Proposition 1B transit capital funds to purchase vehicles for the new service. Based on the request from the three local agencies, the Commission agreed to administer the Heritage Valley Community transit services.

The three agencies have been working with Commission staff to develop a cooperative agreement and create a Policy Advisory Committee (PAC) to provide recommendations as to the specifics of the transit service, based on the plan adopted by the Commission last year. The cooperative agreement is expected to be approved by all member agencies within the coming month, and the specific service plan approved by the end of the Fiscal Year. As soon as the service plan is approved, the VCTC staff is planning to begin vehicle acquisition. A request for proposals to operate, dispatch, and maintain the vehicles will be presented to the Commission and the Heritage Valley PAC, and released, with an operations start date of January 1, 2015. In order to meet that deadline, adequate time has to be allowed to acquire the transit vehicles.

VCTC is a member of the California Association of Coordinated Transportation (CALACT) which has a state and federally approved "purchasing cooperative" for small and medium size transit vehicles. This allows VCTC to select the desired vehicle mix, knowing in advance the costs of a wide variety of vehicles, while staying within the available funds. A number of Ventura County agencies have used the CALACT purchasing cooperative in the past, and it is likely the program will be used by County transit operators in the future.

Once VCTC orders the vehicles, they are typically built over a number of months. Because the contractor will not need to acquire the vehicles, the vehicle procurement becomes the "critical path" to allow the service to begin on January 1, 2015, and staff would like to initiate the process as soon as possible. If we obtain any of the vehicles prior to the January 1, 2015 start date, we will negotiate with our current provider to place those vehicles in service and reduce our current vehicle lease costs.