



**VENTURA COUNTY TRANSPORTATION COMMISSION
LOCAL TRANSPORTATION AUTHORITY
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***

IN-PERSON

THE CITY OF CAMARILLO LIBRARY

4101 LAS POSAS ROAD

CAMARILLO, CA 93010

FRIDAY, NOVEMBER 1, 2024

9:00 A.M.

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 Commission at (805) 642-1591 ext. 101 or via email at ribarra@goventura.org. Notification of at least 48 hours prior to meeting time will assist staff in assuring those reasonable arrangements can be made to provide accessibility to the meeting.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PUBLIC COMMENTS – *Each individual speaker is limited to speaking to three (3) continuous minutes. 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 Commission. 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 the Public Comment portion of the agenda which are not listed on the agenda. Board members may refer such matters to staff for factual information or to be placed on the subsequent agenda for consideration.*

5. CALTRANS REPORT - *This item provides the opportunity for Caltrans representative to give updates and status reports on current projects.*

- 6. **COMMISSIONER REPORTS** - *This item provides the opportunity for the commissioners to report on meetings/conferences attended and any other items related to Commission activities.*
- 7. **EXECUTIVE DIRECTOR REPORT**- *This item provides the opportunity for the Executive Director to report on attended meetings/conferences and any other items related to Commission activities.*
- 8. **ADDITIONS/REVISIONS** – *The Commission may add an item to the agenda after making a finding that there is a need to take immediate action on the item and that the item came to the attention of the Commission subsequent to the posting of the agenda. An action adding an item to the agenda requires two-thirds vote of the Commission. If there are less than two-thirds of the Commission members present, adding an item to the agenda requires a unanimous vote. Added items will be placed for discussion at the end of the agenda.*
- 9. **CONSENT CALENDAR** - *All matters listed under the Consent Calendar are considered to be routine and will be enacted by one vote. There will be no discussion of these items unless members of the Commission request specific items to be removed from the Consent Calendar for separate action.*
- 9A. **[APPROVE MINUTES OF OCTOBER 4, 2024, MEETING- PG.5](#)**
Recommended Action:
 - *Approve the summary minutes of October 4, 2024.***Responsible Staff: Roxanna Ibarra, Clerk of the Commission**
- 9B. **[MONTHLY BUDGET REPORT PG.11](#)**
Recommended Action:
 - *Receive and file the monthly budget report for September 2024.***Responsible Staff: Sally DeGeorge, Finance Director**
- 9C. **[VCTC MEETING SCHEDULE FOR CALENDAR YEAR 2025-PG.19](#)**
Recommended Action:
 - *Review and approve the VCTC meeting schedule for Calendar Year 2025.***Responsible Staff: Roxanna Ibarra, Clerk of the Commission**
- 9D. **[OXNARD TRANSIT CENTER ELECTRIC VEHICLE CHARGERS' INSTALLATION DESIGN AGREEMENT WITH THE CITY OF OXNARD –PG.21](#)**
Recommended Action:
 - *Approve an Interagency Agreement (Attachment "A") providing \$15,000 in State Transit Assistance (STA) funds to the City of Oxnard to complete Design plans for the installation of EV Chargers at the Oxnard Transit Center.*
 - *Approve a budget amendment for the FY24/25 Transit Grant Administration (TGA) budget to increase State Transit Assistance (STA) fund transfer revenues by \$15,000 and increase pass-through expense by \$15,000.*
 - *Approve a budget amendment to the State Transit Assistance budget to increase the STA transfer out to the General Fund by \$15,000.***Responsible Staff: Heather Miller, Program Manager Programming**
- 9E. **[SENATE BILL \(SB\) 1 TRADE CORRIDOR ENHANCEMENT PROGRAM APPLICATION FOR HUENEME ROAD WIDENING PRE-CONSTRUCTION- PG.23](#)**
Recommended Action:
 - *Approve a grant application for \$11,340,000 in SB 1 funds through the SB 1 Trade Corridor Enhancement Program (TCEP), to provide 60% of the estimated cost for the final design and right-of-way phases for the project to widen Hueneme Road between Edison Road and Rice Avenue.***Responsible Staff: Peter De Haan, Director of Programming**

9F. [ACTIVE TRANSPORTATION PROGRAM \(ATP\) CYCLE 7 REGIONAL PRIORITIZATION METHODOLOGY - PG.25](#)

Recommended Action:

- Approve a methodology to prioritize local projects for funding under the Metropolitan Planning Organization (MPO) Component of the ATP Cycle 7 Call for Projects (Exhibit A).

Responsible Staff: Geiska Velasquez, Program Manager Programming

9G. [RESOLUTION FOR PRIORITY LEGISLATIVE BUDGET PROJECT FUNDS TRANSFER AGREEMENT-SANTA PAULA BRANCH LINE PROJECT-PG.29](#)

Recommended Action:

- Approve a Resolution authorizing VCTC Executive Director Martin Erickson to act as the signatory for the Priority Legislative Budget Project Funds Transfer Agreement with Caltrans for the Santa Paula Branch Line Project.

Responsible Staff: Amanda Fagan, Director of Planning and Sustainability

9H. [AUTHORIZATION TO AMEND VCTC INTERCITY BUDGET-PG.33](#)

Recommended Action:

- Approve budget amendment for the FY24-25 VCTC \$70,128 in LCTOP carryover funds and increase the Equipment line item by \$70,128.

Responsible Staff: Matt Miller, Program Manager Transit Services

9I. [SANTA PAULA BRANCH LINE MONTHLY UPDATES FOR OCTOBER 2024- PG.35](#)

Recommended Action:

- Receive and file a report on Santa Paula Branch Line updates for the month of October 2024

Responsible Staff: Amanda Fagan, Director of Planning and Sustainability

DISCUSSION CALENDAR:

10. [GOLD COAST TRANSIT DISTRICT \(GCTD\) HYDROGEN FUELING STATION UPDATE- PG.39](#)

Recommended Action:

- Receive and file an update on GCTD's Hydrogen Fueling Station.

Responsible Staff: Martin Erickson, Executive Director

11. [PROJECT SELECTION FOR THE FY2024 COMBINED CALL-FOR-PROJECTS FOR FTA SELECTION 5310 LARGE URBANIZED AREA \(SENIORS AND DISABLED\) FUNDS, SECTION 5307 JOBS ACCESS AND REVERSE COMMUTE \(JARC\) FUNDS, AND ACCESS FOR ALL FUNDS - PG.41](#)

Recommended Action:

- Approve programming \$1,361,564 in Federal Transit Administration (FTA) Section 5310 Large Urbanized Area funds (Seniors and Disabled),
- Approve \$716,321 in FTA Section 5307 Jobs Access/Reverse Commute (JARC) funds and FTA Section 5307 funds in the amount of \$178,051 utilizing unused FTA 5307 attributable to JARC, and
- Approve \$173,311 in CA Public Utilities Commission (CPUC) Access for All Funding as described in the funding recommendations table in Attachment A.

Responsible Staff: Geiska Velasquez, Program Manager Programming

12. [CONTRACT AWARD OF CONTACTLESS CREDIT & DEBIT CARD TRANSIT FARE PAYMENT SYSTEM PG.45](#)

Recommended Action:

- Approve award of five-year contract for purchase and installation of contactless credit and debit card readers on the VCTC Intercity bus fleet with Kuba for a not to exceed amount of \$232,469.
- Approve award of five-year contract for processor for contactless credit and debit card transactions with Enghouse for a not to exceed amount of \$20,000 for travel and one-time eligibility verification

implementation. Additionally, 1.4% of revenue collected through the system will be invoiced to VCTC as Enghouse's ongoing fee.

- *Authorize the Executive Director to negotiate and execute a five-year contract for the acquirer for contactless credit and debit card transactions with Elavon at a rate of \$.03 per transaction plus the network and interchange fees. The total fee average per transaction is \$.12.*

Responsible Staff: Matt Miller, Program Manager Transit Services

13. GENERAL COUNSEL REPORTS-

14. AGENCY REPORTS:

Southern California Association of Governments (SCAG)

Primary: Vice-Chair Mike Judge

Southern California Regional Rail Authority (Metrolink-SCRRA)

Primary: Commissioner Tony Trembley

Alternate: Commissioner Bob Engler

Los Angeles-San Diego-San Luis Obispo Rail Corridor Agency (LOSSAN) aka Amtrak Pacific Surfliner

Primary: Commissioner Bryan MacDonald

Alternate: Commissioner Jim White

Coastal Rail Coordinating Council-CRCC

Primary: Commissioner Bryan MacDonald

Alternate: Commissioner Jeff Gorell

California Association of Councils of Governments

Primary: Commissioner Mike Johnson

California Vanpool Authority (CalVans)

Primary: Commissioner Jim White

Alternate: Commissioner Mike Johnson

15. ADJOURN to 9:00 a.m. Friday, DECEMBER 6, 2024, at the City of Camarillo Library, located at 4101 Las Posas Road. Camarillo, CA 93010.



Item 9A

November 1, 2024

MEETING MINUTES OF OCTOBER 4, 2024 REGULAR VCTC COMMISSION MEETING AT 9:00 A.M.

CALL TO ORDER:

Chair LaVere called the regular meeting of the Ventura County Transportation Commission to order at 9:00 a.m. at the City of Camarillo Library, 4101 Las Posas Road, Camarillo, CA 93010.

PLEDGE OF ALLEGIANCE was led by Vice-Chair Judge.

ROLL CALL/MEMBERS PRESENT:

Matt LaVere, County of Ventura
Mike Judge, City of Simi Valley
Carrie Broggie, City of Fillmore
Daniel Chavez, Citizen Rep., Cities
Jenny Crosswhite, City of Santa Paula
Chris Enegren, City of Moorpark
Bob Engler, City of Thousand Oaks
Suza Francina, City of Ojai
Jeff Gorell, County of Ventura
Mike Johnson, City of Ventura
Kelly Long, County of Ventura
Vianey Lopez, County of Ventura
Bryan MacDonald, City of Oxnard
Martha McQueen-Legohn, City of Port Hueneme
Janice Parvin, County of Ventura
Tony Trembley, City of Camarillo
Gloria Roberts, Caltrans District 7 Director

ABSENT:

Jim White, Rep., Ventura County

4. PUBLIC COMMENTS – There were none.

5. CALTRANS REPORT – Gloria Roberts, Caltrans District 7 Director gave a verbal Caltrans report update for the month of September to the commission.

6. COMMISSIONER REPORTS –

Commissioner Johnson stated he was able to attend his first APTA conference. Commissioner Trembley attended the Mobility 21 Summit and complimented Chair LaVere on the breakout session presentation during the Mobility 21 Summit and said the sessions were well attended and very informative. Chair LaVere stated he too attended the APTA conference for the first time and the Mobility 21 Summit. He encouraged the commission to attend the Mobility 21 Summit at some point.

7. EXECUTIVE DIRECTOR REPORT-

Executive Director Martin Erickson reported on the following items:

- Acknowledged the partnership with Caltrans and Commissioner Roberts as Commissioner Roberts along with Amanda Fagan, VCTC Director of Planning and Sustainability were able to work together and rapidly respond to a concern received from Mupu school.
- VCTC participated in the annual Mobility 21 Summit in Anaheim as well as eight commissioners. It was a well-attended conference.
- Last week, VCTC Commissioners and staff participated in the **1st statewide Government and Disability Summit hosted by Ventura County's Disability Access Manager Dani Anderson**. The Summit welcomed attendees from diverse sectors across the state united in the common cause to **"build bridges and break barriers" on behalf of individuals with disabilities**. Executive Director Martin Erickson and VCTC staff joined the California Public Utilities Commission, Gold Coast Transit District and Moorpark City Transit in a Summit breakout session entitled "Increasing Accessible Transportation Options" in Ventura County. The "Access for All" countywide wheelchair accessible on-demand program and local micro-transit projects including GCTD's GoNow app-based rideshare service and Moorpark's MTC On-Demand pilot project were highlighted at the session. Planning Director Amanda Fagan also joined Martin Erickson to deliver a panel discussion on "Transportation Emergency Preparedness and the Disability Community" highlighting VCTC's Transportation Emergency Preparedness Plan (TEPP), an interagency effort to prepare for potential disasters. The event was a huge success leaving attendees inspired and eager to continue the important work of **driving disability inclusion forward**. Commissioners Janice Parvin, Kelly Long, Jeff Gorell, Vianey Lopez and Matt LaVere also attended this first-of-its kind event.
- **Rideshare week is October 7-11.**
- In July, the **City of Camarillo was the first to launch the new RideCo paratransit and demand response scheduling platform** and self-scheduling app leading to improved scheduling and increased on-time performance. Valley Express is scheduled to launch on October 13th, City of Thousand Oaks in November, and the City of Simi Valley will use the RideCo platform to launch a new microtransit service at the beginning of 2025.
- In partnership with the City of Oxnard, **VCTC is currently in the process of developing an Accessible Boarding Method Report (also referred to as a Level Boarding Report)** which is required by the Federal Transit Administration (FTA) and Federal Railroad Administration (FRA). A vital component of the report is public outreach, which involves engaging stakeholders such as transit users, disability advocates, and the general public. VCTC and the City of Oxnard will gather feedback via phone, email, social media, and public meetings to ensure the gathering of any feedback related to rail boarding methods at both stations. A virtual public meeting will be held on Thursday, October 17th from 12:00 PM (PST) to 1:00 PM (PST) and also a public hearing at the December 6th, 2024 Commission meeting. Public comments on the draft report will be due by October 31, 2024 with a subsequent submittal of the draft report to the FTA/FRA in January 2025.
- VCTC staff has participated in several recent community events, including a **Safety and Preparedness fair hosted by Assembly member Jacqui Irwin and the City of Thousand Oaks** on Sept. 14; the **Port of Hueneme Banana Festival on Sept. 28**; and the **EV Showcase and Clean Air Day Fair on Oct. 3 at CSU Channel Islands**.
- On September 25, VCTC staff participated in a virtual community workshop, and on October 1, an in-person community workshop at Montalvo Elementary School for the **City of Ventura's Santa Paula Branch Line Rails with Trails project**. An online survey to inform trail design and amenities is available through October 20th at: https://docs.google.com/forms/d/e/1FAIpQLSf_80dKPjhxt0qcTNocdLDkQnLbW5YFkh2WfiLQO6jc0Esw/viewform?fce_id=3048d269-bf9e-4c95-9448-963fc2d11571 For more information, the project website is available at <https://www.cityofventura.ca.gov/spbl>.
- On September 30, VCTC staff attended the **American Planning Association California Chapter Conference in Riverside**. Highlights included a tour of the ESRI Campus in Redlands and a visit to the Metrolink Maintenance Yard to see the first hydrogen-powered zero-emissions multiple unit train (ZEMU).
- On September 30-October 1, VCTC staff participated in the **Statewide Motorist Aid Committee Annual Meeting in Folsom, CA**. An important agenda item included emergency roadside callbox maintenance challenges and the future of the programs statewide

8. ADDITIONS/REVISIONS – There were two revisions to items 9G and 9J. On item 9G the attachment Cooperative Agreement between VCTC and Interface, at the top of page three it reads "plan the SUBRECIPIENT may invoice indirect overhead expense of no more than 15% of payroll cost funded by FTA grants." Recently FTA confirmed that that new percentage does not apply to the grants Interface has and so this agreement should still read "10%". On item

9J Contract Amendment with CPS HR Consulting the retirement date of May 20, 2025 for Peter De Haan, Director of Programming was incorrect. It should read May 30, 2025.

9. CONSENT CALENDAR –

Commissioner Chavez moved to approve consent calendar items 9A through 9N. The motion was seconded by **Commissioner Long** and passed unanimously.

9A. APPROVE MINUTES OF SEPTEMBER 6, 2024, MEETING

Recommendation:

- Approve the summary minutes of September 6, 2024.

9B. MONTHLY BUDGET REPORT

Recommendation:

- Receive and file the monthly budget report for July 2024.

9C. MONTHLY BUDGET REPORT

Recommendation:

- Receive and file the monthly budget report for August 2024.

9D. FISCAL YEAR 2024/2025 CARRY-OVER BUDGET AMENDMENTS

Recommendation:

- Amend VCTC Fiscal Year 2024/2025 budget revenues and expenditures as stated in Attachment-Carry-over Budget Amendments from Fiscal Year 2023/2024 to 2024/2025

9E. ADOPT RESOLUTION APPROVING THE 2024 BIENNIAL NOTICE TO THE VENTURA COUNTY TRANSPORTATION COMMISSION CONFLICT OF INTEREST CODE

Recommendation:

- Adopt Resolution 2024-13 approving the Conflict of Interest Code.

9F. ALLOCATION OF TRANSPORTATION DEVELOPMENT ACT (TDA) FISCAL YEAR (FY) 2024/2025 ARTICLE 3 BIKE PATH MAINTENANCE FUNDS

Recommendation:

- Approve the allocation of Fiscal Year 2024/2025 Transportation Development Act (TDA) Article 3 Bike Path Maintenance funds totaling \$249,188 as shown in the attached table "A".

9G. SUBRECIPIENT AGREEMENT WITH INTERFACE CHILDREN AND FAMILY SERVICES, INC.

Recommendation:

- Authorize the Chair to execute the attached agreement with Interface Children & Family Services, Inc. (Interface) to utilize Federal Transit Administration (FTA) funds allocated by VCTC for the approved project.

9H. AMENDMENT NO. 1 TO AGREEMENT WITH RAILPROS, INC FOR CONSTRUCTION MANAGEMENT TO RECONSTRUCT THE SESPE CREEK OVERFLOW RAILROAD BRIDGE ON THE SANTA PAULA BRANCH LINE

Recommendation:

- Approve Amendment No.1 to the Agreement with RailPros, Inc. for Construction Management Services to add additional scope and increase the not to exceed amount by \$423,796.11.

9I. RESOLUTION TO ACCEPT SENATE BILL 1 FUNDING FOR THE FREEWAY SERVICE PATROL (FSP) PROGRAM

Recommendation:

- Adopt Resolution No. 2024-14 to Provide Twenty-Five Percent (25%) Local Matching Fund Commitment and Authorize the Executive Director to Execute Funding Agreement No. FSP-25sb1-6155(129) with Caltrans to Accept State Highway Account Funding Allocation for Freeway Service Patrol Operations.

9J. CONTRACT AMENDMENT WITH CPS HR CONSULTING

Recommendation:

- Approve Contract Amendment #3 with CPS HR Consulting increasing the contract amount by \$10,000 and authorize the Executive Director to execute the contract amendment.
- Amend the Fiscal Year 2024/2025 VCTC budget increasing the General Fund Operations Professional and Human Resources expense line item by \$10,000.

9K. SANTA PAULA BRANCH LINE UPDATE FOR SEPTEMBER 2024

Recommendation:

- Receive and file a report on Santa Paula Branch Line updates for the months of September 2024.

9L. METROLINK SIMI VALLEY DOUBLE TRACK PROJECT – BUILDERS FIRSTSOURCE SETTLEMENT AGREEMENT

Recommendation:

- Authorize Executive Director to approve a settlement agreement with Builder's FirstSource, Inc. for additional expenses incurred by Builder's FirstSource, Inc., in the amount of \$676,000, arising from construction of the Southern California Regional Rail Authority ("SCRRA") Simi Valley Double Track Project with funding provided by SCRRA with Transit and Intercity Rail Capital Program (TIRCP) grant funds.

9M. CAMARILLO TRANSIT STATION AMERICANS WITH DISABILITIES ACT (ADA) IMPROVEMENT PROJECT – ACCESSIBLE BOARDING METHOD OUTREACH AND REPORT

Recommendation:

- Receive and file.

9N. CONTRACT AMENDMENT WITH RAILPROS, INC.

Recommendation:

- Approve the Contract Amendment #3 with RailPros, Inc. in the amount of \$114,526 and authorize the Executive Director to execute the contract amendment.

DISCUSSION CALENDAR:

10. CALTRANS ROLE IN THE 2028 OLYMPIC/PARALYMPIC GAMES

Recommendation:

- Receive a presentation from Caltrans regarding Caltrans role in the 2028 Olympic/Paralympic Games.

Gloria Roberts, District 7 Director introduced Tasha Higgins, LA 28 Olympics/Paralympics, Caltrans Principal Transportation Engineer who gave a report and update on Caltrans' efforts and preparation for the LA 2028 Olympics/Paralympics. The commission received and filed the presentation.

11. FY 2025-2034 VENTURA COUNTY SHORT RANGE TRANSIT PLAN UPDATE

Recommendation:

- Receive and file.

Claire Grasty, Director of Public Transit introduced Jeremiah Rose, Fehr & Peers consultant who gave a Power Point presentation on the FY 2025-2034 Ventura County Short Range Transit Plan Update. The commission received and filed the presentation.

12. GENERAL COUNSEL REPORTS- There were none.

13. AGENCY REPORTS:

Southern California Association of Governments (SCAG)

Primary: Commissioner Mike Judge

Vice-Chair Judge reported he was able to attend through SCAG a tour to see the geothermal and lithium extraction process in El Centro, Calif. He stated it was a very interesting and enlightening tour.

Southern California Regional Rail Authority (Metrolink-SCRRA)

Primary: Commissioner Tony Trembley

Alternate: Commissioner Bob Engler

Commissioner Trembley reported Metrolink's reimagined service will be in effect Monday, October 21. He stated this will give a 23% increase in service, adding 32 weekday trains and for the Ventura County Line adding two weekday trains and the connection times which will be much easier to utilize.

Los Angeles-San Diego-San Luis Obispo Rail Corridor Agency (LOSSAN) aka Amtrak Pacific Surfliner

Primary: Chair Bryan MacDonald

Alternate: Commissioner Jim White

Commissioner MacDonald stated SB1098 was signed by the governor which means CalSTA will have to do an oversight report periodically. He also reported LOSSAN will be getting new train sets in preparation for the LA 2028 Olympics/Paralympics and FIFA World Cup coming to the state.

Coastal Rail Coordinating Council-CRCC

Primary: Chair Bryan MacDonald

Alternate: Commissioner Jeff Gorell

There were none.

California Association of Councils of Governments

Primary: Commissioner Mike Johnson

Commissioner Johnson stated he attended the CALCOG meeting and there is tension regarding state transportation requirements.

California Vanpool Authority (CalVans)

Primary: Commissioner Jim White

Alternate: Commissioner Mike Johnson

Commissioner Johnson reported that CalVans has six battery powered vans that will provide service to Ventura County. Commissioner Johnson also reported CalVans is working on a JPA as currently there are 650 vans and 550 are for agriculture transportation use which farmers have funded. However, CalVans is trying to figure out a way to put in mobile van chargers and also figure out a way to pay for the new infrastructure.

14. ADJOURN to 9:00 a.m. Friday, November 1, 2024, at the City of Camarillo Library, located at 4101 Las Posas Road. Camarillo, CA 93010.



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Item 9B

November 1, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: SALLY DEGEORGE, FINANCE DIRECTOR

SUBJECT: MONTHLY BUDGET REPORT

RECOMMENDATION:

- Receive and file the monthly budget report for September 2024.

DISCUSSION:

The monthly budget report is presented in a comprehensive, agency-wide format on a modified accrual basis. The reports include a combined Balance Sheet, a Statement of Revenues, Expenditures and Changes in Fund Balance detailed by fund and an Investment Report by institution. There are eight funds presented consisting of the General Fund, the Local Transportation Fund (LTF), the State Transit Assistance (STA) fund, the State of Good Repair (SGR) fund, the Service Authority for Freeway Emergencies (SAFE) fund, the Santa Paula Branch Line (SPBL) fund, the VCTC Intercity fund and the Valley Express fund. The Statement of Revenues, Expenditures and Changes in Fund Balance also includes the annual budgeted numbers that are updated as the Commission approves budget amendments or administrative budget amendments that are approved by the Executive Director. Staff monitors the revenues and expenditures of the Commission on an on-going basis.

The September 30, 2024, budget report indicates that the revenues were approximately 6.73% of the adopted budget while expenditures were approximately 8.67% of the adopted budget. The revenues and expenditures are as expected at this time. Although the percentage of the budget year completed is shown, be advised that neither the revenues nor the expenditures occur on an even percentage or monthly basis. Furthermore, revenues are often billed and reimbursed in arrears.

Some revenues are received at the beginning of the year while other revenues are received after grants are approved. In many instances, the Ventura County Transportation Commission (VCTC) incurs expenditures and then submits for reimbursement from federal, state, and local agencies which may also cause a slight lag in reporting revenues. Furthermore, the STA, SGR, LTF and 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 and SGR 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 and SGR receipts are often not received until October or November and the July LTF receipts are not received until September. The Department of Motor Vehicle collects the SAFE funds and remits them monthly with a two-month lag.

The Commission's capital assets are presented on the Balance Sheet. Capital assets that are "undepreciated" consist of land and rail lines owned by the Commission. Capital assets that are depreciated consist of buildings, rail stations, transit equipment, highway callbox equipment and office furniture and equipment. Capital assets and depreciation are adjusted annually at the end of the fiscal year.

The Commission's deferred outflows, deferred inflows and pension liability are presented on the Balance Sheet. These accounts represent the accrual information for pension accruals with the implementation of the Governmental Accounting Standards Board (GASB) Statement 68 (pensions) and Statement 75 (other postemployment benefits). This information is based on actuarial information that is provided once a year. The deferred outflows, deferred inflows and pension liability are adjusted annually at the end of the fiscal year.

The Commission's accrued lease and subscription-based IT arrangement (SBITA) liability and associated interest are presented on the Balance Sheet. These accounts represent the accrual information for leases that qualify with the implementation of the Government Accounting Standards Board (GASB) Statement 87 and 96. This information is based on an amortization schedule and is adjusted annually at the end of the fiscal year. Currently the only lease that qualifies is the office lease and the only SBITA that qualifies is for the pass card readers.

The Commission's liability for employee vacation accrual is presented on the Balance Sheet. The vacation accrual is adjusted annually at the end of the fiscal year.

**VENTURA COUNTY TRANSPORTATION COMMISSION
BALANCE SHEET
AS OF SEPTEMBER 30, 2024**

Assets and Deferred Outflows

| | |
|---|-------------------------------------|
| Cash and Investments | \$ 60,957,003 |
| Receivables/Due from other funds | 5,776,008 |
| Prepays and Deposits | 896,918 |
| Capital Assets, undepreciated | 26,357,123 |
| Capital Assets, depreciated, net | 24,630,370 |
| Deferred Outflows | <u>2,227,653</u> |
| Total Assets and Deferred Outflows | <u><u>\$ 120,845,075</u></u> |

LIABILITIES, DEFERRED INFLOWS AND FUND BALANCE

Liabilities and Deferred Inflows:

| | |
|--|-----------------------------------|
| Accrued Expenses and Due to Other | \$ 2,849,544 |
| Deferred Revenue | 2,293,936 |
| Deposits | 67,059 |
| Accrued Vacation | 208,606 |
| Accrued Lease-SBITA liability and interest | 431,035 |
| Deferred Inflows | 1,056,673 |
| Pension Liability | 1,123,467 |
| OPEB Liability | <u>2,737</u> |
| Total Liabilities and Deferred Inflows: | <u><u>\$ 8,033,057</u></u> |

Net Position:

| | |
|----------------------------|-------------------------------------|
| Invested in Capital Assets | \$ 50,987,493 |
| Fund Balance | <u>61,824,525</u> |
| Total Net Position | <u><u>\$ 112,812,018</u></u> |

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2024**

| | General Fund Actual | LTF Actual | STA Actual | SAFE Actual | SGR Actual | SPBL Actual | VCTC Intercity Actual | Valley Express Actual | Fund Totals | Budgeted Actual | Variance Actual | % Year |
|---|------------------------|------------------|---------------|----------------|---------------|----------------|--------------------------|--------------------------|------------------|--------------------|----------------------|--------------|
| Revenues | | | | | | | | | | | | |
| Federal Revenues | \$ 1,556,832 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | 997,139 | \$ 253,809 | \$ 2,807,780 | \$ 24,711,523 | (21,903,743) | 11.36 |
| State Revenues | 392,599 | 3,818,779 | 0 | 300,316 | 0 | 0 | 0 | 0 | 4,511,694 | 117,100,658 | (112,588,964) | 3.85 |
| Local Revenues | 81,959 | 0 | 0 | 0 | 0 | 293,872 | 703,587 | 1,576,469 | 2,655,887 | 5,217,077 | (2,561,190) | 50.91 |
| Other Revenues | 1,506 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,506 | 26,000 | (24,494) | 5.79 |
| Interest | 5,496 | 0 | 0 | 925 | 0 | 920 | 2,070 | 231 | 9,642 | 1,370,000 | (1,360,358) | 0.70 |
| Total Revenues | 2,038,392 | 3,818,779 | 0 | 301,241 | 0 | 294,792 | 1,702,796 | 1,830,509 | 9,986,509 | 148,425,258 | (138,438,749) | 6.73 |
| Expenditures | | | | | | | | | | | | |
| Administration | | | | | | | | | | | | |
| Personnel Expenditures | 884,008 | 0 | 0 | 0 | 0 | 0 | 34,992 | 18,237 | 937,237 | 4,579,500 | (3,642,263) | 20.47 |
| Legal Services | 385 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 385 | 46,200 | (45,815) | 0.83 |
| Professional Services | 24,734 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 24,734 | 191,200 | (166,466) | 12.94 |
| Office Leases | 53,803 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 53,803 | 223,400 | (169,597) | 24.08 |
| Office Expenditures | 745,674 | 0 | 0 | 0 | 0 | 0 | 27,241 | 14,197 | 787,112 | 1,057,000 | (269,888) | 74.47 |
| Total Administration | 1,708,604 | 0 | 0 | 0 | 0 | 0 | 62,233 | 32,434 | 1,803,271 | 6,097,300 | (4,294,029) | 29.57 |
| Programs and Projects | | | | | | | | | | | | |
| Transit and Transportation Program | | | | | | | | | | | | |
| Regional Transit Technology | 278,105 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 278,105 | 7,841,500 | (7,563,395) | 3.55 |
| SD-Accessible Mobility Service | (25,328) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | (25,328) | 724,300 | (749,628) | (3.50) |
| VCTC Intercity Bus Services | 0 | 0 | 0 | 0 | 0 | 0 | 1,762,038 | 0 | 1,762,038 | 20,698,900 | (18,936,862) | 8.51 |
| Valley Express Bus Services | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 447,599 | 447,599 | 6,289,700 | (5,842,101) | 7.12 |
| Transit Grant Administration | 638,907 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 638,907 | 37,404,384 | (36,765,477) | 1.71 |
| Total Transit and Transportation | 891,684 | 0 | 0 | 0 | 0 | 0 | 1,762,038 | 447,599 | 3,101,321 | 72,958,784 | (69,857,463) | 4.25 |
| Highway Program | | | | | | | | | | | | |
| Motorist Aid Services | 0 | 0 | 0 | 348,469 | 0 | 0 | 0 | 0 | 348,469 | 1,916,600 | (1,568,131) | 18.18 |
| Highway Program Management | 74,088 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 74,088 | 4,665,900 | (4,591,812) | 1.59 |
| Total Highway | 74,088 | 0 | 0 | 348,469 | 0 | 0 | 0 | 0 | 422,557 | 6,582,500 | (6,159,943) | 6.42 |

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2024**

| | General Fund Actual | LTF Actual | STA Actual | SAFE Actual | SGR Actual | SPBL Actual | VCTC Intercity Actual | Valley Express Actual | Fund Totals | Budgeted Actual | Variance Actual | % Year |
|---------------------------------------|------------------------|------------------|---------------|----------------|---------------|----------------|--------------------------|--------------------------|-------------------|--------------------|----------------------|--------------|
| Rail Program | | | | | | | | | | | | |
| Metrolink and Commuter Rail | 3,267,119 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3,267,119 | 23,320,221 | (20,053,102) | 14.01 |
| LOSSAN and Coastal Rail | 3,024 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3,024 | 11,400 | (8,376) | 26.53 |
| Santa Paula Branch Line | 0 | 0 | 0 | 0 | 0 | 150,760 | 0 | 0 | 150,760 | 11,311,000 | (11,160,240) | 1.33 |
| Total Rail | 3,270,143 | 0 | 0 | 0 | 0 | 150,760 | 0 | 0 | 3,420,903 | 34,642,621 | (31,221,718) | 9.87 |
| Commuter Assistance Program | | | | | | | | | | | | |
| Reg Transit Information Center | 10,558 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 10,558 | 44,500 | (33,942) | 23.73 |
| Rideshare Programs | 40,464 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 40,464 | 314,300 | (273,836) | 12.87 |
| Total Commuter Assistance | 51,022 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 51,022 | 358,800 | (307,778) | 14.22 |
| Planning and Programming | | | | | | | | | | | | |
| TDA Administration | 0 | 5,791,862 | 17,811 | 0 | 1,884 | 0 | 0 | 0 | 5,811,557 | 41,949,194 | (36,137,637) | 13.85 |
| Transportation Programming | 4,293 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4,293 | 83,900 | (79,607) | 5.12 |
| Regional Transportation Planning | 139,635 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 139,635 | 1,382,300 | (1,242,665) | 10.10 |
| Airport Land Use Commission | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 28,000 | (28,000) | 0.00 |
| Regional Transit Planning | 37,668 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 37,668 | 7,157,000 | (7,119,332) | 0.53 |
| Total Planning and Programming | 181,596 | 5,791,862 | 17,811 | 0 | 1,884 | 0 | 0 | 0 | 5,993,153 | 50,600,394 | (44,607,241) | 11.84 |
| General Government | | | | | | | | | | | | |
| Community Outreach | 38,751 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 38,751 | 226,600 | (187,849) | 17.10 |
| State and Federal Relations | 45,154 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 45,154 | 155,500 | (110,346) | 29.04 |
| Management and Administration | 18,158 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 18,158 | 256,500 | (238,342) | 7.08 |
| Total General Government | 102,063 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 102,063 | 638,600 | (536,537) | 15.98 |
| Total Expenditures | 6,279,200 | 5,791,862 | 17,811 | 348,469 | 1,884 | 150,760 | 1,824,271 | 480,033 | 14,894,290 | 171,878,999 | (156,984,709) | 8.67 |

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2024**

| | General | LTF | STA | SAFE | SGR | SPBL | VCTC | Valley | Fund | Budgeted | Variance | % Year |
|---|---------------------|----------------------|----------------------|---------------------|---------------------|-------------------|---------------------|---------------------|----------------------|----------------------|----------------------|---------------|
| | Fund Actual | Actual | Actual | Actual | Actual | Actual | Intercity Actual | Express Actual | Totals | Actual | Actual | |
| Revenues over (under) expenditures | (4,240,808) | (1,973,083) | (17,811) | (47,228) | (1,884) | 144,032 | (121,475) | 1,350,476 | (4,907,781) | (23,453,741) | 18,545,960 | 20.93 |
| Other Financing Sources | | | | | | | | | | | | |
| Transfers Into GF From LTF | 5,680,854 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5,680,854 | 11,348,870 | (5,668,016) | 50.06 |
| Transfers Into GF From STA | 1,232,675 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,232,675 | 4,454,010 | (3,221,335) | 27.68 |
| Transfers In GF From SGR | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6,802,487 | (6,802,487) | 0.00 |
| Transfers Into GF From SAFE | 12,575 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 12,575 | 442,000 | (429,425) | 2.85 |
| Transfers Into GF From SPBL | 64,815 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 64,815 | 190,200 | (125,385) | 34.08 |
| Transfers Into SPBL From STA | 0 | 0 | 0 | 0 | 0 | 215,575 | 0 | 0 | 215,575 | 9,394,200 | (9,178,625) | 2.29 |
| Transfers Into VI From STA | 0 | 0 | 0 | 0 | 0 | 0 | 2,000,000 | 0 | 2,000,000 | 5,712,751 | (3,712,751) | 35.01 |
| Transfers Into VE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,304 | 2,304 | 1,307,500 | (1,305,196) | 0.18 |
| Transfers Out of LTF Into GF | 0 | (5,680,853) | 0 | 0 | 0 | 0 | 0 | 0 | (5,680,853) | (11,348,870) | 5,668,017 | 50.06 |
| Transfers Out of STA Into GF | 0 | 0 | (1,232,676) | 0 | 0 | 0 | 0 | 0 | (1,232,676) | (4,454,010) | 3,221,334 | 27.68 |
| Transfers Out of STA Into SPBL | 0 | 0 | (215,575) | 0 | 0 | 0 | 0 | 0 | (215,575) | (9,394,200) | 9,178,625 | 2.29 |
| Transfers Out of STA Into VI | 0 | 0 | (2,000,000) | 0 | 0 | 0 | 0 | 0 | (2,000,000) | (5,712,751) | 3,712,751 | 35.01 |
| Transfers Out of STA into VE | 0 | 0 | (2,304) | 0 | 0 | 0 | 0 | 0 | (2,304) | (7,500) | 5,196 | 30.72 |
| Transfers Out of SAFE Into GF | 0 | 0 | 0 | (12,575) | 0 | 0 | 0 | 0 | (12,575) | (442,000) | 429,425 | 2.85 |
| Transfers Out of SPBL Into GF | 0 | 0 | 0 | 0 | 0 | (64,815) | 0 | 0 | (64,815) | (190,200) | 125,385 | 34.08 |
| Transfers Out of SGR Into GF | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | (6,802,487) | 6,802,487 | 0.00 |
| Transfers Out of SGR Into VE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | (1,300,000) | 1,300,000 | 0.00 |
| Total Other Financing Sources | 6,990,919 | (5,680,853) | (3,450,555) | (12,575) | 0 | 150,760 | 2,000,000 | 2,304 | 0 | 0 | 0 | 0.00 |
| Net Change in Fund Balances | 2,750,111 | (7,653,936) | (3,468,366) | (59,803) | (1,884) | 294,792 | 1,878,525 | 1,352,780 | (4,907,781) | (23,453,741) | 18,545,960 | 20.93 |
| Beginning Fund Balance w/o capital assets | 5,830,033 | 18,194,081 | 31,497,588 | 3,975,722 | 7,794,251 | 25,367 | 43,271 | 0 | 67,360,313 | 33,572,663 | 33,787,650 | 200.64 |
| Long-term Pension/OPEB/Vacation/Lease/SBITA Net Adjustment* | (583,698) | 0 | 0 | 0 | 0 | 0 | (44,309) | 0 | (628,007) | 0 | (628,007) | 0.00 |
| Ending Fund Balance | \$ 7,996,446 | \$ 10,540,145 | \$ 28,029,222 | \$ 3,915,919 | \$ 7,792,367 | \$ 320,159 | \$ 1,877,487 | \$ 1,352,780 | \$ 61,824,525 | \$ 10,118,922 | \$ 51,705,603 | 610.98 |

*Government Accounting Standards Board (GASB) Statements 68, GASB 75, GASB 87 and GASB 96 require full accrual of pension, OPEB, Lease, and Subscription-based IT agreements (SBITA) liabilities/interest, deferred inflows, and deferred outflows on financial statements. These calculations are updated annually.

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
INVESTMENT REPORT
AS OF SEPTEMBER 30, 2024**

As stated in the Commission’s investment policy, the Commission’s investment objectives are safety, liquidity, return on investment, prudence, diversification, 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 comply with the Commission’s investment policy and bond documents, as applicable.

| Institution | Investment Type | Maturity Date | Interest to Date | Rate | Balance |
|--------------------|------------------------|----------------------|-------------------------|-------------|------------------------|
| Wells Fargo | Government Checking | N/A | \$9,641.96 | EAC & 1.08% | \$ 4,902,090.41 |
| LAIF | State Pool | N/A | 0.00 | 4.3% | 7,880,686.44 |
| County of Ventura | Treasury Pool | N/A | 0.00 | 4.4% | 48,039,672.01 |
| VCCF Bike Fund | Investment | N/A | Annually | annually | 19,306.92 |
| Total | | | \$9,641.96 | | \$60,841,755.78 |

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 pooled checking account is now earning a combination of interest and earns “earnings credits” applied against fees. Cash balances will vary depending on reimbursements and disbursements. The first \$250,000 of the combined balance is federally insured and the remaining balance is collateralized by Wells Fargo bank.

The Commission’s LTF, STA, SGR and a portion of the SAFE funds received from the State 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. The amounts shown above are not adjusted for fair market value.

The Commission’s funds not needed for immediate use are invested in the California Local Agency Investment Fund (LAIF). Interest is apportioned quarterly, in arrears, based on the average daily balance. The investment earnings are generally deposited into the account the month following the quarter end. A small portion of interest earned in the LAIF account is for unearned revenues and the interest is not recognized until the corresponding expenses are recognized.

The amounts shown above are not adjusted for fair value. Wells Fargo Bank, County of Ventura and LAIF statements are the sources for provided information.

VCTC receives an annual disbursement from a permanent fund from the Ventura County Community Foundation (VCCF). The funds are invested in a money market account at VCCF and can only be used for bike purposes. Information is posted once a year at the yearend.



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Item 9C

November 1, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: ROXANNA IBARRA, CLERK OF THE BOARD/EXECUTIVE ASSISTANT
SUBJECT: 2025 VCTC REGULAR MEETING SCHEDULE

RECOMMENDATION:

- Adopt the following schedule of the regular monthly VCTC meeting dates for 2025.

BACKGROUND:

It is recommended the following VCTC meeting date schedule be adopted for 2025. The May meeting has been moved to the second Friday due to the Southern California Association of Governments Regional Annual Conference. The July meeting will be held on the second Friday of the month as the first Friday falls on or near a holiday weekend.

Beginning with the January 10, 2025, meeting VCTC intends to hold the commission meeting at Camarillo City Hall, pending the remodel of the Council Chambers.

VCTC REGULAR MEETING SCHEDULE 2025

January 10
February 7
March 7
April 4
May 9 (Moved to the second Friday due to the SCAG-Annual Regional Conference)
June 6
July 11 (Moved to second Friday due to the July 4th holiday)
August- Dark
September 5
October 3
November 7
December 5



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Item 9D

November 1, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: HEATHER MILLER, PROGRAM MANAGER
SUBJECT: OXNARD TRANSIT CENTER ELECTRIC VEHICLE CHARGERS' INSTALLATION DESIGN AGREEMENT WITH THE CITY OF OXNARD

RECOMMENDATION:

- Approve an Interagency Agreement (Attachment "A") providing \$15,000 in State Transit Assistance (STA) funds to the City of Oxnard to complete Design plans for the installation of EV Chargers at the Oxnard Transit Center.
- Approve a budget amendment for the FY24/25 Transit Grant Administration (TGA) budget to increase State Transit Assistance (STA) fund transfer revenues by \$15,000 and increase pass-through expense by \$15,000.
- Approve a budget amendment to the State Transit Assistance budget to increase the STA transfer out to the General Fund by \$15,000.

BACKGROUND:

In June 2023, the California Transportation Commission (CTC) awarded VCTC's "U.S. 101 Connected Communities Corridor Rail and Active Transportation Improvements" project a total of \$74,897,000 in Solutions for Congested Corridor (SCCP) funding for a suite of local transit improvements including the installation of Electric Vehicle (EV) chargers at the Oxnard and Camarillo stations. In February 2024, this Commission entered into a Baseline Agreement with Caltrans outlining roles and responsibilities of implementing agencies to comply with SCCP guidelines.

VCTC is the implementing agency responsible for the construction of EV Chargers at both the Oxnard and Camarillo stations. The deadline to obligate SCCP funds for construction for all projects within the U.S. 101 Connected Communities project is June 2025.

DISCUSSION

VCTC was approved for \$60,000 in SCCP funds originally estimated for the construction of three (3) dual-port EV Charging stations at transit hub locations in Ventura County. Since the Solutions for Congested Corridors Program only funds the construction phase of a project, staff seeks Commission approval to utilize State Transit Assistance (STA) funds in a not-to-exceed amount of \$15,000 for the Design phase of the project.

Additionally, although VCTC is the implementing agency for the proposed EV Charging Stations' project and is the owner of right-of-way of the identified location at the Camarillo Station, the right-of-way at the

proposed site location at the Oxnard Transportation Center is owned by City of Oxnard. Therefore, VCTC is seeking the cooperation of the City of Oxnard to provide Design services as described in the attached Interagency Agreement. The Agreement stipulates delivery of Design plans by the City of Oxnard such that the project is "ready to list" to ensure obligation of construction funds by SCCP's deadline of June 2025.



Item 9E

November 1, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: PETER DE HAAN, PROGRAMMING DIRECTOR
**SUBJECT: SENATE BILL (SB) 1 TRADE CORRIDOR ENHANCEMENT PROGRAM
APPLICATION FOR HUENEME ROAD WIDENING PRE-CONSTRUCTION**

RECOMMENDATION:

- Approve grant application for \$11,340,000 in SB 1 funds through the SB 1 Trade Corridor Enhancement Program (TCEP), to provide 60% of the estimated cost for the final design and right-of-way phases for the project to widen Hueneme Road between Edison Road and Rice Avenue.

BACKGROUND:

SB 1, the Road Repair and Accountability Act of 2017, includes a provision establishing the Trade Corridor Enhancement Program (TCEP) for infrastructure projects that improve freight movement. The California Transportation Commission subsequently approved \$106,969,000 of TCEP funds to fully program the Rice Avenue Grade Separation, which is about to start construction. Applications for the next round of TCEP are due to the California Transportation Commission (CTC) on November 22nd.

VCTC at its January 2022 meeting approved a list of local projects to utilize one-time federal funding that had been apportioned to Ventura County. This action provided \$1,172,000 to the County of Ventura to complete the environmental phase for the project to widen Hueneme Road. The County expects to complete the environmental approval in the fall of 2025.

The Hueneme Road Widening is the next in a series of projects included in the Port of Hueneme Freight Corridor Improvement program, which was developed through a series of goods movement plans, the most recent of which was VCTC's Ventura County Freight Corridors Study completed in 2021. The Rice Avenue Grade Separation was the most recently-approved project along this corridor. Hueneme Road and Rice Avenue have been designated as the primary freight access route connecting the Port with US 101.

The Hueneme Road Widening project would expand this county road from two to four lanes for two miles between Edison Road and Rice Avenue. Class II bike lanes would also be included.

DISCUSSION

SB 1 provides that 70% of the available TCEP funds are provided for regional goods movement projects, with a 30% match required. The program requires that the TCEP-funded phases of the project be ready to proceed within two years of TCEP program adoption. Since the County anticipates that the right-of-way phase will take more than two years due to the anticipated property acquisition timeline at this location, it will only be possible to apply for the remaining pre-construction phases, namely final design and right-of-way. The total estimate for these two phases is \$16.2 million, of which VCTC can request up to 70%, or \$11,340,000, from TCEP. The County of Ventura has identified \$1,116,000 that it can provide towards the match, leaving a balance of \$3,744,000 that would be required towards the match.

The TCEP Program Guidelines provide that the CTC will consider applications where match is identified as coming from discretionary federal grants for which the applicant intends to apply, provided that the applicant also provide a backup plan for providing the match should the project not be selected for discretionary federal grants. Therefore, staff recommends that VCTC express an intent to apply for \$3,744,000 from the federal Infrastructure for Rebuilding America (INFRA) program, with the backup plan being to request funds from the SCAG apportionment of Regional Surface Transportation Program (STP) funds as part of SCAG's 2025 call for projects. The CTC requires that the match be committed by the start of the fiscal year in which the funds are programmed, or the approved TCEP funds will be de-programmed. By requesting the final design and right-of-way for Fiscal Year 2026/2027, VCTC will have all of 2025 to obtain the required match.

As could be expected, a much larger amount of funding will be required in future requests for the construction phase. Moving forward with pre-construction phases for this project should put this project in a good position to compete for construction funds from INFRA or other sources.

TTAC approved this recommendation at its October 16th meeting.



Item 9F

November 1, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: GEISKA VELASQUEZ, PROGRAM MANAGER

**SUBJECT: ACTIVE TRANSPORTATION PROGRAM (ATP) CYCLE 7 REGIONAL
PRIORITIZATION METHODOLOGY**

RECOMMENDATION:

- Approve a methodology to prioritize local projects for funding under the Metropolitan Planning Organization (MPO) Component of the ATP Cycle 7 Call for Projects (Exhibit A).

BACKGROUND

The California ATP was created by Senate Bill and Assembly Bill 101 to encourage increased use of active modes of transportation such as biking and walking. The CA ATP program has six main goals:

1. Increase the proportion of trips accomplished by biking and walking.
2. Increase the safety and mobility of non-motorized users.
3. Advance the active transportation efforts of regional agencies to achieve greenhouse gas reduction goals as established pursuant to Senate Bill 375 and Senate Bill 391.
4. Enhance public health, including reducing childhood obesity through programs including, but not limited to, projects eligible for Safe Routes to School Program funding.
5. Ensure that disadvantaged communities fully share in the benefits of the program.
6. Provide a broad spectrum of projects to benefit many types of active transportation users.

Statewide and Regional Funding Opportunities

Active Transportation funding is awarded to projects through two funding programs: the Statewide ATP and the Regional ATP. The statewide guidelines and regional guidelines provide direction on project selection for each of the respective programs.

There is a call for projects for the ATP issued by the California Transportation Commission (CTC) in the spring of every even year. Applications that are submitted to the statewide call for projects but are unsuccessful in receiving funding there are automatically considered for funding in the Regional ATP, administered by the Southern California Association of Governments (SCAG) including Ventura County. As part of the Regional ATP, SCAG also issues a supplemental call for projects, through the Sustainable Communities Program (SCP), for active transportation and safety (ATS) projects that implement regional priorities identified in the SCAG Connect SoCal plan.

Cycle 7 Call for Projects

The 2024 state budget significantly reduced the expected ATP Cycle 7 funding and SCAG adopted the "Amended 2025 ATP Regional Guidelines" and the "Amended Connect SoCal 2024 Sustainable Communities Program – Active Transportation and Safety Guidelines," to align regional guidelines with the amended State guidelines and to secure funding for the ongoing 2024 SCP-ATS call for applications.

The ATP Cycle 7 includes funding for fiscal years 2025-26 through 2028-29 and will offer an estimated \$168.7 million in funding across California. The Statewide ATP call is for the following project types:

- **Infrastructure Projects:** Capital projects that typically include the environmental, design, right-of-way, and construction phases of a capital (i.e., facilities) project.
- **Plans:** The development of a community-wide bicycle, pedestrian, safe routes to school or active transportation plan that includes or is predominately located in a disadvantaged community.
- **Non-Infrastructure Projects:** Education and encouragement programs.
- **Infrastructure Projects with Non-Infrastructure Components:** Capital projects with education or encouragement components.
- **Quick-Build Projects:** Interim capital infrastructure projects that require construction; are built with durable, low-to-moderate-cost materials; and last from one year to five years.

Of Cycle 7 funding \$35M is identified for the SCAG Regional ATP and of that portion:

- A minimum of 25% of regional funds must benefit disadvantaged communities.
- A maximum of 2% of regional funds for the development of plans, such as active transportation plans, safe routes plans, and bicycle or pedestrian plans.

The estimated portion of the Regional ATP identified for Ventura County is roughly \$1,493,000 for the implementation of projects category and \$79,000 for planning and capacity building category.

SCAG Supplemental ATP

SCAG also issued a supplemental call for additional applications through the SCP – Active Transportation and Safety (ATS) component. This call opened on July 8, 2024, and closed on Sept. 27, 2024. The 2024 SCP – ATS call comprises some ATP Cycle 7 regional funds and a federal Safe Streets and Roads for All grant and will award between \$6.3 million and \$8.2 million (down from \$10.4 million) for these categories:

- Community/Areawide Plans: up to \$700,000 available (down from \$2.4 million).
- Quick-Build Projects: between \$5.6 million and \$7.5 million available (pending final availability).

Upcoming Actions for ATP Program by Agency

| | | |
|---------------|------|---|
| October 2024 | TTAC | Approved Methodology & Recommended to VCTC |
| November 2024 | VCTC | Receive Report and Approve Methodology |
| November 2024 | CTC | Statewide Recommendations Released |
| December 2024 | CTC | Adopts Statewide & Small Urban/Rural Projects |
| January 2025 | VCTC | Approves and Submits Recommendations to SCAG |
| February 2025 | SCAG | Submits Regional Program Recommendations to CTC |
| April 2025 | SCAG | Adopts Regional Program of Projects |
| June 2025 | CTC | Adopt Regional ATP Programs |

DISCUSSION

Caltrans and the CTC review all statewide submitted ATP project applications and scores are assigned to each application based on the adopted CTC Scoring Criteria. Applications can receive a maximum of 100 points. Once the applications are scored by Caltrans and the CTC, the projects are ranked. Those projects with the highest ranking will receive funding through the statewide competitive program.

Regional Program

Projects that do not score high enough to be funded under the Statewide Program are reconsidered for funding through the Regional ATP project selection process. As in past years SCAG developed Regional Guidelines for distribution of the region's ATP share. VCTC plays a role in the selection of projects at the regional level for Ventura County's share (based on population) estimated to be \$1,493,000 for the implementation of projects category and \$79,000 for planning and capacity building category.

VCTC’s role in the regional project selection process:

- The SCAG guidelines allow VCTC to develop a methodology to prioritize local projects for funding that flows through SCAG. As a means of prioritizing projects, VCTC can add up to twenty (20) points to supplement the CTC scores for regional consideration.
- The Commission is required to adopt the final recommended list of projects for Ventura County, which is submitted to SCAG in January 2024; and
- VCTC also adopts a prioritized list of contingency projects should Cycle 7 funds be made available through project cancellations or cost savings (subject to CTC approval).

Among the goals approved at the VCTC’s recent goal-setting session were both making it a priority to build new bike lanes countywide and implementing strategies to promote transit ridership. Encouraging multi-modal transportation options is a key goal of the region.

It is recommended then that a maximum of 20 points be awarded to the CTC Cycle 7 project scores based on the methodology outlined in Exhibit A below, as was approved by TTAC October 16, 2024.

EXHIBIT A

**ATP (ATP) CYCLE 7
LOCAL PRIORITIZATION METHODOLOGY**

A maximum of 20 points will be added to the CTC Score based on the following methodology:

1. **For Construction Projects -- Up to twelve (12) points will be awarded for project readiness:**
 - a. Four (4) Points will be awarded if a Project is identified in an adopted Local Community Active Transportation Plan such as a city-wide bicycle and pedestrian plan, OR
 - b. Eight (8) Points will be awarded if a project is identified in a plan and the conceptual design has been completed, OR
 - c. Twelve (12) Points will be awarded if the project is identified in a plan and the conceptual design has been completed and the ATP Cycle 7 application shows the preconstruction phases fully funded by the Local Agency

AND

Up to three (3) points will be awarded for a project demonstrating enhanced access to transit stops.

2. **For Planning Projects:** Fifteen (15) points will be awarded if the project is to prepare a Citywide, Areawide or Corridor Specific Active Transportation Plan,

AND

3. **For Any Project with a Safe Routes to Schools Component:** Projects will be awarded five (5) points if the Safe Routes to Schools box is checked in the Cycle 7 Application.



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Item 9G

NOVEMBER 1, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: AMANDA FAGAN, DIRECTOR OF PLANNING & SUSTAINABILITY

SUBJECT: RESOLUTION FOR PRIORITY LEGISLATIVE BUDGET PROJECT FUNDS TRANSFER AGREEMENT- SANTA PAULA BRANCH LINE PROJECT

RECOMMENDATION:

- *Approve a Resolution authorizing VCTC Executive Director Martin Erickson to act as the signatory for the Priority Legislative Budget Project Funds Transfer Agreement with Caltrans for the Santa Paula Branch Line Project.*

BACKGROUND:

VCTC purchased the Santa Paula Branch Line (“SPBL”) railroad and associated right-of-way in 1995 for use as a multimodal transportation corridor. The SPBL consists of 32 miles of railroad right-of-way with 29 miles of serviceable track stretching from East Ventura/Montalvo to Piru within the Santa Clara River Valley (also known as Heritage Valley). In 2021, VCTC entered into a 35-year Railroad Lease and Operations Agreement with Sierra Northern Railway, which governs railroad operations and maintenance of the associated right-of-way. The railroad carries freight, tourist/excursion, railbikes, television and film production, and research and development rail services.

VCTC acquired the SPBL corridor with the intent to build a trail for active transportation and recreation. The 1996 SPBL Recreational Trail Master Plan documented preliminary design and environmental work. In 2000, VCTC adopted a Master Plan and Environmental Impact Report (EIR) for the SPBL Recreational Multi-Use Trail. The SPBL Trail project is identified as RTP ID 5N011.

In April 2022, VCTC adopted a goal to “reinvigorate the process to complete the SPBL trail,” and in April 2023, VCTC adopted a new Strategic Plan that includes Strategy A8: “Update the Santa Paula Branch Line trail master plan, validate trail alignment, connections, and amenities, and update existing conditions to facilitate trail completion, with stakeholder engagement.”

DISCUSSION:

The California Legislature has authorized funding for Priority Legislative Budget Projects (PLBP). These projects have been authorized by State legislation. The State of California Department of Transportation (Caltrans) is the authorizing agency for the proper distribution of the funding provided by this legislation. These funds are not part of an established state program or under the authority of the California Transportation Commission (CTC), unless specified in the legislation. The California State Transportation Agency (CalSTA) has delegated some of their priority legislative budget projects to Caltrans to administer.

VCTC staff received notice in October that the SPBL project received \$5 million in Priority Legislative Budget Project funds. To accept the funds, VCTC is required to enter into a Funds Transfer Agreement (FTA) with Caltrans. Caltrans requires a resolution from VCTC designating a signatory for the FTA to accept the PLBP funds. There is no local match requirement for PLBP funds.

RECOMMENDATION:

Staff recommends that the Commission approve the Resolution authorizing VCTC Executive Director Martin Erickson to act as the signatory for the Priority Legislative Budget Project Funds Transfer Agreement for the Santa Paula Branch Line Project.

RESOLUTION NO. 2024-15
A RESOLUTION OF THE VENTURA COUNTY TRANSPORTATION COMMISSION AUTHORIZING
EXECUTION OF ADMINISTERING AGENCY-STATE MASTER AGREEMENTS FOR STATE AND
FEDERAL AID-FUNDED PROJECTS

Whereas, the Ventura County Transportation Commission is eligible to receive State and/or Federal funding for certain Transportation Projects through the California Department of Transportation; and

Whereas, Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements and/or Fund Transfer Agreements must be executed with the California Department of Transportation before such funds can be claimed; and

Whereas, the Ventura County Transportation Commission wishes to delegate the authority to execute these agreements and any amendments thereto to the Executive Director.

Now, therefore be it resolved that the Ventura County Transportation Commission designated the Executive Director as the person authorized to execute all Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements, and/or Fund Transfer Agreements, and any amendments thereto with the California Department of Transportation.

Adopted the 1st day of November 2024.

Matt LaVere, Chair, VCTC

ATTEST:

Roxanna Ibarra, Clerk of the Commission

APPROVED AS TO FORM:

Steven T. Mattas, General Counsel

Date



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Item 9H

NOVEMBER 1, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: MATT MILLER, PROGRAM MANAGER
SUBJECT: AUTHORIZATION TO AMEND VCTC INTERCITY BUDGET

RECOMMENDATION:

- Approve budget amendment for the FY24-25 VCTC Intercity budget to increase revenues in the amount of \$70,128 in LCTOP carryover funds and increase the Equipment line item by \$70,128.

BACKGROUND

The FY23-24 VCTC Intercity budget included LCTOP funds to purchase a mobile electric bus charger to charge the Santa Barbara County Association of Governments (SBCAG) funded battery electric buses VCTC will be receiving by the spring of 2025. To use the bus charger, an electrical upgrade to the VCTC Intercity bus facility needed to be completed.

DISCUSSION

As mentioned above the FY23-24 Intercity budget included LCTOP funds to purchase a mobile bus charger for electric buses VCTC will be receiving to be used on the Coastal Express route as part of a SBCAG grant they were awarded. To charge the buses in between trips VCTC used LCTOP funds to procure a mobile bus charger. To safely operate the charger, an electrical upgrade to the VCTC Intercity facility was needed to accommodate the extra power needed for the charger. This work was completed by VCTC's contractor for Intercity service, RATP Dev, and is a pass-through cost to VCTC. The FY23-24 Intercity budget included funds for this work but was not completed until September 2024.

Staff is requesting the Commission approve a budget amendment for the FY24-25 VCTC Intercity budget to increase revenues in the amount of \$70,128 in LCTOP carryover funds to pay for the cost of upgrading the VCTC Intercity facility.



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November 1, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: AMANDA FAGAN, DIRECTOR OF PLANNING & SUSTAINABILITY

SUBJECT: SANTA PAULA BRANCH LINE MONTHLY UPDATES FOR OCTOBER 2024

RECOMMENDATION:

- *Receive and file a report on Santa Paula Branch Line updates for the month of October 2024.*

BACKGROUND:

In December 2021, VCTC executed a Railroad Lease and Operations Agreement (Agreement) with Sierra Northern Railway (SNR) for a 35-year term. Under the Agreement, SNR is responsible to operate and maintain the full SPBL right-of-way as of January 1, 2022. The Agreement defines roles and responsibilities and grants Sierra Northern the exclusive rights to operate the SPBL for Railroad Purposes, including tourist and freight services, film and television production, and storage and transload services.

The adopted Ventura County Transportation Commission (VCTC) Strategic Plan for Fiscal Years 2022/2023 – 2027/2028 includes three objectives related to the Santa Paula Branch Line (SPBL):

- A8. Update the Santa Paula Branch Line (SPBL) trail master plan, validate trail alignment, connections, and amenities, and update existing conditions to facilitate trail completion, with stakeholder engagement.
- B21. Partner with Sierra Northern Railway, corridor cities and the County to operate, maintain, and improve the Santa Paula Branch Line railroad and right-of-way corridor as a countywide community asset, ensuring outreach to stakeholders in the process.
- B22. Continue to address encroachment into the Santa Paula Branch Line right-of-way through leasing activities to ensure safety of operations and protection of the asset and infrastructure.

At the request of the Commission, VCTC staff initiated regular updates on SPBL-related activities. Verbal presentations on SPBL operations were provided at the June 2, October 6, November 3, and December 1, 2023, and January 5, February 2, March 1, April 5, and May 10, June 6, and September 2024 meetings, with written staff reports provided to the Commission in July and September 2023 and October 2024. At the September 6, 2024 meeting, the Commission directed Staff to provide a written report on the Consent agenda for future meetings. As such, the following report includes updates for the month of October 2024.

DISCUSSION:

September 2024 updates and activities include:

- *Leasing, Licensing, and Rights-of-Entry*
 - Two lease reassignments (Loose Caboose/Barnyard, Lindgren/Underwood) remain pending completion. VCTC continues to follow up with new licensees (County of Ventura/Broadband, Fillmore RV storage facility) to ensure license terms are met. One new easement reassignment for the Trestle Way crossing from the developer to the City of Fillmore was received in August and staff continues to work with the City to process the request.

- In alignment with the new Commission-approved right-of-entry (ROE) permitting process, staff continues to coordinate with Sierra Northern Railway on review of ROE applications. Application instructions, template and mapping resources are available at <https://www.goventura.org/spbl>.
- **SPBL Trail Planning**
 - Staff continued to support the City of Ventura's efforts to plan, design, and conduct community engagement for the 4-mile section of the SPBL Trail from East Ventura/Montalvo Metrolink Station to Saticoy Depot. More information on the City's *Rails with Trails* project is available at <https://www.cityofventura.ca.gov/2584/Santa-Paula-Branch-Line>. Staff participated in a virtual public workshop on September 25 and an in-person workshop on October 1. The Ventura County Star newspaper published a story on the Ventura section of the trail project on October 17.
 - Staff continues to work on an update to the SPBL Trail Master Plan Request for Proposals to incorporate Federal provisions required by the Surface Transportation Block Grant funding source and plans to re-release the RFP in November.
- **Storm Damage and Response**
 - Staff continued to coordinate with FEMA and CalOES regarding the Sespe Creek Overflow Railroad Bridge project, responding to requests for information and providing additional documentation.
 - After Commission approval of a contract with Summer Construction for emergency repairs to stabilize the Sespe Creek Overflow west embankment on September 6, VCTC issued a Notice to Proceed to Summer Construction on September 9 and on-site work began on September 11. Summer Construction completed the project and demobilized on October 22, two weeks ahead of schedule.
 - The Design and Engineering Team, lead by RailPros, focused on preparations for permanent bridge repairs. Drafts of the Level 1 Geomorphic Assessment and Biological Report were completed during October in preparation for environmental permitting and preparation of recommendations for near- and long-term protections for the Sespe Creek Overflow railroad bridge.
 - Sierra Northern Railway also completed removal of drift debris where possible from the remaining bridge piers as part of its regular maintenance responsibilities for the SPBL.



Illustrative photos of Emergency Repairs to Stabilize West Embankment of Sespe Creek Overflow railroad right-of-way.



- *Coordination with Sierra Northern Railway*
 - VCTC staff and Sierra Northern Railway held virtual check-in meetings and communicated on an as-needed basis. Staff coordinated with SNR's Ventura Division General Manager on issuance of ROEs, Site Visits, and Inspections, and other rail activities as needed.
 - VCTC received updated insurance policy documentation from Sierra Northern Railway and is reviewing the response with Counsel pending payment of invoices from Fiscal Year 2023/2024.
 - Sunburst Railbikes has partnered with Prancer's Farm for *Sunburst Railbikes to the Pumpkin Patch*, which includes a 2.5-hour railbike ride with a stop at Prancer's Farm for guests to enjoy Fall Harvest activities and pick out a pumpkin with departures at 10AM and 2PM on Saturdays and Sundays throughout the month of October. Regular railbikes tours also continue at 10AM and 2PM, Wednesdays through Sundays.
 - Sierra Northern Railway announced a new partnership with Operation Toy Train. On Saturday, December 7, a holiday train will make stops in Ventura, Saticoy, Santa Paula, Fillmore and Piru. Community members can join in the festivities and donate toys to the local U.S. Marine Corps Reserve, Toys for Tots Foundation. Visitors can view Sierra Northern railroad equipment, meet members of the Marine Corps and donation program, and see Santa Claus. All donations will directly benefit local children. More information is available at <https://www.sunbursttrain.com/operation-toy-train/>.
- *Broadband Infrastructure*
 - Under the Right-of-Way License agreement approved by the Commission and executed by VCTC in June, construction of broadband infrastructure along the SPBL is contingent upon approval by VCTC of plans and specifications and issuance of an ROE by Sierra Northern Railway, in coordination with VCTC. VCTC executed an agreement with Wilson & Co. for plan check and engineering support to review plans and specifications for compliance with rail engineering standards. VCTC staff and the Wilson & Co. railroad engineering team reviewed plans and specifications for the project. Detailed comments were produced and shared with the County's team within a tight review timeline in July. VCTC and its railroad engineering team continues to coordinate with and respond to questions from the County and Entrust. VCTC received final plans from the County and Entrust on October 21. As of the Agenda publication deadline, the County had not yet received a grant award decision announcement from the grantor.



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Item 10

November 1, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: MARTIN ERICKSON, EXECUTIVE DIRECTOR

SUBJECT: GCTD HYDROGEN FUELING STATION UPDATE

RECOMMENDATION:

- Receive and file an update on Gold Coast Transit District (GCTD) Hydrogen Fueling Station.

BACKGROUND:

James Beck, GCTD Director Operations and Maintenance, will provide an update on GCTD's Hydrogen Fueling Station and the partnership between VCTC and GCTD for hydrogen fuel buses.



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November 1, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: GEISKA VELASQUEZ, PROGRAM MANAGER

SUBJECT: PROJECT SELECTION FOR THE FY2024 COMBINED CALL-FOR-PROJECTS FOR FTA SECTION 5310 LARGE URBANIZED AREA (SENIORS AND DISABLED) FUNDS, SECTION 5307 JOBS ACCESS AND REVERSE COMMUTE (JARC) FUNDS, AND ACCESS FOR ALL FUNDS

RECOMMENDATION:

- Approve programming \$1,361,564 in Federal Transit Administration (FTA) Section 5310 Large Urbanized Area funds (Seniors and Disabled),
- Approve \$716,321 in FTA Section 5307 Jobs Access/Reverse Commute (JARC) funds and FTA Section 5307 funds in the amount of \$178,051 utilizing unused FTA 5307 attributable to JARC, and
- Approve \$173,311 in CA Public Utilities Commission (CPUC) Access for All Funding as describe in the funding recommendations table in Attachment A.

BACKGROUND:

VCTC is the designated recipient of the FTA's annual apportionment of Section 5310 and 5307/JARC funds for the large-urbanized areas in Ventura County including the Oxnard/Ventura and Thousand Oaks/Moorpark Urbanized Areas, as well as the Local Access Fund Administrators (LAFA) for all of Ventura County.

The FTA Section 5310 program is intended to enhance mobility for seniors and persons with disabilities by providing funds that support the special needs of seniors beyond traditional public transportation services and for those with disabilities beyond that required by the Americans with Disabilities Act (ADA).

The goal of the FTA Section 5307 JARC program is to improve access to employment for eligible low-income individuals and to transport residents of urbanized areas and non-urbanized areas to suburban employment opportunities.

The purpose of the California Public Utilities Council's (CPUC) Access-for-All (AFA) program is to incentivize the expansion and availability of on-demand transportation service for individuals with disabilities whose needs cannot be met by conventional transit or paratransit services.

Both the FTA Section 5310 funds and 5307 JARC funds are the primary funding source to support projects and strategies identified in the Ventura County Transportation Commission's (VCTC) Coordinated Public Transit-Human Services Transportation Plan (updated in 2021). While the CPUC's program is not necessarily or traditionally related to the Coordinated Plan, the program does implement projects that coincide with the intent and philosophy of the Plan, specifically the high priority strategy to "continue procuring wheelchair-accessible vehicles" (pg. 51) and was therefore included in this call for projects due to the compatible nature of the programs.

DISCUSSION:

On June 7, 2024, VCTC approved the guidelines and schedule for the 2024 competitive Call-for-Projects to allocate FY24/25 and FY25/26 FTA Section 5310 funds, FTA 5307/JARC, and CPUC AFA funds. Project applications were due July 26, 2024, followed by an eligibility screening by VCTC staff, and review by the TRANSCOM approved subcommittee, including representatives from Gold Coast Transit, City of Thousand Oaks, and Ventura County, to score project applications.

Funding Availability

This cycle the expected available funding was markedly down from previous cycles. Table 1 below provides the breakdown of the anticipated funds available in this call by fund type and urbanized area. It should be noted that the AFA program is disbursed by county and not by UZA.

| Table 1: Estimated Available Funding for Section 5310, 5307/JARC & AFA Call for Projects for FY24/25 & FY25/26 | | | | |
|---|-----------------------------|--------------------------|----------------------|-------------------|
| Urbanized Area | FTA 5310 Traditional | FTA 5310 Expanded | FTA 5307 JARC | CPUC AFA |
| Oxnard/Ventura UZA | \$ 512,288 | \$ 326,001 | \$ 716,321 | |
| Thousand Oaks/Moorpark UZA | \$ 319,779 | \$ 203,496 | \$ 178,051 | |
| County-wide | | | | \$ 173,311 |
| Total Estimated Available | \$ 832,067 | \$ 529,497 | \$ 894,372 | \$ 173,311 |

Section 5310 requires that at least 55% of funding be programmed on projects under the “traditional” category and no more than 45% to “expanded”. Section 5310 also allows 10% of the UZA apportionment to be used for program administration deducted from the Expanded category, and the CPUC AFA program identifies 15% for LAFA program administration. Both funds have been adjusted leaving the total estimated available funding identified for the projects selected at this time.

Applications Received

VCTC received fifteen applications for projects across all three funding types totaling \$5,143,658 in total funding requests. Requests more than doubled the available funding with \$2,714,411 more requested than the total \$2,429,247 identified available for grants in this cycle.

Eligibility Screening

Staff did a preliminary screening of the applications for eligibility as identified in the approved guidelines. All project applications were determined to be eligible for funding except for one, the city of Thousand Oaks request for FTA 5310 funding for EV Management Software & Equipment which was disqualified on an FTA rule for use of funds for that particular use. Staff had a debriefing meeting with Thousand Oaks staff to discuss and the project was removed by the City from consideration in this funding cycle.

Prioritizing Projects

The subcommittee reviewed the project applications utilizing the approved guidelines criteria below.

1. Goals and Objectives (20 points)
2. Project Implementation Plan (30 points)
3. Program Performance Indicators (20 points)
4. Communication and Outreach (20 points)
5. Emergency Planning and Preparedness (5 points)
6. Matching Funds (5 points) Note: nonprofits were also awarded five (5) points for match
7. Bonus Points for Non-Transit Operator (Non-Profit) Applicants (5 points)

Each proposed project received a final score based upon the average of the subcommittee’s individual scores. The projects were then ordered by UZA, funding type, then sorted by total average score, with the goal of funding as many of the requests as possible. Based on this eligibility, criteria, and rank, staff is recommending VCTC approve funding \$2,429,247 in projects as identified in Attachment A as approved by the Transit Operators Advisory Committee (TRANSCOM) on October 9, 2024.

Unfunded Requests Recommendation

With the large request for funding compared to the funding available there resulted a lack of funding for three of the project applications which are therefore eligible but not recommended for funding as identified in Attachment A. Two applications for FTA 5310 fell below the funding line: the VCTC Mileage Reimbursement Ventura County project (\$257,280), and the VTS Vehicles for Low Income Transportation

to Medical Appointments for the Senior and Disabled Community (\$1,361,000). Additionally, staff is recommending that the City of Thousand Oaks project application for the Replacement of EV Powered Employee Rideshare Program Vehicles not be funded at this time with JARC and instead reclassify the \$178,051 to FTA 5307 to be used to subsidize the FTA 5310 to fund more of the critical and higher scoring projects.

Overview of Recommended Projects

In the Thousand Oaks UZA:

- Interface 211, which will maintain and continue to develop the One-Call/One-Click program with \$122,094 in Traditional 5310 funds as a proper mobility management program.
- The City of Thousand Oaks to purchase EV Dial-a-Ride Vans with up to \$197,685 in traditional FTA 5310 funding

In the Oxnard/Ventura UZA:

- GCTD to continue operation and improvement of direct and on demand paratransit service connectivity between Gold Coast service and Camarillo with \$22,850 in FTA 5310 Traditional and \$178,051 in FTA Section 5307
- Help of Ojai to receive \$74,134 in Traditional FTA 5310 for the purchase of a replacement wheelchair accessible van.
- Help of Ojai to also receive FTA 5310 Expanded for the operation of service for \$73,216.
- GCTD to purchase new vehicles for the Flexible Services fleet for a total of up to \$438,154 of Traditional FTA 5310.
- GCTD also to receive FTA 5307/JARC for the continued operation of the extremely successful Sunrise and Late-Night Safe Rides program in the amount of \$716,321.

Projects Operating Countywide:

- A new applicant this year, the Catholic Charities of LA, Inc. – Ventura County recommended for \$40,000 in FTA 5310 Expanded for the operation of the OASIS Volunteer Driver Program to assist seniors with transportation to and from medical appointments, pharmacies and grocery stores.
- Continued support for Ventura County CAREGIVERS to provide door-through-door transportation for low-income seniors and a mobility management program including travel training and volunteer drivers with \$190,000 in FTA 5310 Expanded funds.
- The County of Ventura Human Service Agency - Area Agency on Aging’s (VCAAA) ELDERHELP Transportation Program is recommended for \$203,431 in 5310 Expanded funds to continue operations of the MediRide non-emergency medical transportation portion of the program.
- The Ventura Transit System (VTS) is recommended for \$173,311 in CPUC Access for All funding to continue as the county’s Access Provider for on demand trips in wheelchair accessible vehicles including service reimbursement and adding marketing support for the program.

Recommended Project Funding

With the support of TRANSCOM, staff recommends the programming of \$1,361,564 in FTA Section 5310 Large Urbanized Area funds (Seniors and Disabled) and \$716,321 in FTA Section 5307 Jobs Access/Reverse Commute (JARC) funds, \$178,501 in FTA 5307, and \$173,311 in CPUC Access for All funding for a total of \$2,429,247 for the projects listed in Attachment A.

Next Steps

Table 2 identifies the updated schedule with expected FTA approval in the Spring or Summer of 2025. Staff will include the approved projects in the FY24/25 Program of Projects (POP) recommended for approval by TRANSCOM in November and then brought to the Commission in December of 2024. Funds approved through this call for projects will not be available for reimbursement until after FTA approval of the grants, which will likely occur in Summer of 2025 following the approval of the 2025 FTIP. Once the grants are approved, FTA regulations allow project sponsors to receive reimbursement of eligible costs dated back to the VCTC Commission approval of the program. Although VCTC staff has made every effort to accurately evaluate project feasibility based on FTA’s requirements, there can be no guarantee of FTA approval of these projects until FTA awards the grant.

| | |
|------------------|-------------------------------|
| June 7, 2024 | Call-for-Projects Released |
| June 11, 2025 | Presentation at CTAC/SSTAC |
| July 26, 2024 | Project Applications Deadline |
| October 9, 2024 | TRANSCOM Recommendation |
| November 1, 2024 | VCTC Approval |
| December 6, 2024 | VCTC POP Approval |
| March/April 2025 | FTIP Approval |
| June/July 2025 | FTA Grant Approval |

Attachment A

| FTA SECTION 5310 | | | Proposed Project Costs | | | FTA 5310 Split | | Recommendation | |
|---|--|--|------------------------|---------------|--------------------|--------------------|-----------------|----------------|--------------|
| UZA | AGENCY | PROJECT NAME | Match \$ | Match % | Total Project Cost | Expanded 45% | Traditional 55% | FY24/25 | FY25/26 |
| Thousand Oaks | INTERFACE CHILDREN & FAMILY SERVICES | 211 RIDE - ONE CALL/ONE CLICK | \$ - | 0% | \$ 122,094 | \$ - | \$ 122,094 | | \$ 122,094 |
| | CITY OF THOUSAND OAKS | EV DIAL-A-RIDE VANS PROJECT | \$ 90,000 | 19% | \$ 480,000 | \$ - | \$ 197,685 | \$ 197,685 | |
| | 5310 FUNDING AVAILABLE | | | | | | \$ 203,496 | \$ 319,779 | |
| Oxnard/Ventura | GOLD COAST TRANSIT DISTRICT | IMPROVING DIRECT ON DEMAND PARATRANSIT SERVICE CONNECTIVITY BETWEEN GCTD AND CAMARILLO*** | \$ 202,901 | 50% | \$ 403,803 | \$ 22,850 | \$ - | \$ 93,355 | \$ 107,546 |
| | HELP OF OJAI | REPLACEMENT OF WHEELCHAIR ACESIBLE VAN | \$ 18,534 | 20% | \$ 92,668 | \$ - | \$ 74,134 | \$ 74,134 | |
| | HELP OF OJAI | OPERATING ASSISTANCE | \$ 73,216 | 50% | \$ 146,432 | \$ 73,216 | \$ - | \$ 36,608 | \$ 36,608 |
| | GOLD COAST TRANSIT DISTRICT | GCTD FLEXIBLE SERVICES FLEET VEHICLE REPLACMENT | \$ 165,630 | 21% | \$ 800,000 | \$ - | \$ 438,154 | \$ 160,000 | \$ 278,154 |
| 5310 FUNDING AVAILABLE | | | | | | \$ 326,001 | \$ 512,288 | | |
| County-wide | CATHOLIC CHARITIES OF LA, INC - VENTURA COUNTY | OASIS VOLUNTEER DRIVER PROGRAM | \$ - | 0% | \$ 40,000 | \$ 40,000 | \$ - | \$ 20,000 | \$ 20,000 |
| | CAREGIVERS | TRANSPORTATION FOR FRAIL, LOW-INCOME SENIORS ACCESS TO MEDICAL CARE | \$ 670,220 | 78% | \$ 860,220 | \$ 190,000 | \$ - | \$ 95,000 | \$ 95,000 |
| | VENTURA COUNTY HSA AREA AGENCY ON AGING | AAA ELDERHELPP TRANSPORTATION PROGRAM - MediRide Non-Emergency Medical Transportation | \$ 186,884 | 20% | \$ 935,620 | \$ 203,431 | \$ - | \$ 101,716 | \$ 101,716 |
| | VENTURA COUNTY TRANSPORTATION COMMISSION | SENIOR MILEAGE REIMBURSEMENT PROGRAM | \$ 69,066 | 20% | \$ 345,330 | \$ - | \$ - | \$ - | \$ - |
| | VENTURA TRANSIT SYSTEM, INC | VEHICLES FOR LOW INCOME TRANSPORTATION TO MEDICAL APPOINTMENTS FOR THE SENIOR AND DISABLED COMMUNITY | \$ - | 0% | \$ 1,361,000 | \$ - | \$ - | \$ - | \$ - |
| Total Programmed | | | | | | \$ 529,497 | \$ 832,067 | \$ 778,498 | \$ 761,118 |
| ***Project to be fully funded with \$178,051 FTA 5307 utilizing unused 5307 from JARC | | | | | | | | | |
| FTA SECTION 5307 JARC | | | Funding Available | Proposed | | | Recommendation | | |
| UZA | AGENCY | PROJECT NAME | | Match \$ | Match % | Total Project Cost | 5307 JARC | FY24/25 | FY25/26 |
| Thousand Oaks | GOLD COAST TRANSIT DISTRICT | SUNRISE & LATE NIGHT SAFE RIDES | \$ 716,321 | \$ 1,627,635 | 69% | \$ 2,343,956 | \$ 716,321 | \$ 358,161 | \$ 358,161 |
| | CITY OF THOUSAND OAKS | REPLACEMENT EV POWERED EMPLOYEE RIDESHARE PROGRAM VEHICLES | \$ 178,051 | \$ 90,000 | 20% | \$ 450,000 | \$ - | \$ - | \$ - |
| | | | | | | | \$ 358,161 | \$ 358,161 | \$ 358,161 |
| CPUC AFA | | | Funding Available | Proposed | | | Recommendation | | |
| UZA | AGENCY | PROJECT NAME | | Match \$ | Match % | Total Project Cost | Access for All | FY24/25 | FY25/26 |
| County-wide | VENTURA TRANSIT SYSTEM, INC | AFA - ACCESS PROVIDER - CONTINUATION OF SERVICE & MARKETING/OUTREACH | \$ 173,311 | \$ - | 0% | \$ 346,622.00 | \$ 173,311.00 | \$ 91,656.00 | \$ 81,655.00 |
| | GOLD COAST TRANSIT DISTRICT | GCTD FLEXIBLE SERCIES FLEET VEHICLE REPLACEMENT | | \$ 165,630.00 | 0% | \$ 338,941.00 | \$ - | \$ - | \$ - |
| | | | | | | | \$ 91,656.00 | \$ 81,655.00 | \$ 81,655.00 |



NOVEMBER 1, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: MATT MILLER, PROGRAM MANAGER
SUBJECT: CONTRACT AWARD OF CONTACTLESS CREDIT & DEBIT CARD TRANSIT FARE PAYMENT SYSTEM

RECOMMENDATION:

- Approve award of five-year contract for purchase and installation of contactless credit and debit card readers on the VCTC Intercity bus fleet with Kuba for a not to exceed amount of \$232,469.
- Approve award of five-year contract for processor for contactless credit and debit card transactions with Enghouse for a not to exceed amount of \$20,000 for travel and one-time eligibility verification implementation. Additionally, 1.4% of revenue collected through the system will be invoiced to VCTC as Enghouse's ongoing fee.
- Authorize Executive Director to negotiate and execute a five-year contract for acquirer for contactless credit and debit card transactions with Elavon at a rate of \$.03 per transaction plus the network and interchange fees. The total fee average per transaction is \$.12.

BACKGROUND

On June 28, 2023, the California Transportation Commission (CTC) awarded Santa Barbara County Association of Governments (SBCAG) and Caltrans \$132.4 million in Solutions for Congested Corridors Program (SCCP) funding to the Santa Barbara U.S. 101 Multimodal Corridor Project. SBCAG is the recipient of funding from the CTC for the five local projects and is thus responsible for managing the grant funds and delivery of the projects. One of the projects includes contactless credit/debit card readers for VCTC Intercity Coastal Express commuter buses.

At the November 3, 2023, Commission meeting, the Commission voted to approve the MOU with SBCAG for the Contactless Credit/Debit Card Readers on VCTC Intercity Coastal Express Commuter Buses project for a period of performance beginning upon execution of the MOU through December 31, 2027. In the months following, VCTC staff has been engaged with the California Integrated Travel Project (Cal-ITP) who has been assisting with the development of the project.

DISCUSSION

One of the biggest barriers preventing people from using transit is not knowing the fare or how to pay and, often, the available options are not preferred. Reducing this barrier and making payment easier for customers incentivizes transit use by demystifying payment. In an effort to support this goal, staff is

seeking approval to install open loop readers aboard VCTC Intercity buses that will allow riders to tap to pay transit fares with credit and debit cards. This will include apple wallet and google wallet which is now a common way to pay at many locations, such as at the grocery store, coffee shop or a department store. Making it easier to use transit is not only one of the goals of VCTC, but it is one of the goals of the State, who is leading the California Integrated Travel Project (Cal-ITP), to further this objective. The Cal-ITP team offers technical and program implementation assistance to transit operators looking to improve transit through technology and in this case, through the implementation of open-loop credit/debit card readers on buses. VCTC staff has been engaged with Cal-ITP staff for nearly a year to learn more about open payments and the steps needed to implement the system on board VCTC buses. Open loop refers to a fare collection system that is “open” for credit/debit cards to be used as payment and does not require an account or any other special card or media to be used on the system.

Benefits of Open Payment

Open loop payment on board buses offers an opportunity for passengers to pay their fare using debit/credit card(s), along with digital bank cards that can be stored in Apple and Google wallets. This not only adds another way to pay, but also reduces the extra step that currently exists for passengers who want to pay with a credit/debit card or other contactless payment method. Currently, VCbuspass offers a way to pay using a card or app, but passengers first need to obtain a physical card or download the app and then load funds before getting onboard and reload funds once they run out. A closed-loop method such as this can present obstacles and add steps to using transit, which requires more planning and makes transit less attractive, especially for new riders and/or those unfamiliar with fares and payment options. By contrast, open loop payments allow VCTC to leverage global payment standards and accept physical and digital bank cards. This benefits riders as it facilitates little to no up-front planning when deciding to use transit and allows them to pay with what is in their pockets today.

While it is expected that cash payments will still be popular, it is predicted that the ease of open loop will be attractive to passengers that currently pay with cash, as open loop deducts only the exact fare and does not require exact change. Additionally, there are options to support reduced fare categories, fare capping and those that are unbanked, which will be explored as the program is developed.

Three Components of the Open Payment System

There are three components of the open payment system: (1) payment acceptance devices, (2) transit processor to calculate fares, and (3) a payment processor to process bank cards and allow the passengers' bank to communicate and deposit fares with VCTC's bank. Together, these systems allow VCTC to accurately and securely collect and deposit funds into VCTC's bank.

Procurement Process

In 2021, the State Department of General Services (DGS) issued Requests for Proposals for hardware payment acceptance devices (Category A) and transit processor services to do fare calculation (Category B). DGS proceeded to award Master Service Agreements (MSA) to three contractors (INIT, Kuba, and SC Soft) for Category A and four contractors (INIT, Bytemark, Enghouse, and Littlepay) for Category B. In addition, MSAs were awarded to payment processor providers Elavon and Fiserv. The procurement process followed by the State and signed contracts are all FTA compliant.

With assistance from Cal-ITP staff, VCTC staff solicited proposals from all available state contractors for the hardware and processing services. After solicitation, we received two proposals for Payment Acceptance Devices, Kuba, Inc., and SC Soft, inc. and two proposals for the Transit Processor, LittlePay and Enghouse.

After evaluation, staff selected Kuba, Inc. as the preferred vendor for Payment Acceptance Devices (Category A) and VCTC staff recommends that the Commission authorize award to Kuba. Kuba's proposal included the most detailed project implementation timelines and work plans of the proposals received. Additionally, staff were able to speak with three agencies currently using the devices for their own open payment projects, where no abnormal issues or challenges were reported, and all were generally pleased with Kuba.

For the Transit Processor (Category B), after evaluation, staff selected Enghouse, Inc as the preferred vendor and VCTC staff recommends that the Commission authorize award to Enghouse. After speaking with the vendor, receiving a demo, and leaning on the technical guidance from the Cal-ITP team, VCTC staff believes that Enghouse will be most appropriate to implement Ventura County's complex fare structure.. Enghouse has implemented a multi-operator system in the Netherlands, where every operator uses their fare calculator system to collect fare, offer discounts and incentives to passengers traveling among and between towns, cities and regions. The ability to handle multiple operators' fares and existing transfer agreements is built into Enghouse's software, which led staff to a strong belief that they were best suited to handle the complex transit environment in Ventura County. Furthermore, Enghouse is waiving numerous integration costs and one-time fees in their proposal and has a low-cost transaction processing fee at 1.4% of revenue collected versus 2.25% that would be collected by LittlePay, who submitted a competing proposal.

For the last element of the system, VCTC staff recommends that the Commission authorize award to Elavon for the category C payment processor. At the time quotes were requested for Categories A and B, Elavon was the only company available to provide payment processing. While there is now an additional payment processing company, staff determined that the competitor's timeline to integrate with the transit processor was not desirable. Elavon is a large company that handles millions of transactions around the world daily. Elavon's cost to process a transaction between a patron's bank and VCTC's bank is \$.03 per transaction, but Elavon will also pass through variable costs known as interchange and card network fees. The fixed amount of \$.03 is established in the Master Services Agreement in the State contract and will not change for the life of the five-year contract. Interchange and scheme fees are variable and entirely dependent on two factors: the type of card being used and the transaction value. The average transaction cost for other similarly sized agencies that have procured off the MSA comes out to \$.12. Due to Elavon's process of only assigning Merchant ID's to new merchants within 90 days of revenue collection, Elavon's contract cannot be executed until 90 days before launch and thus, the contract has to be signed at a later date closer to the launch of open payment revenue collection.

Project Scope

Using funding provided by SBCAG, VCTC will equip 41 Intercity vehicles with the open payment devices and retain four additional readers as spares (for a total of 45 devices). Staff ultimately intends to also use the system to support special discount groups (seniors, veterans, disability, etc.) utilizing login.gov in addition to transfers with neighboring agencies.

If approved by the Commission, the 45 payment devices will be supplied, installed and maintained by Kuba, Inc. through a five-year contract in an amount not to exceed \$232,469. If approved by the Commission, the cloud hosted transit processor software used by the payment devices to calculate fares will be supplied and maintained by Enghouse, Inc. under a five-year contract in an amount not to exceed \$15,000 for travel reimbursement and one-time eligibility verification implementation fee of \$5,000. Enghouse will also be invoicing VCTC for a fixed fee of 1.4% of fare revenue collected through the open-payment system. If approved by the Commission, the Executive Director will negotiate and execute a five-year contract with Elavon to be the payment processor for \$.03 fixed fee, which will be applied on each

transaction, in addition to fees levied by the passenger's credit/debit card and bank. Since it is difficult to predict the volume of sales for a new system, the contracts for Enghouse and Elavon do not include a not-to-exceed amount for the fees; instead, the payment is based on a percentage of total revenue collected or a fixed fee for each transaction respectively.

If the Commission authorizes award, notices to proceed will be provided to the vendors. It is expected to take three to four months to order equipment, install, integrate, and test after notice to proceed. Staff's goal is to launch the new system prior to spring 2025.

Additionally, VCTC plans to use Regional Early Action Planning (REAP) funds provided by SCAG, as approved by the Commission at the September 2024 meeting, to support the implementation of open payment readers across transit agencies in Ventura County. The planning for that will happen concurrently with the implementation of open payment on the VCTC Intercity system.

Staff will return to the Commission with recommendations for implementation of the payment readers across transit agencies in Ventura County in the next few months. Open payment reinforces regional collaboration by creating a seamless payment experience across and within agencies in Ventura County, making transferring between agencies easier and transit more attractive overall.

Contracts

Attached are the scopes of work, user agreements and contracts with each vendor mentioned in this staff report.

Kuba

Attachment 1 Exhibit A – Kuba Scope of Work outlines the expected level of work from Kuba regarding, number of devices, installation, etc. *Attachment 2 VCTC-Kuba User Agreement* establishes entities, start and end dates, confirms not to exceed amounts and exhibits. *Attachment 3 Exhibit B Kuba-VCTC Payments Provisions* documents pricing for capital and operations related expenses for the devices, installation, integration, and other value-added options. It also confirms the total cost, which is not to exceed \$232,469.

Enghouse

Attachment 4 Exhibit A – Enghouse Scope of Work outlines the expected level of work from Enghouse to complete this project. *Attachment 5 VCTC-Enghouse User Agreement* establishes entities, start and end dates, confirms not to exceed amounts for travel reimbursement and eligibility verification fee and exhibits. *Attachment 6 Exhibit B Enghouse-VCTC Payments Provisions* documents fixed pricing for collecting/processing revenue, implementation and operations related expenses for the integration of service with the payment acceptance device (Kuba). It also confirms costs for processing fare payments using a predetermined set of percentages using a sliding scale.

Per the table below, it is expected VCTC Intercity Service will fall into a range between \$50,000 – \$1,000,000 fare revenue collected with the percent of the total processed revenue to be charged per month of 1.4%. The other costs include Travel of \$15,000 and a one-time Eligibility Verification fee of \$5,000. Since it is very difficult to estimate how much fare revenue will be collected through the open payment system, staff has included a not-to-exceed amount only for Travel cost reimbursement and one-time Eligibility Verification fee equaling \$20,000.

| Breakpoints | % of the total processed revenue to be charged (per month) |
|--------------------------|--|
| \$0-\$5,000 | 1.68% |
| \$5,000-\$10,000 | 1.68% |
| \$10,000-\$15,000 | 1.61% |
| \$15,000-\$25,000 | 1.54% |
| \$25,000-\$50,000 | 1.54% |
| \$50,000-\$100,000 | 1.40% |
| \$100,000-\$500,000 | 1.40% |
| \$500,000-\$1,000,000 | 1.40% |
| \$1,000,000-\$5,000,000 | 1.26% |
| \$5,000,000-\$10,000,000 | 1.12% |
| >\$10,000,000 | 0.98% |

Elavon

As discussed above, the Elavon contract is required to be executed no sooner than 90 days before launch; therefore, it will need to be negotiated and executed by the Executive Director closer to the launch of open payment revenue collection. Elavon's cost to process a transaction between the patron's bank and VCTC's bank is \$.03 per transaction. Additionally, network fees, which are paid to card brands (e.g., Visa, Mastercard, etc.) for access to, and maintenance of, their payment network; and interchange fees, which are paid to the passenger's bank to cover costs and assessed risks in approving the payment are levied on top of Elavon's transaction fee. In total, these fees equate to roughly \$.12 per transaction. The total amount that VCTC will be invoiced is dependent on the number of transactions occurring on the open payment devices.



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