



VENTURA COUNTY TRANSPORTATION COMMISSION

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

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AGENDA*

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

CAMARILLO CITY HALL
601 CARMEN DRIVE
CAMARILLO, CA
FRIDAY, FEBRUARY 1, 2019
9:00 AM

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

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

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

6. **CALTRANS REPORT** - *This item provides the opportunity for the Caltrans representative to give update and status reports on current projects.*
7. **COMMISSIONERS / EXECUTIVE DIRECTOR REPORT** - *This item provides the opportunity for the commissioners and the Executive Director to report on attended meetings/conferences and any other items related to Commission activities.*
8. **ADDITIONS/REVISIONS** – *The Commission may add an item to the Agenda after making a finding that there is a need to take immediate action on the item and that the item came to the attention of the Commission subsequent to the posting of the agenda. An action adding an item to the agenda requires 2/3 vote of the Commission. If there are less than 2/3 of the Commission members present, adding an item to the agenda requires a unanimous vote. Added items will be placed for discussion at the end of the agenda.*
9. **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 SUMMARY FROM JANUARY 11, 2019 VCTC MEETING – PG. 5

Recommended Action:

Approve

Responsible Staff: Donna Zimmermann

9B. MONTHLY BUDGET REPORT – PG. 11

Recommended Action:

Receive and File

Responsible Staff: Sally DeGeorge

9C. PASSENGER RAIL UPDATE – PG. 19

Recommended Action:

Receive and File

Responsible Staff: Claire Grasty

9D. REVISION TO PROPOSITION 1B TRANSIT CAPITAL PROGRAM - PG. 25

Recommended Action:

- *Approve reprogramming \$191,364 from the Ventura County Transportation Commission (VCTC) Heritage Valley Bus Purchase Project and \$11,597 from the East-West Connector Bus Purchase Project plus accrued interest to the Gold Coast Transit Operations Center Construction Project.*
- *Amend the FY 18/19 VCTC Transit Grant Administration budget to increase the Proposition 1B Transit Capital revenue by \$202,961 plus accrued interest of \$3,400 and expenditures of \$206,361 for the Pass through line item.*
- *Authorize the Executive Director to execute all grant documents and cooperative agreements to implement the project.*

Responsible Staff: Judy Johnduff

- 9E. **ARTICLE 3 FISCAL YEAR 2017/2018 CARRY-OVER BUDGET AMENDMENT - PG. 27**
Recommended Action:
Amend the Fiscal Year 2018/2019 TDA Administration budget to increase LTF revenues and Article 3 – Bicycles and Pedestrians expenditures by \$49,828
Responsible Staff: Sally DeGeorge
- 9F. **ORIGIN/DESTINATION, TRANSFER AND CUSTOMER SATISFACTION SURVEYS REQUEST FOR PROPOSALS - PG. 29**
Recommended Action:
Approve Release of the Origin/Destination, Transfer and Customer Satisfaction Surveys Request for Proposals
Responsible Staff: Claire Grasty
- 9G. **LEGISLATIVE UPDATE- PG. 41**
Recommended Action:
Receive and file
Responsible Staff: Peter De Haan
10. **FISCAL YEAR 2019/2020 TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET TRANSIT NEEDS PUBLIC HEARING - PG. 47**
Recommended Action:
Hold public hearing and receive testimony of Unmet Transit Needs.
Responsible Staff: Claire Grasty
11. **CASH MANAGEMENT FOR DELAYED FEDERAL TRANSIT ADMINISTRATION FUNDS – PG. 53**
Recommended Action:
Authorize the Executive Director to utilize State Transit Assistance fund balance for cash-flow purposes for the General Fund, VCTC Intercity Fund and Valley Express Fund expenditures until the federal budget is approved allowing access to existing Federal Transit Administration (FTA) funds.
Responsible Staff: Sally DeGeorge
12. **FUNDING SUPPORT FOR VENTURA COUNTY US CENSUS COMPLETE COUNT- PG. 55**
Recommended Action:
- *Pending concurrence by Caltrans Division of Mass Transit approve \$50,000 payment to the County of Ventura to support United States 2020 Census Complete Count program.*
 - *Approve FY 2018-19 budget amendment increasing revenues and expenditures in the Management and Administration in the amount \$50,000. Funding source is Local Transportation Fund Contingency Reserve*
 - *Approved revised 2018-2019 Transportation Development Act (TDA) Local Transportation Funds (LTF) apportionment to reflect a transfer of \$50,000 from Contingency Reserve to VCTC Administration as shown below in Table 1.*
- Responsible Staff: Darren Kettle**
13. **TRANSPORTATION DEVELOPMENT ACT (TDA), LOCAL TRANSPORTATION FUND (LTF), DRAFT APPORTIONMENT FOR FISCAL YEAR 2019/2020 - PG. 57**
Recommended Action:
Approve the Local Transportation Fund Draft Apportionment for Fiscal Year 2019/2020 apportioning \$38.55 million as shown in Attachment 1.
Responsible Staff: Sally DeGeorge

14. UPDATE ON CALIFORNIA AIR RESOURCES BOARD INNOVATIVE CLEAN TRANSIT REGULATION - PG. 63

Recommended Action:

Receive an update on the recently approved California Air Resources Board (CARB) Innovative Clean Transit (ICT) Rule.

Responsible Staff: Martin Erickson

15. POTENTIAL PURCHASE OF VCTC INTERCITY FLEET PROVIDED BY RATP DEV – PG. 65

Recommended Action:

- *Authorize staff to conduct due diligence activities related to potential acquisition of the remainder of the VCTC Intercity fleet currently provided by RATP Dev, including engaging third-party inspection and appraisal services; and,*
- *Authorize the Executive Director to negotiate with RATP Dev regarding potential terms for a transfer agreement for the remainder of the fleet.*

Responsible Staff: Aaron Bonfilio

16. ACTIVE TRANSPORTATION PROGRAM CYCLE 4 METROPOLITAN PLANNING ORGANIZATION (MPO) COMPONENT – REGIONAL PRIORITIZED LIST OF PROJECTS- PG. 69

Recommended Action:

- *Approve the regional point assignments and the Prioritized List of Projects (attached), allowing the Ventura County Transportation Commission (VCTC) to advance projects for funding in the MPO Component of the Cycle 4 Active Transportation Program (ATP).*
- *Authorize the Executive Director to submit the Prioritized List of Projects to the Southern California Association of Governments and approve any future technical changes or substitutions if funds are made available through project cancellations or savings (subject to CTC approval).*

Responsible Staff: Judy Johnduff

17. U.S. 101 HOV WIDENING, PROJECT APPROVAL / ENVIRONMENTAL DOCUMENT (PAED) PHASE, PROJECT UPDATE – PG. 73

Recommended Action:

Receive and file

Responsible Staff: Steve DeGeorge

18. VCTC GENERAL COUNSEL'S REPORT

19. AGENCY REPORTS

20. CLOSED SESSION –

Conference with Legal Counsel - Existing Litigation (Pursuant to Government Code Section 54956.9(d)(2)) potential amicus brief related to *Los Angeles County Metropolitan Transportation Authority v. The Southern California Gas Company* (Case No. BC658988)

21. ADJOURN to 9:00 a.m. Friday, March 1, 2019



Item #9A

Meeting Summary

VENTURA COUNTY TRANSPORTATION COMMISSION

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

**CAMARILLO CITY HALL
601 CARMEN DRIVE
CAMARILLO, CA
FRIDAY, JANUARY 11, 2019
9:00 AM**

MEMBERS PRESENT: Linda Parks, Chair
Charlotte Craven, City of Camarillo
Ken Simons, City of Moorpark
Randy Haney, City of Ojai
Bryan MacDonald, City of Oxnard
Will Berg, City of Port Hueneme
Mike Judge, City of Simi Valley
Claudia Bill-de la Peña, City of Thousand Oaks
Steve Bennett, County of Ventura
Robert Huber, County of Ventura
John Zaragoza, County of Ventura
Jim White, Citizen Rep., County
John Bulinski, Caltrans District 7

ABSENT: Manuel Minjares, Vice Chair, City of Fillmore
Kelly Long, County of Ventura
Brian Humphrey, Citizen Rep., Cities (Representing VCTC at Metrolink)
City of San Buenaventura
City of Santa Paula

CALL TO ORDER

PLEDGE OF ALLGIANCE

ROLL CALL

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PUBLIC COMMENTS FOR THOSE ITEMS NOT LISTED ON THIS AGENDA

Darrell Martinez – East Ventura resident. Many years ago there were plans for a sound wall on East Bound 126 between Victoria and Kimball. That wall has not been built. He asked how to get that project built.

CALTRANS REPORT -

John Bulinski spent the day with Darren touring the county, traveling through all the Supervisorial Districts and a number of state routes.

There have been some quality control problems with the current Work being done on the 118 and 126 Slurry Seal projects Caltrans is working to resolve the issues

Lack of striping during construction has caused problems. Caltrans will establish a work group to determine if they can use temporary striping and other alternatives, especially in intersections.

There are 5 storm damage projects from the recent rain in Ventura and LA Counties. Most of the damage is on PCH and one storm damage project on SR 33.

The Signal Project at 118 and Balcom has been awarded and expected to begin this month

COMMISSIONERS REPORTS

Commissioner Judge attended the SCAG Economic Summit December 5th. Ventura County seems unchanged over the last 2 years.

Commissioner Bennett cautioned that the information provided by the Center for Economic Studies is not always correct. Last year they predicted 0% growth for California and it grew 3%.

EXECUTIVE DIRECTOR REPORT -

VCTC Chair and Vice Chair – As a reminder, the February Commission meeting is when the current seated Vice-Chair becomes Chair of the Commission and the Commission, by a majority vote of the full Commission, selects a new Vice-Chair. The Commission's Administrative Code sets the Chairperson rotation of city member, city member, county member, so the new Vice Chair shall be a Commissioner from a City.

VCTC Intercity to Serve Somis - VCTC will begin offering bus service to Somis via its East-West Connector bus route on Jan. 14, 2019. This marks the first time that Somis, a community in unincorporated Ventura County between Camarillo and Moorpark, has been served by public buses. While the East West Connector launched in November, 2017, establishing stops in Somis proved a challenging endeavor, particularly as Somis Road is a well traversed State highway that bisects the community, not easily lending itself to public transit. After exploring numerous route options, VCTC staff worked closely with County Transportation staff, staff from Supervisor Parks' district office, and ultimately Caltrans staff to bring about stops that worked best for the community. This process included attending numerous Somis Municipal Advisory Committee (MAC) meetings which led to Caltrans re-striping sections of Somis road to allow the 45' VCTC Intercity bus to safely stop in both directions. In this regard, the Somis stop represents a truly regional effort to continue linking our community with public transit. To celebrate the milestone, VCTC will offer free bus rides to all passengers who board or exit at the Somis stop during its first month of service, Jan. 14-Feb. 15. The new Somis stop is located at Somis Rd. and Rice St. The stop is served by VCTC's East-West Connector, a bus line linking Simi Valley and Moorpark with Somis, Camarillo, Oxnard and Ventura.

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VCTC Intercity Bus Fare Change - VCTC Intercity transit service will experience a fare change later this month on January 14th as part of a two-phase plan to gradually raise passenger fares over a two-year period. As the Commission will recall, it held a series of meetings to review the plan over the course of the spring and summer, including a public hearing at its September 2018 meeting. At the October 2018 meeting, the Commission approved the final plan to proceed with the fare change. While contractor costs have increased over 48% since 2012, this is the first fare increase in over 8 years and the second only system-wide fare increase since service began almost 25 years ago. Since the October meeting, public outreach and marketing activities have taken place to notify riders of the change, including in local press, online, on buses and around the VCTC service area. As a pilot project, a new lower-cost "5-Day" pass will be introduced to help mitigate cost increases to riders and encourage repeat ridership. VCTC is excited to see how riders may utilize this new option.

Take Metrolink to the Los Angeles Women's March - On Saturday January 19, Metrolink will be providing a round-trip from Moorpark and all stops in between to Los Angeles Union Station. The Los Angeles County Metropolitan Transportation Authority and VCTC have partnered to support this special train to provide an easy way for Ventura County residents to get to Downtown Los Angeles for the Women's March parade or for recreational activities and avoid traffic and parking costs. The fare is \$10 for a day pass, allowing travelers to easily save money. This additional round trip will allow passengers attending the March a hassle free ride down to the event. This is the first time in many years that any Metrolink service has been provided into Ventura County on the weekend and so VCTC also encourages residents to take advantage of this additional service and low fares for any purpose. The train will depart Moorpark at 7:30 and the return trip will depart Union Station at 2:30. If these times don't work for passengers, they are encouraged to take the weekend Pacific Surfliner service, though Metrolink tickets will not be accepted on the Surfliner. Parking is free at the Moorpark and Simi Valley Metrolink stations.

California Transportation Foundation Board of Directors – At the end of 2018 I was informed that I was nominated and selected to serve on the 20 member California Transportation Foundation (CTF) Board of Directors and will serve a 3-year term. CTF was established more than thirty years ago and is now the leading charitable transportation organization in the state. With generous donations from individuals, corporations and organizations, CTF supports California's transportation community with the following programs: Scholarships for students planning a career in transportation; Financial assistance to those injured on the job and to the families of transportation workers who died; Remembrance and recognition of transportation service with roadway memorial signs and the Worker's Memorial service on the steps of the State Capitol; and Career development and awards and recognition.

Highway 101 Project - The Highway 101 Project Approval and Environmental Document (PAED) has been moving along for several months without a lot of fanfare as the project's foundational data collection was underway for the twenty-seven miles of Highway 101, from State Route 23 in Thousand Oaks to State Route 33 in Ventura. Surveying, mapping, utility locations, as-built plans and a number of other crucial data collection issues are nearing completion for the corridor. As this work winds down, the public Project Scoping process will begin. It is anticipated that during the months of March and April a series of public meetings will be held for that purpose. Staff will be bringing a project update to the Commission in February but wished to provide the Commission with advance notice as the project consultant begins to lock down dates and secure meetings rooms.

FY 17/18 Year End Community Outreach Report- At your desk you will find our Community Outreach Report for the year ending June 30, 2018. The report summarizes the outreach campaigns and activities for all VCTC's programs and also provides metrics used to gauge the success of those campaigns.

ADDITIONS/REVISIONS –

CONSENT CALENDAR – Commissioner MacDonald made a motion to approve all items as recommended on the Consent Calendar:

8A. APPROVE SUMMARY FROM NOVEMBER 2, 2018 VCTC MEETING – Approve

8B. NOVEMBER MONTHLY BUDGET REPORT – Receive and File

8C. DECEMBER MONTHLY BUDGET REPORT – Receive and File

8D. PASSENGER RAIL UPDATE – Receive and File

8E. COOPERATIVE AGREEMENT BETWEEN THE VENTURA COUNTY TRANSPORTATION COMMISSION AND SOUTHERN CALIFORNIA REGIONAL RAIL AUTHORITY FOR BUS BRIDGE SERVICE - Approve the Cooperative Agreement between Southern California Regional Rail Authority and the Ventura County Transportation Commission for Bus Bridge Service; and, Authorize the Executive Director to execute the Agreement.

8F. INVESTMENT POLICY UPDATE- Adopt the updated Investment Policy as shown in Attachment 1.

8G. AMERICANS WITH DISABILITIES (ADA) CERTIFICATION CONTRACT EXTENSION - Approve the contract amendment (Attachment A) to exercise the contract option with Mobility Management Partners, Inc., (MMP) to extend the contract by one year through June 30, 2020 at a cost not to exceed \$303,664 for the extension period, as specified in the option.

8H. REVISION TO CONGESTION MITIGATION AND AIR QUALITY PROGRAM - Approve reprogramming a total of \$348,674 in unexpended balances from completed CMAQ projects in Oxnard, Moorpark, and Ojai, to cover a shortfall in the Thousand Oaks Municipal Service Center Expansion project.

8I. COMPREHENSIVE ANNUAL FINANCIAL REPORT - Approve the audited Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2017/2018.

8J. MOORPARK METROLINK STATION MAINTENANCE AGREEMENT - Approve agreement with City of Moorpark for maintenance of the Metrolink station

8K. FY 19/20 TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET TRANSIT NEEDS SCHEDULE, PROCEDURES AND DEFINITIONS OF “UNMET TRANSIT NEEDS” AND “REASONABLE TO MEET”– Review and Approve Unmet Transit Needs Schedule and Definitions

8L. REVISION TO PROPOSITION 1B TRANSIT SECURITY CAPITAL PROGRAM –

- Approve reprogramming \$15,500 and any accumulated interest from the Ventura County Transportation Commission (VCTC) Bus Security Cameras Project to provide safety and security improvements at the new Gold Coast Transit Operations Center,
- Amend the FY 18/19 VCTC budget to add \$15,500 and any accumulated interest of Proposition 1B revenue and expenditures to the Transit Grant Administration Pass Through line item,
- Authorize the Executive Director to execute all grant documents and the attached cooperative agreement to implement the project.

8M. REQUEST FOR PROPORSALS FOR PROFESSIONAL AUDITING SERVICES FOR TRANSPORTATION DEVELOPMENT ACT (TDA), STATE OF GOOD REPAIR, PROPOSITION 1B AND LCTOP FINANCIAL AND COMPLIANCE AUDITS- *Release Request for Proposals (RFP) for Professional Auditing Services for the Ventura County Transportation Commission and local agencies of Transportation Development Act, State of Good Repair, Proposition 1B and LCTOP financial and compliance audits*

8N. REVISED FEDERAL GRANT AUTHORIZING RESOLUTION- *Adopt Resolution No. 2019-01 authorizing the Executive Director to execute and submit the required grant documents to receive Federal Transit Administration funds including requesting payments from grant awards*

8O. TRANSPORTATION EMERGENCY PREPAREDNESS PLAN REQUEST FOR PROPOSALS- *Approve Release of the Transportation Emergency Preparedness Plan Request for Proposals*

*The motion was seconded by **Commissioner Zaragoza**, with **Commissioners Huber and Craven** abstaining from Item #8A – November Meeting Summary.*

9. COLLEGE RIDE PILOT PROGRAM UPDATE –

***Commissioner Craven** made a motion to Receive and File the update. The motion was seconded by **Commissioner Zaragoza** and passed unanimously.*

10. PROGRAMMING OF CONGESTION MITIGATION AND AIR QUALITY (CMAQ) PROJECTS; APPROVAL OF REVISED FINAL FISCAL YEAR (FY) 2018/19 PROGRAM OF PROJECTS – PUBLIC HEARING – There were no speakers for the Public Hearing

***Commissioner Zaragoza** made a motion to:*

- Approve \$671,371 in CMAQ funds for three project cost increases, for VCTC and Oxnard.*
- Approve a loan of \$2,800,000 in CMAQ apportionment and associated obligational authority to the San Bernardino County Transportation Authority, with repayment after the FY 2019/20 apportionment becomes available, and that the Executive Director be authorized to later loan more CMAQ should the opportunity remain available and unanticipated changes cause the forecasted September 30, 2019 unobligated balance to remain above \$0.*
- Approve revised FY 2018/19 Program of Projects (POP) provided in Attachment B.*

*The motion was seconded by **Commissioner Simons** and passed unanimously.*

11. SURFACE TRANSPORTATION PROGRAM (STP) LOAN TO SAN BERNARDINO COUNTY TRANSPORTATION AUTHORITY -

***Commissioner Berg** made a motion to approve \$14.3 million loan of Regional Surface Transportation Program (STP) apportionment, with associated obligational authority, to the San Bernardino County Transportation Authority (SBCTA), with the repayment to occur in FY 2021/22, the earliest that it is expected to be needed for Route 101 final design. The motion was seconded by **Commissioner Simons** and passed unanimously.*

12. NOVEMBER 2018 ELECTION RESULTS INCLUDING PROPOSITION 6 –

***Commissioner Craven** made a motion to Receive and File the report. The motion was seconded by **Commissioner Bill de la Peña** and passed unanimously.*

13. 2019-2020 LEGISLATIVE PROGRAM -

***Commissioner Judge** made a motion to adopt the 2019-2020 Legislative Program. The motion was seconded by **Commissioner MacDonald** and passed unanimously.*

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14. VCTC GENERAL COUNSEL'S REPORT – *No Report*

15. AGENCY REPORTS - *None*

16. CLOSED SESSION – *No Report*

Conference with Legal Counsel - Anticipated Litigation (Pursuant to Government Code Section 54956.9(d)(4) Initiation of Litigation: One Case

17. ADJOURN to 9:00 a.m. Friday, February 1, 2019



Item #9B

February 1, 2019

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: SALLY DEGEORGE, FINANCE DIRECTOR

SUBJECT: MONTHLY BUDGET REPORT

RECOMMENDATION:

- Receive and file the monthly budget report for December 2018

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 six funds presented consisting of the General Fund, the Local Transportation Fund (LTF), the State Transit Assistance (STA) fund, the Service Authority for Freeway Emergencies (SAFE) 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 are approved by the Executive Director. Staff monitors the revenues and expenditures of the Commission on an on-going basis.

The December 31, 2018 budget report indicates that the revenues were approximately 30.53% of the adopted budget while expenditures were approximately 29.17% of the adopted budget. The revenues and expenditures are as expected unless otherwise noted. Although the percentage of the budget year completed is shown, be advised that neither the revenues nor the expenditures occur on a percentage or monthly basis. 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, 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 revenues are paid quarterly with a two to three month additional lag and LTF receipts are paid monthly with a two month lag. For example, the July through September STA receipts are often not received until October or November and the July LTF receipts are not received until September. The Department of Motor Vehicle collects the SAFE funds and remits them monthly with a two month lag.

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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 Government 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 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 DECEMBER 31, 2018**

Assets and Deferred Outflows

Cash and Investments	\$ 33,235,525
Petty Cash	130
Receivables/Due from other funds	1,010,858
Prepays and Deposits	146,035
Capital Assets, undepreciated	26,339,301
Capital Assets, depreciated, net	30,726,626
Deferred Outflows	857,586
Total Assets and Deferred Outflows	<u><u>\$ 92,316,061</u></u>

LIABILITIES, DEFERRED INFLOWS AND FUND BALANCE

Liabilities and Deferred Inflows:

Accrued Expenses and Due to Other	\$ 1,384,549
Deferred Revenue	4,116,780
Deposits	67,059
Accrued Vacation	164,628
Pension Liability	2,045,090
OPEB Liability	367,865
Deferred Inflows	282,840
Total Liabilities and Deferred Inflows:	<u><u>\$ 8,428,811</u></u>

Net Position:

Invested in Capital Assets	\$ 56,929,562
Fund Balance	26,957,688
Total Net Position	<u><u>\$ 83,887,250</u></u>

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE SIX MONTHS ENDED DECEMBER 31, 2018**

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	SPBL Actual	VCTC Intercity Actual	Valley Express Actual	Fund Totals	Budgeted Actual	Variance Actual	% Year
Revenues											
Federal Revenues	\$ 1,832,387	\$ 0	\$ 0	\$ 0	\$ 0	\$2,042,990	\$ 267,234	\$ 4,142,611	\$ 23,013,316	(18,870,705)	18.00
State Revenues	282,856	13,045,468	2,306,414	271,445	0	625,154	0	16,531,337	49,029,368	(32,498,031)	33.72
Local Revenues	140,443	0	0	0	323,216	1,022,468	1,139,004	2,625,131	4,640,096	(2,014,965)	56.57
Other Revenues	190	0	0	0	0	0	0	190	0	190	0.00
Interest	31,092	20,344	50,871	25,091	1,286	11,919	3,180	143,783	110,000	33,783	130.71
Total Revenues	2,286,968	13,065,812	2,357,285	296,536	324,502	3,702,531	1,409,418	23,443,052	76,792,780	(53,349,728)	30.53
Expenditures											
Administration											
Personnel Expenditures	1,159,456	0	0	0	0	133,246	32,627	1,325,329	3,066,900	(1,741,571)	43.21
Legal Services	10,106	0	0	0	0	0	0	10,106	25,000	(14,894)	40.42
Professional Services	53,217	0	0	0	0	0	0	53,217	110,700	(57,483)	48.07
Office Leases	75,769	0	0	0	0	0	0	75,769	145,100	(69,331)	52.22
Office Expenditures	212,169	0	0	0	0	78,002	19,100	309,271	534,812	(225,541)	57.83
Total Administration	1,510,717	0	0	0	0	211,248	51,727	1,773,692	3,882,512	(2,108,820)	45.68
Programs and Projects											
Transit and Transportation Program											
Regional Transit Technology	353,254	0	0	0	0	0	0	353,254	2,655,516	(2,302,262)	13.30
Senior-Disabled Transportation	109,035	0	0	0	0	0	0	109,035	263,500	(154,465)	41.38
VCTC Intercity Bus Services	0	0	0	0	0	4,010,305	0	4,010,305	11,735,026	(7,724,721)	34.17
Valley Express Bus Services	0	0	0	0	0	0	661,814	661,814	1,843,400	(1,181,586)	35.90
Transit Grant Administration	469,277	0	0	0	0	0	0	469,277	8,163,542	(7,694,265)	5.75
Total Transit and Transportation	931,566	0	0	0	0	4,010,305	661,814	5,603,685	24,660,984	(19,057,299)	22.72
Highway Program											
Motorist Aid Call Box System	0	0	0	192,501	0	0	0	192,501	880,000	(687,499)	21.88
Highway Project Management	372,898	0	0	0	0	0	0	372,898	5,255,120	(4,882,222)	7.10
SpeedInfo Highway Speed Sensor	0	0	0	41,600	0	0	0	41,600	144,000	(102,400)	28.89
Total Highway	372,898	0	0	234,101	0	0	0	606,999	6,279,120	(5,672,121)	9.67

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE SIX MONTHS ENDED NOVEMBER 30, 2018**

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	SPBL Actual	VCTC Intercity Actual	Valley Express Actual	Fund Totals	Budgeted Actual	Variance Actual	% Year
Rail Program											
Metrolink and Commuter Rail	2,390,198	0	0	0	0	0	0	2,390,198	9,460,451	(7,070,253)	25.27
LOSSAN and Coastal Rail	1,192	0	0	0	0	0	0	1,192	5,800	(4,608)	20.55
Santa Paula Branch Line	0	0	0	0	256,279	0	0	256,279	721,000	(464,721)	35.54
Total Rail	2,391,390	0	0	0	256,279	0	0	2,647,669	10,187,251	(7,539,582)	25.99
Commuter Assistance Program											
Transit Information Center	331	0	0	0	0	0	0	331	28,800	(28,469)	1.15
Rideshare Programs	119,603	0	0	0	0	0	0	119,603	257,000	(137,397)	46.54
Total Commuter Assistance	119,934	0	0	0	0	0	0	119,934	285,800	(165,866)	41.96
Planning and Programming											
Transportation Development Act	286,111	11,972,549	0	0	0	0	0	12,258,660	31,870,416	(19,611,756)	38.46
Transportation Improvement Program	2,660	0	0	0	0	0	0	2,660	45,600	(42,940)	5.83
Regional Transportation Planning	15,087	0	0	0	0	0	0	15,087	621,000	(605,913)	2.43
Airport Land Use Commission	0	0	0	0	0	0	0	0	9,000	(9,000)	0.00
Regional Transit Planning	70,574	0	0	0	0	0	0	70,574	1,520,174	(1,449,600)	4.64
Freight Movement	858	0	0	0	0	0	0	858	11,800	(10,942)	7.27
Total Planning and Programming	375,290	11,972,549	0	0	0	0	0	12,347,839	34,077,990	(21,730,151)	36.23
General Government											
Community Outreach and Marketing	102,059	0	0	0	0	0	0	102,059	262,800	(160,741)	38.84
State and Federal Relations	53,642	0	0	0	0	0	0	53,642	110,100	(56,458)	48.72
Management and Administration	32,135	0	0	0	0	0	0	32,135	76,000	(43,865)	42.28
Total General Government	187,836	0	0	0	0	0	0	187,836	448,900	(261,064)	41.84
Total Expenditures	5,889,631	11,972,549	0	234,101	256,279	4,221,553	713,541	23,287,654	79,822,557	(56,534,903)	29.17

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE SIX MONTHS ENDED NOVEMBER 30, 2018**

	General	LTF	STA	SAFE	SPBL	VCTC Intercity	Valley Express	Fund Totals	Budgeted Actual	Variance Actual	% Year
	Fund Actual	Actual	Actual	Actual	Actual	Actual	Actual	Totals	Actual	Actual	
Revenues over (under) expenditures	(3,602,663)	1,093,263	2,357,285	62,435	68,223	(519,022)	695,877	155,398	(3,029,777)	3,185,175	(5.13)
Other Financing Sources											
Transfers Into GF From LTF	4,694,886	0	0	0	0	0	0	4,694,886	4,913,507	(218,621)	95.55
Transfers Into GF From STA	262,936	0	0	0	0	0	0	262,936	5,008,986	(4,746,050)	5.25
Transfers Into GF From SAFE	11,374	0	0	0	0	0	0	11,374	30,000	(18,626)	37.91
Transfers Into GF From SPBL	32,290	0	0	0	0	0	0	32,290	120,000	(87,710)	26.91
Transfers Into SPBL From LTF	0	0	0	0	32,290	0	0	32,290	120,000	(87,710)	26.91
Transfers Into SPBL From STA	0	0	0	0	0	0	0	0	434,200	(434,200)	0.00
Transfers Into VI From LTF	0	0	0	0	0	12,434	0	12,434	72,980	(60,546)	17.04
Transfers Into VI From STA	0	0	0	0	0	1,500,000	0	1,500,000	4,210,842	(2,710,842)	35.62
Transfers Out of LTF Into GF	0	(4,694,886)	0	0	0	0	0	(4,694,886)	(4,546,630)	(148,256)	103.26
Transfers Out of LTF Into SPBL	0	(32,290)	0	0	0	0	0	(32,290)	(120,000)	87,710	26.91
Transfers Out of LTF Into VI	0	(12,434)	0	0	0	0	0	(12,434)	(72,980)	60,546	17.04
Transfers Out of STA Into GF	0	0	(262,936)	0	0	0	0	(262,936)	(5,008,986)	4,746,050	5.25
Transfers Out of STA Into SPBL	0	0	0	0	0	0	0	0	(434,200)	434,200	0.00
Transfers Out of STA Into VI	0	0	(1,500,000)	0	0	0	0	(1,500,000)	(4,210,842)	2,710,842	35.62
Transfers Out of SAFE Into GF	0	0	0	(11,374)	0	0	0	(11,374)	(30,000)	18,626	37.91
Transfers Out SPBL Into GF	0	0	0	0	(32,290)	0	0	(32,290)	(120,000)	87,710	26.91
Total Other Financing Sources	5,001,486	(4,739,610)	(1,762,936)	(11,374)	0	1,512,434	0	0	366,877	(366,877)	0.00
Net Change in Fund Balances	1,398,823	(3,646,347)	594,349	51,061	68,223	993,412	695,877	155,398	(2,662,900)	2,818,298	(5.84)
Beginning Fund Balance w/o capital assets	2,124,655	9,043,014	12,742,549	4,894,909	0	0	0	28,805,127	33,572,663	(4,767,536)	85.80
Long-term Pension/OPEB/Vacation Adjustment*	(1,869,458)	0	0	0	0	(133,379)	0	(2,002,837)	0	(2,002,837)	0.00
Ending Fund Balance	<u>\$ 1,654,020</u>	<u>\$ 5,396,667</u>	<u>\$ 13,336,898</u>	<u>\$ 4,945,970</u>	<u>\$ 68,223</u>	<u>\$ 860,033</u>	<u>\$ 695,877</u>	<u>\$ 26,957,688</u>	<u>\$ 30,909,763</u>	<u>\$ (3,952,075)</u>	<u>87.21</u>

*Government Accounting Standards Board Statement 68 and GASB 75 require the full pension liability, inflows and outflows be accrued on financial statements.

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
INVESTMENT REPORT
AS OF DECEMBER 31, 2018**

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

Institution	Investment Type	Maturity Date	Interest to Date	Rate	Balance
Wells Fargo	Government Checking	N/A	\$3,112.33	0.18%	\$ 2,764,431.43
County of Ventura	Treasury Pool	N/A	94,352.81	1.96%	21,721,100.80
LAIF	State Pool	N/A	\$46,318.05	2.40%	8,288,926.07
Total			\$143,783.19		\$32,774,458.30

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. Small portion of interest earned in the Wells Fargo accounts is for unearned revenues and the interest is not recognized until the revenues are recognized.

The Commission's pooled checking account is swept daily into a money market account. The interest earnings are deposited the following day. 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 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. 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. Amounts shown above are not adjusted for fair market value.

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Item #9C

February 1, 2019

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

**FROM: CLAIRE GRASTY, PROGRAM MANAGER – REGIONAL PLANNING
HEATHER MILLER, TRANSIT PLANNER**

SUBJECT: PASSENGER RAIL UPDATE

RECOMMENDATION:

- Receive and file.

BACKGROUND:

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

DISCUSSION:

SCRRA (Metrolink) Commuter Rail

Ridership and On-time Performance

Based on data provided by Metrolink, system-wide ridership on commuter rail decreased by 3% compared to last year's average in the same month, averaging 33,181 daily passenger trips for the month of December. This decline bucks the trend of increasing system-wide ridership for the last three months. The Ventura County Line, which includes both Ventura County and Los Angeles County stations, averaged 2,727 daily passenger trips for December, a 5% decrease from the previous year's average during the same month, and a 17% decrease from last month (likely impacted by December holidays). A "10 Year Snapshot" offers historical perspective of December ridership trends and is provided in Attachment A.

Metrolink ridership originating from Ventura County stations on the Ventura County Line for the month of December averaged 581 total boardings per weekday. This represents a decrease of 8% compared to the same month in the previous year, and a 17% decrease from last month (again, likely impacted by December holidays). Ventura County boardings represented approximately 21% of all boardings on the Ventura County line, with LA stations averaging approximately 79%. Ventura County stations continue to see a declining proportion of boardings on the Ventura County Line.

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Metrolink on-time performance (OTP), which denotes trains arriving within five minutes of the scheduled time, averaged 95% “on-time” arrival on the Ventura County Line for the month of December, an increase in performance from the OTP of 93% recorded in November. Of the 400 trains (14 daily) operated in the month of December, 380 arrived “on-time” while 20 were late and 135 arrived early. A total of 54,547 passengers traveled on the Ventura County line for the month. “On-time” performance on the Ventura County Line beat the system-wide average of 94% for December.

LOSSAN Intercity Rail Corridor (Amtrak Pacific Surfliner)

Performance of Amtrak’s Peak-Period Train

Attachment C provides the ridership of Amtrak’s peak period service from Ventura County to Santa Barbara County since its launch in April. Ridership dipped during the holidays in November and December, but has recovered to mostly pre-holiday levels since then. “10 trips” tickets are seeing less proportion of overall ticket use (complimentary “10 trips” were initially distributed to promote the service.)

Attachment A

Metrolink Ridership

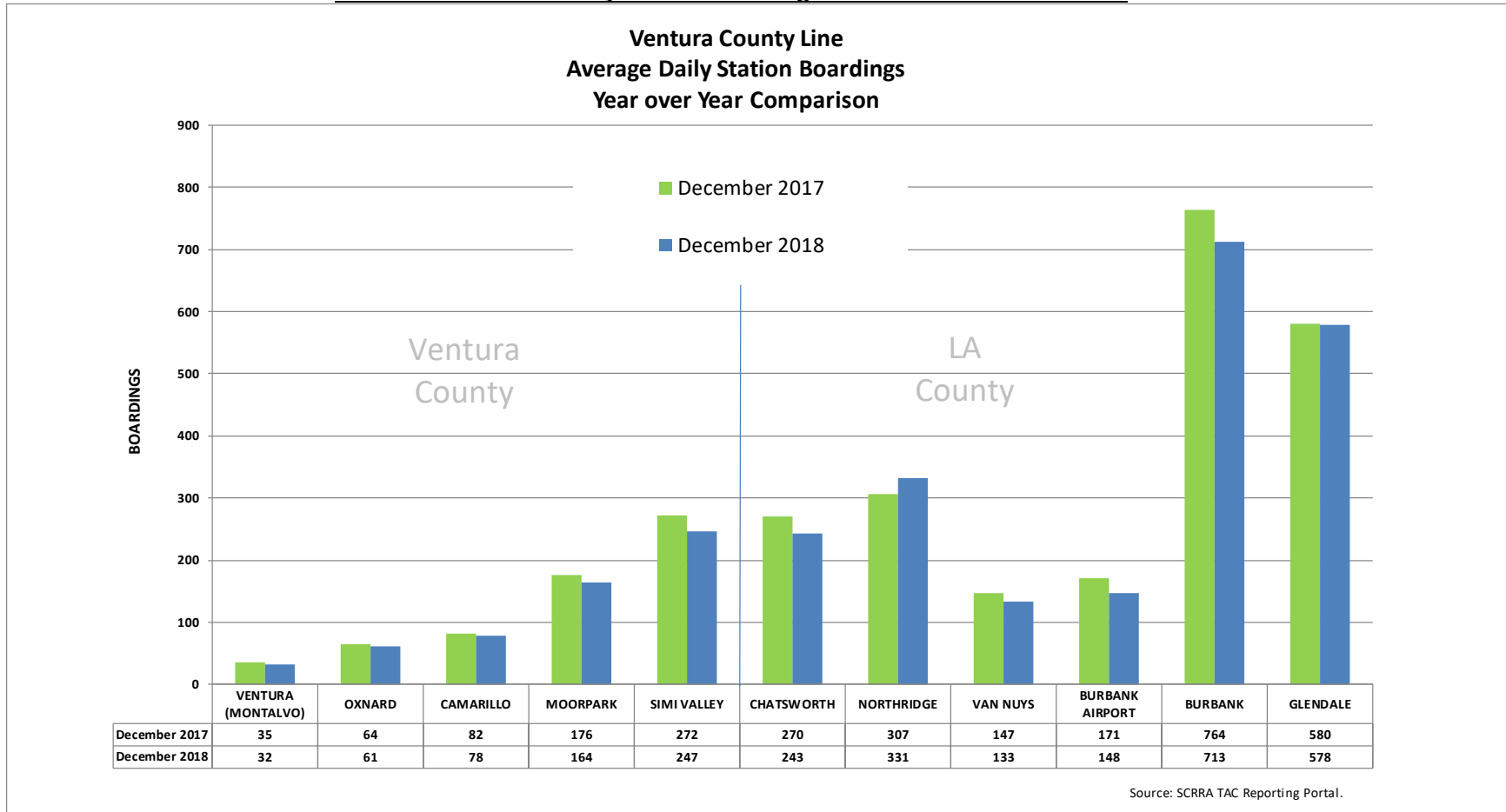
10 year Snapshot of Year over Year change in Monthly Average Weekday Ridership

Month Year	Ventura County Station Boardings*	% Change Ventura County Station Boardings	Ventura County Line Passenger Trips	% Change Ventura County Line	Metrolink System Passengers Grand Total	% Change Metrolink System Grand Total
December 2018	581	-8%	2,727	-5%	33,181	-3%
December 2017	630	-11%	2,868	-6%	34,270	-2%
December 2016	709	-9%	3,060	-7%	34,996	-8%
December 2015	778	-13%	3,289	-9%	37,879	-4%
December 2014	898	15%	3,598	12%	39,420	3%
December 2013	783	-9%	3,207	-9%	38,138	-2%
December 2012	857	-1%	3,533	-1%	39,109	0%
December 2011	863	8%	3,580	11%	39,035	9%
December 2010	800	-1%	3,215	-2%	35,669	-5%
December 2009	804	-18%	3,297	-22%	37,532	-12%

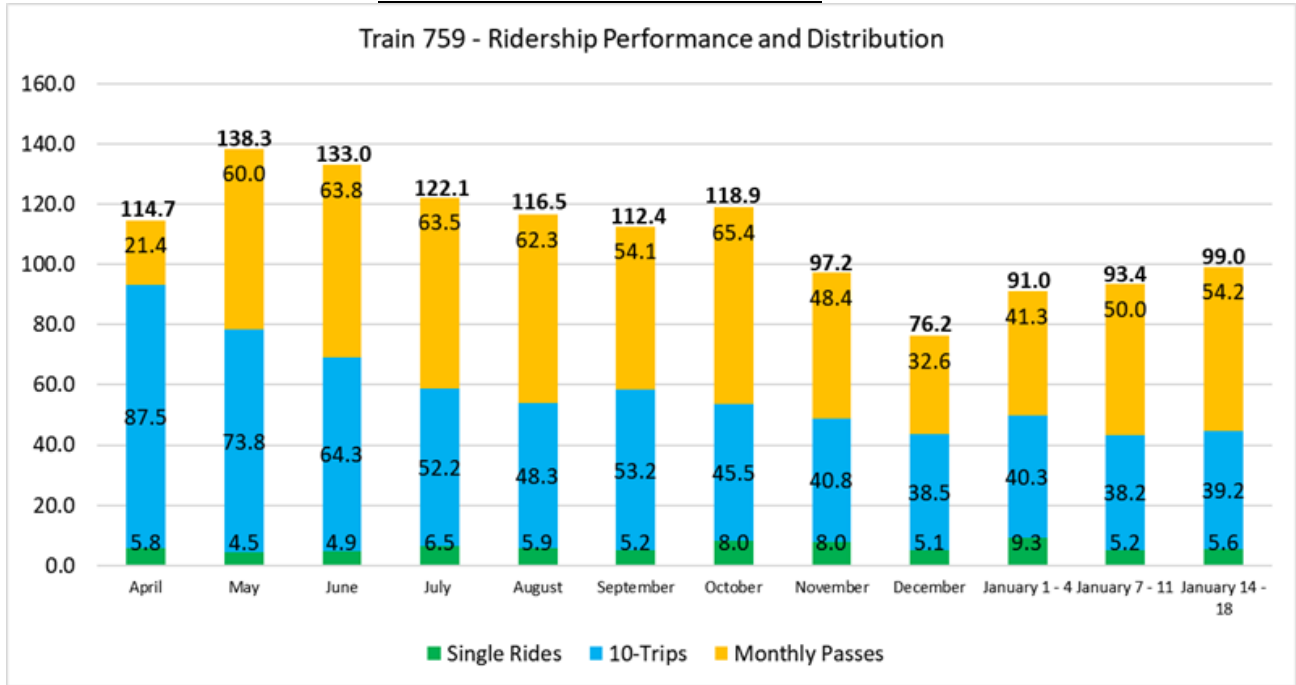
* East Ventura, Oxnard, Camarillo, Moorpark and Simi Valley.

Attachment B

Metrolink Ventura County Station Boardings for the month of November



Attachment C
Amtrak - Pacific Surfliner
Santa Barbara Peak Period Service



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Item #9D

February 1, 2019

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: JUDITH JOHNDUFF, PROGRAM MANAGER
SUBJECT: REVISION TO PROPOSITION 1B TRANSIT CAPITAL PROGRAM

RECOMMENDATION:

- Approve reprogramming \$191,364 from the Ventura County Transportation Commission (VCTC) Heritage Valley Bus Purchase Project and \$11,597 from the East-West Connector Bus Purchase Project plus accrued interest to the Gold Coast Transit Operations Center Construction Project.
- Amend the FY 18/19 VCTC Transit Grant Administration budget to increase the Proposition 1B Transit Capital revenue by \$202,961 plus accrued interest of \$3,400 and expenditures of \$206,361 for the Pass through line item.
- Authorize the Executive Director to execute all grant documents and cooperative agreements to implement the project.

BACKGROUND:

Proposition 1B, approved by the voters in 2006, included \$3.6 billion statewide for transit capital projects, which was distributed to transit operators and regional agencies by formula. The Ventura County Transportation Commission's (VCTC) total apportionment was approximately \$39.5 million. Much of this funding was programmed through recommendations from the VCTC Transit Investment Study and the selection criteria recommended by the study. To date, Proposition 1B Transit grants have funded approximately \$3.8 million in rail and rail station improvements and \$35.7 million in bus, paratransit, and transportation facility projects. The final year of allocation of new funds was 2016 and local agencies are currently working on completing and closing out all projects.

DISCUSSION:

VCTC approved programming \$1,925,000 of Proposition 1B Transit Capital funds to purchase fifteen (15) buses for the Heritage Valley transit service and to install a replacement engine to extend the useful life of a Camarillo Healthcare District Van. The Heritage Valley buses were received and have been in use since 2015. The replacement engine for the Healthcare District Van was installed in 2016, allowing the District to continue to use the vehicle for medical appointments and other necessary trips. The Heritage Valley Bus Purchase Project came in under budget and has a balance of \$191,364 plus accumulated interest.

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In 2016, VCTC also approved programming \$148,804 to purchase a bus for VCTC Intercity Transit Service. The bus has been purchased and is being used for the East-West Connector Service which has been operating since the fall of 2017. This project has been completed with a balance of \$11,597.

The Proposition 1B Transit Capital Program is coming to an end and agencies are working to complete and closeout projects. Gold Coast Transit District has notified staff that additional funds are needed for the construction of the new Gold Coast Transit Operations Center which has previously received Proposition 1B Transit Capital funds. This project is well underway and nearing completion. Therefore, staff recommends reprogramming the remaining project balances along with any accumulated interest for improvements at the new Gold Coast Transit Operations Center.

The Transit Operators Committee approved the reprogramming the funds to the Gold Coast Transit Center project at their January 10, 2019 meeting.



Item #9E

February 1, 2019

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: SALLY DEGEORGE, FINANCE DIRECTOR

SUBJECT: ARTICLE 3 FISCAL YEAR 2018/2019 CARRY-OVER BUDGET AMENDMENT

RECOMMENDATION:

- Amend the Fiscal Year 2018/2019 TDA Administration budget to increase LTF revenues and Article 3 – Bicycles and Pedestrians expenditures by \$49,828.

DISCUSSION:

The Fiscal Year 2018/2019 budget was in part prepared on estimates for projects that occurred in Fiscal Year 2017/2018. Some projects experienced delays, all funds weren't expended as anticipated and/or funds were expended and other funding sources need to be substituted.

The Article 3 – Bicycle and Pedestrian funds in the TDA Administration budget for Fiscal Year 2017/2018 had an unspent apportioned balance of \$49,828. Therefore, staff is recommends amending the Fiscal Year 2018/2019 TDA Administration budget to increase LTF revenues and Article 3- Bicycle and Pedestrians expenditures by \$49,828.

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Item #9F

February 1, 2019

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: CLAIRE GRASTY, PROGRAM MANAGER

**SUBJECT: ORIGIN/DESTINATION, TRANSFER AND CUSTOMER SATISFACTION SURVEYS
REQUEST FOR PROPOSALS**

RECOMMENDATION:

- Approve Release of the Origin/Destination, Transfer and Customer Satisfaction Surveys Request for Proposals

DISCUSSION:

It has been quite some time since VCTC has done any sort of survey on its routes. As such, it is appropriate for VCTC to conduct a number of surveys on its routes, including an origin/destination survey, a transfer survey and a customer satisfaction survey. The origin/destination survey will survey where passengers get on the bus to start their journey and where they depart. This information provides much robust information about where passengers are travelling than stop ridership can give. It helps transit staff to better understand passenger travel patterns. All of VCTC's routes will be surveyed as will a couple of Gold Coast Transit, Simi Valley Transit, Thousand Oaks Transit, Moorpark City Transit and Valley Express' routes.

The transfer survey will survey 12 different transfer locations throughout Ventura County and one in Santa Barbara. This survey will quantify the passengers who are transferring between routes and will inform VCTC and the member agencies of the routes that that passengers travel between to complete their journey. This will also help show how many riders use different operators to make their trip.

The customer satisfaction survey component will include distributing surveys throughout the VCTC Intercity routes. Questions will be provided to the consultants and measure how satisfied passengers are with the system.

The surveys will:

- Compile statistically accurate information about transit passengers in Ventura County and how they use the transit system.
- Understand where transit passengers are traveling to and from through reliable origin/destination data.
- Understand which buses passengers are transferring to and from through reliable transfer data.
- Understand how often passengers use multiple transit systems to make their journey.
- Understand passengers' satisfaction of the VCTC Intercity transit services.

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The RFP also includes an option to do VCTC's APC validation reporting.

These surveys will provide valuable information to both VCTC and county operators. The RFP will be released on February 5, with approval of a contract expected to come to the Commission at the April meeting.

The RFP for the origin/destination, transfer and customer satisfaction surveys is included as an attachment. It is fully funded by the Regional Transit budget. Release authorized pending review by general counsel.

**VENTURA COUNTY TRANSPORTATION COMMISSION
REQUEST FOR PROPOSAL (RFP)
FOR
CONSULTANT SERVICES FOR AN ORIGIN/DESTINATION, TRANSFER AND
CUSTOMER SATISFACTION SURVEYS**

INTRODUCTION

The Ventura County Transportation Commission (VCTC) is seeking proposals from qualified consultants to complete an origin/destination survey, a transfer survey and a customer satisfaction survey described in this Request for Proposals (RFP). The origin/destination surveys will cover a total of 20 routes on five different operators throughout Ventura County. The transfer surveys will include 12 different transfer locations. The customer satisfaction surveys will be conducted on the VCTC Intercity service to gauge how well the service is meeting customer needs. Also included is an option for validation of Automatic Passenger Counters through ride check sampling.

VCTC and the county operators seek to better understand where passengers are starting and ending their journeys and which routes they transfer from and to. This information will help better inform route and service planning and will help transit staff to best serve passengers in Ventura County.

VCTC aims to better understand passengers' satisfaction with the Intercity service, including how well the transit routes meet their needs, customer service and overall operations.

BACKGROUND

Ventura County lies on California's coast roughly sixty-five miles north of downtown Los Angeles. VCTC is the Regional Transportation Planning Agency (RTPA) for Ventura County and is the lead for this project. It operates the VCTC Intercity regional bus service that provides routes that travel throughout the county as well as service into Santa Barbara and Los Angeles County. It has a total of 9 routes and many of them have multiple route paths. Most routes will be surveyed.

Gold Coast Transit District (GCTD) is the largest operator in the county. It provides service to the areas of Oxnard, Ventura, Port Hueneme, Ojai and the unincorporated areas of western Ventura County. It has twenty routes, four of which will be surveyed.

Thousand Oaks Transit (TOT) provides service in the city of Thousand Oaks and has four routes, two of which will be surveyed.

Simi Valley Transit (SVT) provides service in the city of Simi Valley and has four routes, two of which will be surveyed.

Moorpark City Transit (MCT) provides service in the city of Moorpark and has two routes, one of which will be surveyed.

The Valley Express provides both fixed-route and general purpose dial-a-ride service in the communities of Santa Paula, Fillmore and Piru. One fixed-route will be surveyed.

Goals

VCTC is undertaking the surveys to meet the following objectives:

- Compile statistically accurate information about transit passengers in Ventura County and how they use the transit system.

- Understand where transit passengers are traveling to and from through reliable origin/destination data.
- Understand which buses passengers are transferring to and from through reliable transfer data.
- Understand how often passengers use multiple transit systems to make their journey.
- Understand passengers' satisfaction of the VCTC Intercity transit services.

SCOPE OF WORK

To achieve the aforementioned goals, the Consultant shall construct an origin/destination survey on VCTC, GCTD, TOT, SVT and MCT routes as well as a transfer survey at important transfer locations. The Consultant shall, at a minimum, include the following work elements:

1. Origin Destination Survey

Please find route hours in the appendix. VCTC expects to receive the raw data from tasks 1.1-1.6 in Excel format.

1.1. Survey VCTC Routes

This task will include conducting an origin/destination survey for all of VCTC's routes. VCTC's routes are:

- Coastal Express – provides service mainly from Ventura to Santa Barbara but has many different route variations that also serve Camarillo, Oxnard, Carpinteria and Goleta. Three of the route paths will be surveyed.
- Highway 101 – provides service between Ventura and Thousand Oaks and makes stops in Oxnard and Camarillo. It serves major destinations such as the Ventura Transit Center (VTC), Ventura College, the Government Center, the Esplanade, Camarillo Outlets, Camarillo City Hall, Camarillo Metrolink, Oaks Mall and the Thousand Oaks Transportation Center (TOTC), with commuter trips to other Thousand Oaks locations.
- Conejo Connection – the Conejo Connection follows the path of the Highway 101, though with less stops, and provides commuter service to the Warner Center in Woodland Hills
- East County – provides service between Thousand Oaks, Moorpark and Simi Valley. It serves major destinations such as, the Oaks Mall, TOTC, Moorpark Metrolink, Moorpark College and the Simi Town Center.
- Oxnard/Camarillo/CSUCI – travels from the C St. Transfer Center (CTC) to California State University Channel Islands (CSUCI).
- CSUCI – Oxnard – provides service to CSUCI from the CTC, stopping at Oxnard College along the way.
- Highway 126 – provides service between Ventura, Santa Paula and Fillmore.
- East West Connector – provides service between Ventura, Oxnard, Camarillo, Moorpark and Simi Valley. It stops at major destinations such as the VTC, Ventura College, Esplanade, Camarillo Metrolink, Moorpark Metrolink, Moorpark College, Simi Town Center, Simi Civic Center and Simi Metrolink.

The routes and schedules can be found here <https://www.goventura.org/vctc-transit/routes-schedules/>. An interactive map can be found on the same page.

1.2. Survey GCTD Routes

The GCTD Routes that will be sampled are:

- Route 5 – this route provides service from the OTC to the Seabridge Shopping Center via Wooley Rd., Patterson Rd., and Hemlock St.
- Routes 15/17 (interlined) – Route 15 provides service from the Esplanade to the St. John's Hospital, serving El Rio and the Auto Center along the route. Route 17 provides service from

the Esplanade to Oxnard College, serving El Rio and St. John's Hospital with service primarily along Rose Ave.

- Route 19/20 – these routes provide service in a loop around North Oxnard, beginning and ending at the OTC, serving Oxnard High School and St. John's Hospital as well as the industrial area. The routes provide service mainly along Gonzales Rd. and 5th St. Route 19 provides service in a clockwise loop and Route 20 provides service in a counterclockwise loop.

Schedule information can be found here <http://www.goldcoasttransit.org/schedules/current-schedules> and the system map can be found here <http://www.goldcoasttransit.org/schedules/service-area>.

1.3. Survey TOT Routes

The TOT routes that will be sampled are:

- Route 3 (red) – this route provides service mainly in a counterclockwise loop along Hillcrest St. and Thousand Oaks Blvd., serving the TOTC and Oaks Mall. It provides service from Westlake Blvd in the East to Rancho Conejo Blvd. in the west.
- Route 4 (blue) – this route follows a similar path, also providing service along Hillcrest St. and Thousand Oaks Blvd., though it does not travel as far west as Newbury Park and provides service in a clockwise loop.

Schedule and map information can be found here <https://www.toaks.org/departments/public-works/transit/bus-routes-and-schedules>.

1.4. Survey SVT Routes

The SVT routes that will be sampled are:

- Route A – this route provides service in a clockwise loop around Simi Valley in an east/west orientation, reaching Yosemite Ave. in the east and Madera Rd. in the west. The route primarily travels along Cochran St. and Los Angeles Ave., serving the hospital, Simi Valley Metrolink and the Civic Center.
- Route C – this route provides service from Tapo Canyon in the west to the Chatsworth Metrolink station in the east, serving Simi Valley Metrolink along the way, with service primarily along Los Angeles Ave.

Schedule and map information can be found here <https://www.simivalley.org/home/showdocument?id=17535>.

1.5. Survey MCT Routes

The MCT route that will be sampled is:

- Route 1 – provides bidirectional service between Moorpark Metrolink and Moorpark College and counterclockwise service in a loop in the southern portion of the city, with Los Angeles Ave. in the north, Tierra Rejada Rd. in the west and south and Miller Parkway in the east. Major destinations along the route are: Moorpark High School, Civic Center, Arroyo Vista Community Park, downtown and numerous schools.

Schedule and map information can be found here <http://moorparkca.gov/227/2604/Bus-Ride-Guide>.

1.6. Survey Valley Express Routes

The Valley Express route that will be sampled is:

- Piru Route – the route provides service between Fillmore and Piru via Highway 126, serving the Fillmore Terminal and Fillmore City Hall.

Schedule and map information can be found here <http://www.valleyexpressbus.org/wp-content/uploads/2017/08/Piru-Route.pdf>

1.7. Data Analysis

The consultant is to analyze the raw data collected in tasks 1.1-1.6. The results are to be provided in an easy to read and easy to use format.

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

Origin/Destination Surveys	Deliverables
A Origin/destination data	Raw data in Excel format
B Origin/destination data	Analyzed results in easy to read format

2. Transfer Survey

2.1. Transfer

The transfer survey will provide reliable data to VCTC that shows what buses passengers are getting off on and what routes they transfer to. Passengers should be counted if they are using one of the below listed operators. If passengers are transferring between buses on the same operator or between buses of two different operators, they are to be counted.

Passengers using the following services are to be counted:

- VCTC
- GCTD
- TOT
- SVT
- MCT
- Valley Express
- Camarillo Area Transit

To the extent feasible, surveyors should count passengers transferring from Metrolink or Amtrak services at the Camarillo Metrolink, Moorpark Metrolink and the OTC. Please note that the OTC is large and has a number of operators and routes that service it and require additional resources. The intersection of Telephone and Victoria, where the Government Center is located, is also large and may require additional resources as well.

Conduct a survey from 7 am to 5:30 pm at these locations:

- Oxnard Transit Center (OTC)
- Ventura Transit Center (VTC)
- C St. Transfer Center (CTC)
- Esplanade
- Government Center (intersection of Telephone and Victoria)
- Moorpark Metrolink Station
- Camarillo Metrolink Station

Conduct a survey from 6:30-8:30 am and from 4-6 pm at these locations:

- Thousand Oaks Transit Center (TOTC)
- Santa Barbara MTD Transit Center

- Simi Valley Town Center
- Fillmore terminal
- Santa Paula City Hall

Raw data is to be provided in Excel format.

2.2. Data Analysis

The consultant is to analyze the raw data and provide the results in an easy to read and easy to use format.

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

Transfer Survey	Deliverables
A Transfer survey data	Raw data in Excel format
B Transfer survey data	Analyzed results in easy to read format

3. Customer Satisfaction Survey

3.1. Customer Satisfaction Survey

The customer satisfaction survey will be implemented on all VCTC routes. VCTC will develop the questions for the survey. The consultant will put together the survey and print it. VCTC will assist with the distribution of the surveys.

3.2. Compile Results

The consultant is to compile the raw data and provide the results in an easy to read and easy to use format.

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

Customer Satisfaction Survey	Deliverables
A Customer satisfaction data	Raw data
B Emergency operations	Analyzed results in easy to read format

4. Option – APC Sample Validation

4.1. Ride Checks

Conduct ride checks on selected VCTC trips.

4.2. Compare Ride Checks to APC data

VCTC will provide Automatic Passenger Counters (APC) ridership information by stop. The consultant will compare the ride check data with the provided APC information and calculate the variation.

Both the raw ride check data and comparison and variation data is to be submitted to VCTC.

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

Ride Check Data	Deliverables
A Ride check data	Raw data in Excel format

Project Schedule

Due to the end of the college school year, the Consultant shall complete the origin/destination and transfer surveys by no later than May 10. Customer satisfaction surveys shall be completed by June 15. All data, raw and analyzed, is due to VCTC by July 15.

PROPOSAL REQUIREMENTS

Proposal Deadline

Three (3) hardcopies and one (1) electronic copy in PDF format on a CD/DVD/USB flash drive of the Consultant's proposal shall be submitted by **Friday, March 1, 2019** no later than **4:00 P.M.** (electronic submissions will not be accepted). **Proposals delivered after the stated date and time will not be considered and returned to the proposing firm unopened.** Proposals shall be delivered to the VCTC offices at:

Ventura County Transportation Commission
Transportation Emergency Preparedness Plan
950 County Square Drive, Suite 207
Ventura, CA 93003

There is no expressed or implied obligation for the VCTC to reimburse responding firms for any expenses incurred in the preparation or delivery of proposals in response to this RFP. All proposals and material submitted will become the property of VCTC and will not be deemed confidential or proprietary. The VCTC reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected. All submissions are considered a matter of public record.

This RFP does not commit VCTC to award a contract, to pay any costs incurred in the preparation of a proposal for this RFP, or to procure or contract for any services. VCTC reserves the right to waive any irregularities or informalities contained with the RFP, and/or reject any or all proposals received for this request; negotiate with any qualified source or to cancel the RFP in part or whole.

VCTC Contact Information

All questions, comments and proposals should be directed to:

Claire Grasty, Program Manager
Ventura County Transportation Commission
950 County Square Drive, Suite 207
Ventura, CA 93003
Phone: (805) 642-1591 (ext. 115)
Email: cgrasty@goventura.org

Required Proposal Content

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

1. **Title Page** - Indicate RFP subject and number, name of proposer's firm, address, telephone number, name of contact person, and date of proposal.
2. **Table of Contents** - Identify the material in the proposal by section and page number.

3. **Letter of Transmittal** - Briefly state the proposer's understanding of the work to be done and commit to perform the work within the specified time period and budget. The letter should be signed by someone authorized to bind the consultant team. Include the names and contact information of all subcontractors. Provide the names and titles of individuals authorized to represent the proposer. Letter should include acknowledgement of all addenda and proposed exceptions to the draft contract. Letter should be no longer than three pages.
4. **Profile of the Proposer** – Describe the firm's resources and provide evidence that it has the ability to complete the work solicited by this RFP in the time frame proposed.
5. **Summary of Proposer's Qualifications** - Describe similar projects performed. Provide a list of references for which similar work has been performed, as well as references for any proposed subcontractors. Include sample reports or sample materials produced. Sample reports can be summarized here and submitted in an Appendix digitally.
6. **Proposed Staffing** – Provide a list of proposed staff, their qualifications and backgrounds identifying the proposed project manager and staff positions for the study. Indicate what proportion of their time key personnel will devote to this project and include statements that each of those key people have time to meet those obligations.
7. **Technical Approach** – Describe how the study is proposed to be conducted, including data collection, compilation and analysis. Describe project management techniques and strategies to insure quality and deliver project on time and within budget. A statement of intent for quality assurance/quality control should be submitted along with the proposal.
8. **Preliminary Schedule** - Provide a draft schedule for study completion.
9. **Cost Structure** - Provide a detailed cost breakdown, including estimated time by task, hourly rates, estimated travel time and travel expenses and materials cost.

Proposal Evaluation

Proposals will be reviewed by a Consultant Selection Panel comprised of study stakeholders selected by the VCTC. Interviews, if required by VCTC at its sole discretion, will be held at VCTC office in Ventura on March 12, 2019. If interviews are conducted, Proposers may be asked to submit additional documentation at or after the interview stage. Each proposal will be scored according to the criteria below and the proposal receiving the highest score will be invited to negotiate an agreement for consultant services. If an agreement for consultant services cannot be reached, VCTC reserves the right to enter into negotiations with the next highest scoring proposer. In addition, VCTC reserves the right to select a proposal without conducting interviews or abandon this RFP. Final selection of a consultant and authority awarding the contract to proceed with these services shall be at the sole discretion of the VCTC Board.

VCTC reserves the right to award in whole or in part, by item or group of items, when such action serves the best interest of VCTC.

Proposals will be evaluated according to the following criteria:

<u>SCORE</u>	<u>CRITERIA</u>
5%	Demonstrated financial resources to perform work specific to this RFP and the ability to meet the schedule.
20%	Experience with similar projects/portfolio.
30%	Technical approach and scope of services, how the firm proposes to conduct the TEPP, including public outreach, data collection and compilation, analysis, deliverables, consensus building and stakeholder approvals.
25%	Evidence of full understanding of the work to be performed and project objectives as well as assigned personnel qualifications and availability.
20%	Cost

The Consultant will be selected based on qualifications and demonstrated competence and the contract may not be awarded to the lowest responsible proposer. When selecting the Consultant, the skill and ability of the project team performing the services is a key component of the selection criteria.

Request for Proposal Schedule

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

- Request for Proposal released: February 5, 2019
- Pre-proposal meeting: February 19, 2019 at 10 a.m. – conference call will be available
- Question submission period ends: February 20, 2019
- Questions answered: February 25, 2019
- Deadline for Proposal Submission – March 1, 2019
- Proposal review and evaluation: March 1 – March 15, 2019
- Oral interviews: March 12, 2019
- Contract negotiations with first ranked consultant: March 13 – March 19, 2019
- Approximate Contract Award and Notice to Proceed: April 5, 2019

Additional Information

The complete Request for Proposal, questions and responses and the proposal results will be posted on VCTC's website at: <https://www.goventura.org/work-with-vctc/contracts/>

Form Consulting Services Agreement

A form Consulting Services Agreement is attached hereto and incorporated herein. Firms interested in responding to this RFP should be prepared to enter into the agreement under the standard terms and should be able to provide the required insurance. If VCTC is unable to negotiate a satisfactory agreement with the top-ranked proposer, with terms and conditions VCTC determines, in its sole judgment, to be fair and reasonable, then VCTC may commence negotiations with the next most qualified proposer in sequence, until an agreement is reached or determination is made to reject all submittals. VCTC and Consultant may agree to add additional work to the Project work scope by a later agreement. VCTC may elect to stop work at any time in the contract and will pay for work completed to that point on a time and material basis.

Relationship to Final Agreement

This Request for Proposal shall be included in its entirety in any agreement between VCTC and the firm selected by the Consultant Selection Panel.

Attachments:

A. Form Consulting Services Agreement

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Item #9G

February 1, 2019

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

RECOMMENDATION:

- Receive and file.

DISCUSSION:

Federal Issues

As of this writing the partial federal shutdown is ongoing, resulting in federal transit funds being unavailable for reimbursement, although federal highway funds remain available. Furthermore, the FY 2018/19 transit grants approval process cannot begin until the federal budget is approved.

State Issues

Attachment A is the monthly report of Delaney Hunter, the Commission's state lobbyist. The report describes various state issues including the Governor's draft state budget.

There are no recommended bill positions this month.



CALIFORNIA ADVISORS, LLC

VENTURA COUNTY TRANSPORTATION COMMISSION MONTHLY STATE ADVOCACY REPORT JANUARY 2019

Legislative Update

After the November election and the December swearing-in ceremonies, the Legislature reconvened for the new 2019-20 session. The Legislature's first day back in Sacramento was January 7th. While a handful of bills were introduced in December, the majority of new legislation will begin to take shape in the next few weeks. Most of the bills introduced in December were reintroductions of unresolved issues from last year. The bill introduction deadline is February 22nd, so the Legislature will continue to introduce bills up until that day. We expect to see a few thousand bills before that deadline, and California Advisors will continue to track and advocate on behalf of VCTC as the flurry of new legislation comes across the desk. The Governor also introduced his initial budget on January 10th, where he emphasized the prudent aspects of his proposal, like the historic contributions to the state's various rainy day funds and pension systems and the large percent of one-time spending commitments. He also outlined several ambitious proposals that will affect not only the state budget, but also counties, county programs, and the daily lives of many Californians. Although this version of the budget provides an initial framework to begin the discussions, many proposed items in the Governor's budget will continue to be negotiated by both Houses of the Legislature before its final passage in June. As always, California Advisors will continue to represent VCTC as the budget evolves over the next few months and will keep VCTC apprised of any new relevant legislation that is introduced.

Governor's Proposed Budget

Governor Gavin Newsom introduced the initial budget on January 10th, which includes \$144 billion in General Fund spending, and combined with proposed special fund and bond proceed allocations, totals \$209 billion. He announced that the state will enjoy an estimated surplus of \$24.1 billion going into 2019-20. Governor Newsom is proposing to allocate over 86 percent of those funds to one-time spending, including \$4 billion to eliminate budget debts and end long-time deferrals, \$4.8 billion to build reserves, and another \$4.8 billion to address pension and other post-employment benefit liabilities. The Rainy Day Fund would total \$19.4 billion by 2022-23 and the Safety Net Reserve, created by last year's budget, would rise to \$900 million.

Relative to transportation, the Governor proposed to include \$4.8 billion for transportation generated by SB 1 in FY 2019–20, with funding distributed from the Road Maintenance and Rehabilitation Account to the following state and local programs:

Local Allocations:

- \$1.2 billion for local streets and roads, including \$600 million for cities and \$600 million for counties;
- \$458 million for local transit operations;
- \$386 million for transit, commuter, and intercity rail;
- \$200 million for the State-Local Partnership Program;
- \$100 million for the Active Transportation Program;
- \$36 million for Commuter Rail and Intercity Rail; and
- \$25 million for Local Planning Grants.

State Allocations:

- \$1.2 billion for maintenance of the state highway system known as the State Highway Operation and Protection Program;
- \$400 million for bridges and culverts;
- \$307 million for trade corridor enhancements; and
- \$250 million for commuter corridors.

In addition to these allocations, the budget includes \$2.4 billion to pay off the state's budgetary debts, including the elimination of all outstanding loans from special funds and transportation accounts for the first time in over a decade. Also, the budget proposal includes a statement that "the state will strongly encourage jurisdictions to contribute to their fair share of the state's housing supply by linking housing production to certain transportation funds and other applicable sources, if any." At the press conference, the Governor initially indicated his desire to link local government allocations of SB 1 funds with the production of housing as compared to established planning goals, although he slightly softened the statement when questioned.

The Governor's January budget proposal expends \$1 billion from the Greenhouse Gas Reduction Fund (GGRF) for 2019-20. This is roughly \$400 million less overall than last year's cap and trade expenditure plan, which was adopted in June of 2018. Despite the decrease in the proposed allocation, funding levels largely remain the same for key programs including:

- \$407 million for the purchase of zero-emission vehicles, trucks, and freight equipment;
- \$230 million to fund and implement AB 617 Community Air Protection Programs;
- \$40 million for the Transformative Climate Communities (TCC) program; and
- \$25 million proposed for CAL Recycle waste diversion programs to help reduce short lived climate pollutants, such as methane emissions, from landfills. This is significant for local governments given that CalRecycle's SB 1383 Organic Waste Diversion regulations are expected to be adopted this year and will increase organic waste diversion requirements.

In addition, this year's proposal includes \$200 million for Cal Fire for forest resiliency efforts as required by SB 901. Also, the cap and trade proposal includes an increased investment in the healthy soils program for a total of \$18 million to the California Department of Food and Agriculture, and \$27 million to the Workforce Development Board to increase job training and apprenticeship opportunities – directed towards disadvantaged communities – to support the state's transition to a low carbon economy.

Committee Membership

With the commencement of the new legislative session, the Senate and Assembly leadership positions were reconfirmed. Senator Atkins remains the President Pro Tempore of the Senate and Assemblymember Rendon was reconfirmed as the Speaker of the Assembly. The Assembly Transportation Committee will still be chaired by Assemblymember Jim Frazier and Assemblymember Vince Fong will serve as Vice Chair. The membership also includes Assemblymembers Aguiar-Curry, Berman, Bigelow, Chu, Cunningham, Daly, Diep, Friedman, Gipson, Grayson, Medina, Nazarian and O'Donnell. In the Senate, the Transportation and Housing Committee was split into two committees. The Senate Transportation Committee will still be chaired by Senator Jim Beall and Senator Shannon Grove will serve as Vice Chair. The membership also includes Senators Dodd, Galgiani, McGuire, Morrell, Roth, Rubio, Skinner, Stone, Umberg and Wieckowski. The new Senate Housing Committee will be chaired by Senator Scott Wiener.

CA Transportation Commission Annual Report Briefing

Last year, the CTC was successful in funding projects that were sitting and not moving for years. The initial \$9 billion in SB 1 funding is helping to finance more than 4,400 projects that will begin the long overdue work of bringing the transportation system back into a state of good repair. This year's legislative recommendations focus primarily on two areas (Improving transparency and communication, planning and delivering transportation services). There are total of nine new recommendations.

- Provide a public forum, in coordination with the Commission, to transparently share transportation research with stakeholders and the public and create a date "clearing house" incorporating research and information from participating institutions.
- Require a CEC and the Dept. of Housing and Community Development to be included in the semiannual joint meetings with the CATC and the CARB.
- Update state statutory requirements for the CA Transportation Plan and Regional Transportation Plans to address the forecasted impacts of advancing technologies and climate change over the 20-year plan horizon. Dedicate additional planning funds for these purposes.
- Create a technical advisory committee to encourage the development and deployment of advanced transportation technologies and to provide expertise and standardize communication technologies in the transportation sector.
- Incentivize transit providers to explore integrated travel initiatives that foster collaboration and standardization among transit agencies and improve convenience for users.
- Permanently continue Caltrans' ability to streamline environmental review processes that are conducted pursuant to the NEPA Assignment Program.
- Require Caltrans to partner with the construction industry in evaluating current bid and award processes in order to identify opportunities to better incorporate consideration of contractor performance in the determination of the most qualified "lowest responsible bidder".
- Require Caltrans to review the operation of the state highway system and encourage optimization of the system and report the results annually to the Commission (this is the follow up with recommendation they had in 2016).
- Alert Congress of the need to resolve the funding backlog that California faces in receiving federal reimbursements for eligible Emergency Relief Program expenditure. (California has \$1.6 billion in claims)

Upcoming Bill Deadlines and Newly Introduced Legislation

January 25 – Last day to submit bill requests to the Office of Legislative Counsel.

February 22 – Deadline for bill introductions

April 11 - 22 – Spring Recess

April 26 – Policy Committee Deadline

Below is a list of VCTC tracked newly introduced bills:

AB 145 (Frazier D) High-Speed Rail Authority: Senate confirmation.

Introduced: 12/13/2018

Status: 1/7/2019-Read first time.

Summary: Current law creates the High-Speed Rail Authority with specified powers and duties relative to development and implementation of a high-speed train system. The authority is composed of 11 members, including 5 voting members appointed by the Governor, 4 voting members appointed by the Legislature, and 2 nonvoting legislative members. This bill would provide that the members of the authority appointed by the Governor are subject to appointment with the advice and consent of the Senate.

AB 148 (Quirk-Silva D) Regional transportation plans: sustainable communities strategies.

Introduced: 12/14/2018

Status: 1/7/2019-Read first time.

Summary: Current law requires certain transportation planning agencies to prepare and adopt a regional transportation plan directed at achieving a coordinated and balanced regional transportation system. Current law requires the regional transportation plan to include, if the transportation planning agency is also a metropolitan planning organization, a sustainable communities strategy. This bill would require each sustainable communities strategy to identify areas within the region sufficient to house an 8-year projection of the emergency shelter needs for the region, as specified.

AB 226 (Mathis R) Transportation funds: transit operators: fare revenues.

Introduced: 1/17/2019

Status: 1/17/2019-Read first time. To print.

Summary: Current law provides various sources of funding to public transit operators. Under the Mills-Alquist-Deddeh Act, also known as the Transportation Development Act, revenues from a 1/4% sales tax in each county are available, among other things, for allocation by the transportation planning agency to transit operators, subject to certain financial requirements for an operator to meet in order to be eligible to receive moneys. This bill would require a fare paid pursuant to a reduced fare transit program to be counted as a full adult fare for purposes of calculating any required ratios of fare revenues to operating costs specified in the act, except for purposes of providing information in a specified annual report to the Controller or providing information to the entity conducting a fiscal or performance audit pursuant to specified provisions.

ACA 1 (Aguiar-Curry D) Local government financing: affordable housing and public infrastructure: voter approval.

Introduced: 12/3/2018

Status: 12/4/2018-From printer. May be heard in committee January 3.

Summary: The California Constitution prohibits the ad valorem tax rate on real property from exceeding 1% of the full cash value of the property, subject to certain exceptions. This measure would create an additional exception to the 1% limit that would authorize a city, county, or city and county to levy an ad

valorem tax to service bonded indebtedness incurred to fund the construction, reconstruction, rehabilitation, or replacement of public infrastructure or affordable housing, if the proposition proposing that tax is approved by 55% of the voters of the city, county, or city and county, as applicable, and the proposition includes specified accountability requirements.

SB 127 (Weiner D) Transportation funding: active transportation: complete streets.

Introduced: 1/10/2019

Status: 1/11/2019-From printer. May be acted upon on or after February 10.

Summary: Would establish a Division of Active Transportation within the Department of Transportation and require that an undersecretary of the Transportation Agency be assigned to give attention to active transportation program matters to guide progress toward meeting the department's active transportation program goals and objectives. The bill would require the California Transportation Commission to give high priority to increasing safety for pedestrians and bicyclists and to the implementation of bicycle and pedestrian facilities.

SB 137 (Dodd D) Federal transportation funds: state exchange programs.

Introduced: 1/15/2019

Status: 1/16/2019-From printer. May be acted upon on or after February 15.

Summary: Current federal law apportions transportation funds to the states under various programs, including the Surface Transportation Program and the Highway Safety Improvement Program, subject to certain conditions on the use of those funds. Current law establishes the Road Maintenance and Rehabilitation Program to address deferred maintenance on the state highway system and the local street and road system, and funds that program from fuel taxes and an annual transportation improvement fee imposed on vehicles. This bill would authorize the Department of Transportation to allow the above-described federal transportation funds that are allocated as local assistance to be exchanged for Road Maintenance and Rehabilitation Program funds appropriated to the department.

SB 147 (Beall D) High-Speed Rail Authority.

Introduced: 1/18/2019

Status: 1/18/2019-Introduced. Read first time. To Com. on RLS. for assignment. To print.

Summary: The California High-Speed Rail Act creates the High-Speed Rail Authority to develop and implement a high-speed train system in the state, with specified powers and duties. Current law authorizes the authority, among other things, to keep the public informed of its activities. This bill would revise that provision to instead authorize the authority to keep the public informed through activities, including, but not limited to, community outreach events, public information workshops, and newsletters posted on the authority's internet website.



Item #10

February 1, 2019

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: CLAIRE GRASTY, TRANSIT PLANNING MANAGER

SUBJECT: FISCAL YEAR 2019/2020 TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET TRANSIT NEEDS PUBLIC HEARING

RECOMMENDATION

- Hold public hearing and receive testimony of Unmet Transit Needs.

BACKGROUND

The California State Transportation Development Act (TDA), which was passed in 1971, provides a major source of funding for local transit, bicycle/pedestrian and street projects. The legislation, as amended, authorizes the Ventura County Transportation Commission (VCTC) to administer the local TDA process and oversee regulatory and fiscal compliance. The intent of the legislation is to expend available State funds for transit needs and to improve the movement of transit vehicles. To assure full consideration is given to meeting the intent of the law, a public hearing to discuss transit needs must be held every year.

Per TDA statute, VCTC is annually required to conduct an “Unmet Transit Needs” process prior to allocating TDA funds for non-transit purposes such as streets and roads. The Unmet Transit Needs process is conducted each year to collect requests for new or expanded transit service. Before allocating funds for non-transit purposes, staff determines if there are any unmet transit needs that are “reasonable to meet.” TDA statute allows VCTC to develop its own definitions of “unmet transit needs” and “reasonable to meet” the definitions are attached (see Attachment A).

The purpose of the public hearing is to take testimony on local and/or regional transit needs, and assure that all reasonable transit needs are satisfied. VCTC is required to make those findings, and provide them to the State for review and concurrence prior to allocation of TDA funds to the cities/County for any street or road purpose. In the past, this process was applicable to the entire County and the format of the public hearing process occurred through a voluntary subcommittee of Commissioners. In 2014, TDA legislation changed and Counties with populations over 500,000 were required to use all TDA funds for transit. Ventura County received an exemption in the legislation so that cities with populations under 100,000 are eligible to use TDA funds for non-transit purposes. As of July 1, 2014 only the cities of Camarillo, Fillmore, Moorpark and Santa Paula can claim TDA funds for local street purposes. Additionally, on June 11, 2018, legislation allowed Thousand Oaks to spend TDA fund on streets and roads. While not required by the legislative change, the City of Thousand Oaks has agreed to follow the spirit of the Unmet Needs process before allocating LTF revenues to streets and roads.

DISCUSSION

Under current law, with respect to any county with a population below 500,000 in 1970, transportation planning agencies, such as VCTC, are required to convene a Social Services Transportation Advisory Committee (SSTAC) to annually identify the transit needs of the county, review and recommend action by the transportation planning agency and conduct at least one public hearing a year. The hearing is required to target "transit dependent and transit disadvantaged populations" (seniors, disabled and low-income). State law included this requirement as a way to ensure these populations had an opportunity to provide comments about transit needs prior to counties using TDA funds for local streets and roads.

Since the Commission's approval of the Unmet Transit Needs findings and recommendations, VCTC has received public comments and service requests through VCTC's public comment form and rider comment email address. An online survey for the general public to provide feedback posted on VCTC's website, one in English and one in Spanish, has been available since mid-December and will continue to be until mid-February. Additionally, VCTC is holding three community meetings:

- Moorpark Council Chambers - January 9, 5-7 p.m.
- Camarillo Council Chambers – January 16, 4-6 p.m.
- Santa Paula Blanchard Library – January 24, 5-7 p.m.
- Thousand Oaks Board Community Room – January 29, 5-7 p.m.
- Fillmore Active Adult Center – February 6, 5-7 p.m.

Legal notice for today's public hearing was published in the Ventura County Star and Vida News on December 28, 2018. Thus far, VCTC has received about 100 comments through the survey, website, Facebook, Instagram and community events, with the vast majority of them coming through the online survey. Staff is recording all transportation comments even if they are not applicable to the Unmet Transit Needs process and responding where appropriate in an effort to better understand the needs of the community and improve transportation. Comments are wide ranging from on-time performance, increased frequency, shorter travel times, more train service, bust stop improvements and a number of other things. An appendix with all comments in addition to a survey analysis will be included as part of the final report sent to the Commission.

After today's hearing, the online unmet needs survey will remain on the www.goventura.org website until February 11, 2019 when the public comment period closes. Testimony heard at today's public hearing will be reviewed by staff and the Citizen's Transportation Advisory Committee and Social Services Transit Advisory Committee (CTAC/SSTAC). Staff will consult and work with the CTAC/SSTAC to develop findings and appropriate recommendations, which will be presented to the Commission in May 2019 for approval action.

Adoption of staff's recommendation completes the 2019/20 Unmet Transit Needs process and authorizes distribution of Transportation Development Act (TDA) revenue for non-transit purposes.

FY 19-20 Unmet Transit Need and Reasonable to Meet Definitions

“UNMET TRANSIT NEED”

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

Includes:

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

Excludes:

- Operational changes such as minor route changes, bus stop changes, or changes in schedule
- Requests for extended hours (less than one (1) hour)
- Service for groups or individuals that is not needed by or will not benefit the general public
- Comments about vehicles, facilities, driver performance and transit organizational structure
- Requests for better coordination
- Requests for reduced fares and changes to fare restrictions
- Improvements funded or scheduled for implementation in the following year
- Future transportation needs
- Duplication or replacement of existing service

“REASONABLE TO MEET”

Outcome	Definitions	Measures & Criteria
Equity	The proposed service will not cause reductions in existing transit services that have an equal or higher priority	Measures: Vehicle revenue service hours and revenue service miles. Criteria: Transit vehicle service hours and miles will not be reduced on existing routes to fund the proposed service
Timing	The proposed service is in response to an existing rather than future transit need	Criteria: Same as definition that proposed service is in response to an existing rather than future transit need; based on public input
Feasibility	The proposed service can be provided with the existing fleet or under contract to a private provider	Measure: Vehicle spare ratio: Transit system must be able to maintain FTA's spare ratio requirement of 20% (buses in peak service divided by the total bus fleet cannot fall below 20%). If less than 20%, can additional buses be obtained (purchased or leased) or can service be provided under contract to a private provider?
Feasibility	There are adequate roadways to safely accommodate transit vehicles	Measure & Criteria: Route inspection to determine adequacy of infrastructure to accommodate transit vehicles and passengers.
Cost Effectiveness	The proposed service will not unduly affect the operator's ability to maintain the required passenger fare ratio for its system as a whole	Measure: Total estimate annual passenger fare revenue divided by total annual operating cost (the entire service including the proposed service) Criteria: fare revenue/operating cost cannot fall below the operator's required passenger fare ratio.
Cost Effectiveness	The proposed service will meet the scheduled passenger fare ratio standards described in Attachment A	Measures and criteria in Attachment A.

Outcome	Definitions	Measures & Criteria
<p>Service Effectiveness</p>	<p>Estimated passengers per hour for the proposed service will not be less than the system-wide average after three years.</p>	<p>Measure: Passengers per hour. Criteria: Projected passengers per hour for the proposed service is not less than 70% of the system-wide average (without the proposed service) at the end of 12 month of service, 85% at the end of 24 months of service, and 100% at the end of 36 months of service.</p>

PASSENGER FARE RATIOS

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

Urban Service	Rural Service	Recommended Action
New Service Performance Criteria: End of Twelve Months		
Less than 6%	Less than 3%	Provider may discontinue service
6% or more	3% or more	Provider will continue service, with modifications if needed
New Service Performance Criteria: End of Twenty-four Months		
Less than 10%	Less than 5%	Provider may discontinue service
10% or more	5% or more	Provider will continue service, with modifications if needed
New Service Performance Criteria: End of Thirty-Six Months **		
Less than 15%	Less than 7%	Provider may discontinue service
15% to 19%	7% to 9%	Provider may consider modifying and continue service
20% or more	10% or more	Provider will continue service, with modifications if needed
*Per statute the VCTC may establish a lower fare for community transit (dial-a-ride) services.		
**A review will take place after 30 months to develop a preliminary determination regarding the discontinuation of proposed services		



Item #11

February 1, 2019

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: SALLY DEGEORGE, FINANCE DIRECTOR
SUBJECT: CASH MANAGEMENT FOR DELAYED FEDERAL TRANSIT ADMINISTRATION FUNDS

RECOMMENDATION:

- Authorize the Executive Director to utilize State Transit Assistance fund balance for cash-flow purposes for the General Fund, VCTC Intercity Fund and Valley Express Fund expenditures until the federal budget is approved allowing access to existing Federal Transit Administration (FTA) funds.

BACKGROUND:

The Ventura County Transportation Commission (VCTC) funds a large portion of its transit activities with Federal Transit Administration (FTA) funds. When approval of the federal budget is delayed, it can impact VCTC cash-flow both immediately and long-term. Currently, VCTC is unable to access approved FTA grant funds to pay expenditures. VCTC is also unable to process the Fiscal Year 2018/2019 FTA grant.

As a reminder, VCTC requests (or preprograms) most of the FTA funds a year before expected use, so that funds will be available when expenditures are made. For example, VCTC preprogramed most of the Fiscal Year 2018/2019 FTA funds in the Fiscal Year 2017/2018 FTA grants. These funds were available by June 2018, but VCTC can no longer access these funds because FTA staff is unavailable to process the requests.

DISCUSSION:

VCTC is currently floating approximately \$411,000 of FTA eligible reimbursements for December expenditures. The amount would have been higher but staff was able to request some VCTC Intercity FTA funds in December before the shutdown occurred. The amount of FTA funds VCTC is floating continues to increase the longer the budget approval is delayed.

Through December 2018, VCTC has expended approximately \$3.6 million of FTA reimbursable funds out of the budgeted \$15.7 million. Approximately half of the FTA funds remaining are for local sub-recipients. At this time, VCTC is alerting the sub-recipients that there will be delays in their reimbursements and that they should consider taking alternative cash-flow measures until VCTC can process the funds through the

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FTA. The FTA sub-recipients include City of Thousand Oaks, City of Camarillo, City of Moorpark, City of Ojai, City of Oxnard, City of Fillmore, County agencies, CalVans, Mobility Management Partners, ARC of Ventura County, Help of Ojai, Ventura Transit System Inc. and Downtown Ventura Partners.

VCTC staff is recommending a temporary State Transit Assistance (STA) cash-flow loan until FTA funding is available. Staff estimates a need of \$500,000-\$600,000 a month (excluding large capital purchases) to cover the FTA funds. The STA funds will only be drawn down as needed and the STA loan will be repaid after the FTA funds are processed. Staff will report on the status of the cash-flow and potential services impacts monthly as long as the government shutdown continues.



Item #12

February 1, 2019

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: DARREN M. KETTLE, EXECUTIVE DIRECTOR

SUBJECT: FUNDING SUPPORT FOR VENTURA COUNTY US CENSUS COMPLETE COUNT PROGRAM

RECOMMENDATION:

- Pending concurrence by Caltrans Division of Mass Transit approve \$50,000 payment to the County of Ventura to support United States 2020 Census Complete Count program.
- Approve FY 2018-19 budget amendment increasing revenues and expenditures in the Management and Administration in the amount \$50,000. Funding source is Local Transportation Fund Contingency Reserve
- Approved revised 2018-2019 Transportation Development Act (TDA) Local Transportation Funds (LTF) apportionment to reflect a transfer of \$50,000 from Contingency Reserve to VCTC Administration as shown below in Table 1.

DISCUSSION:

Every 10 years, the U.S. Census counts every resident in the nation. A complete and accurate count of California's population is essential to the state because the data collected by the Census determines the number of seats each state has in the U.S. House of Representatives and is also used to distribute billions of dollars in federal funds to local communities. More than 70 federal programs that benefit California and Ventura County, including education, health and human services, and public transit use Census numbers as part of their funding formulas. It has been estimated that local governments receive almost \$2,000 for each person counted as part of the Census.

In support of this effort, the California Legislature has appropriated \$90.3 million to fund activities related to the 2020 Census. The California Complete Count Office, which is spearheading the state 2020 Census outreach strategy, is making \$26.5 million available to participating California counties to conduct outreach and assistance. Ventura County's share of this funding has been set at \$288,754. In order to receive this funding, the County must enter into a county-optional agreement to fund outreach activities in each county to promote participation in the 2020 decennial census.

Most of the federal transportation funds that Ventura County receives on an apportionment basis are distributed at least in part based on population, as measured by the census. These funds include the Regional Surface Transportation Program, a primary funding source for future highway improvements such as US 101, and transit funds provided through Sections 5307, 5310, and 5339 that funds, VCTC

Intercity Bus, Metrolink, Gold Coast Transit, and municipal bus operators in the county. The population data used in these distribution formulas are changed after each census, and then remain in effect for 10 years until the subsequent census.

It is for the reason stated immediately above that it is good public and transportation policy for VCTC to provide modest financial support for the countywide effort to ensure the most accurate census count possible. In order to fund this non-budgeted effort staff recommends a transfer of \$50,000 from the TDA LTF contingency reserve to VCTC administration and revise the Apportionment schedule accordingly; and approve the budget amendment as described in recommendation no. 2 of this staff report. There is no financial impact on other LTF recipients.

The Commission will note that recommendation no. 1 of this staff report includes a condition of concurrence by the Caltrans Division of Mass Transit as the TDA guidelines are silent on the use of these funds for this purpose.

TABLE 1

**VENTURA COUNTY TRANSPORTATION COMMISSION
TDA LOCAL TRANSPORTATION FUND APPORTIONMENT
FISCAL YEAR 2018/2019 - REVISED**

	REVISED		
	FY 2018/2019		
Estimated Unapportioned Cash Balance	2,700,000		
Contingency Reserve	-2,850,000		
Estimated Annual LTF Receipts	35,400,000		
Total Funds Available	35,250,000		
Auditor's Administration	14,500		
VCTC Administration	854,747		
VCTC Planning and Programming	704,000		
Subtotal	33,676,753		
Article 3 Pedestrian and Bicycle Facilities	673,535		
Subtotal	33,003,218		
Article 3 Rail Passenger Service Operations/Capital	3,230,863		
Total to be Apportioned	29,772,355		
	REVISED		
	FY 2018/2019		
Article 4 and Article 8 by Agency	Population	Pop %	FY 2018/2019
Camarillo	68,741	8.00%	2,382,314
Fillmore	15,953	1.86%	552,873
Moorpark	37,044	4.31%	1,283,811
Santa Paula	31,138	3.62%	1,079,130
Simi Valley	128,760	14.99%	4,462,355
Thousand Oaks	130,196	15.16%	4,512,121
Gold Coast Transit District:			
Ojai	7,679	0.89%	266,126
Oxnard	206,499	24.04%	7,156,507
Port Hueneme	23,929	2.79%	829,292
San Buenaventura	111,269	12.95%	3,856,180
Ventura County - Unincorporated	97,865	11.39%	3,391,646
Total	859,073	100.00%	29,772,355



Item #13

February 1, 2019

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: SALLY DEGEORGE, FINANCE DIRECTOR
**SUBJECT: TRANSPORTATION DEVELOPMENT ACT (TDA),
LOCAL TRANSPORTATION FUND (LTF),
DRAFT APPORTIONMENT FOR FISCAL YEAR 2019/2020**

RECOMMENDATION:

- Approve the Local Transportation Fund Draft Apportionment for Fiscal Year 2019/2020 apportioning \$38.55 million as shown in Attachment 1.

BACKGROUND:

Each year the Ventura County Transportation Commission (Commission or VCTC) is responsible for apportioning the quarter cent statewide sales tax funds that accrue to Ventura County under the State Transportation Development Act (TDA) Local Transportation Fund (LTF). Current eligible uses of LTF revenues include funds for Commission administration (amount determined by the Commission), County administration fees, Commission planning activities (capped at 2% of revenues), bicycle and pedestrian projects (capped at 2% after administrative and planning costs are deducted), rail passenger service operations/capital improvements with the remainder going to fund transit and if all transit needs are met, to street and road projects in cities under 100,000 if eligible. Staff works with the County Auditor-Controller to determine the estimated fund balance for the upcoming fiscal year and the projected sales tax revenue. These funds are then apportioned by population and allocated throughout the fiscal year as receipts are received.

In recognition of the volatility of sales tax revenue, in 2011, the Commission adopted a policy to maintain a reserve of roughly 10% of funds to be apportioned for Articles 4 (public transportation) and 8 (other allocations, currently transit and local streets and roads). Should LTF revenues received be lower than estimated, VCTC would be able to draw from the reserves to keep local jurisdictions whole for the fiscal year to smooth out sales tax fluctuations.

In order to operate Commuter Rail (Metrolink) services, VCTC has historically “swapped” its federal funds with Los Angeles County Metropolitan Transportation Authority’s local transportation sales tax funds. Although this practice had worked in the past, this “swapping” of funds was unsustainable. In 2013, as the economy continued to recover and the LTF receipts rebounded, the Commission saw an opportunity to become more self-reliant in meeting its Metrolink operations costs obligations. The Commission decided that each time there was an increase in estimated LTF revenues, the increase would be split one-third to Commuter Rail and two-thirds to bus transit.

DISCUSSION:

Each year the Ventura County Auditor-Controller provides a Local Transportation Fund estimate to VCTC for the upcoming fiscal year and notifies VCTC if the previous projection for the current Fiscal Year needs revision (either up or down). The County is projecting that the current Fiscal Year should be increased by \$1,000,000 to \$36.4 million and then estimates that Fiscal Year 2019/2020 Local Transportation Fund sales tax receipts will increase to \$37.4 million (see Attachment 2). Although the County Auditor-Controller estimated that the beginning fund balance will be \$4.4 million, VCTC is reducing the balance by \$50,000 for an agenda item to be presented to the Commission at the February meeting.

After accounting for the estimated \$4.35 million beginning fund balance, \$37.4 million projected tax receipts and \$3.2 million reserve, it is estimated that there will be \$38.55 million to apportion in Fiscal Year 2019/2020. This amount is \$3.3 million higher than the previous fiscal year. The Fiscal Year 2019/2020 apportionment as shown in Attachment 1 includes the following:

- \$5,918,463 Article 3 funds for Commission activities including:
 - \$3,897,463 for Metrolink commuter rail purposes. This number is \$666,600 higher than last year as one-third of the increased revenue was allocated to passenger rail in keeping with the policy discussed above.
 - \$771,000 (or 2%) for planning activities which include Regional Transportation Planning, Regional Transit Planning, Transportation Improvement Program and Monitoring,
 - \$1,250,000 placeholder for administration of Commission activities including ADA and Senior projects, Fare Collection and APC Systems, Nextbus, Grant Administration, Transit Information Center, TDA Administration, Transportation Improvement Program and Monitoring as well as supporting the Commission’s office administration and management.
- \$14,500 Article 3 funds for the County Auditor-Controller’s administrative costs.
- \$730,290 Article 3 funds for Bicycle and Pedestrian projects.
- \$31,886,747 for apportionment to local jurisdictions as allowed by TDA. This is an increase of approximately \$2.1 million. The Commission apportions these funds based on the California Department of Finance population estimates. The Department of Finance issues the updated population estimates for the cities and counties in May of each year. The Fiscal Year 2019/2020 draft apportionment is based on the May 2018 population estimate of 859,073. The final LTF apportionment will be adjusted for the new population estimate published in May 2019.

ATTACHMENT 1
VENTURA COUNTY TRANSPORTATION COMMISSION
TDA LOCAL TRANSPORTATION FUND APPORTIONMENT FOR FISCAL YEAR 2019/2020

			DRAFT	REVISED	Change vs. FY	FINAL
			FY 2019/2020	FY 2018/2019	2018/2019	FY 2017/2018
Estimated Unapportioned Cash Balance			4,350,000	2,700,000	1,650,000	2,700,000
Contingency Reserve			-3,200,000	-2,850,000	-350,000	-2,900,000
Estimated Annual LTF Receipts			37,400,000	35,400,000	2,000,000	34,300,000
Total Funds Available			38,550,000	35,250,000	3,300,000	34,100,000
Auditor's Administration			14,500	14,500	0	13,500
VCTC Administration			1,250,000	854,747	395,253	960,498
VCTC Planning and Programming			771,000	704,000	67,000	682,000
Subtotal			36,514,500	33,676,753	2,837,747	32,444,002
Article 3 Pedestrian and Bicycle Facilities			730,290	673,535	56,755	648,880
Subtotal			35,784,210	33,003,218	2,780,992	31,795,122
Article 3 Rail Passenger Service Operations/Capital			3,897,463	3,230,863	666,600	2,864,233
Total to be Apportioned			31,886,747	29,772,355	2,114,392	28,930,889
Article 4 and Article 8 by Agency	Population	Pop %	DRAFT	REVISED	Change vs. FY	FINAL
			FY 2019/2020	FY 2018/2019	2018/2019	FY 2017/2018
Camarillo	68,741	8.00%	2,551,502	2,382,314	169,188	2,349,298
Fillmore	15,953	1.86%	592,137	552,873	39,264	529,194
Moorpark	37,044	4.31%	1,374,985	1,283,811	91,174	1,242,692
Santa Paula	31,138	3.62%	1,155,769	1,079,130	76,639	1,034,362
Simi Valley	128,760	14.99%	4,779,265	4,462,355	316,910	4,295,804
Thousand Oaks	130,196	15.16%	4,832,566	4,512,121	320,445	4,435,771
Gold Coast Transit District:						
<i>Ojai</i>	7,679	0.89%	285,026	266,126	18,900	254,862
<i>Oxnard</i>	206,499	24.04%	7,664,752	7,156,507	508,245	7,010,878
<i>Port Hueneme</i>	23,929	2.79%	888,188	829,292	58,896	769,613
<i>San Buenaventura</i>	111,269	12.95%	4,130,041	3,856,180	273,861	3,687,281
<i>Ventura County - Unincorporated</i>	97,865	11.39%	3,632,516	3,391,646	240,870	3,321,134
Total	859,073	100.00%	31,886,746	29,772,355	2,114,392	28,930,889

ATTACHMENT 2

**JEFFERY S. BURGH
AUDITOR-CONTROLLER**

COUNTY OF VENTURA
800 SOUTH VICTORIA AVE.
VENTURA, CA 93009-1540



**ASSISTANT
AUDITOR-CONTROLLER**
JOANNE McDONALD

CHIEF DEPUTIES
BARBARA BEATTY
AMY HERRON
JILL WARD
MICHELLE YAMAGUCHI

January 14, 2019

Mr. Darren Kettle, Executive Director
Ventura County Transportation Commission
950 County Square Drive
Ventura, CA 93003

SUBJECT: LOCAL TRANSPORTATION FUND FY 2019-20 ESTIMATES AND FY 2018-19 REVISED ESTIMATES

Dear Mr. Kettle:

The Auditor-Controller's conservative estimate of the Local Transportation Fund (LTF) revenues for fiscal year 2019-20 is \$37.4 million. Based on current year projected growth of 3.56 percent, the estimate could be \$37.9 million. As you are aware, projections are very uncertain given the current economic climate. It may be prudent to budget a contingency account to be allocated midyear if projections remain strong.

For fiscal year 2018-19 we had projected \$35.4 million. This estimate is currently revised to \$36.4 million. In addition, based on the allocation schedule provided by your office, we estimate that approximately \$94,469 in interest will be earned by the fund during fiscal year 2018-19 and be available for allocation in the subsequent fiscal year.

Based on revised revenue estimates of \$36.4 million, the City of Camarillo's allocation return of \$194 thousand, budgeted allocations of \$35.6 million, and interest of \$94,469, we project a LTF fund balance at June 30, 2019 of approximately \$4,404,527 (see Attachment I).

The Auditor-Controller's estimated LTF administrative costs for fiscal year 2019-20 are \$14,500.

We will continue to monitor growth trends and will notify you in the event of a significant change in projected revenues.

If you have any questions, please contact Jill Ward at (805) 654-3153.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeffery S. Burgh".

JEFFERY S. BURGH
Auditor-Controller

Enclosure

ATTACHMENT 1

COUNTY OF VENTURA
AUDITOR-CONTROLLER
LOCAL TRANSPORTATION FUND
PROJECTED ACTIVITY AND FUND BALANCE
AS OF JUNE 30, 2019

Audited Fund Balance as of June 30, 2018	\$ 3,278,749	
Reversal of FY18 Fair Value adjustment	<u>(6,724)</u>	
Subtotal:		3,272,025
ADD:		
FY 18-19 Actual LTF Receipts as of December 31, 2018	\$ 18,809,733	
Return of Allocation - City of Camarillo	194,307	
Projected LTF receipts for remainder of FY 18-19	<u>17,626,900</u>	
Subtotal: (A)		36,630,940
FY 18-19 interest earnings apportioned as of December 31, 2018	\$ 22,208	
Projected interest earnings for the remainder of FY 18-19	<u>72,261</u>	
Total Interest (B)		<u>94,469</u>
Funding Available		\$ 39,997,434
LESS:		
FY 18-19 allocations as of December 31, 2018	\$ 16,906,466	
Projected allocations for the remainder of FY 18-19 (C)	<u>18,686,441</u>	
Subtotal:		<u>35,592,907</u>
Projected Fund Balance as of June 30, 2019		\$ <u>4,404,527</u>

(A) FY 18-19 projected LTF receipts are based on FY18-19 actual receipts through December 31, 2018.

(B) Based on actual first quarter earnings and projected second, third, and fourth quarter earnings.

(C) Based on VCTC FY 18-19 Transportation Development Act (TDA) allocations adopted on June 1, 2018.

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Item # 14

February 1, 2019

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: MARTIN R. ERICKSON, PUBLIC TRANSIT DIRECTOR
SUBJECT: UPDATE ON CALIFORNIA AIR RESOURCES BOARD INNOVATIVE CLEAN TRANSIT REGULATION

RECOMMENDATION:

- Receive an update on the recently approved California Air Resources Board (CARB) Innovative Clean Transit (ICT) Rule.

BACKGROUND:

In December 2018, the California Air Resources Board (CARB) adopted the Innovative Clean Transit regulation (ICT) Rule, which had been in development for four years. The ICT has broad and significant implications for transit operators as it requires transit agencies to begin to purchase zero-emission buses (ZEBs) as soon as 2023, with the goal of transitioning all transit buses in California to zero-emission technology by 2040. Only ZEB buses can be purchased after 2030. ICT initially impacts standard transit buses, postponing the ZEB purchase mandate for non-standard buses (i.e. articulated, cutaway, over the road coaches) until at least 2026. This is relevant for our area, as many of the Ventura County transit vehicles are cutaways (smaller transit vehicles used in the Valley Express service) or over the road coaches (45' commuter transit buses used for the VCTC Intercity service).

DISCUSSION:

The regulation affects transit agencies differently based on their size; large operators (defined as over 100 transit vehicles) need to develop a ZEB rollout plan by July 1, 2020, while small operators (defined as operating less than 100 vehicles) need to develop a ZEB rollout plan by July 1, 2023. All transit operators in Ventura County are small operators (as defined), which at least provides more time to meet the ZEB purchase deadlines. Additionally, the regulation does not require the purchase of ZEB over-the road coaches or cutaway buses until at least 2026 and only then if an acceptable ZEB over the road coach is available from bus manufactures (it currently is not).

The implications of ICT to public transit are significant for Ventura County operators. Importantly, the board resolution that accompanies the ICT regulation requires CARB staff to conduct comprehensive reviews of ZEB technology, cost and available funding. These reviews could lead to adjustments in the regulation and will take place in the next few years.

Some important questions raised by the adoption of the ICT rule are as follows:

- What is the most effective bus purchase strategy for Ventura County transit operators to implement when the costs of ZEB buses are more expensive than traditional diesel and CNG buses?
- What happens to investments in dedicated diesel or CNG fueling stations when only ZEB buses can be purchased after 2030? Do they become “stranded assets”?
- What electric charging stations will be available in Ventura County to meet the ICT rule, and will future transit contracts need to specify ZEB charging/fueling requirements?
- How will the additional cost of the more expensive ZEB capital and infrastructure be paid for? For frame of reference, a new CNG bus costs approximately \$600k, while a new ZEB battery electric costs \$700-800k, and a ZEB hydrogen fuel cell bus costs \$1M+.

Ventura County operators have been discussing these issues at the monthly TRANSCOM operators meeting, and will continue to do so on a more regular basis. Similar to the recent requirements for Transit Asset Management (TAM) Plan development, VCTC staff will coordinate a process whereby all operators work in a collaborative manner as the ICT deadlines become closer. Fortunately, VCTC participated in a successful, joint application with SBCAG for a “Coastal Express Capital Expansion” \$9.6 SB 1 Transit Capital grant to purchase electric commuter buses, and pay for the electrification of the new GCTD facility in Oxnard, as well as the SBMTD facility in Goleta. The California Transit Association (CTA) has also been closely involved in monitoring the development of the ITC regulations, and worked successfully to gain language that requires the comprehensive review of ICT technology before the purchase deadline. However, the ICT rules are a “game changer” concerning future bus purchases of Ventura County operators. VCTC staff will continue to monitor the ICT rule development and continue to coordinate with the Ventura County’s operators to develop the most effective implementation strategy moving forward.



Item #15

February 1, 2019

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: AARON B. BONFILIO, PROGRAM MANAGER

SUBJECT: POTENTIAL PURCHASE OF VCTC INTERCITY FLEET PROVIDED BY RATP DEV

RECOMMENDATION:

- Authorize staff to conduct due diligence activities related to potential acquisition of the remainder of the VCTC Intercity fleet currently provided by RATP Dev, including engaging third-party inspection and appraisal services; and,
- Authorize the Executive Director to negotiate with RATP Dev regarding potential terms for a transfer agreement for the remainder of the fleet.

BACKGROUND:

In 2013 VCTC participated in a joint-procurement for fleet vehicles. The Commission elected to purchase vehicles for the first time utilizing a combination of Proposition 1B and State Transit Assistance funds. The direction to purchase buses came following VCTC's long-time contractor, Coach USA's departure. Until that point, Coach USA provided VCTC with enough vehicles to operate the intercity service through an ongoing capital lease agreement. Following Coach USA's filing for bankruptcy and abrupt exit, VCTC solicited the services for a transit provider to both operate the VCTC Intercity Service and provide the fleet. This proved to be a difficult endeavor and resulted in higher than expected pricing.

In light of these challenges, the Commission moved forward with a purchase of fourteen vehicles (approximately half of the fleet necessary to run VCTC Intercity). As a result, the purchase reduced the Commission's risk in its ability to procure transit services. A new contract was awarded which contemplated vehicles provided both by VCTC and by the service provider (approximately 50/50). The more limited capital requirements of the contractor made the provisioning of the VCTC Intercity more accessible to transit operators. In addition, the purchase of the fleet vehicles reduced the cash flow requirements for the capital lease expense. Since that time, VCTC has continued to purchase vehicles, adding three buses for demo routes, and just recently, the Commission authorized the purchase of an additional three to bolster its limited spare ratio for a total of twenty (20) Commission owned buses. VCTC has a reserve of STA funds that can be used to fund the approximate cost of the remainder of the fleet (\$4.5M), particularly since VCTC chose not to purchase an administrative building in Camarillo and thanks to the continuation of "SB 1" STA funds. Generally speaking, ownership of the fleet by VCTC has addressed multiple service objectives: namely ensuring consistent and lower-cost service.

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Following the sale and transfer of Roadrunner Management to RATP Dev, VCTC and RATP Dev began discussing further ways to effectively reduce VCTC's cost to run the service. Among the paths described was the potential for RATP Dev to transfer ownership of buses they own, which could eliminate VCTC's capital lease expense that it currently pays to RATP Dev. While informal discussions have been ongoing, on January 18, 2019, RATP Dev. provided its formal Letter of Intent to VCTC regarding the potential transfer of its fleet.

Staff's recommendation is for the Commission to authorize staff to explore this opportunity further; including conducting due diligence activities, such as utilizing third-party inspection and appraisal services, as well as, authorize the Executive Director to enter into negotiations regarding terms of a potential transfer agreement. Results of this process, including any subsequent agreement, would be brought back to the Commission prior to additional action.

Attachment: Brick Conners, RATP Dev, Letter of Intent, January 18, 2019.



January 18, 2019

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

SUBJECT: VCTC INTERCITY TRANSIT SERVICE AGREEMENT – BUS TRANSFER LETTER OF INTENT

REFERENCE 1: VCTC Intercity Transit Service Agreement 16 November 2014

REFERENCE 2: VCTC Intercity Transit Service Agreement First Amendment 26 January 2018

While we have had informal discussion about VCTC purchasing RATP Dev buses, this letter formalizes RATP Dev’s offer for VCTC to purchase RATP Dev’s buses. The estimated value of the transfer fleet is \$5,000,000.

HISTORY: The references require contractor to provide 16 buses in support of VCTC Intercity Transit Service Agreement. The current RATP Dev Fleet includes eleven 2015 MCIs, and five 2014 Volvos. VCTC has communicated an interest in purchasing all 16 vehicles.

SPECIFIC FLEET ASSETS:

VIN-#-Lien Holder	Year/ Model	Debt Type	Assignability
3CET2S220E5163100 (981) Volvo Financial Services	2014 Volvo	CAP-Lease	Assignable
3CET2S224E5165478 (LA Class) Volvo Financial Services	2014 Volvo	Purchase	Purchased 12/18
3CET2S221D5159700 (983) Volvo Financial Services	2014 Volvo	CAP-Lease	Assignable
3CET2S225D5160756 (986) Volvo Financial Services	2014 Volvo	CAP-Lease	Assignable
3CET2S228D5160798 (988) Volvo Financial Services	2014 Volvo	CAP-Lease	Assignable
1M86DMBA4FP013752 (V15) Suntrust	2015 MCI	OPS-Lease	Payoff Only
1M86DMBA4FP013753 (V16) Suntrust	2015 MCI	OPS-Lease	Payoff Only
1M86DMBA4FP013754 (V17) Suntrust	2015 MCI	OPS-Lease	Payoff Only
1M86DMBA4FP013755 (V18) Suntrust	2015 MCI	OPS-Lease	Payoff Only
1M86DMBA1FP013756 (V19) TCF Equipment Finance	2015 MCI	OPS-Lease	Assignable
1M86DMBA1FP013757 (V20) TCF Equipment Finance	2015 MCI	OPS-Lease	Assignable
1M86DMBA5FP013758 (V21) Wells Fargo	2015 MCI	OPS-Lease	Assignable
1M86DMBA7FP013759 (V22) General Electric	2015 MCI	Loan	Assignable
1M86DMBA7FP013760 (V23) General Electric	2015 MCI	Loan	Assignable
1M86DMBA7FP013761 (V24) General Electric	2015 MCI	Loan	Assignable
1M86DMBA7FP013762 (V25) General Electric	2015 MCI	Loan	Assignable

Respectfully,

Brick Conners
SVP
RATP Dev

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Item # 16

February 1, 2019

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: JUDITH JOHNDUFF, PROGRAM MANAGER

SUBJECT: ACTIVE TRANSPORTATION PROGRAM CYCLE 4 METROPOLITAN PLANNING ORGANIZATION (MPO) COMPONENT – REGIONAL PRIORITIZED LIST OF PROJECTS

RECOMMENDATION:

- Approve the regional point assignments and the Prioritized List of Projects (attached), allowing the Ventura County Transportation Commission (VCTC) to advance projects for funding in the MPO Component of the Cycle 4 Active Transportation Program (ATP).
- Authorize the Executive Director to submit the Prioritized List of Projects to the Southern California Association of Governments and approve any future technical changes or substitutions if funds are made available through project cancellations or savings (subject to CTC approval).

BACKGROUND:

The California Transportation Commission (CTC) issued the ATP Cycle 4 Call-for-Projects on May 16, 2018. The budget for Cycle 4 is approximately \$440 million and covers fiscal years 19/20, 20/21, 21/22 and 22/23. Applications were due to Caltrans by July 31, 2018. Jurisdictions within Ventura County submitted eleven (11) ATP Cycle 4 applications requesting \$21,165,000 in grant funds.

How projects are selected for funding: Caltrans and the CTC review all 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.

According to the ATP Guidelines, program funding is segregated into three components and is distributed as follows:

- 50% to the state for the statewide competitive program (approximately \$220 million)
- 10% to small urban and rural regions (does not apply to Ventura County)
- 40% to Metropolitan Planning Organizations (MPO) (Southern California Association of Governments (SCAG) share is estimated is \$87.5 million)

Statewide Competitive Program: Once the applications are scored by Caltrans and the CTC, the projects are ranked. Those projects with the highest ranking that can be funded with the roughly \$220 million available receive funding through the statewide competitive program.

There were 554 projects submitted for funding requesting over \$2.2 Billion in ATP Cycle 4 funds. Fifty-one (51) projects are recommended for funding in the Statewide Competitive Program totaling \$238 million. The cut-off score was ninety (89). The County of Ventura submitted the county's highest scoring project which received a score of eighty-one (81) points, nine (8) points below the cut-off. The project was for pedestrian improvements in the El Rio area. Seven (7) large projects on the list account for roughly one-half of the available funds. It should be noted that more than sixty-seven percent (67%) of the projects included a commitment of local funds. None of the applications from Ventura County scored high enough to be funded under the Statewide Competitive Program.

Regional Program (Ventura County's Estimated Population Share is \$3.9 Million): Projects that do not score high enough to be funded under the Statewide Competitive Program are reconsidered for funding through the MPO regional project selection process. For Ventura County the MPO Project Selection process is administered by SCAG. Under SCAG's adopted guidelines, Counties may add up to 20 points to the Caltrans/CTC score to align funding with regional priorities. At its November 2, 2018 meeting, the Commission approved the prioritization methodology for Cycle 4 which allows a maximum of 20 points to be added to the CTC/Caltrans score as follows:

1. 10 points added if the proposed project is identified in one of the adopted plans listed below:
 - Adopted 5-Year Capital Improvement Plans – Unfunded Projects
 - City of Camarillo Bikeway Master Plan (2017)
 - Camarillo Commons Strategic Plan (2007)
 - Fillmore Business Park Master Plan (2008)
 - Heritage Valley Parks Specific Plan, Fillmore CA (2002)
 - Moorpark College Facilities Master Plan (2015)
 - Moorpark Master Bicycle Transportation Plan (2008)
 - City of Ojai Bicycle and Pedestrian Master Plan (1999)
 - Ojai Complete Streets Master Plan (2017)
 - City of Oxnard Bicycle and Pedestrian Master Plan (2011)
 - Oxnard Corridor Transportation Improvement Plan – A Livable Oxnard (2016)
 - City of Port Hueneme Bicycle Master Plan
 - Santa Clara River Trail Master Plan (2011)
 - City of Simi Valley Bicycle Master Plan (2008)
 - Simi Valley Green Community Action Plan (2010)
 - City of Thousand Oaks Bicycle Master Plan (2010)
 - Thousand Oaks Boulevard Specific Plan (2012)
 - ADA Transition Plan (2016)
 - Missing Sidewalk Priority List (2017)
 - City of Ventura Bicycle Master Plan (2011)
 - Ventura County Bike Plan (2007)
 - County of Ventura Transportation Strategic Master Plan (2012)
 - Ventura County Prioritized List for Construction of Category B Bike Lanes (2017)
 - Santa Paula Branch Line Recreational Trail Compatibility Survey (2015)
 - VCTC Bicycle Wayfinding Plan (2017)
2. 10 points added if the proposed project will develop a community wide or area wide Active Transportation Plan, and/or
3. 10 points added if the project is identified in the ATP Cycle 4 Application as a Safe Routes to School Project

DISCUSSION:

All eleven (11) projects submitted from Ventura County in Cycle 4 are considered for funding under the MPO Component; they are listed in the attached Table. Staff applied the adopted 20-point prioritization methodology to all eleven projects. Five of the eleven projects qualified to receive the total allowable 20 points. The remaining projects received 10 points each. The attached Table provides a description of the projects and includes the CTC/Caltrans Statewide Score, a breakdown of the added regional prioritized points, and a funding breakdown.

The top project on the list is the County of Ventura El Rio Pedestrian/Safe Routes to Schools project which scored a total of 91 points, requesting \$6,254,000. The total MPO population funding target for the entire county is only \$3,973,000. The County has indicated that since the project would need an additional \$2.3 million to move forward at this time, they intend to further refine the project and submit for funding in a future Call-for-Projects.

Projects recommended for funding under the MPO Component include the next four (4) projects on the list:

- City of Ventura-City-wide Active Transportation Mobility Plan
- City of Oxnard – Oxnard Boulevard Gap Closure Project
- County of Ventura – Potrero Road Bike Lanes – Phase II Project
- City of Thousand Oaks – Los Feliz Sidewalk Improvement Project – Phase II

RECOMMENDATION:

The Transportation Technical Committee (TTAC) approved the regional point scores on January 17, 2019. Therefore, staff recommends that VCTC approve the regional point assignments and the Prioritized List of Projects in the attached Table allowing VCTC to advance projects for funding under the MPO Component of the Cycle 4 Active Transportation Program. The unfunded projects will remain on the list. The List will serve as a Contingency List of Projects should funds be made available through project cancellations or savings (subject to CTC approval).

ATP CYCLE 4 MPO COMPONENT VENTURA COUNTY PRIORITIZED LIST OF PROJECTS

Project Title	Statewide Score	VCTC Points		Total Score	Total Project Cost	Total ATP Request	Recommended ATP Funding
		ATP Plan & Planning Consistency	Safe Routes to Schools Projects				
County of Ventura-EI Rio Area Pedestrian Improvements for Safe Routes to Schools Project	81	0	10	91	\$6,950,000	\$6,254,000	*
City of Ventura-City-wide Active Transportation Mobility Plan	68	10	10	88	\$950,000	\$950,000	\$950,000
City of Oxnard-Oxnard Boulevard Gap Closure Project	63	10	10	83	\$860,000	\$860,000	\$860,000
County of Ventura-Potrero Road Bike Lanes - Phase II Project	68	10	0	78	\$1,515,000	\$1,265,000	\$1,265,000
City of Thousand Oaks-Los Feliz Sidewalk Improvement Project - Phase II	56	10	10	76	\$1,495,000	\$1,051,000	\$898,000**
City of Thousand Oaks-Gainsborough Road Sidewalk and Curb Ramp Project	50	10	10	70	\$647,000	\$588,000	*
County of Ventura-Ventura Avenue Pedestrian and Bicycle Improvement Project	59	10	0	69	\$870,000	\$870,000	*
City of Oxnard-Hemlock Street and Driskill Street Project	58	0	10	68	\$1,551,000	\$1,551,000	*
County of Ventura-Rose Avenue Bike Lane Improvement Project	55	10	0	65	\$743,000	\$743,000	*
County of Ventura-Bike Lane Improvements on Rice Road	44	10	0	54	\$1,294,000	\$1,063,000	*
City of Camarillo-Springville Multi-use Trail Project	32	10	10	52	\$6,290,000	\$5,970,000	*
					\$23,165,000	\$21,165,000	

*Projects unable to move forward at this time will remain on the list. The List will serve as a Contingency List of Projects should funds be made available through project cancellations or savings (subject to CTC approval).

**Threshold project: \$898,000 in ATP funds available, the City of Thousand Oaks will provide the additional \$153,000 to make the project whole.



Item #17

February 1, 2019

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: STEVE DEGEORGE, PLANNING AND TECHNOLOGY DIRECTOR
SUBJECT: U.S. 101 HOV WIDENING, PROJECT APPROVAL / ENVIRONMENTAL DOCUMENT (PAED) PHASE, PROJECT UPDATE

RECOMMENDATION:

- Receive and file

BACKGROUND:

In spring of 2018 the Commission entered into an agreement with WSP USA Inc. to perform the engineering and environmental work associated with the U.S. 101 HOV Widening, Project Approval and Environmental Document (PAED) phase. The PAED is based on the Project Study Report (PSR) completed by Caltrans in 2013 and a reflection of the Commission's prioritization of congestion relief on the U.S. 101.

The PAED itself is a highly complex project which will define the scope of improvements to relieve congestion and provide the environmental clearance for those improvements along approximately 27 miles of the U.S. 101 from State Route 23 in Thousand Oaks to State Route 33 in Ventura. The PAED will look at a range of alternatives that will include High Occupancy Vehicle (HOV) lanes, the addition of auxiliary lanes, ramp improvements, and bridge widenings as well as the environmental impacts and mitigations for that work.

The agreement was signed in May of 2018 and was scheduled for completion in 42 months. Each month a Project Development Team (PDT) meeting is held where the 101 corridor jurisdictions along with the project consultant meet and review work that has been completed and address upcoming issues. At this point PDT has met 6 times and much of the foundational work such as data collection, surveying, mapping, utility locations, as-built plans and a number of other crucial data collection issues are nearing completion for the corridor.

DISCUSSION:

The public project scoping process will soon begin and the consultants are starting to work to schedule spaces and times. It is anticipated that during the months of March and April a series of four public meetings will be held for that purpose. Project branding has been selected and the project website is under design. To provide a more detailed project update on the PAED staff has invited WSP's Project Manager, Mr. Victor Martinez to provide an over view of the project to date and the upcoming work.

