



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, JANUARY 11, 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. PUBLIC COMMENTS** – *Each individual speaker is limited to speak three (3) continuous minutes or less. The Commission may, either at the direction of the Chair or by majority vote of the Commission, waive this three minute time limitation. Depending on the number of items on the Agenda and the number of speakers, the Chair may, at his/her discretion, reduce the time of each speaker to two (2) continuous minutes. In addition, the maximum time for public comment for any individual item or topic is thirty (30) minutes. Also, the Commission may terminate public comments if such comments become repetitious. Speakers may not yield their time to others without the consent of the Chair. Any written documents to be distributed or presented to the Commission shall be submitted to the Clerk of the Board. This policy applies to Public Comments and comments on Agenda Items.*

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

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

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

8A. APPROVE SUMMARY FROM NOVEMBER 2, 2018 VCTC MEETING – PG. 7

Recommended Action:

Approve

Responsible Staff: Donna Zimmermann

8B. NOVEMBER MONTHLY BUDGET REPORT – PG. 11

Recommended Action:

Receive and File

Responsible Staff: Sally DeGeorge

8C. DECEMBER MONTHLY BUDGET REPORT – PG. 19

Recommended Action:

Receive and File

Responsible Staff: Sally DeGeorge

8D. PASSENGER RAIL UPDATE – PG. 27

Recommended Action:

Receive and File

Responsible Staff: Claire Grasty

8E. COOPERATIVE AGREEMENT BETWEEN THE VENTURA COUNTY TRANSPORTATION COMMISSION AND SOUTHERN CALIFORNIA REGIONAL RAIL AUTHORITY FOR BUS BRIDGE SERVICE -PG. 33

Recommended Action:

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.

Responsible Staff: Claire Grasty

8F. INVESTMENT POLICY UPDATE- PG. 35

Recommended Action:

Adopt the updated Investment Policy as shown in Attachment 1.

Responsible Staff: Sally DeGeorge

8G. AMERICANS WITH DISABILITIES (ADA) CERTIFICATION CONTRACT EXTENSION - PG. 37

Recommended Action:

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.

Responsible Staff: Peter De Haan

8H. REVISION TO CONGESTION MITIGATION AND AIR QUALITY PROGRAM - PG. 43

Recommended Action:

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.

Responsible Staff: Peter De Haan

8I. COMPREHENSIVE ANNUAL FINANCIAL REPORT - PG. 45

Recommended Action:

Approve the audited Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2017/2018.

Responsible Staff: Sally DeGeorge

8J. MOORPARK METROLINK STATION MAINTENANCE AGREEMENT- PG. 47

Recommended Action:

Approve agreement with City of Moorpark for maintenance of the Metrolink station

Responsible Staff: Claire Grasty

8K. FY 19/20 TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET TRANSIT NEEDS SCHEDULE, PROCEDURES AND DEFINITIONS OF "UNMET TRANSIT NEEDS" AND "REASONABLE TO MEET"– PG. 49

Recommended Action:

Review and Approve Unmet Transit Needs Schedule and Definitions

Responsible Staff: Claire Grasty

8L. REVISION TO PROPOSITION 1B TRANSIT SECURITY CAPITAL PROGRAM – PG. 55

Recommended Action:

- *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.*

Responsible Staff: Judy Johnduff

8M. REQUEST FOR PROPOSALS FOR PROFESSIONAL AUDITING SERVICES FOR TRANSPORTATION DEVELOPMENT ACT (TDA), STATE OF GOOD REPAIR, PROPOSITION 1B AND LCTOP FINANCIAL AND COMPLIANCE AUDITS– PG. 59

Recommended Action:

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

Responsible Staff: Sally DeGeorge

8N. REVISED FEDERAL GRANT AUTHORIZING RESOLUTION-PG. 61

Recommended Action:

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

Responsible Staff: Peter De Haan

80. TRANSPORTATION EMERGENCY PREPAREDNESS PLAN REQUEST FOR PROPOSALS- PG. 65

Recommended Action:

Approve Release of the Transportation Emergency Preparedness Plan Request for Proposals

Responsible Staff: Claire Grasty

9. COLLEGE RIDE PILOT PROGRAM UPDATE - PG. 77

Recommended Action:

Receive and File

Responsible Staff: Claire Grasty

10. PROGRAMMING OF CONGESTION MITIGATION AND AIR QUALITY (CMAQ) PROJECTS: APPROVAL OF REVISED FINAL FISCAL YEAR (FY) 2018/19 PROGRAM OF PROJECTS – PUBLIC HEARING - PG. 79

Recommended Action:

- *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.*

Responsible Staff: Peter De Haan

11. SURFACE TRANSPORTATION PROGRAM (STP) LOAN TO SAN BERNARDINO COUNTY TRANSPORTATION AUTHORITY - PG. 85

Recommended Action:

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.

Responsible Staff: Peter De Haan

12. NOVEMBER 2018 ELECTION RESULTS INCLUDING PROPOSITION 6 - PG. 87

Recommended Action:

Receive and File

Responsible Staff: Peter De Haan

13. 2019-2020 LEGISLATIVE PROGRAM - PG. 91

Recommended Action:

Adopt the 2019-2020 Legislative Program (Attached).

Responsible Staff: Peter De Haan

14. VCTC GENERAL COUNSEL'S REPORT

15. AGENCY REPORTS

16. CLOSED SESSION –

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

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Item #8A

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, NOVEMBER 2, 2018
9:00 AM

MEMBERS PRESENT: Linda Parks, County of Ventura, Chair
Manuel Minjares, City of Fillmore, Vice Chair
Jan McDonald, City of Camarillo
Ken Simons, City of Moorpark
Bryan MacDonald, City of Oxnard
Will Berg, City of Port Hueneme
Ginger Gherardi, City of Santa Paula
Mike Judge, City of Simi Valley
Claudia Bill-de la Peña, City of Thousand Oaks
Kelly Long, County of Ventura
John Zaragoza, County of Ventura
Brian Humphrey, Citizen Rep., Cities
Jim White, Citizen Rep., County
John Bulinski, Caltrans District 7

ABSENT: Randy Haney, City of Ojai
Neal Andrews, City of San Buenaventura
Steve Bennett, County of Ventura
Peter Foy, County of Ventura

CALL TO ORDER

PLEDGE OF ALLGIANCE

ROLL CALL

PUBLIC COMMENTS FOR THOSE ITEMS NOT LISTED ON THIS AGENDA - None

CALTRANS REPORT

Caltrans District 7 Director, **John Bulinski**, introduced himself. He came from District 8 and prior to that spent 6 years in Redding and time in Ureka as well.

COMMISSIONERS REPORTS

Commissioner Minjares attended the Mobility 21 conference. He said it was inspiring to see what other counties are working on to push the envelope in Southern California. It is a great collaborative group.

EXECUTIVE DIRECTOR REPORT -

For the third year in a row, VCTC, along with all the Ventura County bus operators will be honoring veterans by allowing them to ride the bus for free on Veterans Day and on Monday, the 12th.

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

8A. APPROVE SUMMARY FROM OCTOBER 5, 2018 VCTC MEETING *Approve*

8B. MONTHLY BUDGET REPORT – *Receive and File*

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

8D. LEGISLATIVE UPDATE - *Receive and File*

8E. SUBRECIPIENT AGREEMENT WITH CALIFORNIA VANPOOL AUTHORITY- *Authorize the Chair to execute the attached agreement with the California Vanpool Authority for administration Federal Transit Administration funds by VCTC.*

8F. STATE ADVOCACY SERVICES CONTRACT *Approve attached agreement with California Advisors, LLC, for State Advocacy Services for a four-year period, with two optional two-year extensions, with the base period cost to be \$4,500 per month plus expenses.*

8G. 2019 VCTC REGULAR MEETING SCHEDULE - *Approve*

8H. INSURANCE COVERAGE RENEWAL- *Approve the insurance renewal as presented for a total insurance cost of \$241,997 funded as part of the operational cost/indirect cost allocation plan in the Fiscal Year 2018/2019 Budget*

8I. MEMORANDUM OF UNDERSTANDING WITH THE SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS - *Authorize the Executive Director to execute the Memorandum of Understanding with the Southern California Association of Governments*

8J. HEARTHSTONE MULTI-ASSET ENTITY C, L.P. /CITY OF FILLMORE CONSTRUCTION AND NON-EXCLUSIVE EASEMENT AGREEMENT – PG. 61

- *Approve the Construction and Non-exclusive Easement Agreement (Storm Drain and Temporary Grading Easement) with Hearthstone Multi-Asset Entity C, L.P. and the City of Fillmore to provide storm water drainage for the Heritage Valley Parks Project in the City of Fillmore.*
- *Amend the Fiscal Year 2018/2019 Santa Paula Branch Line Budget increasing the Local Fee – Permits Revenue Line Item by \$25,359.*

The motion was seconded by Commissioner Long and passed unanimously.

9. OXNARD HARBOR DISTRICT QUARTERLY REPORT-

CEO and Port Director, Kristin Decas, reported that cargo imports and exports hit an all-time high at the Port of Hueneme, with 1.6 million tons of cargo moving through the Port. This represents an 8.1% increase over last year's performance of 1.48 million cargo tons. The previous cargo record was set in 2015 with 1.56 million cargo tons.

The report was received and filed.

Commissioner Humphrey left the meeting at 9:30

10. PROGRAMMING OF CONGESTION MITIGATION AND AIR QUALITY (CMAQ) PROJECTS; REPROGRAMMING OF PROPOSITION 1B TRANSIT PROJECTS APPROVAL OF REVISED FINAL FISCAL YEAR (FY) 2018/19 PROGRAM OF PROJECTS – PUBLIC HEARING

There were no speakers for the Public Hearing.

Commissioner Gherardi made a motion to:

- Approve a total of \$6,588,512 in CMAQ funds for the projects shown in Attachment A, including \$3,069,142 in CMAQ Shelf List projects and \$3,519,370 in cost increases to previously approved CMAQ and Proposition 1B projects, contingent upon these funds either being obligated in federal FY 2018/19 or ready to obligate pending fund availability.*
- Transfer \$801,877 in Proposition 1B Transit Capital funds from the Simi Valley CNG project to the Moorpark Metrolink Station Parking project, contingent upon approval of the transfer by Caltrans and approval of a subsequent agreement with Moorpark and Simi Valley.*
- Approve revised FY 2018/19 Program of Projects (POP) provided in Attachment B.*

The motion was seconded by Commissioner Zaragoza and passed unanimously.

11. ACTIVE TRANSPORTATION PROGRAM PROJECT SELECTION CRITERIA FOR 20 REGIONAL POINTS -

Commissioner Zaragoza made a motion to Approve methodology to prioritize local projects for funding under the Metropolitan Planning Organization (MPO) Component of the ATP Cycle 4 Call for Projects (Attachment 1). The motion was seconded by Commissioner White and passed unanimously.

12. MOTORIST-AID OPTIONS AND EXPENDITURES-

Public Comment

Vic Kamhi, former VCTC employee and Thousand Oaks Resident, shared his experience in creating a Freeway Service Patrol in Los Angeles County.

Commissioner Judge made a motion to

- Adopt a policy of maintaining a \$1.5 million reserve in the fund balance for the purpose of use during extraordinary events to ensure that the callbox system, the Advance Traveler Information System, and other emergency services, as determined by the Executive Director, can be provided to motorists on the Ventura County's highways.*
- Authorize staff to seek consultant assistance to initiate a Freeway Service Patrol Program in Ventura County*
- Authorize staff to consult with Ventura County's first responders in order to define the scope of First Responder grant program.*

The motion was seconded by Commissioner Zaragoza and passed unanimously.

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Item #8A
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13. VCTC GENERAL COUNSEL'S REPORT

14. AGENCY REPORTS

Commissioners Parks and Judge attended the farewell for Hasan Ikhata from SCAG. The Energy and Environmental Committee heard two very informative presentations from LA Clean Tech and the Gas Company and requested that those presentations be brought to a future VCTC meeting.

15. CLOSED SESSION

16. ADJOURN to 9:00 a.m. Friday, December 7, 2018



Item #8B

January 11, 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 October 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 October 31, 2018 budget report indicates that the revenues were approximately 15.98% of the adopted budget while expenditures were approximately 17.66% 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.

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 OCTOBER 31, 2018**

Assets and Deferred Outflows

| | |
|---|-----------------------------|
| Cash and Investments | \$ 30,894,571 |
| Petty Cash | 130 |
| Receivables/Due from other funds | 1,682,674 |
| Prepays and Deposits | 84,225 |
| Capital Assets, undepreciated | 26,339,301 |
| Capital Assets, depreciated, net | 30,726,626 |
| Deferred Outflows | 857,586 |
| Total Assets and Deferred Outflows | <u>\$ 90,585,113</u> |

LIABILITIES, DEFERRED INFLOWS AND FUND BALANCE

Liabilities and Deferred Inflows:

| | |
|--|----------------------------|
| Accrued Expenses and Due to Other | \$ 1,461,871 |
| Deferred Revenue | 4,198,296 |
| Deposits | 195,073 |
| Accrued Vacation | 164,628 |
| Pension Liability | 2,045,090 |
| OPEB Liability | 367,865 |
| Deferred Inflows | 282,840 |
| Total Liabilities and Deferred Inflows: | <u>\$ 8,715,663</u> |

Net Position:

| | |
|----------------------------|-----------------------------|
| Invested in Capital Assets | \$ 56,929,562 |
| Fund Balance | 24,939,888 |
| Total Net Position | <u>\$ 81,869,450</u> |

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE FOUR MONTHS ENDED OCTOBER 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 | \$ 1,058,394 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 1,218,338 | \$ 109,411 | \$ 2,386,143 | \$ 23,013,316 | (20,627,173) | 10.37 |
| State Revenues | 215,146 | 6,804,210 | 0 | 139,112 | 0 | 393,715 | 0 | 7,552,183 | 48,808,043 | (41,255,860) | 15.47 |
| Local Revenues | 81,157 | 0 | 0 | 0 | 247,874 | 773,110 | 1,081,273 | 2,183,414 | 4,640,096 | (2,456,682) | 47.06 |
| Other Revenues | 32 | 0 | 0 | 0 | 0 | 0 | 0 | 32 | 0 | 32 | 0.00 |
| Interest | 11,679 | 20,344 | 50,871 | 23,517 | 516 | 3,552 | 687 | 111,166 | 110,000 | 1,166 | 101.06 |
| Total Revenues | 1,366,408 | 6,824,554 | 50,871 | 162,629 | 248,390 | 2,388,715 | 1,191,371 | 12,232,938 | 76,571,455 | (64,338,517) | 15.98 |
| Expenditures | | | | | | | | | | | |
| Administration | | | | | | | | | | | |
| Personnel Expenditures | 730,784 | 0 | 0 | 0 | 0 | 90,726 | 21,794 | 843,304 | 3,066,900 | (2,223,596) | 27.50 |
| Legal Services | 8,546 | 0 | 0 | 0 | 0 | 0 | 0 | 8,546 | 25,000 | (16,454) | 34.18 |
| Professional Services | 25,685 | 0 | 0 | 0 | 0 | 0 | 0 | 25,685 | 110,700 | (85,015) | 23.20 |
| Office Leases | 52,819 | 0 | 0 | 0 | 0 | 0 | 0 | 52,819 | 145,100 | (92,281) | 36.40 |
| Office Expenditures | 45,756 | 0 | 0 | 0 | 0 | 53,111 | 12,758 | 111,625 | 534,812 | (423,187) | 20.87 |
| Total Administration | 863,590 | 0 | 0 | 0 | 0 | 143,837 | 34,552 | 1,041,979 | 3,882,512 | (2,840,533) | 26.84 |
| Programs and Projects | | | | | | | | | | | |
| Transit & Transportation Program | | | | | | | | | | | |
| Regional Transit Technology | 15,709 | 0 | 0 | 0 | 0 | 0 | 0 | 15,709 | 2,655,516 | (2,639,807) | 0.59 |
| Senior-Disabled Transportation | 72,296 | 0 | 0 | 0 | 0 | 0 | 0 | 72,296 | 263,500 | (191,204) | 27.44 |
| VCTC Intercity Bus Services | 0 | 0 | 0 | 0 | 0 | 2,381,283 | 0 | 2,381,283 | 11,735,026 | (9,353,743) | 20.29 |
| Valley Express Bus Services | 0 | 0 | 0 | 0 | 0 | 0 | 319,670 | 319,670 | 1,843,400 | (1,523,730) | 17.34 |
| Transit Grant Administration | 384,609 | 0 | 0 | 0 | 0 | 0 | 0 | 384,609 | 8,163,542 | (7,778,933) | 4.71 |
| Total Transit & Transportation | 472,614 | 0 | 0 | 0 | 0 | 2,381,283 | 319,670 | 3,173,567 | 24,660,984 | (21,487,417) | 12.87 |
| Highway Program | | | | | | | | | | | |
| Motorist Aid Call Box System | 0 | 0 | 0 | 143,515 | 0 | 0 | 0 | 143,515 | 880,000 | (736,485) | 16.31 |
| Highway Project Management | 135,511 | 0 | 0 | 0 | 0 | 0 | 0 | 135,511 | 5,255,120 | (5,119,609) | 2.58 |
| SpeedInfo Highway Speed Sensor | 0 | 0 | 0 | 31,200 | 0 | 0 | 0 | 31,200 | 144,000 | (112,800) | 21.67 |
| Total Highway | 135,511 | 0 | 0 | 174,715 | 0 | 0 | 0 | 310,226 | 6,279,120 | (5,968,894) | 4.94 |

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE FOUR MONTHS ENDED OCTOBER 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 |
|---|---------------------------|------------------|---------------|----------------|----------------|-----------------------------|-----------------------------|-------------------|--------------------|---------------------|--------------|
| Rail Program | | | | | | | | | | | |
| Metrolink and Commuter Rail | 1,715,862 | 0 | 0 | 0 | 0 | 0 | 0 | 1,715,862 | 9,460,451 | (7,744,589) | 18.14 |
| LOSSAN and Coastal Rail | 605 | 0 | 0 | 0 | 0 | 0 | 0 | 605 | 5,800 | (5,195) | 10.43 |
| Santa Paula Branch Line | 0 | 0 | 0 | 0 | 161,813 | 0 | 0 | 161,813 | 721,000 | (559,187) | 22.44 |
| Total Rail | 1,716,467 | 0 | 0 | 0 | 161,813 | 0 | 0 | 1,878,280 | 10,187,251 | (8,308,971) | 18.44 |
| Commuter Assistance Program | | | | | | | | | | | |
| Transit Information Center | 272 | 0 | 0 | 0 | 0 | 0 | 0 | 272 | 28,800 | (28,528) | 0.94 |
| Rideshare Programs | 92,273 | 0 | 0 | 0 | 0 | 0 | 0 | 92,273 | 257,000 | (164,727) | 35.90 |
| Total Commuter Assistance | 92,545 | 0 | 0 | 0 | 0 | 0 | 0 | 92,545 | 285,800 | (193,255) | 32.38 |
| Planning & Programming | | | | | | | | | | | |
| Transportation Development Act | 245,547 | 7,079,389 | 0 | 0 | 0 | 0 | 0 | 7,324,936 | 31,870,416 | (24,545,480) | 22.98 |
| Transportation Improvement Program | 1,010 | 0 | 0 | 0 | 0 | 0 | 0 | 1,010 | 45,600 | (44,590) | 2.21 |
| Regional Transportation Planning | 14,579 | 0 | 0 | 0 | 0 | 0 | 0 | 14,579 | 621,000 | (606,421) | 2.35 |
| Airport Land Use Commission | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 9,000 | (9,000) | 0.00 |
| Regional Transit Planning | 51,753 | 0 | 0 | 0 | 0 | 0 | 0 | 51,753 | 1,520,174 | (1,468,421) | 3.40 |
| Freight Movement | 858 | 0 | 0 | 0 | 0 | 0 | 0 | 858 | 11,800 | (10,942) | 7.27 |
| Total Planning & Programming | 313,747 | 7,079,389 | 0 | 0 | 0 | 0 | 0 | 7,393,136 | 34,077,990 | (26,684,854) | 21.69 |
| General Government | | | | | | | | | | | |
| Community Outreach & Marketing | 102,059 | 0 | 0 | 0 | 0 | 0 | 0 | 102,059 | 262,800 | (160,741) | 38.84 |
| State and Federal Relations | 43,310 | 0 | 0 | 0 | 0 | 0 | 0 | 43,310 | 110,100 | (66,790) | 39.34 |
| Management and Administration | 60,238 | 0 | 0 | 0 | 0 | 0 | 0 | 60,238 | 76,000 | (15,762) | 79.26 |
| Total General Government | 205,607 | 0 | 0 | 0 | 0 | 0 | 0 | 205,607 | 448,900 | (243,293) | 45.80 |
| Total Expenditures | 3,800,081 | 7,079,389 | 0 | 174,715 | 161,813 | 2,525,120 | 354,222 | 14,095,340 | 79,822,557 | (65,727,217) | 17.66 |

For Management Reporting Purposes Only

VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE FOUR MONTHS ENDED OCTOBER 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 over (under) expendit | (2,433,673) | (254,835) | 50,871 | (12,086) | 86,577 | (136,405) | 837,149 | (1,862,402) | (3,251,102) | 1,388,700 | 57.29 |
| Other Financing Sources | | | | | | | | | | | |
| Transfers Into GF From LTF | 3,909,454 | 0 | 0 | 0 | 0 | 0 | 0 | 3,909,454 | 4,913,507 | (1,004,053) | 79.57 |
| Transfers Into GF From STA | 256,495 | 0 | 0 | 0 | 0 | 0 | 0 | 256,495 | 5,008,986 | (4,752,491) | 5.12 |
| Transfers Into GF From SAFE | 11,189 | 0 | 0 | 0 | 0 | 0 | 0 | 11,189 | 30,000 | (18,811) | 37.30 |
| Transfers Into GF From SPBL | 18,799 | 0 | 0 | 0 | 0 | 0 | 0 | 18,799 | 120,000 | (101,201) | 15.67 |
| Transfers Into SPBL From LTF | 0 | 0 | 0 | 0 | 18,799 | 0 | 0 | 18,799 | 120,000 | (101,201) | 15.67 |
| 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 | 3,641 | 0 | 3,641 | 72,980 | (69,339) | 4.99 |
| 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 | (3,909,454) | 0 | 0 | 0 | 0 | 0 | (3,909,454) | (4,546,630) | 637,176 | 85.99 |
| Transfers Out of LTF Into SPBL | 0 | (18,799) | 0 | 0 | 0 | 0 | 0 | (18,799) | (120,000) | 101,201 | 15.67 |
| Transfers Out of LTF Into VI | 0 | (3,641) | 0 | 0 | 0 | 0 | 0 | (3,641) | (72,980) | 69,339 | 4.99 |
| Transfers Out of STA Into GF | 0 | 0 | (256,495) | 0 | 0 | 0 | 0 | (256,495) | (5,008,986) | 4,752,491 | 5.12 |
| 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 | (11,189) | 0 | 0 | 0 | (11,189) | (30,000) | 18,811 | 37.30 |
| Transfers Out SPBL Into GF | 0 | 0 | 0 | 0 | (18,799) | 0 | 0 | (18,799) | (120,000) | 101,201 | 15.67 |
| Total Other Financing Sources | 4,195,937 | (3,931,894) | (1,756,495) | (11,189) | 0 | 1,503,641 | 0 | 0 | 366,877 | (366,877) | 0.00 |
| Net Change in Fund Balances | 1,762,264 | (4,186,729) | (1,705,624) | (23,275) | 86,577 | 1,367,236 | 837,149 | (1,862,402) | (2,884,225) | 1,021,823 | 64.57 |
| Beginning Fund Balance w/o capi | 2,124,655 | 9,043,014 | 12,742,549 | 4,894,909 | - | - | - | 28,805,127 | 33,572,663 | (4,767,536) | 86 |
| Long-term Pension/OPEB/Vacatic | (1,869,458) | - | - | - | - | (133,379) | - | (2,002,837) | - | (2,002,837) | 0 |
| Ending Fund Balance | <u>\$2,017,461</u> | <u>\$4,856,285</u> | <u>\$11,036,925</u> | <u>\$4,871,634</u> | <u>\$ 86,577</u> | <u>\$1,233,857</u> | <u>\$ 837,149</u> | <u>\$24,939,888</u> | <u>\$30,688,438</u> | <u>\$ (5,748,550)</u> | <u>81</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 OCTOBER 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 | \$1,853.35 | 0.18% | \$ 2,377,304.11 |
| County of Ventura | Treasury Pool | N/A | 94,352.81 | 1.96% | 20,945,872.63 |
| LAIF | State Pool | N/A | \$14,960.51 | 2.16% | 7,538,926.07 |
| Total | | | \$111,166.67 | | \$30,862,102.81 |

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 #8C

January 11, 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 November 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 November 30, 2018 budget report indicates that the revenues were approximately 23.88% of the adopted budget while expenditures were approximately 23.06% 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.

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 NOVEMBER 30, 2018**

Assets and Deferred Outflows

| | |
|---|-----------------------------|
| Cash and Investments | \$ 32,806,926 |
| Petty Cash | 130 |
| Receivables/Due from other funds | 1,180,248 |
| Prepays and Deposits | 154,347 |
| Capital Assets, undepreciated | 26,339,301 |
| Capital Assets, depreciated, net | 30,726,626 |
| Deferred Outflows | 857,586 |
| Total Assets and Deferred Outflows | <u>\$ 92,065,164</u> |

LIABILITIES, DEFERRED INFLOWS AND FUND BALANCE

Liabilities and Deferred Inflows:

| | |
|--|----------------------------|
| Accrued Expenses and Due to Other | \$ 1,330,091 |
| Deferred Revenue | 4,144,331 |
| 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>\$ 8,401,904</u> |

Net Position:

| | |
|----------------------------|-----------------------------|
| Invested in Capital Assets | \$ 56,929,562 |
| Fund Balance | 26,733,698 |
| Total Net Position | <u>\$ 83,663,260</u> |

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE FIVE 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 |
|---|---------------------------|------------------|------------------|----------------|----------------|-----------------------------|-----------------------------|-------------------|--------------------|---------------------|--------------|
| Revenues | | | | | | | | | | | |
| Federal Revenues | \$ 1,247,404 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 1,649,085 | \$ 214,872 | \$ 3,111,361 | \$ 23,013,316 | (19,901,955) | 13.52 |
| State Revenues | 254,024 | 9,885,139 | 1,758,618 | 204,456 | 0 | 520,577 | 0 | 12,622,814 | 49,029,368 | (36,406,554) | 25.75 |
| Local Revenues | 82,157 | 0 | 0 | 0 | 313,764 | 980,719 | 1,113,883 | 2,490,523 | 4,640,096 | (2,149,573) | 53.67 |
| Other Revenues | 32 | 0 | 0 | 0 | 0 | 0 | 0 | 32 | 0 | 32 | 0.00 |
| Interest | 11,863 | 20,344 | 50,871 | 23,557 | 518 | 3,642 | 785 | 111,580 | 110,000 | 1,580 | 101.44 |
| Total Revenues | 1,595,480 | 9,905,483 | 1,809,489 | 228,013 | 314,282 | 3,154,023 | 1,329,540 | 18,336,310 | 76,792,780 | (58,456,470) | 23.88 |
| Expenditures | | | | | | | | | | | |
| Administration | | | | | | | | | | | |
| Personnel Expenditures | 952,569 | 0 | 0 | 0 | 0 | 113,683 | 28,874 | 1,095,126 | 3,066,900 | (1,971,774) | 35.71 |
| Legal Services | 9,542 | 0 | 0 | 0 | 0 | 0 | 0 | 9,542 | 25,000 | (15,458) | 38.17 |
| Professional Services | 77,741 | 0 | 0 | 0 | 0 | 0 | 0 | 77,741 | 110,700 | (32,959) | 70.23 |
| Office Leases | 64,294 | 0 | 0 | 0 | 0 | 0 | 0 | 64,294 | 145,100 | (80,806) | 44.31 |
| Office Expenditures | 224,224 | 0 | 0 | 0 | 0 | 66,550 | 16,903 | 307,677 | 534,812 | (227,135) | 57.53 |
| Total Administration | 1,328,370 | 0 | 0 | 0 | 0 | 180,233 | 45,777 | 1,554,380 | 3,882,512 | (2,328,132) | 40.04 |
| Programs and Projects | | | | | | | | | | | |
| Transit & Transportation Program | | | | | | | | | | | |
| Regional Transit Technology | 17,396 | 0 | 0 | 0 | 0 | 0 | 0 | 17,396 | 2,655,516 | (2,638,120) | 0.66 |
| Senior-Disabled Transportation | 90,370 | 0 | 0 | 0 | 0 | 0 | 0 | 90,370 | 263,500 | (173,130) | 34.30 |
| VCTC Intercity Bus Services | 0 | 0 | 0 | 0 | 0 | 3,229,726 | 0 | 3,229,726 | 11,735,026 | (8,505,300) | 27.52 |
| Valley Express Bus Services | 0 | 0 | 0 | 0 | 0 | 0 | 547,080 | 547,080 | 1,843,400 | (1,296,320) | 29.68 |
| Transit Grant Administration | 453,634 | 0 | 0 | 0 | 0 | 0 | 0 | 453,634 | 8,163,542 | (7,709,908) | 5.56 |
| Total Transit & Transportation | 561,400 | 0 | 0 | 0 | 0 | 3,229,726 | 547,080 | 4,338,206 | 24,660,984 | (20,322,778) | 17.59 |
| Highway Program | | | | | | | | | | | |
| Motorist Aid Call Box System | 0 | 0 | 0 | 170,661 | 0 | 0 | 0 | 170,661 | 880,000 | (709,339) | 19.39 |
| Highway Project Management | 135,511 | 0 | 0 | 0 | 0 | 0 | 0 | 135,511 | 5,255,120 | (5,119,609) | 2.58 |
| SpeedInfo Highway Speed Sensor | 0 | 0 | 0 | 41,600 | 0 | 0 | 0 | 41,600 | 144,000 | (102,400) | 28.89 |
| Total Highway | 135,511 | 0 | 0 | 212,261 | 0 | 0 | 0 | 347,772 | 6,279,120 | (5,931,348) | 5.54 |

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE FIVE 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 & Commuter Rail | 1,717,348 | 0 | 0 | 0 | 0 | 0 | 0 | 1,717,348 | 9,460,451 | (7,743,103) | 18.15 |
| LOSSAN & Coastal Rail | 670 | 0 | 0 | 0 | 0 | 0 | 0 | 670 | 5,800 | (5,130) | 11.55 |
| Santa Paula Branch Line | 0 | 0 | 0 | 0 | 217,255 | 0 | 0 | 217,255 | 721,000 | (503,745) | 30.13 |
| Total Rail | 1,718,018 | 0 | 0 | 0 | 217,255 | 0 | 0 | 1,935,273 | 10,187,251 | (8,251,978) | 19.00 |
| Commuter Assistance Program | | | | | | | | | | | |
| Transit Information Center | 331 | 0 | 0 | 0 | 0 | 0 | 0 | 331 | 28,800 | (28,469) | 1.15 |
| Rideshare Programs | 110,365 | 0 | 0 | 0 | 0 | 0 | 0 | 110,365 | 257,000 | (146,635) | 42.94 |
| Total Commuter Assistance | 110,696 | 0 | 0 | 0 | 0 | 0 | 0 | 110,696 | 285,800 | (175,104) | 38.73 |
| Planning and Programming | | | | | | | | | | | |
| Transportation Development Act | 245,547 | 9,610,161 | 0 | 0 | 0 | 0 | 0 | 9,855,708 | 31,870,416 | (22,014,708) | 30.92 |
| Transportation Improvement Program | 2,001 | 0 | 0 | 0 | 0 | 0 | 0 | 2,001 | 45,600 | (43,599) | 4.39 |
| Regional Transportation Planning | 14,995 | 0 | 0 | 0 | 0 | 0 | 0 | 14,995 | 621,000 | (606,005) | 2.41 |
| Airport Land Use Commission | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 9,000 | (9,000) | 0.00 |
| Regional Transit Planning | 65,620 | 0 | 0 | 0 | 0 | 0 | 0 | 65,620 | 1,520,174 | (1,454,554) | 4.32 |
| Freight Movement | 858 | 0 | 0 | 0 | 0 | 0 | 0 | 858 | 11,800 | (10,942) | 7.27 |
| Total Planning and Programming | 329,021 | 9,610,161 | 0 | 0 | 0 | 0 | 0 | 9,939,182 | 34,077,990 | (24,138,808) | 29.17 |
| General Government | | | | | | | | | | | |
| Community Outreach & Marketing | 102,059 | 0 | 0 | 0 | 0 | 0 | 0 | 102,059 | 262,800 | (160,741) | 38.84 |
| State & Federal Relations | 48,984 | 0 | 0 | 0 | 0 | 0 | 0 | 48,984 | 110,100 | (61,116) | 44.49 |
| Management & Administration | 28,349 | 0 | 0 | 0 | 0 | 0 | 0 | 28,349 | 76,000 | (47,651) | 37.30 |
| Total General Government | 179,392 | 0 | 0 | 0 | 0 | 0 | 0 | 179,392 | 448,900 | (269,508) | 39.96 |
| Total Expenditures | 4,362,408 | 9,610,161 | 0 | 212,261 | 217,255 | 3,409,959 | 592,857 | 18,404,901 | 79,822,557 | (61,417,656) | 23.06 |

For Management Reporting Purposes Only

VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE FIVE 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 |
|--|----------------------------|----------------------------|-----------------------------|----------------------------|-------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|------------------------------|------------------|
| Revenues over (under) expenditures | (2,766,928) | 295,322 | 1,809,489 | 15,752 | 97,027 | (255,936) | 736,683 | (68,591) | (3,029,777) | 2,961,186 | 2.26 |
| Other Financing Sources | | | | | | | | | | | |
| Transfers Into GF From LTF | 4,708,101 | 0 | 0 | 0 | 0 | 0 | 0 | 4,708,101 | 4,913,507 | (205,406) | 95.82 |
| Transfers Into GF From STA | 260,180 | 0 | 0 | 0 | 0 | 0 | 0 | 260,180 | 5,008,986 | (4,748,806) | 5.19 |
| 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 | 26,104 | 0 | 0 | 0 | 0 | 0 | 0 | 26,104 | 120,000 | (93,896) | 21.75 |
| Transfers Into SPBL From LTF | 0 | 0 | 0 | 0 | 26,104 | 0 | 0 | 26,104 | 120,000 | (93,896) | 21.75 |
| 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 | 5,404 | 0 | 5,404 | 72,980 | (67,576) | 7.40 |
| 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 | (4,708,101) | 0 | 0 | 0 | 0 | 0 | (4,708,101) | (4,546,630) | (161,471) | 103.55 |
| Transfers Out of LTF Into SPBL | 0 | (26,104) | 0 | 0 | 0 | 0 | 0 | (26,104) | (120,000) | 93,896 | 21.75 |
| Transfers Out of LTF Into VI | 0 | (5,404) | 0 | 0 | 0 | 0 | 0 | (5,404) | (72,980) | 67,576 | 7.40 |
| Transfers Out of STA Into GF | 0 | 0 | (260,180) | 0 | 0 | 0 | 0 | (260,180) | (5,008,986) | 4,748,806 | 5.19 |
| 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 | (26,104) | 0 | 0 | (26,104) | (120,000) | 93,896 | 21.75 |
| Total Other Financing Sources | 5,005,759 | (4,739,609) | (1,760,180) | (11,374) | 0 | 1,505,404 | 0 | 0 | 366,877 | (366,877) | 0.00 |
| Net Change in Fund Balances | 2,238,831 | (4,444,287) | 49,309 | 4,378 | 97,027 | 1,249,468 | 736,683 | (68,591) | (2,662,900) | 2,594,309 | 2.58 |
| Beginning Fund Balance w/o capital assets | 2,124,655 | 9,043,014 | 12,742,549 | 4,894,909 | - | - | - | 28,805,127 | 33,572,663 | (4,767,536) | 86 |
| Long-term Pension/OPEB/Vacation Adjustment* | (1,869,458) | - | - | - | - | (133,379) | - | (2,002,837) | - | (2,002,837) | 0 |
| Ending Fund Balance | <u>\$ 2,494,028</u> | <u>\$ 4,598,727</u> | <u>\$ 12,791,858</u> | <u>\$ 4,899,287</u> | <u>\$ 97,027</u> | <u>\$ 1,116,089</u> | <u>\$ 736,683</u> | <u>\$ 26,733,699</u> | <u>\$ 30,909,763</u> | <u>\$ (4,176,064)</u> | <u>86</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 NOVEMBER 30, 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 | \$2,265.62 | 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 | \$14,960.51 | 2.16% | 8,288,926.07 |
| Total | | | \$111,578.94 | | \$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 #8D

January 11, 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:

SCRRRA (Metrolink) Commuter Rail

Ridership and On-time Performance

Based on data provided by Metrolink, system-wide ridership on commuter rail increased by 1.5% compared to last year's average in the same month, averaging 38,633 daily passenger trips for the month of November. This is the third month in a row to experience a year over year increase and shows a sustained improvement in system-wide ridership. The Ventura County Line, however, which includes both Ventura County and Los Angeles County stations, averaged 3,297 daily passenger trips for November, a 5% decrease from the previous year's average during the same month, and a 2% decrease from last month. A "10 Year Snapshot" and historical perspective of November ridership trends is provided in Attachment A.

Metrolink ridership originating from Ventura County stations on the Ventura County Line for the month of October averaged 703 total boardings per weekday. This represents a decrease of 9% compared to the same month in the previous year, and a 3% decrease from last month. Although Metrolink train service in Ventura County ran normally through November, it is likely commuter travel was impacted locally due to the Hill and Woolsey fires. 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.

Metrolink on-time performance (OTP), which denotes trains arriving within five minutes of the scheduled time, averaged 93% “on-time” arrival on the Ventura County Line for the month of November, little change in performance from the OTP recorded in October. Of the 420 trains (14 daily) operated in the month of November, 389 arrived “on-time” while 31 were late and 150 arrived early. A total of 66,187 passengers traveled on the Ventura County line for the month. “On-time” performance on the Ventura County Line equaled the system-wide average for November.

Metrolink’s Board of Directors names Stephanie Wiggins as Chief Executive Officer



Metrolink’s Board of Directors named LA Metro Deputy CEO Stephanie Wiggins to serve as Metrolink’s Chief Executive Officer. With more than two decades in the transportation industry, Ms. Wiggins has also held high-level positions at three of the five member agencies that comprise Metrolink, including LA Metro, Riverside County Transportation Commission (RCTC) and San Bernardino County Transportation Authority (SBCTA). Wiggins agreed to a five-year contract, a longevity clause that board members made a priority. Metrolink will have had five CEOs, including Wiggins, in less than 10 years.

Wiggins will oversee Metrolink’s ongoing efforts to replace aging diesel-powered engines with Tier 4 locomotives designed to emit up to 85% less pollution than older models. So far, seven of the agencies forty engines have been replaced with these clean-air locomotives. In addition, Wiggins will manage efforts to consolidate three separate contracts for train operations, track maintenance and signal maintenance into a single contract. Wiggins will also oversee the Southern California Optimized Rail Expansion (SCORE) program, a \$10 billion plan to improve rail safety and service in time for the 2028 Los Angeles Olympic Games. CEO Wiggins’ tenure begins January 4th, 2019.

USDOT announce 4 railroads met PTC Implementation

As of the December 31, 2018 deadline for railroads to fully implement Positive Train Control (PTC), the Federal Railroad Administration (FRA) announced that four railroads had fully implemented the system, while all others requested two-year extensions. Forty-one railroads in total were mandated to adopt the technology. The four railroads with a fully implemented PTC system include **Metrolink**, North County Transit District, Portland & Western Railroad, and Port Authority Trans-Hudson, and are categorized as FRA “early adopters.” Prompted by the 2008 Chatsworth train collision, PTC technology uses GPS, radio and computers to remotely monitor trains and is capable of preventing train-to-train collisions, over-speed derailments and unauthorized incursion into work zones.

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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. Amtrak Train 759 has improved on-time performance since the service's launch and continues to see routine early arrivals.

Attachment A

Metrolink Ridership

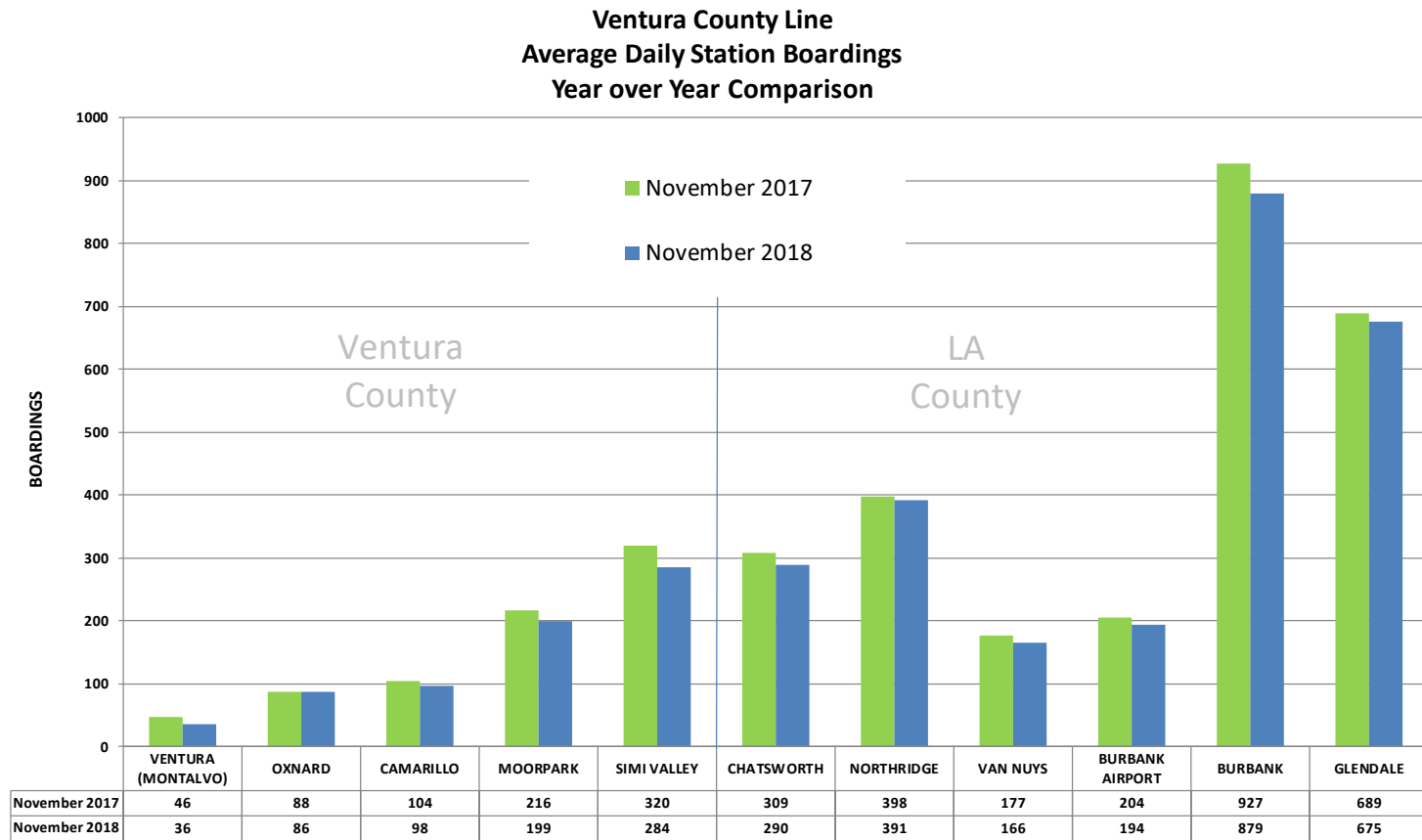
10 year Snapshot of Year over Year change in Monthly Average Weekday Ridership

| 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 |
|---------------|---|---|---|---------------------------------|---|---|
| November 2018 | 703 | -9% | 3,297 | -5% | 38,633 | 2% |
| November 2017 | 775 | -12% | 3,479 | -8% | 38,043 | -6% |
| November 2016 | 879 | 2% | 3,762 | 4% | 40,279 | -3% |
| November 2015 | 861 | -10% | 3,632 | -4% | 41,552 | -1% |
| November 2014 | 957 | 4% | 3,787 | 4% | 41,778 | -1% |
| November 2013 | 916 | -5% | 3,643 | -8% | 42,181 | -3% |
| November 2012 | 968 | 6% | 3,943 | 4% | 43,418 | 6% |
| November 2011 | 913 | 2% | 3,774 | 5% | 40,848 | 3% |
| November 2010 | 899 | 2% | 3,589 | 1% | 39,739 | -3% |
| November 2009 | 880 | -17% | 3,559 | -20% | 40,813 | -12% |

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

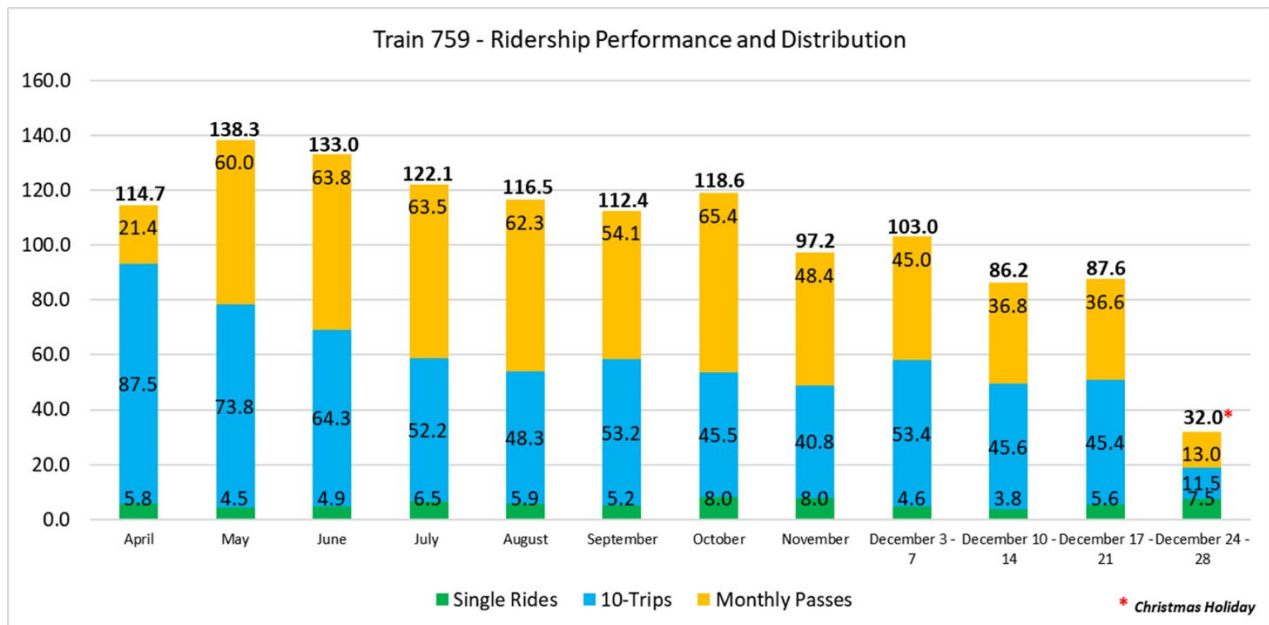
Attachment B

Metrolink Ventura County Station Boardings for the month of November



Source: SCRRRA TAC Reporting Portal.

Attachment C
Amtrak - Pacific Surfliner
Santa Barbara Peak Period Service





Item #8E

January 11, 2019

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: AARON B. BONFILIO, PROGRAM MANAGER

**SUBJECT: COOPERATIVE AGREEMENT BETWEEN THE VENTURA COUNTY
TRANSPORTATION COMMISSION AND SOUTHERN CALIFORNIA REGIONAL RAIL
AUTHORITY FOR BUS BRIDGE SERVICE**

RECOMMENDATION:

- 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.

BACKGROUND:

On August 10, 2018, an accident involving a gasoline tanker truck and an SUV passenger vehicle occurred on Highway 118 at Balcom Canyon Road, which caused a day's long closure of the highway as well as closure of the abutting rail line. The closure of the line meant that northbound Metrolink train service was halted at the Moorpark station and prevented from travelling further north. During such emergency events, local and regional transportation providers are called on to provide "bus bridge" service. On that day, VCTC was contacted to assist and later that evening VCTC provided two buses for that evening's emergency bus bridge service. Altogether, VCTC assisted Metrolink with the transportation of approximately 100 people, bringing people back North as far as the Montalvo Ventura station.

Attached for the Commission's approval is a Cooperative Agreement, between VCTC and the Southern California Regional Rail Authority's (SCRRA, i.e. "Metrolink") for bus bridge service. The agreement memorializes the understanding between the agencies for such assistance going forward, as well as, incorporates terms for reimbursement for the prior event. While VCTC is under no obligation to provide bus bridge service in the future, should our assistance again be possible, the Agreement formally sets the terms for such an eventuality. The Agreement was been reviewed by VCTC general counsel as well as by Metrolink.

Separate Attachment: Cooperative Agreement Between SCRRA and VCTC for Bus Bridge Service

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Item #8F

December 7, 2018

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: SALLY DEGEORGE, FINANCE DIRECTOR

SUBJECT: INVESTMENT POLICY UPDATE

RECOMMENDATION:

- Adopt the updated Investment Policy as shown in Attachment 1.

BACKGROUND:

An Investment Policy provides an agency guidance to comply with state and local laws. It ensures prudent money management and provides for daily cash flow requirements. The Investment Policy defines the primary objectives of safety, liquidity and return on investment and applies to all investment activities and financial assets of the Commission unless noted. The funds covered by this policy are accounted for and incorporated into the investment report provided to the Commission with the monthly budget report and in the Comprehensive Annual Financial Report (CAFR).

The last Commission review and adoption of the Investment Policy occurred in September 2017. The Investment Policy adopted in September 2017 was submitted to the California Municipal Treasurers Association (CMTA) and received the "Investment Policy Certification" award. VCTC's investment policy conforms to State code and reflects recommended best practices as suggested by the California Municipal Treasurers Association (CMTA), California Debt and Investment Advisory Commission (CDIAC) and Government Finance Officers Association (GFOA).

DISCUSSION:

The proposed Ventura County Transportation Commission (VCTC) Investment Policy (see Attachment 1) contains the same investment vehicles previously approved by the Commission. All investments comply with the California Investment Code. There were no major changes to the investment policy. All changes are notated in red and include the incorporation of additional information as suggested by the CMTA review committee to strengthen the investment policy. Example include listing the maximum percentages and/or time of investments, adding a specific section on collateralization and adding code section numbers.

Because the majority of funds received by the Commission are reimbursed by the federal and state governments, the majority of the cash need to be kept liquid to meet cashflow needs. These funds are invested and held in the Ventura County Pooled Investment Fund (VCPHF), the Local Agency Investment Fund (LAIF) and Wells Fargo Bank. At this time, the Commission does not have long term investments.

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Item #8G

January 11, 2019

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: PETER DE HAAN, PROGRAMMING DIRECTOR
SUBJECT: AMERICANS WITH DISABILITIES (ADA) CERTIFICATION CONTRACT EXTENSION

RECOMMENDATION:

- 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.

BACKGROUND

In 2015 VCTC conducted a competitive procurement for ADA certification services, selecting MMP, the prior service provider, for the contract. As specified in the RFP, the contract is for a three year term ending June 30, 2018, with options for two one-year extensions.

There was an extensive discussion leading to the consultant selection, with many comments regarding suggestions for improving the eligibility process. Furthermore, the RFP called for the selected contractor to make certain changes from VCTC's previous program. At the May, 2016 meeting, staff reported to the Commission on the status of the changes, with an evaluation of the contractor's effectiveness. At that time there was general satisfaction with the progress made, particularly because the average application processing time had dropped from 52 to 11 days (March 2016). Meanwhile, the number of determinations had risen from an average of 800 per year in 2013/14 to 1,150 per year in 2015/16. In 2016/17 the number of determinations had stabilized.

DISCUSSION

Over the past year VCTC staff has received a relatively low number of complaints from ADA applicants, and the few complaints have generally had to do with the determination that was made rather than hold-ups in the process as was common in years past. VCTC's monitoring reports show that certifications have generally continued to be processed in a timely manner. There appears to be general satisfaction with the work of MMP as it has carried out this contract.

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During the procurement process in 2015 the only other proposal received for a similar work scope, including in-person evaluations where appropriate, had a cost averaging \$220 per evaluation for the 2019/20 contract option. The price for the MMP 2019/20 contract option averages \$196 per evaluation so this price appears reasonable based on the information available to VCTC.

This recommendation was reviewed and unanimously approved by TRANSCOM at its meeting on November 8th.

**AMENDMENT NO. 3 TO
AGREEMENT BETWEEN VENTURA COUNTY TRANSPORTATION COMMISSION
AND MOBILITY MANAGEMENT PARTNERS, INC.
FOR AMERICANS WITH DISABILITIES ACT CERTIFICATION SERVICES**

THIS AMENDMENT NO. 3 to the Agreement dated May 1, 2015, entered into between Ventura County Transportation Commission (hereinafter referred to as VCTC) and Mobility Management Partners, Inc. (hereinafter referred to as CONTRACTOR) to exercise a one-year extension for services provided by the CONTRACTOR.

WHEREAS, it is the intention of VCTC to exercise the contract option to approve a one-year extension for ADA Certification Services with the CONTRACTOR, beginning July 1, 2019 and ending June 30, 2020;

NOW, THEREFORE, the parties hereto agree as follows:

1. **Statement of Agreement:** VCTC hereby agrees to re-engage CONTRACTOR and CONTRACTOR hereby agrees to carry out the work described in connection with the original Agreement as previously amended, on the same terms and conditions. The CONTRACTOR warrants that it has the qualifications, experience and facilities to continue said services and agrees to undertake and complete the performance for the professional services.
2. **Duration of Agreement:** The term of the original Agreement shall be extended to and through June 30, 2020.
3. **Compensation:** The compensation shall be at the rates specified in the first contract amendment dated May 23, 2016, for the First Optional Period. These identical rates are provided in the Attachment to this amendment. Accordingly, the total maximum compensation payable to CONTRACTOR for the period beginning July 1, 2019 and ending June 30, 2020 is \$303,664. VCTC shall not be obligated to pay CONTRACTOR for costs incurred in excess of the increased amount. CONTRACTOR is not obligated to provide service beyond those services that are included in the contract compensation amount for the one year extension period.
4. **Amendment:** Except as hereby amended, the Agreement as earlier amended and extended remains in full force and effect.

5. **Signatures:** IN WITNESS WHEREOF, the parties hereto have caused this amended Agreement to be executed by their duly authorized representatives. Each party represents to the other party that this amended Agreement has been executed by a duly authorized agent of the party so representing.

Dated: _____

VCTC: VENTURA COUNTY
TRANSPORTATION COMMISSION

By _____
Linda Parks, Chair

Dated: _____

CONTRACTOR:

By _____
Mobility Management Partners, Inc.

ATTEST:

Donna Zimmermann,
Clerk of the Ventura County Transportation Commission

APPROVED AS TO FORM:

Steven Mattas, General Counsel
Ventura County Transportation Commission

Attachment

COMPENSATION

Pursuant to Section 4 of the Agreement, the maximum compensation payable to CONTRACTOR for providing the service described in this agreement shall be as follows:

Effective date(s): July 1, 2019 to June 30, 2020

Base Price for 1,150 determinations: \$225,564

Incremental cost for less than 1,000 or more than 1,150 determinations: \$205

Maximum cost per tier of 100: \$17,548

Fees for access to transit operator certification databases: Actual cost

Contract ceiling including database fees (based on maximum of 1,550 evaluations): \$303,664

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Item #8H

January 11, 2019

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: PETER DE HAAN, PROGRAMMING DIRECTOR
SUBJECT: REVISION TO CONGESTION MITIGATION AND AIR QUALITY (CMAQ) PROGRAM

RECOMMENDATION:

- 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.

BACKGROUND:

The following previously-approved CMAQ projects have been completed with unexpended balances as follows. All of these projects are in the same FTA grant, and for transit CMAQ projects the unexpended balances can only be applied to other projects included in the same grant.

| | |
|----------------------------------|-----------|
| Moorpark Extended Service: | \$130,735 |
| Oxnard Bus Stop Enhancements: | 84,449 |
| Oxnard Line 6 Stop Improvements: | 133,488 |
| Ojai Extended Service: | <u>2</u> |
| TOTAL | \$348,674 |

Another project in the same CMAQ grant, the Thousand Oaks Service Center expansion, was completed by Thousand Oaks only after the contract was downscoped to address higher than anticipated bids. Therefore, by shifting these unexpended balances to the Thousand Oaks project, the Thousand Oaks will be able to complete the originally-intended scope of its project. Staff therefore recommends the Commission approve shifting the \$348,674 in unexpended balances from completed projects to the Thousand Oaks project.

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Item #81

December 7, 2018

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: SALLY DEGEORGE, FINANCE DIRECTOR

SUBJECT: COMPREHENSIVE ANNUAL FINANCIAL REPORT

RECOMMENDATION:

- Approve the audited Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2017/2018.

BACKGROUND:

State law requires that the Ventura County Transportation Commission (Commission) publish within six months of the close of each fiscal year a complete set of financial statements presented in conformity with generally accepted accounting principles (GAAP) and audited in accordance with generally accepted auditing standards by independent certified public accountants. Pursuant to that requirement, staff hereby issues the Comprehensive Annual Financial Report (CAFR) of the Ventura County Transportation commission for fiscal year ended June 30, 2018.

DISCUSSION:

The Commission's auditors, the Pun Group, LLP, have completed the Fiscal Year 2017/2018 audit and all reports. The Pun Group LLP has issued reports stating that in their opinion, the Ventura County Transportation commission's financial statements are presented fairly in all material respects, the financial position of the governmental activities, the business-type activities and each major fund of the Commission as of June 30, 2018, and the respective changes in the financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America. The independent auditor reports begin on page 3 of the CAFR.

The Commission maintains four governmental funds and two business-type funds. Information is presented separately for the governmental funds comprised of the General Fund, Local Transportation fund (LTF), State Transit Assistance (STA) Fund, and the Service Authority for Freeway Emergencies (SAFE) Fund. Information is presented separately for the two business-type funds comprised of the VCTC Intercity and Valley Express funds.

The Commission adopted annual budgets for all funds. Budgetary comparison schedules to demonstrate compliance with these budgets are provided on page 89-92 and 99-100 of the CAFR as required supplementary information.

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The Letter of Transmittal at the beginning of the CAFR is an introduction to the financial statements. The Management's Discussion and Analysis Report (MD&A) begins on page 9 and provides a narrative overview and analysis of the Commission's financial activities for the fiscal year. The statistical section can be found at the end of the CAFR beginning on page 103.

At June 30, 2018, the Commission's General Fund balance was \$2,124,655, of which \$96,681 was nonspendable for prepaids and deposits and \$1,552,567 was restricted for rail and transit. The remaining \$475,407 was unassigned with \$164,628 set aside for compensated absences and \$310,779 available for Commission projects and/or operations in future years.

The remaining balances for the other governmental funds were: \$9,043,014 for the LTF Fund; \$12,742,549 for the STA Fund; \$4,894,909 for the SAFE Fund with the total governmental fund balance for Fiscal Year 2017/2018 being \$28,805,127 which was \$6.7 million higher than the previous year largely due to higher LTF and STA revenues. The fund balance for the business-type activities was \$8,190,250 for VCTC Intercity (largely capital assets) and \$0 for Valley Express.

An auditor from The Pun Group, LLP will be present at the meeting to answer any questions the Commission may have.

The audited Comprehensive Annual Financial Statement (which includes the independent auditor and internal control reports), the single audit report and the SAS114, Communication with Those Charged with Governance, letter are separate attachments to the agenda. These reports are available upon request or on the Commission's website, www.goventura.org, as agenda attachments.



Item #8J

January 11, 2019

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: CLAIRE GRASTY, PROGRAM MANAGER

SUBJECT: MOORPARK METROLINK STATION MAINTENANCE AGREEMENT

RECOMMENDATION:

- Approve agreement with City of Moorpark for maintenance of the Metrolink station

DISCUSSION:

In the early 1990s, the City of Moorpark (City) and the Ventura County Transportation Commission (VCTC) worked together with the Southern California Regional Rail Authority (SCRRA/Metrolink) for design and construction of the Moorpark Metrolink Train Station, located at 300 E. High Street. The project included design and installation of a center platform for Metrolink train service along with other improvements. The agreement between the City and SCRRA for design and construction of the station was executed November 20, 1991. As a result of the Station construction, Amtrak re-established intercity rail service in Moorpark and Metrolink began its commuter rail service, with service to Moorpark at the northern end of the Ventura Line. Amtrak boards from the north platform, Metrolink boards from both the north and center platform.

The platforms themselves are built on property owned by VCTC (north platform) and Union Pacific (center platform). The North Parking Lot and South Parking Lot are on property owned by VCTC. The City has had a ground lease agreement with VCTC since 1994 specifically for the South Parking Lot. Since the establishment of the station the City has performed various maintenance activities at the station, including paying for electricity for lighting in the parking lots and platforms, water for landscaping, landscaping services, trash removal, parking lot striping, signage, and in some instances, improvements to the station, including installation of a security camera system and shelters.

Work performed by the City has been performed without any formal agreement (with the exception of the South Parking Lot). VCTC and Moorpark City staff have worked together to establish a formal Cooperative Agreement (Attachment A) that delineates the areas of responsibility for each agency and recognizes ownership of the station by VCTC. Some examples of areas of responsibility are included below.

Examples of Areas of Responsibility (not an exhaustive list):

| | |
|--|--|
| City | VCTC |
| Lighting/light bulb replacement | Obtain from SCRRA right-of-entry and free safety flagging services for routine maintenance |
| Striping | Coordinating with SCRRA & Amtrak for safety striping and other safety markings/equipment on the north and center Platforms |
| Signage | Coordinating with SCRRA & Amtrak for any Station improvements such as the addition of passenger shelters, ADA access ramps, all platform repairs, and other general platform improvements. |
| Litter Removal | Ensuring prompt maintenance and repair work of SCRRA ticket vending machines/equipment. |
| Concrete and Asphalt Repairs (in parking lots) | Maintaining access of the Metrolink Communications Building for City's security camera system. |
| Graffiti Removal | |
| Street sweeping (in parking lots) | |

The Agreement's term is through December 31, 2034. After that date, the Agreement automatically renews on an annual basis. Either agency may terminate the Agreement with 90 days-notice.



Item #8K

January 11, 2019

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: CLAIRE GRASTY, PROGRAM MANAGER

SUBJECT: FY 19/20 TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET TRANSIT NEEDS SCHEDULE, PROCEDURES AND DEFINITIONS OF “UNMET TRANSIT NEEDS” AND “REASONABLE TO MEET”

RECOMMENDATION:

- Review and Approve Unmet Transit Needs Schedule and Definitions

DISCUSSION:

Each year, the State Transportation Development Act (TDA) requires a public hearing be held to discuss public transit as a part of the Unmet Transit Needs process. The 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. The purpose of the annual public hearing is to take testimony on local and/or regional transit needs, and then develop findings that ensure that all reasonable transit needs are satisfied before TDA funds can be allocated for street and road purposes. The testimony is reviewed against adopted definitions describing what are “unmet transit needs” and what is “reasonable to meet”. A schedule for the FY 2019-20 public hearing is included in Attachment B.

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, thus including them in the Unmet Transit Needs process, which is now only applicable to the aforementioned cities.

For the past two years, VCTC has utilized an on-line comment tool for soliciting comments countywide garnering hundreds of comments and facilitating the public’s ability to provide input. Additionally, VCTC chooses to hold its required public hearing at the regular Commission meeting (in large part to avoid schedule conflicts that arise with coordinating a separate unmet needs public hearing and hearing board). Moreover, having the hearing at a regular Commission meeting allows transit users interested in testifying to do so before the entire Commission instead of only a few Commissioners.

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Additionally, staff will solicit input from the public through a survey, social media, feedback to the Regional Transit Information Center and community meetings. The hearing and Unmet Needs process will be advertised in the newspaper, on social media and mailing lists to passengers and community groups. The testimony and feedback will be reviewed by CTAC/SSTAC for discussion so they can take action appropriately prior to reviewing VCTC's staff recommendation. The CTAC/SSTAC also has the option of submitting a formal recommendation in addition to the Staff recommendation to the May Commission meeting.

The definition of "unmet transit needs" and "reasonable to meet" remain unchanged from last year's adoption by the CTAC/SSTAC and the Commission and they are presented in the attachment for reference. CTAC/SSTAC adopted the definitions and criteria at their October 16, 2018 meeting.

Attachment A: Unmet Transit Needs Definition

Attachment B: FY 2019-20 Unmet Needs Schedule

“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 must 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 minor extended hours
- 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 |
|-------------------------------------|--|---|
| <i>Equity</i> | 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 |
| <i>Timing</i> | 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 |
| <i>Feasibility</i> | 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? |
| <i>Feasibility</i> | There are adequate roadways to safely accommodate transit vehicles | Measure & Criteria: Route inspection to determine adequacy of infrastructure to accommodate transit vehicles and passengers. |
| <i>Cost Effectiveness</i> | 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. |
| <i>Cost Effectiveness</i> | The proposed service will meet the scheduled passenger fare ratio standards described in Attachment A | Measures and criteria in Attachment A. |
| <i>Service Effectiveness</i> | Estimated passengers per hour for the proposed service will not be less than the system-wide average after three years. | Measure: Passengers per hour. Criteria: Projected passengers per hour for the proposed service is not less than 70% of the system-wide average (without the proposed service) at the end of 12 month of service, 85% at the end of 24 months of service, and 100% at the end of 36 months of service. |

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 ratio standards, which will be used to evaluate services as they are proposed and implemented, are described below. Transit service both in 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 |
| <i>*Per statute the VCTC may establish a lower fare for community transit (dial-a-ride) services.</i> | | |
| <i>**A review will take place after 30 months to develop a preliminary determination regarding the discontinuation of proposed services</i> | | |

Fiscal Year 19/20 Unmet Transit Needs Public Hearing and Process Schedule

| | |
|-------------------|---|
| October 16, 2018 | CTAC/SSTAC reviewed and approved definitions and unmet needs schedule |
| December 17, 2018 | Unmet Transit Needs information and survey will be posted to the www.goventura.org website and social media promotion will begin |
| December 28, 2018 | 30-day legal notice for public hearing appears in print on VC Star, La Vida News |
| January 11, 2018 | VCTC approves FY 2019-20 Unmet Transit Needs schedule and definitions |
| February 1, 2019 | Public Hearing 9:00 AM, Camarillo City Hall (in conjunction with VCTC meeting) |
| April 9, 2019 | CTAC/SSTAC approves unmet needs findings and staff recommendation |
| May 3, 2019 | 9 am Camarillo City Hall: <ul style="list-style-type: none"> - VCTC Unmet Needs Staff Presentation of Findings and Public Hearing - VCTC adopts Unmet Transit Needs Public Hearing Findings |
| June 7, 2019 | VCTC adopts FY2019-20 TDA apportionments |
| August 15, 2019 | Deadline to submit to State for review of findings |



Item #8L

January 11, 2018

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

RECOMMENDATION:

- 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.

BACKGROUND:

The Proposition 1B California Transit Security Grant Program (CTSGP) has allocated \$1 billion of bond funds statewide for security related transit capital projects since 2006. As with all bond measures the funds were authorized by the voters on a one-time basis. The final year of allocation of new funds was 2016 and local agencies are currently working on completing and closing out all projects.

DISCUSSION:

On October 4, 2013, VCTC approved programming \$469,972 of Proposition 1B California Transit Security Grant Program (CTSGP) funds for security cameras on VCTC buses. The cameras were purchased (8 per bus) and installed, however following installation and deployment, through regular use staff identified a "blind spot" in the rear of the buses. It was determined an additional camera (9 per bus) was needed as well as Digital Video Recorders (DVR) with more camera channels to accommodate the ninth camera. The additional cameras and new DVR equipment was purchased and installed and is currently in use. Following completion of the project, VCTC received a refund of \$15,500 for the return of the initial thirty-one (31) 8-camera DVR's (\$500 per unit).

Gold Coast Transit District has notified staff that additional funds are needed for security improvements at the new Gold Coast Transit Operations Center. These improvements include security fencing, cameras, gates, lighting and monitoring equipment. Therefore, staff recommends reprogramming the \$15,500 and any accumulated interest to provide safety and security improvements at the new Gold Coast Transit Operations Center.

**INTERAGENCY AGREEMENT
BETWEEN
VENTURA COUNTY TRANSPORTATION COMMISSION
AND
GOLD COAST TRANSIT DISTRICT**

THIS AGREEMENT is entered into between Ventura County Transportation Commission (VCTC) and the Gold Coast Transit District (District) regarding the administration of funds from the State of California Governor's Office of Emergency Services (OES).

WHEREAS, California voters in November, 2006, approved the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 (Proposition 1B), which authorizes state general obligation bonds for transportation infrastructure, including grants for transit system safety, security, and disaster response projects; and,

WHEREAS Senate Bill 88 of the 2007 Statutes appropriates funds from Proposition 1B to the California Transit Security Grant Program (CTSGP), administered by CalOES; and,

WHEREAS, at its January 11, 2019 meeting the VCTC authorized the submittal to CalOES of an application to reprogram \$15,500 in unexpended Fiscal Year 2012/13 CTSGP funds plus interest earned, for the implementation of security improvements for the new District Operations Center (Project);

NOW THEREFORE THE PARTIES DO AGREE AS FOLLOWS:

I. FUNDING/PROGRAM MANAGEMENT

1. Assignments of Participants: Contingent upon CalOES approval, VCTC hereby agrees to transfer the \$15,500 in Proposition 1B funds plus interest on its grant to the District for the purpose of the District carrying out the Project. The District will be responsible for assuring that the District meets all grant requirements placed on CalOES fund recipients.
2. Scope of Services:
 - a. Grant Administration: As the original fund recipient, VCTC shall be responsible to submit the request to CalOES to reallocate the funds to the District's project.
 - b. Project Implementation: The District will undertake the Project to implement the Gold Coast operations center security improvements to the extent that grant funds from VCTC are available pursuant to this Agreement.
3. Duration of Agreement and Authorization to Proceed: The term of this Agreement and work on the Project shall commence when VCTC notifies the District that it has received final approval of the CalOES grant in writing. Work on the Project shall not begin until VCTC notifies the District that it has received the final CalOES grant approval for that project. The Agreement shall continue until the earlier of the following events: (1) all work on the Project has been completed, all contracts to construct the Project are closed and VCTC has approved and paid the final invoices, or (2) the Agreement is terminated by either party after thirty (30) days written notice.
4. Amendments to the Agreement: The provisions of this Agreement may be amended upon written acceptance and ratification of any such amendment by both VCTC and the District.

5. Method of Payment: VCTC, as the grant applicant, shall receive the approval from CalOES for reallocation of the Proposition 1B funds to the Project. VCTC will transfer the funds to the District within thirty (30) days upon the District's submittal of an invoice to VCTC for work performed as part of the Projects.

6. Costs: VCTC shall have no liability for deficits or authority to incur cost overruns for the Project and under no circumstances will VCTC be responsible for funding the Project in excess of the grant funds and the interest earned thereon.

II. CAL OES REQUIREMENTS

The District shall note the following provisions apply to CTSGP grants, and shall take all necessary action to ensure its compliance as though it was the grantee directly.

1. Reports: Semi-annual performance reports shall be prepared and submitted to VCTC, no later than April 20th and October 20th, for the duration of the project performance period, or until all activities are completed and the Project is formally closed. Failure to submit performance reports could result in the reduction of Project funds, termination, or suspension.

Within five (5) months of the Project becoming operable, the District shall provide to VCTC, a report on the final cost of the Project as compared to the approved Project budget, the Project duration as compared to the original Project schedule as of the date of allocation, and performance outcomes derived from the Project compared to those described in the original application for funding.

2. Other Provisions: The District is subject to all policies and regulations of CalOES with regard to the CalOES grant and all applicable laws regarding California public agency procurements, including but not limited to transportation agency specialized rail equipment procurements.

3. Grant Performance Period: Funds allocated under this grant shall be expended by March 31, 2019. Funds remaining unexpended beyond the Project Performance Period of the grant approved by CalOES shall revert to CalOES.

III. OTHER PROVISIONS

1. Indemnification: The District shall protect, defend, indemnify, and hold harmless VCTC, its officers, agents, servants, and employees, from any and all liability arising out of, or caused by, any act or omission of the District or its officers, agents, or servants as a result of any act or omission by the District in its performance pursuant to this Agreement.

VCTC shall protect, defend, indemnify, and hold harmless the District, its officers, agents, servants, and employees, from any and all liability arising out of, or caused by, any act or omission of VCTC or its officers, agents, or servants as a result of any act or omission by VCTC in its performance pursuant to this Agreement.

The obligations of the District and VCTC in these indemnity provisions survive the expiration or earlier termination of this Agreement.

GOLD COAST
TRANSIT DISTRICT

VENTURA COUNTY TRANSPORTATION
COMMISSION

Stephen Brown

Darren M. Kettle

General Manager

Executive Director

APPROVED AS TO FORM:

Steven C. DeBaun
General Council

Steven T. Mattas
General Counsel



Item #8M

January 11, 2019

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: SALLY DEGEORGE, FINANCE DIRECTOR

**SUBJECT: REQUEST FOR PROPORSALS FOR PROFESSIONAL AUDITING SERVICES
FOR TRANSPORATION DEVELOPMENT ACT (TDA), STATE OF GOOD REPAIR,
PROPOSITION 1B AND LCTOP FINANCIAL AND COMPLIANCE AUDITS**

RECOMMENDATION:

- 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.

BACKGROUND:

VCTC is responsible for the administration of the Transportation Development Act (TDA) funds which include Local Transportation Funds (LTF), State Transit Assistance (STA) funds, and State of Good Repair funds, the Proposition 1B Transit funds, and the Low Carbon Transit Operations Program(LCTOP) funds on behalf of the cities/County that receive these funds to have the State required annual audits and reports completed and filed.

In July 2014 the Ventura County Transportation Commission (VCTC) entered into a contract with Conrad, LLP, to perform financial and compliance audits of Transportation Development Act, Proposition 1B and LCTOP funds for VCTC and local recipients. With the completion of Fiscal Year 2017/208 audits, the contractual period has expired.

DISCUSSION:

VCTC staff is requesting the Commission's authorization to release a Request for Proposals (RFP) 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 (Attachment 1) with a sample contract (Attachment 2). The initial term of the contract will be for three years commencing with Fiscal Year 2018/2019 with options for two one-year extensions. Funding for the audits is included in the VCTC budget. Staff plans to bring back a recommendation for an auditing firm at the March 2019 meeting.

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Item #8N

January 11, 2019

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: PETER DE HAAN, PROGRAMMING DIRECTOR
SUBJECT: REVISED FEDERAL GRANT AUTHORIZING RESOLUTION

RECOMMENDATION:

- 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.

BACKGROUND:

VCTC is authorized under the federal Fixing America's Surface Transportation authorization act to apply for federal transportation assistance for eligible public transit purposes. At the June 2, 2017 meeting, the Commission approved Resolution 2017-5 delegating authority to the Executive Director to submit all grant documents required by FTA to receive funds, including grant applications, certifications and assurances, and grant agreements. However, FTA staff has now informed VCTC that a new resolution is needed with a clause added to authorize the Executive Director or his designee to submit the electronic payment request to draw down grant funds. The attached resolution has been prepared for Commission approval per FTA requirements.

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RESOLUTION NO. 2019-01

**A RESOLUTION AUTHORIZING THE FILING OF APPLICATIONS WITH THE
FEDERAL TRANSIT ADMINISTRATION FOR FEDERAL TRANSIT
ADMINISTRATION FUNDS AND
AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE ALL REQUIRED
GRANT DOCUMENTS**

WHEREAS, the Ventura County Transportation Commission is authorized to file applications with the Federal Transit Administration, an operating administration of the United States Department of Transportation, for federal transportation assistance authorized by 49 U.S.C. Chapter 53, and for any Title 23 United States Code for other Federal statutes administered by the Federal Transit Administration, and;

WHEREAS, the Federal Transit Administrator has been delegated authority to award Federal financial assistance for a public transportation project, and;

WHEREAS, the grant or cooperative agreement for Federal financial assistance will impose certain obligations upon the Ventura County Transportation Commission and may require the Ventura County Transportation Commission to provide the local share of the project cost, and;

WHEREAS, the Ventura County Transportation Commission has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project.

NOW, THEREFORE, BE IT RESOLVED THAT,

1. The Executive Director or his/her designee is authorized to execute and file an application for Federal assistance on behalf of Ventura County Transportation Commission with the Federal Transit Administration for Federal assistance authorized by 49 U.S.C. chapter 53, Title 23 United States Code or other Federal statutes authorizing a project administered by the Federal Transit Administration. The Ventura County Transportation Commission is the Designated Recipient as defined by 49 U.S.C. §5307(a)(2).
2. The Executive Director or his/her designee is authorized to execute and file with its application(s) the annual certification and assurances and other documents the Federal Transit Administration requires before awarding a Federal assistance grant or cooperative agreement.
3. The Executive Director or his/her designee is authorized to execute grant and cooperative agreements with the Federal Transit Administration on behalf of Ventura County Transportation Commission.
4. The Executive Director or his/her designee is authorized to draw payments against available grant funding using the ECHO web system or other Federal Transit Administration automated application used to request payments from grant awards.

PASSED AND ADOPTED by the VCTC at its regular meeting this 11th day of January 2019.

Linda Parks, Chair

ATTEST:

Donna Zimmermann, Clerk of the Commission

APPROVED AS TO FORM:

Steven T. Mattas



Item #80

January 11, 2019

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: CLAIRE GRASTY, PROGRAM MANAGER

SUBJECT: TRANSPORTATION EMERGENCY PREPAREDNESS PLAN REQUEST FOR PROPOSALS

RECOMMENDATION:

- Approve Release of the Transportation Emergency Preparedness Plan Request for Proposals

DISCUSSION:

After the Thomas Fire in December of 2017 and the Montecito Mudslide in January of 2018, the need for transportation related emergency preparedness document in Ventura County became clear. Though the response to these disasters was impactful, through bus bridge services, additional train capacity and ferry service, it was reactive and demonstrated the need for preparedness planning and training. Because of this, VCTC staff, in partnership with the Santa Barbara County Association of Governments (SBCAG) and in coordination with the Gold Coast Transit District (GCTD) and the Santa Barbara Metropolitan Transit District (MTD), applied for a grant through Caltrans' Adaptation Planning Grant Program to fund a Transportation Emergency Preparedness Plan (TEPP). In May, VCTC found out it was awarded the grant in the amount of \$250,000.

The TEPP will:

- Outline roles and responsibilities of different agencies and specific personnel
- Work with existing plans so as to not duplicate efforts and to maximize the work that has already been done
- Outline communication procedures, including communication within organizations, with counterpart agencies (between SBCAG and VCTC, with transit operators, with emergency service offices) and external communications to the public and transit riders
- Cover different types of emergencies such as fires, mudslides, flooding, mass shootings, gas leaks, dam failure, tsunamis and sea level rise
- Develop an approach to training and drills for appropriate personnel
- Create a blueprint for evacuation of communities and transit assets
- Create procedures for the canceling, adding or modifying of transit service, as well as a plan for resumption of transit service and recovery
- Identify resources to support ongoing implementation

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It will build on the lessons learned in these emergencies and build off the knowledge gained from responses to the earlier disasters. The RFP will be released on January 14, with approval of a contract expected to come to the Commission at the May meeting.

The RFP for the TEPP is included as an attachment. It is fully funded by the APG, with local match from VCTC and SBCAG. Release authorized pending review by general counsel.

**VENTURA COUNTY TRANSPORTATION COMMISSION
REQUEST FOR PROPOSAL (RFP)
FOR
CONSULTANT SERVICES FOR A TRANSPORTATION EMERGENCY PREPAREDNESS PLAN**

INTRODUCTION

The Ventura County Transportation Commission (VCTC), in partnership with the Santa Barbara County Association of Governments (SBCAG), is seeking proposals from qualified consultants to complete a Transportation Emergency Preparedness Plan (TEPP), funded by the California Department of Transportation (Caltrans), with matching funds from VCTC and SBCAG.

Both Ventura County, located northwest of Los Angeles County, and Santa Barbara County, located northwest of Ventura County, experienced extreme natural disasters last winter followed by additional disastrous fires this year, leading to the loss of life and disrupting day to day life, including significantly impacting transportation. These incidents forced many road closures, including Highway 101, the main thoroughfare between Ventura and Santa Barbara, for 13 days. Even after the emergencies were over, these events prevented many people from getting to work, medical appointments, family and other important activities, demonstrating how critical it is to be ready when disaster strikes. Therefore, VCTC is requesting proposals for a Transportation Emergency Preparedness Plan that will prepare both counties for future emergencies.

The plan will take a proactive approach and outline a strategy to prepare for and respond to emergencies and recoveries. The major goal of the plan is to be able to respond to the needs of the communities' sooner and more effectively. This plan will:

- Outline roles and responsibilities of different agencies and specific personnel
- Work with existing plans so as to not duplicate efforts and to maximize the work that has already been done
- Outline communication procedures, including communication within organizations, with counterpart agencies (between SBCAG and VCTC, with transit operators, with emergency service offices) and external communications to the public and transit riders
- Cover different types of emergencies such as fires, mudslides, flooding, mass shootings, gas leaks, dam failure, tsunamis and sea level rise
- Develop an approach to training and drills for appropriate personnel
- Create a blueprint for evacuation of communities and transit assets
- Create procedures for the canceling, adding or modifying of transit service, as well as a plan for resumption of transit service and recovery
- Identify resources to support ongoing implementation

It will build on the lessons learned in these emergencies and build off the knowledge gained from responses to the earlier disasters.

BACKGROUND

Ventura County

VCTC is the Regional Transportation Planning Agency (RTPA) for Ventura County and SBCAG is the Metropolitan Planning Organization and the RTPA for Santa Barbara County. Ventura County lies on California's coast roughly sixty-five miles north of downtown Los Angeles. Ventura County's 1,843 square miles encompass a diverse geography from rugged mountain terrain to coastal plains and offshore islands. Ventura County's population of 854,223 largely resides within the ten incorporated cities in the southern portion of the County.

Santa Barbara County lies north of Ventura County on California's coast, with the City of Santa Barbara 27 miles north of the City of Ventura. Santa Barbara County's 2,735 square miles include three primary

urbanized areas: Santa Barbara/Goleta, Lompoc, and Santa Maria, with a total population of 448,150. With US 101 the only road connection between the two counties, multi-day freeway closures as experienced in 2005 and 2018 are devastating to the local economies, significantly impact recovery efforts, and separate first responders and other critical employees who live in Ventura County from their workplaces in Santa Barbara County at a time when they are vitally needed.

Due to the geography and topography of these two counties, they are prone to future disasters that are expected with greater frequency. Both Ventura and Santa Barbara counties have a significant amounts of open space and brush that provides good fuel for fires. Longer and more severe droughts lead to an abundance of fuel for a fire's rapid advance especially when the offshore winds are strong. The fires in turn harden the soils and remove vegetation leaving hillsides bare; intense downpours move over the fire damaged landscape unimpeded, producing intense flooding and catastrophic mudslides. With less frequent but stronger storms that happen in the winter, the mudslides and debris flow that are inevitable are much more likely to be destructive where there is rocky terrain, such as the Santa Ynez and Santa Monica Mountains, as was the case with the Montecito Mudslide. Our highways and roads are threatened during such events and regional mobility seriously impacted.

TEPP Goals

The overarching goal of the proposed TEPP is to provide a roadmap for emergency response and recovery for the region going forward. In order to achieve this goal, the TEPP should:

- Identify needed on-going collaboration and partnerships between sectors and jurisdictions, across levels of government at a regional scale, partnering with SBCAG, local transit operators, first responders, and other public safety agencies.
- Provide a comprehensive work plan to benefit the community and improve the management of disaster response and recovery efforts.
- Identify system-wide climate change impact risks to multimodal transportation infrastructure in the project area. Recent disasters provide a unique opportunity to identify “real time” impacts on transportation infrastructure and their respective consequences. Convert these otherwise “uncertainties” to “knowns” that can be measured and evaluated.
- Understand current emergency preparedness plans and how transportation organizations, assets and services are or should be included in them.
- Identify adaptation strategies and specific actions to remedy identified climate related vulnerabilities. Reviewing and rating disaster response actions related to the recent Thomas Fire and Montecito mudslide and other incidents will provide the basis for developing strategies moving forward.
- Identify disadvantaged and/or vulnerable communities, including transit-dependent populations as well as developing an effective plan to accommodate these populations in evacuation efforts and ensuring transportation to jobs, medical appointments and other needs.

SCOPE OF WORK

To achieve the aforementioned goals, the Consultant shall construct a Transportation Emergency Preparedness Plan to define roles and responsibilities, work with existing plans, outline communication strategies and create an implementation plan that will specify training, evacuations and handling of service provision. The Consultant shall, at a minimum, include in the TEPP the following work elements:

1. Public Participation Plan

1.1. Develop a Public Participation Plan

The Public Participation Plan should include a set of strategies to engage the public and stakeholders during the development of the TEPP that will solicit advice, comments and suggestions from the public and appropriate stakeholders. With the recent fires and mudslides fresh in the public's mind, seek input on what worked well and where improvements are needed.

VCTC will create an advisory committee which will include institutional stakeholders and others, including participants from both VCTC and SBCAG, transit operators, public safety agencies, as well as participants from hospitals, schools, disaster response organizations and the media. Consultants may be asked to help VCTC to organize the meetings (see Task 1.2).

Beyond the Advisory Committee, the consultant should develop a multifaceted strategy to solicit input from the public and engage them in the planning process. The Consultant Team should highlight which strategies have proven effective in other areas or situations and suggest innovative ways to encourage people to participate. The Team should also point out methods that have fallen short in the past and should not be employed in this effort.

1.2. Implement the Public Participation Plan

Help VCTC to organize meetings with the Stakeholder Committee. Based on the work conducted in Task 1.1, solicit feedback from the public.

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

| Public Participation Plan | Deliverables |
|--|--|
| A Identify stakeholders | Stakeholder list |
| B Set up stakeholder committee and meeting | Committee formation and meeting |
| C Develop public outreach strategy | Public Participation Plan |
| D Develop outreach materials | Press releases, social media posts, etc. |

2. Research

2.1. Assess Current Situation

Determine which agencies in Ventura and Santa Barbara Counties have emergency preparedness plans. Gather copies of these plans from jurisdictions by searching online and contacting them directly.

Review the plans to determine:

- What types of emergencies they cover
- If transportation issues are included
- How often the plans are updated
- If there are additional types of emergencies that should be covered

Document the findings.

2.2. Research Local Experience with Emergencies

Contact appropriate local jurisdictions, agencies and organizations to learn about their experience regarding transportation and how it was impacted during recent emergencies, especially in cases where it limited evacuation of communities. VCTC will provide a list of agencies to reach out to. Review press and other reports on the emergencies. Document problems that arose during the recent fires and mudslides in Ventura and Santa Barbara Counties, and determine how well the different agencies coordinated and cooperated.

Create a list of transportation facilities or services that were affected. Determine which transportation facilities and communities are considered to be most vulnerable to harm or disruption from emergencies. Document any transportation emergency services that were provided. Compile what data is available on usage, cost, and other aspects of those transportation services. Document what would people do differently or like to have in place in preparation for next time.

Take inventory of emergency planning documents that exist for local jurisdictions and how they reference transportation.

2.3. Research Others' Experience with Emergencies

Suggest some different communities in the United States that have experienced emergencies that affected transportation facilities or services. VCTC will provide some suggestions and approve the final list of communities.

Contact appropriate agencies in these communities and gather data on how these communities dealt with natural disasters or other emergency situations. Select some communities that experienced recent emergencies and some that have recovered already.

Ask about experiences, lessons learned, communication issues and changes made based on their experiences. Collect information on Memoranda of Understanding (MOUs) and other contractual or informal arrangements.

2.4. Determine Potential Institutional Arrangements

Based on earlier tasks, determine what institutional arrangements are or should be in place to deal with future emergencies. Research how local and other agencies assigned roles and responsibilities. Collect copies of interagency MOUs and contracts that have been helpful in emergencies.

Suggest what specific MOUs and contracts to have in place ahead of emergencies, particularly those governing interagency arrangements that would be necessary or helpful to use transit vehicles and transportation employees during emergencies.

2.5. Communication Needs

2.5.1 Operator Communication

Research current communication systems and practices regarding how transit operators communicate with each other and with public safety agencies during emergencies. Research best practices and how this can be improved.

2.5.2 Communication with Public

Review opportunities and best practices to communicate with transportation passengers, especially those who are transit dependent, during emergencies.

Suggest improvements that local operators should consider. In particular, explore what types of communication worked best and why.

Review best practices on:

- How transit customers, especially those without other means of transportation and paratransit customers, can be notified of modified, cancelled or additional transit service
- How transportation agencies can most effectively share information on current conditions and plans
- How coordinated and consistent messaging can be achieved among operators
- Use of social media in rapidly changing situations and coordinating with other agencies, specifically, public safety agencies

Review emergency notification information in the County Emergency Operations Plan as part of this task to make sure efforts are will not be duplicated or provide confusing information to the public in the case of an emergency.

2.6. Inventory and Assessment of Transportation Assets

Create an inventory of transportation facilities and assets that need to be protected or used in case of emergency. Determine the most vulnerable assets and if there are additional assets that could be utilized if needed.

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

| Research | Deliverables |
|---------------------------------------|---|
| A Current situation | Report on current situation |
| B Local experience with emergencies | Summary of local experience |
| C Others' experience with emergencies | Summary of others' experiences |
| D Institutional arrangements | Suggestions of institutional arrangements |
| E Communication needs | List of communication needs, roles and responsibilities |
| F Inventory of transportation assets | Inventory of transportation assets |

3. Preparation for an Emergency

3.1. Determine Who Might Need Evacuation Services

In conjunction with emergency service agencies, identify groups and areas that may require evacuation assistance using transportation agency assets. Determine what preparations are necessary to use transit vehicles to evacuate people during emergencies. Work with city public safety agencies in Ventura and Santa Barbara County and especially the Offices of Emergency Services in both counties.

Develop a methodology to select and to support evacuations and remove critical transit vehicles and other assets from the danger zone.

3.2. Prepare for Emergency Transportation Services

Recommend options for which agency (or agencies) would control the evacuation services. Identify resources and arrangements that will allow transportation agencies to be prepared for emergencies and not solely reactive when one or more disasters hit their areas. Determine where transit assets can be staged or stored in or in preparation for an emergency.

Explore ways transportation and transit employees could get to their job assignments. Recommend options that can be put into place to allow staff to be contacted and assigned during an emergency.

3.3. Identify Resources

Asses what arrangements are needed to insure and reimburse agencies for the use of their assets and employees.

Based on the results of Task 2.4 suggest what arrangements are needed to insure and reimburse agencies for the use of their assets and employees. Describe what data should be collected to document costs for FEMA or other funding sources. Determine if there is short-term funding available to pay for services needed in or in preparation for an emergency.

Identify possible sources of funding to implement the transportation emergency preparedness plan, including:

- Continuing the advisory committee meetings
- Training and drills
- Improved communication between agencies and with the public

3.4. Training for Emergencies

Review the types of training and drills being employed by local agencies. Based on the work in earlier tasks, particularly on the experiences with other emergencies, put together a training plan.

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

| Emergency Preparation | Deliverables |
|------------------------------|---|
| A Evacuation assistance | List of groups/areas likely to need assistance and methodology to do so |
| B Emergency operations | Chain of command and emergency procedures |
| C Resources | List of potential resources to fund emergency response |
| D Training | Training plan |

4. Transportation Emergency Preparedness Plan

4.1. Draft TEPP

With research and recommendations from previous tasks, prepare a draft TEPP for VCTC to review.

4.2. Plan Adoption and Preparation for Future

Assist VCTC in holding at least two public hearings (one in Ventura and one in SB) in conjunction with adoption. VCTC expects that the consultant will do the presentation at these hearings.

Work with local agencies to integrate the Transportation Emergency Preparedness Plans into other local plans. Use inventory created in Task 2.2 and reach out to those agencies to include or reference the TEPP in their own plans.

Assist VCTC in creating an ongoing committee to continue planning and coordinate implementation of the plans. VCTC will continue to run the meetings on an ongoing basis. Help VCTC with the structure and frequency of meetings. Help determine if committee should be made up of same personnel as stakeholder committee or others as its purpose changes from planning to implementation.

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

| Adopt Plans and Prepare for Future | Deliverables |
|---|-----------------------------|
| A Commission/Board Meetings | Adopted plans |
| B Reach out to agencies to get TEPP integrated in other plans | Integrated into other plans |
| C Set up ongoing committee | Committee list |

TEPP Project Schedule

The Consultant shall complete the TEPP within eighteen (18) months of Notice to Proceed. The Consultant shall include a draft study schedule in their proposal and a final schedule within thirty (30) days of Notice to Proceed.

PROPOSAL REQUIREMENTS

Proposal Deadline

Five (5) hardcopies and one (1) electronic copy in PDF format on a CD/DVD/USB flash drive of the Consultant's proposal shall be submitted **Tuesday, January/February, 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 request. 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.

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 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 public outreach, data collection and compilation, analysis, consensus building and stakeholder

approvals. Describe project management techniques and strategies to insure quality and deliver project on time and within budget.

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 committee comprised of study stakeholders selected by the VCTC. Interviews, if required, will be held at VCTC office in Ventura during the week March 5, 2019. 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.

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 |

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: January 14, 2019
- Pre-proposal meeting: January 23, 2019
- Question submission period ends: January 30, 2019
- Questions answered: February 6, 2019
- Deadline for Proposal Submission – February 27, 2019
- Proposal review and evaluation: March 1 – March 15, 2019
- Oral interviews: March 26, 2019
- Contract negotiations with first ranked consultant: March 28 – April 3, 2019
- Approximate Contract Award and Notice to Proceed: May 15, 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/>

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.

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Item #9

January 11, 2019

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: CLAIRE GRASTY, PROGRAM MANAGER

SUBJECT: COLLEGE RIDE PILOT PROGRAM UPDATE

RECOMMENDATION:

- Receive and file

DISCUSSION:

In August 2018, VCTC and the Ventura County bus operators implemented College Ride Pilot Program, working with Ventura County Community College District, California State University Channel Islands and California Lutheran University. The program allows students enrolled at any of the schools to ride any public bus in Ventura County for free by showing the driver their student ID. The program enhances mobility for students in Ventura County by removing the barrier of cost for them. The pilot program is funded by the Low Carbon Transit Operations Program through the State Cap & Trade program.

The program has seen significant success, providing nearly 170,000 free rides to students since the program started through November. Until November, College Ride ridership had increased month over month for all providers and almost all transit providers have seen their ridership grow since the implementation compared to same period last year. It should be noted that in November, Ventura County experienced significant wildfires and a tragic mass shooting that resulted in school closures which impacted the use of this program and overall transit ridership throughout the county, though some systems did see increased ridership.

The increase in ridership for some systems in the first couple months of this program is significant, as it is the first time that many agencies have seen ridership growth in a couple years. While increased ridership cannot be entirely attributed to the College Ride Pilot Program, as some systems saw an increase in ridership but very low College Ride pass usage and some systems saw small increases before the program began, the College Ride Pilot Program seems to be the main driver of the overall increase. The upcoming semester will help determine the impact this program has on increased ridership throughout the county though it is clear that it has certainly helped to stem the tide of decreased ridership.

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Gold Coast Transit District has served the most students, providing over 94,000 rides. VCTC has provided over 66,000 rides to college students, with an impressive 33% of the riders using this program. Moorpark City Transit also has a significant amount of its passengers using the College Ride Pilot Program at 21% and providing over 3,700 rides.

Communications and Outreach

Increased mobility, introducing young people to public transit who may not have used it prior and increased ridership are important goals of the program; and the strong adoption of the program indicate the value of the program. The robust marketing of this program conducted by the colleges as well as VCTC has certainly helped increase knowledge of the program and contributed to its usage.

The marketing campaign reached over 154,000 unique individuals and garnered over 377,000 impressions. Organic and paid marketing was done on Facebook, Instagram, Snapchat and YouTube. Facebook ads, Instagram ads and the Snapchat filter all reached over 54,000 people each. The boosted posts, Snapchat ads and YouTube ads were the most successful reaching over 69,000, 77,000 and 67,000 people respectively. The eblast had an adoption rate of 20%.

The materials were developed by VCTC's communications and outreach consultant and put into a toolbox for the colleges and operators to use. In addition to VCTC, the colleges and operators also promoted the program, significantly expanding the reach and increasing knowledge of the program.

Additionally, VCTC created flyers, car cards and informational rack cards to promote the program and provide information on how it works. The colleges all distributed the materials and information to students, including campus wide emails. Additionally, VCTC staff did outreach at campus events that were also successful. When interacting with the students, most knew of it which demonstrates the success of the campaign.

Looking forward, the Automatic Vehicle Location System (AVL) will help to provide detailed data by school which is critical to evaluate the best path forward in the future. This will be invaluable and necessary as we work with the schools regarding next steps. With the data from a full semester and detailed data from the AVL system, staff will bring back an in depth analysis of the program to the Commission in spring 2019.



Item #10

January 11, 2019

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: PETER DE HAAN, PROGRAMMING DIRECTOR
SUBJECT: PROGRAMMING OF CONGESTION MITIGATION AND AIR QUALITY (CMAQ) PROJECTS; APPROVAL OF REVISED FINAL FISCAL YEAR (FY) 2018/19 PROGRAM OF PROJECTS – PUBLIC HEARING

RECOMMENDATION:

- 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.

BACKGROUND:

As discussed at the last meeting, the federal transportation authorization act, Fixing America's Surface Transportation, or FAST, provides for a rescission based on the unobligated apportionment balance at the end of federal FY 2018/19. As a result, VCTC is planning to reduce the Ventura County unobligated CMAQ balance to minimize the impact of the rescission on the county.

At last month's meetings, the Committees approved a total of \$6,588,512 in additional CMAQ funds to projects that were either on the shelf list or had been approved in a prior call for projects but had experienced cost increases, with all the funds identified as ready to be obligated in FY 2018/19. Since this amount is insufficient to reduce the end-of-year balance to \$0, staff indicated it would return at the next meeting with additional projects.

DISCUSSION:

Attachment A summarizes the revised plan for obligating the complete CMAQ balance in FY 2018/19. There have been three projects added, shown in bold italics, with cost increases totaling \$671,371. The projects are as follows:

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| | |
|--------------------------------------|---------|
| Oxnard – Ventura Road Bus Line Stops | 77,571 |
| Oxnard – Pedestrian Crossing Beacons | 93,800 |
| VCTC – East/West Bus Line Operations | 500,000 |

Regarding the \$500,000 increase for operating costs for the new VCTC Intercity East/West line, this item will provide funds over a three-year period to cover the higher costs of VCTC's revised operations contract with RATP-DEV.

Staff recommends that the remaining estimated unobligated CMAQ balance be loaned to the San Bernardino County Transportation Authority which has indicated it can obligate the funds in early FY 2018/19.

Since this month's recommended action will add more CMAQ funds to the transit program, it is again necessary to hold a public hearing and adopt the revised POP (Attachment B) containing the additional funds. A public notice was published January 8th in the Ventura County Star.

The staff recommendations pertaining to the CMAQ projects, CMAQ loan, and the POP were approved by TRANSCOM at its November 8th meeting, and the recommendations pertaining to the CMAQ projects and the CMAQ loan were approved by TTAC at its November 15th meeting.

VCTC PLAN TO REDUCE FY 2018/19 CMAQ BALANCE

| | |
|--|-------------|
| Estimated end-of-year balance, based on committed projects only | \$9,814,000 |
|--|-------------|

| | |
|----------------------------------|---------|
| Pending Santa Paula Deobligation | 284,000 |
|----------------------------------|---------|

Additional Projects Than Can Be Obligated In FY 2018/19 –

Shelf List Projects

| | |
|---|-----------|
| Gold Coast Transit - Bus Repowering / Ventura Road Service | 2,669,142 |
|---|-----------|

| | |
|--|---------|
| Camarillo - Springville Bike Path Design | 400,000 |
|--|---------|

Cost Increases to Approved CMAQ / Prop 1B Projects

| | |
|---|---------|
| Thousand Oaks – Rancho Road Bike/Ped Construction | 280,370 |
|---|---------|

| | |
|---|---------|
| Camarillo – Las Posas / Pleasant Valley Bike Lanes Design | 500,000 |
|---|---------|

| | |
|---|---------|
| Thousand Oaks – Transit Center Improvement Construction | 825,000 |
|---|---------|

| | |
|--|---------|
| County Unincorporated – Camarillo Heights Project Construction | 341,000 |
|--|---------|

| | |
|--|--------|
| County Unincorporated – Kenney Street Ped Project Design | 23,000 |
|--|--------|

| | |
|---|---------|
| County Unincorporated – Central Avenue Ped Project Design | 150,000 |
|---|---------|

| | |
|--|---------|
| Simi Valley – CNG Fueling System Upgrade | 598,123 |
|--|---------|

| | |
|--|----------------------|
| <i>Oxnard – Ventura Road Bus Line Stops</i> | <i>77,571</i> |
|--|----------------------|

| | |
|--|----------------------|
| <i>Oxnard – Pedestrian Crossing Beacons</i> | <i>93,800</i> |
|--|----------------------|

| | |
|--|-----------------------|
| <i>VCTC – East/West Bus Line Operations</i> | <i>500,000</i> |
|--|-----------------------|

Replacement of Prop 1B PTMISEA with CMAQ*

| | |
|---------------------------------|----------------|
| Simi Valley CNG Fueling Upgrade | <u>801,877</u> |
|---------------------------------|----------------|

| | |
|--|---------------------------|
| <u>Total Additional 2018/19 Obligations</u> | <u>\$7,259,883</u> |
|--|---------------------------|

| | |
|--|---------------------------|
| ESTIMATED REMAINING 2018/19 BALANCE | <u>\$2,839,494</u> |
|--|---------------------------|

Recommended Loan to San Bernardino County = \$2,800,000

*Prop 1B \$801,877 from Simi Valley to be transferred to Moorpark for Metrolink Station North Parking Lot Resurfacing. (Previously-approved Prop 1B project not eligible for CMAQ)

NOTE: Projects added for approval at January Commission meeting shown in ***bold italics***.

| Program of Projects | | | |
|--|---------------|------------------|------------------------|
| <p>The Ventura County Transportation Commission (VCTC) will hold a public hearing on the Program of Projects (POP) for the Oxnard, Thousand Oaks, Camarillo and Simi Valley Urbanized Areas (UAs) for projects to be funded with Federal Transit Administration funds in the 2018/19 Fiscal Year (FY 2019). The funds available in FY 2019 are estimated to be \$425,000 in Section 5310 funds and \$26,200,000 in other funds for the Oxnard UA, \$170,000 in Section 5310 funds and \$8,025,000 in other funds for the Thousand Oaks UA, \$2,615,000 for the Camarillo UA, and \$4,725,000 for the Simi Valley UA, based on anticipated FY 2019 funds, prior year carry-over funds, and federal discretionary funds. The public hearing will be held at 9:00 a.m. on Friday, January 11, 2019, in the Camarillo City Council Chamber, 601 Carmen Drive, in Camarillo. The POP is available for public inspection at 950 County Square Drive, Suite 207, Ventura CA 93003. Unless a subsequent list is published, this list will become the final Program of Projects for inclusion in the Southern California Association of Governments Federal Transportation Improvement Program.</p> | | | |
| FY 2018/19 Federal Transit Program of Projects | | | |
| | Total Cost | Federal Share | Local Share & Other |
| OXNARD/VENTURA URBANIZED AREA | | | |
| Gold Coast Transit | | | |
| <u>Operating Assistance</u> | | | |
| Ventura Road Transit Service (FY 18/19, 19/20 & 20/21)(CMAQ Funds) | \$ 4,215,196 | \$ 3,731,713 | \$ 483,483 |
| Operating Assistance | \$ 2,500,000 | \$ 1,250,000 | \$ 1,250,000 |
| | \$ 6,715,196 | \$ 4,981,713 | \$ 1,733,483 |
| <u>Capital Assistance</u> | | | |
| Preventive Maintenance | \$ 1,662,895 | \$ 1,330,316 | \$ 332,579 |
| Midlife Bus Refurbishment & Engine Replacement for 14 buses (CMAQ Funds) | \$ 3,696,082 | \$ 3,272,141 | \$ 423,941 |
| Operations and Maintenance Facility Debt Service | \$ 486,815 | \$ 389,452 | \$ 97,363 |
| Operations and Maintenance Facility Debt Service (5339 Funds)(FY 17/18) | \$ 282,545 | \$ 226,036 | \$ 56,509 |
| Operations and Maintenance Facility Debt Service (5339 Funds) | \$ 888,185 | \$ 710,548 | \$ 177,637 |
| ADA Paratransit Service | \$ 1,147,500 | \$ 918,000 | \$ 229,500 |
| | \$ 8,164,022 | \$ 6,846,493 | \$ 1,317,529 |
| Total Gold Coast | \$ 14,879,218 | \$ 11,828,206 | \$ 3,051,012 |
| Ventura County Transportation Commission | | | |
| <u>Operating Assistance</u> | | | |
| VCTC Intercity Operating Assistance (FY 19/20) | \$ 2,449,156 | \$ 1,224,578 | \$ 1,224,578 |
| VCTC Intercity East/West Line (CMAQ funds) | \$ 564,780 | \$ 500,000 | \$ 64,780 |
| CalVans Vanpool (JARC funds) | \$ 100,000 | \$ 25,000 | \$ 75,000 |
| County Human Services Agency Work Reliability Transport (FY 2017/18 - JARC funds) | \$ 36,000 | \$ 30,000 | \$ 6,000 |
| County Human Services Agency Work Reliability Transport (FY 2018/19 - JARC funds) | \$ 72,000 | \$ 60,000 | \$ 12,000 |
| | \$ 3,221,936 | \$ 1,839,578 | \$ 5,061,514 |
| <u>Planning Assistance</u> | | | |
| Transit Planning and Programming (FY 19/20) | \$ 393,783 | \$ 315,026 | \$ 78,757 |
| Regional Transit Information Center (FY 19/20) | \$ 280,000 | \$ 224,000 | \$ 56,000 |
| Countywide Outreach Activities (FY 19/20) (CMAQ Funds) | \$ 600,000 | \$ 600,000 | \$ - |
| Fare Collection/Passenger Counting Data Management (FY 19/20) | \$ 350,000 | \$ 280,000 | \$ 70,000 |
| Elderly/Disabled Planning/Evaluation (FY 19/20) | \$ 278,750 | \$ 223,000 | \$ 55,750 |
| Bus Service Planning (FY 19/20) | \$ 565,000 | \$ 452,000 | \$ 113,000 |
| | \$ 2,467,533 | \$ 2,094,026 | \$ 373,507 |
| <u>Capital Assistance</u> | | | |
| Regional Transit Tech Equipment (FY 19/20) | \$ 118,750 | \$ 95,000 | \$ 23,750 |
| Purchase 3 VCTC Intercity Buses (CMAQ Funds) | \$ 2,138,099 | \$ 1,892,859 | \$ 245,240 |
| Metrolink Preventive Maintenance (FY 19/20) | \$ 1,820,228 | \$ 1,820,228 | \$ - |
| Metrolink Capital Rehab (Sec 5337) | \$ 737,861 | \$ 737,861 | \$ - |
| Metrolink Capital Rehab (FY 19/20)(Sec 5337) | \$ 2,477,608 | \$ 2,477,608 | \$ - |
| Metrolink Prev Maintenance (FY 19/20)(Sec 5337) | \$ 2,460,937 | \$ 2,460,937 | \$ - |
| | \$ 9,634,733 | \$ 9,389,493 | \$ 245,240 |

| | | | | |
|---------------------------------|------------|---------------|---------------|--------------|
| | Total VCTC | \$ 15,324,202 | \$ 13,323,097 | \$ 5,680,261 |
| Valley Express | | | | |
| <u>Operating Assistance</u> | | | | |
| Operating Assistance (FY 19/20) | | \$ 1,254,396 | \$ 627,198 | \$ 627,198 |
| Total Valley Express | | \$ 1,254,396 | \$ 627,198 | \$ 627,198 |
| TOTAL | | \$ 31,457,815 | \$ 25,778,501 | \$ 9,358,470 |

THOUSAND OAKS/MOORPARK URBANIZED AREA

| | | | | |
|---|--|--------------|--------------|------------|
| Ventura County Transportation Commission | | | | |
| <u>Planning Assistance</u> | | | | |
| Transit Planning and Programming (FY 19/20) | | \$ 570,971 | \$ 456,777 | \$ 114,194 |
| | | \$ 570,971 | \$ 456,777 | \$ 114,194 |
| <u>Capital Assistance</u> | | | | |
| VCTC Svcs - Cap Leases (FY19/20) | | \$ 352,981 | \$ 282,385 | \$ 70,596 |
| VCTC Svcs - Cap Leases (FY19/20) (Sec 5339) | | \$ 166,735 | \$ 166,735 | \$ - |
| Regional Transit Tech Equipment (FY 19/20) | | \$ 37,500 | \$ 30,000 | \$ 7,500 |
| Regional Transit Tech Equipment (FY 19/20) | | \$ 144,600 | \$ 144,600 | \$ - |
| (Sec 5339) | | | | |
| Metrolink Preventive Maintenance (FY 19/20) | | \$ 742,381 | \$ 742,381 | \$ - |
| Metrolink Capital Rehab (Sec 5337) | | \$ 515,786 | \$ 515,786 | \$ - |
| Metrolink Capital Rehab (FY 19/20)(Sec 5337) | | \$ 1,694,545 | \$ 1,694,545 | \$ - |
| Metrolink Prev Maintenance (FY 19/20)(Sec 5337) | | \$ 1,683,883 | \$ 1,683,883 | \$ - |
| | | \$ - | \$ - | \$ - |
| | | \$ 5,338,411 | \$ 5,260,315 | \$ 78,096 |
| Total VCTC | | \$ 5,909,383 | \$ 5,717,092 | \$ 192,291 |

| | | | | |
|--|--|--------------|--------------|------------|
| City of Thousand Oaks | | | | |
| <u>Planning Assistance</u> | | | | |
| Transit Planning & Education | | \$ 187,500 | \$ 150,000 | \$ 37,500 |
| | | \$ 187,500 | \$ 150,000 | \$ 37,500 |
| <u>Capital Assistance</u> | | | | |
| Transit Center Improvements (CMAQ Funds) | | \$ 825,000 | \$ 825,000 | \$ - |
| Transit Vehicle Maintenance | | \$ 500,000 | \$ 400,000 | \$ 100,000 |
| Transit Facilities / Bus Stops Maintenance | | \$ 187,500 | \$ 150,000 | \$ 37,500 |
| Transit Vehicle Capital Lease | | \$ 187,500 | \$ 150,000 | \$ 37,500 |
| Inter-City ADA | | \$ 62,500 | \$ 50,000 | \$ 12,500 |
| | | \$ 1,762,500 | \$ 1,575,000 | \$ 187,500 |
| Total Thousand Oaks | | \$ 1,950,000 | \$ 1,725,000 | \$ 225,000 |

| | | | | |
|--|--|--------------|--------------|------------|
| City of Moorpark | | | | |
| <u>Operating Assistance</u> | | | | |
| Fixed Route/Paratransit Operating Assistance | | \$ 240,000 | \$ 120,000 | \$ 120,000 |
| | | \$ 240,000 | \$ 120,000 | \$ 120,000 |
| <u>Capital Assistance</u> | | | | |
| Metrolink Station South Entrance + Other | | \$ 126,928 | \$ 101,542 | \$ 25,386 |
| Station Improvements / Upgrades | | | | |
| Dial-a-Ride Capital Leases / Cap Maint | | \$ 93,750 | \$ 75,000 | \$ 18,750 |
| | | \$ 220,678 | \$ 176,542 | \$ 44,136 |
| Total Moorpark | | \$ 460,678 | \$ 296,542 | \$ 164,136 |
| TOTAL | | \$ 8,320,060 | \$ 7,738,634 | \$ 581,426 |

CAMARILLO URBANIZED AREA

| | | | | |
|---|--|------------|------------|-----------|
| Ventura County Transportation Commission | | | | |
| <u>Planning Assistance</u> | | | | |
| Transit Planning and Programming (FY 19/20) | | \$ 164,430 | \$ 131,544 | \$ 32,886 |
| | | \$ 164,430 | \$ 131,544 | \$ 32,886 |
| <u>Capital Assistance</u> | | | | |
| VCTC Svcs - Cap Leases (FY18/19) (Sec 5339) | | \$ 186,125 | \$ 186,125 | \$ - |
| VCTC Svcs - Cap Leases (FY19/20) (Sec 5339) | | \$ 169,392 | \$ 169,392 | \$ - |
| | | \$ 355,517 | \$ 355,517 | \$ - |
| Total VCTC | | \$ 519,947 | \$ 487,061 | \$ 32,886 |

City of Camarillo

| | | | | |
|---|--------------|--------------|------------|--|
| <u>Operating Assistance</u> | | | | |
| Camarillo Area Transit Operating Assistance | \$ 924,100 | \$ 462,050 | \$ 462,050 | |
| | \$ 924,100 | \$ 462,050 | \$ 462,050 | |
| <u>Capital Assistance</u> | | | | |
| Metrolink Quiet Zone Improvements | \$ 400,000 | \$ 400,000 | \$ - | |
| Bus Capital Maintenance | \$ 728,500 | \$ 582,800 | \$ 145,700 | |
| Rail Station Capital Maintenance | \$ 83,780 | \$ 67,024 | \$ 16,756 | |
| | \$ 1,212,280 | \$ 1,049,824 | \$ 162,456 | |
| Total Camarillo | \$ 2,136,380 | \$ 1,511,874 | \$ 624,506 | |
| TOTAL | \$ 2,656,327 | \$ 1,998,935 | \$ 657,392 | |

SIMI VALLEY URBANIZED AREA

Ventura County Transportation Commission

Planning Assistance

| | | | | |
|---|------------|------------|------------|--|
| Transit Planning and Programming (FY 19/20) | \$ 277,282 | \$ 106,653 | \$ 170,629 | |
| | \$ 277,282 | \$ 106,653 | \$ 170,629 | |

Capital Assistance

| | | | | |
|---|------------|------------|------------|--|
| VCTC Svcs - Cap Leases (FY18/19) (Sec 5339) | \$ 280,557 | \$ 280,557 | \$ - | |
| VCTC Svcs - Cap Leases (FY19/20) (Sec 5339) | \$ 326,533 | \$ 326,533 | \$ - | |
| | \$ 326,533 | \$ 326,533 | \$ - | |
| Total VCTC | \$ 603,815 | \$ 433,186 | \$ 170,629 | |

City of Simi Valley

Operating Assistance

| | | | | |
|--|--------------|--------------|--------------|--|
| Simi Valley Transit Operating Assistance | \$ 4,151,850 | \$ 2,075,925 | \$ 2,075,925 | |
| | \$ 4,151,850 | \$ 2,075,925 | \$ 2,075,925 | |

Capital Assistance

| | | | | |
|---|--------------|--------------|--------------|--|
| CNG Fueling System Upgrade (CMAQ Funds) | \$ 1,400,000 | \$ 1,400,000 | \$ - | |
| Preventive Maintenance | \$ 280,400 | \$ 224,320 | \$ 56,080 | |
| Non Fixed-Route ADA Paratransit Capital | \$ 339,291 | \$ 271,433 | \$ 67,858 | |
| Dispatch Software | \$ 45,000 | \$ 36,000 | \$ 9,000 | |
| | \$ 2,064,691 | \$ 1,931,753 | \$ 132,938 | |
| Total Simi Valley | \$ 6,216,541 | \$ 4,007,678 | \$ 2,208,863 | |
| TOTAL | \$ 6,820,356 | \$ 4,440,864 | \$ 2,379,492 | |

FY 2018/19 SECTION 5310 / NEW FREEDOM PROGRAM OF PROJECTS

OXNARD/VENTURA URBANIZED AREA

Planning Assistance

| | | | | |
|------------------------|-----------|-----------|------|--|
| Program Administration | \$ 27,326 | \$ 27,326 | \$ - | |
| | \$ 27,326 | \$ 27,326 | \$ - | |

Operating Assistance

| | | | | |
|---|------------|------------|-----------|--|
| Gold Coast Access Direct Service to Camarillo | \$ 101,333 | \$ 81,066 | \$ 20,267 | |
| Area Agency on Aging MediRide | \$ 157,500 | \$ 105,000 | \$ 52,500 | |
| | \$ 258,833 | \$ 186,066 | \$ 72,767 | |

Capital Assistance

| | | | | |
|---|------------|------------|-----------|--|
| | | | \$ - | |
| Gold Coast Young Adult Mobility Education | \$ 60,000 | \$ 48,000 | \$ 12,000 | |
| | \$ 60,000 | \$ 48,000 | \$ 12,000 | |
| Total Enhanced Mobility | \$ 346,159 | \$ 261,392 | \$ 84,767 | |

THOUSAND OAKS/MOORPARK URBANIZED AREA

Planning Assistance

| | | | | |
|------------------------|-----------|-----------|------|--|
| Program Administration | \$ 17,040 | \$ 17,040 | \$ - | |
| | \$ 17,040 | \$ 17,040 | \$ - | |

Operating Assistance

| | | | | |
|-------------------------------------|------------|------------|-----------|--|
| Moorpark Free Senior/Disabled Fares | \$ 12,750 | \$ 10,200 | \$ 2,550 | |
| ECTA Saturday Senior ADA Service | \$ 25,000 | \$ 20,000 | \$ 5,000 | |
| Thousand Oaks Free Rides ADA/DAR | \$ 25,000 | \$ 20,000 | \$ 5,000 | |
| Area Agency on Aging MediRide | \$ 105,000 | \$ 70,000 | \$ 35,000 | |
| | \$ 167,750 | \$ 120,200 | \$ 47,550 | |

Capital Assistance

| | | | | |
|--------------------------------------|------------|------------|-----------|--|
| ECTA Intercity Service Vehicle Lease | \$ 25,000 | \$ 20,000 | \$ 5,000 | |
| | \$ 25,000 | \$ 20,000 | \$ 5,000 | |
| Total Enhanced Mobility | \$ 209,790 | \$ 157,240 | \$ 52,550 | |



Item #11

January 11, 2019

MEMO TO: TRANSPORTATION TECHNICAL ADVISORY COMMITTEE (TTAC)
FROM: PETER DE HAAN, PROGRAMMING DIRECTOR
**SUBJECT: SURFACE TRANSPORTATION PROGRAM (STP) LOAN TO SAN BERNARDINO
 COUNTY TRANSPORTATION AUTHORITY**

RECOMMENDATION:

- 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.

BACKGROUND:

Under federal law, Surface Transportation Block Grant (STBG) funds apportioned to California lapse if they are not used within three years. By state law, California distributes a part of its STBG apportionment to counties under the Regional Surface Transportation Program (STP). State law also applies the three-year lapsing rule to the STP apportionments of each county.

VCTC's policy is that the Route 101 improvement Early Action Items are the priority for STP funds as well as State Transportation Improvement Program (STIP) funds. The STP fund balance must therefore be carefully managed, in order to build up a large amount of funds that can be used when needed by the project, while at the same time avoiding a lapse of funds. The common practice that is used by a county wishing to build up a STP balance is to provide loans to other counties that are ready to use the funds, so VCTC has been participating in such loans.

Two years ago VCTC loaned \$6 million to the San Joaquin Council of Governments, and these funds have already been repaid per the agreed-upon schedule. Earlier this year, VCTC loaned \$21.5 million to the Orange County Transportation Authority (OCTA), with a repayment date of FY 2021/22, the earliest date that funds are expected to be required for construction of the Route 101 project. It was noted that based on the projected future STP balances another \$12.4 million would need to be loaned in the future. However, due to a higher than anticipated FY 2017/18 apportionment the amount required to be loaned has increased to \$15.0 million.

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VCTC staff has learned that the San Bernardino County Transportation Authority has a project to obligate in the next few months and is planning to use its county transportation sales tax funds to advance future federal apportionments. SBCTA can utilize a loan of \$14.3 million in STP to avoid having to use its sales tax. This amount is in addition to the \$2.8 million loan of CMAQ which is also recommended for approval in another item in this agenda.

DISCUSSION

With this loan to SBCTA, VCTC will come close to addressing the entire amount required to avoid a lapse of funds while preserving the availability of the entire balance in FY 2021/22. The only risk to VCTC would be that in the event of a severe federal cutback the SBCTA's apportionments would be cut and then the repayment from SBCTA could be delayed. It is of course difficult to predict what federal changes could occur between now and 2022. However, since SBCTA's apportionment is approximately \$25 million per year the cutback would have to be extremely large to prevent SBCTA from repaying the \$14.3 million to VCTC.

TTAC approved this recommended loan at its November 15th meeting.



Item #12

January 11, 2019

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: PETER DE HAAN, PROGRAMMING DIRECTOR
SUBJECT: NOVEMBER 2018 ELECTION RESULTS INCLUDING PROPOSITION 6

RECOMMENDATION:

- Receive and file.

BACKGROUND:

At the October meeting the Commission took an “Oppose” position on Proposition 6, which would have repealed the motorist taxes and fees implemented by a two-thirds vote of the Legislature under Senate Bill (SB) 1. Proposition 6 did not pass, with 57% of voters opposing the proposition. As a result, an estimated \$5.1 billion in SB 1 revenue will continue to be available for transportation in California, primarily for street and road maintenance.

Fifty-two percent (52%) of voters in Ventura County opposed Proposition 6, which is lower than the statewide percentage but still a majority.

There were three California counties with transportation sales taxes on the ballot, namely San Mateo, Marin and San Benito Counties, and all three received the required 2/3rds majority approval.

DISCUSSION:

As its name implies, SB 1 (Beall), or the Road Repair and Accountability Act of 2017, is primarily focused on repair of roads, with 65% of the money distributed by formula to Caltrans and local jurisdictions for that purpose. The eleven local agencies in Ventura County are estimated to receive \$26 million per year from this source.

Roughly one-third of the SB 1 funds goes to competitive grant programs, with the first round of grants in each program having already been approved. In general, the SB 1 competitive programs follow a two-year grant cycle. The following are Ventura County projects submitted for funding in the first cycle of the Trade Corridor and Transit Capital programs, with all of these projects having been selected by the state for funding. As a result, VCTC will have significant responsibility to work with the state and the implementing agencies to manage the project delivery and ensure the required accountability reporting is provided to the state. The projects are as follows:

- Rice Avenue Grade Separation: \$68.6 million (City of Oxnard)
- Metrolink Simi Valley Double Tracking / Station Improvements: \$62.3 million (SCRRA)
- Coastal Express Capital for Expansion: \$9.6 million (SBCAG)
- Pacific Surfliner Double Tracking Camarillo to Oxnard / Camarillo Station Improvements: \$27.3 million (LOSSAN)

SB 1 also made funds available for Caltrans planning grants. VCTC applied for and received approval for three studies: the Transportation Emergency Preparedness Plan, the Route 101 Multi-modal Corridor Plan, and the Port Access Study Update. These grants will provide VCTC with a total of \$421,325 for these planning efforts.

In addition, the California Transportation Commission has committed \$1,504,000 from SB 1 to Ventura County projects through the Active Transportation Program (ATP). When combined with VCTC's commitment last year of Congestion Mitigation and Air Quality (CMAQ) and Transportation Development Act Article 3 Bicycle and Pedestrian funds, as well as the state's commitment of other ATP funds not from SB 1, a total of \$13 million in bicycle and pedestrian projects were approved in 2017, all of which remain fully funded since Proposition 6 did not pass. The attached table provides the list of these projects, of which only one, Moorpark Road in Thousand Oaks, has thus far started construction.

For future SB 1 grants, a particular program of interest to VCTC will be the Solutions for Congested Corridors Program which provides about \$250 million per year statewide on a competitive basis for projects that "are part of a comprehensive corridor plan designed to reduce congestion in highly traveled corridors." One of the planning grants approved by Caltrans for VCTC will fund a multimodal plan for the Route 101 corridor, to allow that corridor to compete for SB 1 funds from this program. When the current environmental study is completed and the "early action" items in the corridor identified, VCTC might be able to supplement the existing funding for the "early action" items by applying to the Solutions for Congested Corridors Program.

| BICYCLE / PEDESTRIAN PROJECTS FOR APPROVAL IN 2017 | | |
|--|------------------|---------------------|
| Project Name: | Agency: | Total Funds: |
| Conejo School Rd & Willow Lane Sidewalk / Bike Lane | Thousand Oaks | \$2,736,650 |
| Arroyo Drive Pedestrian Improvements Design | Moorpark | \$531,180 |
| Central Avenue Pedestrian Improvement | Ventura County | \$880,874 |
| Potrero Road Bike Lanes | Ventura County | \$1,861,217 |
| Rancho Road Pedestrian and Bicycle Improvements | Thousand Oaks | \$659,314 |
| Santa Paula High School Neighborhood Pedestrian Improvements | Santa Paula | \$266,000 |
| Casitas Vista Road Bike Lanes | Ventura County | \$500,677 |
| Moorpark Road Bike Lane / Sidewalk | Thousand Oaks | \$390,815 |
| Wells Road Bus Stop Pedestrian Improvements | San Buenaventura | \$309,855 |
| West Los Angeles Avenue Bike Lanes / Sidewalk | Simi Valley | \$1,400,000 |
| Sespe Street Bike Lanes | Ventura County | \$567,418 |
| Etting Road Sidewalk / Bike Lanes | Oxnard | \$991,000 |
| Montalvo / Cypress Point Corridor | San Buenaventura | \$1,380,000 |
| Harmon Barranca Corridor | San Buenaventura | \$501,000 |
| TOTAL | | \$12,976,000 |

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Item #13

January 11, 2019

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: PETER DE HAAN, PROGRAMMING DIRECTOR
SUBJECT: 2019-2020 LEGISLATIVE PROGRAM

RECOMMENDATION:

- Adopt the 2019-2020 Legislative Program (Attached).

BACKGROUND:

The Commission periodically adopts a Legislative Program, for both state and federal legislation. The Legislative Program sets forth in general terms the Commission's overall priorities, to provide legislators, their staffs, and the public with a sense of what the Commission feels are the important transportation issues requiring attention. The adopted Legislative Program also gives staff its basic direction for legislative involvement, so that it can react quickly as developments occur. As the year progresses, staff will return to the Commission to request positions on specific legislative proposals including bills that are introduced.

DISCUSSION:

With regard to state issues, now that the Legislature has approved a comprehensive transportation funding package that has received voter support due the rejection of Proposition 6, the emphasis is on protecting existing revenues. Another proposed item of focus for VCTC is the reform of the Transportation Development Act, which is anticipated to include revisiting the farebox recovery requirement.

On the federal level, there are now less than two years remaining in the Fixing America's Surface Transportation (FAST) Act which authorized the federal program for five years, so the proposed program focuses on engaging in the reauthorization process.

Delaney Hunter, VCTC's state lobbyist, will be present at the meeting to discuss the proposed state program.

VENTURA COUNTY TRANSPORTATION COMMISSION 2019 / 2020 LEGISLATIVE PROGRAM

STATE LEGISLATIVE PROGRAM

A. TRANSPORTATION FUNDING

- Monitor ongoing spending of state transportation revenues and oppose any proposals to reduce overall resources for transportation inclusive of transit bus, commuter & intercity rail, freeways & highways, freight movement, local streets & roads, bicycle, and pedestrian.
- Support the continued ability of regions to set priorities as set forth in SB 45, and oppose any efforts to lessen regional agencies' jurisdiction over the regional program within the State Transportation Improvement Program.
- Work with statewide transit and regional agencies to advocate updating the Transportation Development Act transit performance requirements to reflect current realities.

B. RAIL PROGRAM

- Support incentives to encourage transit-oriented development projects.
- Monitor and evaluate plans and progress of high-speed rail and its funding, particularly with regard to connectivity projects.

C. PLANNING

- Support legislation to extend CEQA streamlining provisions to transportation projects that are consistent with the Sustainable Communities Strategy.
- Support increased use of cap-and-trade revenues for public transportation (including intercity rail), active transportation, and sustainable communities programs.
- Support Transportation Demand Management measures to reduce auto trips, including facilitation of technology, such as real-time carpooling.
- Engage in the state's implementation of the zero-emission bus rule to ensure the mandate is not enforced until the technical feasibility conditions in the regulation are achieved, particularly with regard to over-the-road motor coaches and cutaway vans.

D. FEDERAL LEGISLATIVE PROGRAM

- Work with Caltrans, SCAG, and other appropriate parties to support long-term, stable, and sufficient federal funding for transportation, possibly as part of the federal reauthorization scheduled in 2020.
- Support federal transportation budget appropriations continuing at minimum at the levels authorized in the Fixing America's Surface Transportation (FAST) Act; however, should funding be cut, support commensurate increased funding flexibility between modes and reduced mandates.
- Support continuation of federal programs and funding, such as the Congestion Mitigation and Air Quality (CMAQ) and federal freight programs, that recognize the unique transportation or environmental challenges facing Ventura County.