



VENTURA COUNTY TRANSPORTATION COMMISSION

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

www.goventura.org

AGENDA*

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

CAMARILLO CITY HALL
COUNCIL CHAMBERS
601 CARMEN DRIVE
CAMARILLO, CA
FRIDAY, NOVEMBER 1, 2019
9:00 AM

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

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **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 OCTOBER 4, 2019 VCTC MEETING – PG. 5

Recommended Action:

Approve

Responsible Staff: Donna Zimmermann

8B. MONTHLY BUDGET REPORT – PG. 9

Recommended Action:

Receive and file the monthly budget report

Responsible Staff: Sally DeGeorge

8C. INSURANCE COVERAGE RENEWAL– PG. 17

Recommended Action:

Approve the insurance renewal as presented for a total insurance cost of \$255,226 funded as part of the operational cost/indirect cost allocation plan in the Fiscal Year 2019/2020 Budget

Responsible Staff: Sally DeGeorge

8D. ALLOCATION OF TRANSPORTATION DEVELOPMENT ACT (TDA) FISCAL YEAR (FY) 2019/20 ARTICLE 3 BIKE PATH MAINTENANCE FUNDS - PG. 19

Recommended Action:

Approve the allocation of Fiscal Year 2019/2020 Transportation Development Act (TDA) Article 3 Bike Path Maintenance Funds totaling \$182,958 as shown in the attached Table.

Responsible Staff: Judith Johnduff

9. OXNARD HARBOR DISTRICT UPDATE-PG. 21

Recommended Action:

Receive and file

Responsible Staff: Kristin Decas, CEO and Port Director

10. SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS' I-105 CORRIDOR SUSTAINABILITY STUDY STATUS REPORT - PG. 23

Recommended Action:

Receive presentation from the Southern California Association of Governments.

Responsible Staff: Naresh Amatya, SCAG Manager of Transportation Planning

11. [VCTC OUTREACH UPDATE](#)- PG. 25

Recommended Action:

Receive and file

Responsible Staff: Donna Zimmermann

12. VCTC GENERAL COUNSEL'S REPORT

13. AGENCY REPORTS

14. CLOSED SESSION –

15. ADJOURN to 9:00 a.m. Friday, December 6, 2019

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Item #9A

VENTURA COUNTY TRANSPORTATION COMMISSION

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CAMARILLO CITY HALL
COUNCIL CHAMBERS
601 CARMEN DRIVE
CAMARILLO, CA
FRIDAY, OCTOBER 4, 2019
9:00 AM

Meeting Summary

MEMBERS PRESENT:

Manuel Minjares, City of Fillmore, Chair
Linda Parks, County of Ventura
Tony Trembley, City of Camarillo
Ken Simons, City of Moorpark
Randy Haney, City of Ojai
Bryan MacDonald, City of Oxnard
Will Berg, City of Port Hueneme
Cheryl Heitmann, City of San Buenaventura
Jenny Crosswhite, City of Santa Paula
Robert Huber, County of Ventura
John Zaragoza, County of Ventura
Brian Humphrey, Citizen Rep. Cities
Jim White, Citizen Rep., County
Paul Marquez, Caltrans District 7

ABSENT:

Claudia Bill-de la Peña, City of Thousand Oaks
Mike Judge, City of Simi Valley
Steve Bennett, County of Ventura
Kelly Long, County of Ventura

CALL TO ORDER

PLEDGE OF ALLGIANCE

ROLL CALL

PUBLIC COMMENTS FOR THOSE ITEMS NOT LISTED ON THIS AGENDA

Vic Kamhi requested that all presentations be posted on the VCTC website.

CALTRANS REPORT -

CalTrans is studying Climate Change Vulnerability Assessments. The Summary Report provides a high-level overview on methodology, the potential implications of climate change to Caltrans assets and how climate data can be applied in decision-making. Information on the study is available on the Caltrans website.

COMMISSIONERS REPORTS

Chair Minjares appointed Commissioner Trembley to serve as VCTC's alternate member of Southern California Regional Rail Authority (SCRRA).

Commissioner MacDonald reported LOSSAN is meeting at Gold Coast Transit District this month.

EXECUTIVE DIRECTOR REPORT -

FEDERAL APPROVAL OF SAFE AFFORDABLE FUEL-EFFICIENT VEHICLES RULE – As you have undoubtedly heard, the federal Environmental Protection Agency has approved a rule that lowers the federal future-years fuel efficiency standards, while revoking California's authority to establish its own standards, with 23 states including California having sued to block this rule. Although attention has been focused on the rule's impact on air quality, another issue is that by impeding compliance with the federal clean air mandate, the access to federal transportation funds could be restricted. Our preliminary information is that since the state's adopted air quality model assumes implementation of the state standards that have now been nullified, it will not be possible for SCAG to adopt a new Regional Transportation Program prior to the expiration of the current program on June 3, 2020. On that date, the region will fall out of federal air quality compliance and start a one-year "grace period." The state will likely prepare a revised air quality model that can receive federal approval within two years, so hopefully conformity can be achieved near the end of the "grace period." At present, staff does not anticipate any impact on projects in Ventura County, provided that there are no unanticipated project changes, since federal approval of such changes might not be permitted.

APPOINTMENTS TO CALIFORNIA TRANSPORTATION COMMISSION – This past month the Governor announced appointments of two new Commission members, filling vacant seats. They are both from Los Angeles County, and are as follows:

Tamika Butler is currently the California director of planning and the director of equity and inclusion at Toole Design Group. She is also principal and owner of Tamika L. Butler Consulting since 2017. She was executive director of the Los Angeles Neighborhood Land Trust from 2017 to 2018, executive director of the Los Angeles County Bicycle Coalition from 2014 to 2017, and director of social change strategies at the Liberty Hill Foundation in 2014. Butler was also western regional director at Young Invincible from 2012 to 2014 and an attorney for Legal Aid at Work from 2008 to 2012. She earned a Doctor of Jurisprudence from Stanford Law School.

Hilary Norton is the executive director for Fixing Angelenos Stuck in Traffic (FAST) since 2008, and operates the FASTLinkDTLA Transportation Management Organization (TMO). She previously worked in the private sector, including Central City Association 2000 - 2008. She served as housing and

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transportation deputy for California Assembly member Gilbert Cedillo 1999-2000, chief of staff to Los Angeles City Council Member Richard Alatorre 1995-1999, lead legislative deputy for LA City Councilmember Richard Alarcon 1993-1995 and legislative deputy for LA City Councilmember Mark Ridley-Thomas 1992-1993. Norton earned a Master's of Public Policy from Harvard University, John F. Kennedy School of Government.

ADDITIONS/REVISIONS – *Revision to Item #8G. The May meeting will be May 1.*

CONSENT CALENDAR –

Commissioner Trembley made a motion to approve all items on the Consent Calendar as recommended:

8A. APPROVE SUMMARY FROM SEPTEMBER 6, 2019 VCTC MEETING – *Approve*

8B. JULY MONTHLY BUDGET REPORT – *Receive and file the monthly budget report*

8C. AUGUST MONTHLY BUDGET REPORT – *Receive and file the monthly budget report*

8D. FISCAL YEAR 2019/2020 CARRY-OVER BUDGET AMENDMENTS – *Amend the VCTC Fiscal Year 2019/2020 budget revenues and expenditures as stated in Attachment - Carry-over Budget Amendments from Fiscal Year 2018/2019 to 2019/2020.*

8E. HARVEST AT LIMONEIRA EASEMENT ASSIGNMENT– *Approve Rail Crossing and Utility easement assignments from Limoneira Lewis Community Builders, LLC to the City of Santa Paula.*

8F. LEGISLATIVE UPDATE – *Receive and File.*

8G. 2020 VCTC REGULAR MEETING SCHEDULE - *Adopt the schedule of regular monthly VCTC meeting dates for 2020*

8H. APPROVAL OF METROLINK BUDGET AMENDMENT FOR TICKET VENDING DEVICES- *Approve a budget amendment to increase the Metrolink Budget capital rehabilitation line item by %\$282,000 for the Ticket Vending Devices (TVD); and correspondingly increase the State Transportation Assistance (STA) revenues by \$282,000 from the STA balance in the general fund.*

8I. APPROVAL OF REQUEST FOR PROPOSALS FOR STATE REQUIRED TRANSPORTATION DEVELOPMENT ACT (TDA) TRIENNIAL PERFORMANCE AUDITS FOR VENTURA COUNTY TDA CLAIMANTS – *Approve the Request for Proposals (RFP) for State required Transportation Development Act (TDA) triennial performance audits for distribution to appropriate consulting firms.*

8J. CALTRANS SUSTAINABLE TRANSPORTATION PLANNING GRANT PROGRAM – *Approve submission of a Grant application to the Caltrans Sustainable Transportation Grant Program and authorize the use of up to \$51,615 in Local Transportation Funds (LTF) as matching funds should a grant be awarded to VCTC by Caltrans.*

8K. AUTHORIZATION FOR DESTRUCTION OF RECORDS –*Approve the destruction of itemized records.*

8L. RATIFICATION OF TITLE VI PROGRAM EDITS – *Ratify revised Title VI Program..*

The motion was seconded by Commissioner MacDonald and passed by a unanimous vote, with Commissioner Huber abstaining on Item #8A.

9. INCIDENT RESPONDER GRANT PROGRAM –

All members who applied for grants were present at the meeting and addressed the board to convey their needs.

Public Comment

Vic Kamhi said that the Opticom system has 2 functions and can also provide transit priority, as well as signal preemption for emergency vehicles. He is not asking to purchase the transponders but wants those agencies to agree to work with transit agencies to explore implementing in the future.

Commissioner MacDonald commented that the request made by Ventura could be a great regional asset for the rest of the county and suggested that funding the full amount be considered.

Commissioner Humphrey made a motion to provide full funding for all applications for a total of \$905,519.62, and to request consideration by those who purchase the Opticom systems to work with transit agencies:

- *Approve Incident Responder Grant Program allocations as detailed in Table 1 to provide funds to agencies that respond to highway incidents within Ventura County.*
- *Increase the total amount of grant funding available by \$405,519.62 for a total grant amount of \$905,519.62.*
- *Approve a Budget Amendment to the Motorist Aid Services budget increasing revenues by \$405,519.62 from the SAFE Fund Balance and correspondingly increase the expense line item, Incident Responder Grant Program by \$405,519.62.*

The motion was seconded by Commissioner Trembley and passed by unanimous roll call vote.

10. SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS' CONNECTSOCAL, 2020 REGIONAL TRANSPORTATION PLAN/SUSTAINABLE COMMUNITIES STRATEGY –

SCAG Executive Director, Kome Ajise, discussed ConnectSoCal, a process that attempts to balance mobility, housing, economy, and health needs throughout the region across a 20 year planning horizon. The report was received and filed.

11. U.S. 101 HOV WIDENING, PROJECT APPROVAL / ENVIRONMENTAL DOCUMENT (PAED) PHASE, PROJECT UPDATE -

WSP Project Manager, Victor Martinez, provided a detailed project update on the PAED and the project alternatives selected. The report was received and filed.

12. VCTC GENERAL COUNSEL'S REPORT - None

13. AGENCY REPORTS - None

14. CLOSED SESSION – None

Prior to adjournment Steve DeGeorge addressed the board as it was his final day and he is retiring. The board thanked him for his 27 years of service.

15. ADJOURN to 9:00 a.m. Friday, November 1, 2019



Item #8B

November 1, 2019

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: SALLY DEGEORGE, FINANCE DIRECTOR

SUBJECT: MONTHLY BUDGET REPORT

RECOMMENDATION:

- Receive and file the monthly budget report for September 2019

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 seven funds presented consisting of the General Fund, the Local Transportation Fund (LTF), the State Transit Assistance (STA) fund, the State of Good Repair (SGR) fund, the Service Authority for Freeway Emergencies (SAFE) fund, the Santa Paula Branch Line (SPBL) fund, the VCTC Intercity fund and the Valley Express fund. The Statement of Revenues, Expenditures and Changes in Fund Balance also includes the annual budgeted numbers that are updated as the Commission approves budget amendments or administrative budget amendments are approved by the Executive Director. Staff monitors the revenues and expenditures of the Commission on an on-going basis.

The September 30, 2019 budget report indicates that the revenues were approximately 8.82% of the adopted budget while expenditures were approximately 17.51% of the adopted budget. The revenues and expenditures are as expected at this time. Although the percentage of the budget year completed is shown, be advised that neither the revenues nor the expenditures occur on an even percentage or monthly basis. Furthermore, revenues are often billed and reimbursed in arrears.

It should be noted that the Fiscal Year 2018/2019 is in the process of being finalized and has not yet been audited. The fund balances and accruals are considered estimates until Fiscal Year 2018/2019 is closed and the audit is final.

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

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

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

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

**VENTURA COUNTY TRANSPORTATION COMMISSION
BALANCE SHEET
AS OF SEPTEMBER 30, 2019**

Assets and Deferred Outflows

Cash and Investments	\$ 31,100,381
Petty Cash	130
Receivables/Due from other funds	3,286,679
Prepays and Deposits	115,547
Capital Assets, undepreciated	26,496,812
Capital Assets, depreciated, net	31,324,877
Deferred Outflows	724,799
Total Assets and Deferred Outflows	<u><u>\$ 93,049,225</u></u>

LIABILITIES, DEFERRED INFLOWS AND FUND BALANCE

Liabilities and Deferred Inflows:

Accrued Expenses and Due to Other	\$ 2,022,551
Deferred Revenue	4,520,491
Deposits	67,059
Accrued Vacation	168,123
Pension Liability	1,933,376
OPEB Liability	319,425
Deferred Inflows	146,000
Total Liabilities and Deferred Inflows:	<u><u>\$ 9,177,025</u></u>

Net Position:

Invested in Capital Assets	\$ 57,428,081
Fund Balance	26,444,119
Total Net Position	<u><u>\$ 83,872,200</u></u>

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2019**

	General	LTF	STA	SAFE	SGR	SPBL	VCTC	Valley	Fund	Budgeted	Variance	
	Fund Actual	Actual	Actual	Actual	Actual	Actual Intercity	Actual Express	Actual	Totals	Actual	Actual	% Year
Revenues												
Federal Revenues	\$ 1,071,217	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 374,350	\$ 54,044	\$ 1,499,611	\$ 20,456,580	(18,956,969)	7.33
State Revenues	139,770	3,098,991	0	72,997	0	0	69,330	0	3,381,088	53,579,075	(50,197,987)	6.31
Local Revenues	139,967	0	0	0	0	229,092	656,363	1,020,992	2,046,414	4,172,504	(2,126,090)	49.05
Other Revenues	505	0	0	0	0	0	1,503	0	2,008	20,174	(18,166)	9.95
Interest	1,501	0	0	222	0	148	640	74	2,585	344,000	(341,415)	0.75
Total Revenues	1,352,960	3,098,991	0	73,219	0	229,240	1,102,186	1,075,110	6,931,706	78,572,333	(71,640,627)	8.82
Expenditures												
Administration												
Personnel Expenditures	591,603	0	0	0	0	0	64,897	12,194	668,694	3,212,000	(2,543,306)	20.82
Legal Services	617	0	0	0	0	0	0	0	617	26,000	(25,383)	2.37
Professional Services	17,412	0	0	0	0	0	0	0	17,412	134,200	(116,788)	12.97
Office Leases	36,427	0	0	0	0	0	0	0	36,427	151,900	(115,473)	23.98
Office Expenditures	69,202	0	0	0	0	0	33,208	6,239	108,649	303,900	(195,251)	35.75
Total Administration	715,261	0	0	0	0	0	98,105	18,433	831,799	3,828,000	(2,996,201)	21.73
Programs and Projects												
Transit and Transportation Program												
Regional Transit Technology	77,434	0	0	0	0	0	0	0	77,434	624,665	(547,231)	12.40
Senior-Disabled Transportation	56,391	0	0	0	0	0	0	0	56,391	303,500	(247,109)	18.58
VCTC Intercity Bus Services	0	0	0	0	0	0	6,314,646	0	6,314,646	15,565,352	(9,250,706)	40.57
Valley Express Bus Services	0	0	0	0	0	0	0	165,262	165,262	1,837,600	(1,672,338)	8.99
Transit Grant Administration	34,175	0	0	0	0	0	0	0	34,175	6,891,900	(6,857,725)	0.50
Total Transit and Transportation	168,000	0	0	0	0	0	6,314,646	165,262	6,647,908	25,223,017	(18,575,109)	26.36
Highway Program												
Motorist Aid Services	0	0	0	49,643	0	0	0	0	49,643	791,200	(741,557)	6.27
Highway Program Management	609,983	0	0	0	0	0	0	0	609,983	8,004,500	(7,394,517)	7.62
SpeedInfo Highway Speed Sensor	0	0	0	20,800	0	0	0	0	20,800	144,000	(123,200)	14.44
Total Highway	609,983	0	0	70,443	0	0	0	0	680,426	8,939,700	(8,259,274)	7.61

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2019**

	General	LTF	STA	SAFE	SGR	SPBL	VCTC	Valley	Fund	Budgeted	Variance	
	Fund Actual	Actual	Actual	Actual	Actual	Actual	Intercity Actual	Express Actual	Totals	Actual	Actual	% Year
Rail Program												
Metrolink and Commuter Rail	2,224,278	0	0	0	0	0	0	0	2,224,278	12,421,574	(10,197,296)	17.91
LOSSAN and Coastal Rail	114	0	0	0	0	0	0	0	114	9,400	(9,286)	1.21
Santa Paula Branch Line	0	0	0	0	0	84,472	0	0	84,472	771,000	(686,528)	10.96
Total Rail	2,224,392	0	0	0	0	84,472	0	0	2,308,864	13,201,974	(10,893,110)	17.49
Commuter Assistance Program												
Regional Transit Information Center	610	0	0	0	0	0	0	0	610	30,500	(29,890)	2.00
Rideshare Programs	24,503	0	0	0	0	0	0	0	24,503	291,000	(266,497)	8.42
Total Commuter Assistance	25,113	0	0	0	0	0	0	0	25,113	321,500	(296,387)	7.81
Planning and Programming												
TDA Administration	0	4,530,598	0	0	0	0	0	0	4,530,598	32,854,404	(28,323,806)	13.79
Transportation Programming	1,705	0	0	0	0	0	0	0	1,705	64,400	(62,695)	2.65
Regional Transportation Planning	38,697	0	0	0	0	0	0	0	38,697	512,300	(473,603)	7.55
Airport Land Use Commission	15	0	0	0	0	0	0	0	15	9,000	(8,985)	0.17
Regional Transit Planning	53,125	0	0	0	0	0	0	0	53,125	1,472,596	(1,419,471)	3.61
Freight Movement	1,500	0	0	0	0	0	0	0	1,500	12,200	(10,700)	12.30
Total Planning and Programming	95,042	4,530,598	0	0	0	0	0	0	4,625,640	34,924,900	(30,299,260)	13.24
General Government												
Community Outreach	65,237	0	0	0	0	0	0	0	65,237	264,400	(199,163)	24.67
State and Federal Relations	33,050	0	0	0	0	0	0	0	33,050	105,200	(72,150)	31.42
Management and Administration	29,670	0	0	0	0	0	0	0	29,670	276,700	(247,030)	10.72
Total General Government	127,957	0	0	0	0	0	0	0	127,957	646,300	(518,343)	19.80
Total Expenditures	3,965,748	4,530,598	0	70,443	0	84,472	6,412,751	183,695	15,247,707	87,085,391	(71,837,684)	17.51

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2019**

	General	LTF	STA	SAFE	SGR	SPBL	VCTC	Valley	Fund	Budgeted	Variance	
	Fund Actual	Actual	Actual	Actual	Actual	Actual	Intercity Actual	Express Actual	Totals	Actual	Actual	% Year
Revenues over (under) expenditures	(2,612,788)	(1,431,607)	0	2,776	0	144,768	(5,310,565)	891,415	(8,316,001)	(8,513,058)	197,057	97.69
Other Financing Sources												
Transfers Into GF From LTF	3,875,222	0	0	0	0	0	0	0	3,875,222	5,701,343	(1,826,121)	67.97
Transfers Into GF From STA	9,062	0	0	0	0	0	0	0	9,062	1,651,293	(1,642,231)	0.55
Transfers Into GF From SAFE	9,314	0	0	0	0	0	0	0	9,314	34,200	(24,886)	27.23
Transfers Into GF From SPBL	17,490	0	0	0	0	0	0	0	17,490	128,100	(110,610)	13.65
Transfers Into SPBL From LTF	0	0	0	0	0	17,490	0	0	17,490	128,100	(110,610)	13.65
Transfers Into SPBL From STA	0	0	0	0	0	0	0	0	0	484,200	(484,200)	0.00
Transfers Into VI From STA	0	0	0	0	0	0	6,988,893	0	6,988,893	9,705,190	(2,716,297)	72.01
Transfers Out of LTF Into GF	0	(3,875,222)	0	0	0	0	0	0	(3,875,222)	(5,701,343)	1,826,121	67.97
Transfers Out of LTF Into SPBL	0	(17,490)	0	0	0	0	0	0	(17,490)	(128,100)	110,610	13.65
Transfers Out of STA Into GF	0	0	(9,062)	0	0	0	0	0	(9,062)	(1,651,293)	1,642,231	0.55
Transfers Out of STA Into SPBL	0	0	0	0	0	0	0	0	0	(484,200)	484,200	0.00
Transfers Out of STA Into VI	0	0	(6,988,893)	0	0	0	0	0	(6,988,893)	(9,705,190)	2,716,297	72.01
Transfers Out of SAFE Into GF	0	0	0	(9,314)	0	0	0	0	(9,314)	(34,200)	24,886	27.23
Transfers Out SPBL Into GF	0	0	0	0	0	(17,490)	0	0	(17,490)	(128,100)	110,610	13.65
Total Other Financing Sources	3,911,088	(3,892,712)	(6,997,955)	(9,314)	0	0	6,988,893	0	0	0	0	0.00
Net Change in Fund Balances	1,298,300	(5,324,319)	(6,997,955)	(6,538)	0	144,768	1,678,328	891,415	(8,316,001)	(8,513,058)	197,057	97.69
Beginning Fund Balance w/o capital assets	2,297,167	11,311,532	15,217,900	5,141,310	25,362		0	2,608,974	36,602,245	33,572,663	3,029,582	109.02
Long-term Pension/OPEB/Vacation Adjustment*	(1,723,355)	0	0	0	0	(118,770)	0	0	(1,842,125)	0	(1,842,125)	0.00
Ending Fund Balance	\$ 1,872,112	\$ 5,987,213	\$ 8,219,945	\$ 5,134,772	\$ 25,362	\$ 25,998	\$ 1,678,328	\$ 3,500,389	\$ 26,444,119	\$ 25,059,605	\$ 1,384,514	105.52

*Government Accounting Standards Board (GASB) Statements 68 and GASB 75 require full accrual of pension and OPEB liabilities, deferred inflows and deferred outflows on financial statements. These calculations are updated annually.

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
INVESTMENT REPORT
AS OF SEPTEMBER 30, 2019**

As stated in the Commission’s investment policy, the Commission’s investment objectives are safety, liquidity, return on investment, prudence, diversification and public trust with the foremost objective being safety. VCTC has the ability to meet its expenditure requirements, at a minimum, for the next six months. Below is a summary of the Commission’s investments that 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	\$2,583.16	0.18%	\$ 5,002,342.11
County of Ventura	Treasury Pool	N/A	0.00	2.52%	21,009,938.87
LAIF	State Pool	N/A	0.00	2.39%	4,943,162.27
Total			\$2,583.16		\$30,955,443.25

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, SGR and a portion of the SAFE funds received from the State are invested in the Ventura County investment pool. Interest is apportioned quarterly, in arrears, based on the average daily balance. The investment earnings are generally deposited into the accounts in two payments within the next quarter. 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

November 1, 2019

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

**FROM: THAO LE, SENIOR ACCOUNTANT
SALLY DEGEORGE, FINANCE DIRECTOR**

SUBJECT: INSURANCE COVERAGE RENEWAL

RECOMMENDATION:

- Approve the insurance renewal as presented for a total insurance cost of \$255,226 funded as part of the operational cost/indirect cost allocation plan in the Fiscal Year 2019/2020 Budget

BACKGROUND:

Over the normal course of business, the Commission is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; errors or omissions; and natural disasters. The Commission protects itself against such losses by a balanced program of risk retention, risk transfer and the purchase of commercial insurance. Capital projects and rail properties are protected through a combination of commercial insurance, insurance required by Commission consultants and a self-insurance fund established by the Southern California Regional Rail Authority (SCRRA). The Commission's worker's compensation insurance is covered through the State Compensation Insurance Fund.

In September 2012 the Commission engaged Alliant Insurance Services, Inc. to be VCTC's insurance broker. Since then Alliant has assisted VCTC in obtaining insurance through several providers. In November 2017 after another request for proposal process, the Commission contracted for an additional five years with Alliant. Alliant continues to expertly assist VCTC staff by providing recommendations for activity appropriate coverage.

DISCUSSION:

In mid-October, Alliant provided VCTC with an insurance proposal for General Liability, Excess Liability, Public Officials Liability, and Crime after marketing VCTC's insurance needs. These insurances are set to be renewed on November 20, 2019. The property insurance was renewed with the Alliant Special Property Insurance Program on July 1, 2019. Detailed information about the new insurance proposal is provided in the 2019/2020 proposals as a separate attachment. The following is a summary of the insurance renewals:

- Property – The current policy is with the Alliant Special Property Insurance Program and Alliant recommended continuing with the current provider with a premium of \$8,189, the increase of \$1,491 was due to commercial property carriers experiencing multiple years of large losses from severe storms and wildfires. Insurance carriers have been increasing prices or withdrawing from the market and pulling back from offering the low pricing. There were no significant changes to the policy.
- General Liability – The current provider is Indian Harbor Insurance Company (XL Catlin). Alliant recommends renewing with Indian Harbor/XL Catlin Insurance for the general liability insurance with a premium of \$98,208, an increase of \$4,875 from the previous year. This policy continues to exclude claims arising out of train and bus operations, but VCTC is covered through SCRRA for Metrolink and through MV and Roadrunner for bus operations. There are no significant changes to the policy.
- Excess Liability – The current provider is Indian Harbor Insurance Company (XL Catlin) and Arch Specialty Company. Alliant recommends renewing with Indian Harbor/XL Catlin and Arch Specialty Insurance for excess liability insurance with a premium of \$69,003, an increase of \$6,863 from the previous year. Alliant has indicated that the excess liability market in California has hardened especially for public entity risks and with VCTC's unique risk profile, there isn't a lot of interest in this market. There are no significant changes to the policy.
- Public Officials Liability (POL), Public Entity Liability (PEL) and Employment Practices Liability (EPL) – The current policy is with Indian Harbor Insurance Company with a premium of \$75,880, the same cost as last year. Alliant recommends renewing with the current provider. There are no significant changes to the policy.
- Crime – The current policy is with National Union Fire Insurance Company with a premium of \$3,946, the same cost as last year. Alliant recommends renewing with the current provider. There are no significant changes to the policy.

The overall premium increase for the five insurances presented above is 5% or \$13,229, for a total of \$255,226. Mr. Seth Cole from Alliant Insurance Services, Inc. will be attending the meeting to answer questions as needed.



Item #8D

November 1, 2019

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: JUDITH JOHNDUFF, PROGRAM MANAGER
SUBJECT: ALLOCATION OF TRANSPORTATION DEVELOPMENT ACT (TDA) FISCAL YEAR (FY) 2019/20 ARTICLE 3 BIKE PATH MAINTENANCE FUNDS

RECOMMENDATION:

- Approve the allocation of Fiscal Year 2019/2020 Transportation Development Act (TDA) Article 3 Bike Path Maintenance Funds totaling \$182,958 as shown in the attached Table.

BACKGROUND:

Pursuant to California PUC Section 99233.3, two percent (2%) of Transportation Development Act (TDA) Local Transportation Funds are set aside for planning, constructing and maintaining bicycle and pedestrian facilities. In Ventura County 25% of the TDA Article 3 Bicycle/Pedestrian funds are set aside for maintenance of Class I pathways based upon the proportional share of pathway miles within each jurisdiction. The remainder of the annual TDA Article 3 Bicycle/Pedestrian funding is allocated on a competitive basis for projects that foster an increase in bicycling and walking.

DISCUSSION:

This year there is an estimated \$182,958 (25%) of FY19/20 Article 3 funds available for distribution to local jurisdictions for Class I Bike Path maintenance. Agencies were asked to review and update the mileage information for their jurisdictions. The attached table provides a breakdown of Class I Bicycle Path mileage reported by each jurisdiction and their recommended proportional share of the FY19/20 TDA Article 3 maintenance funds.

The Article 3 Bike Path Maintenance Funds were on the October 17th TTAC agenda, however, there was not a quorum for the meeting. Those present supported the staff recommendation, therefore staff recommends the Commission approve the allocations as presented in the Attached Table.

Recommended Allocations for FY 19/20 TDA Article 3 Maintenance		
Agency	Existing Class I Mileage	Class I Maintenance Allocation
Simi Valley	13.6	\$29,878
Oxnard	2.54	\$5,580
Ojai	0.4	\$879
San Buenaventura	32.2	\$70,740
Thousand Oaks	3	\$6,591
County	13	\$28,560
Port Hueneme	5.1	\$11,204
Camarillo	4.4	\$9,666
Santa Paula	1.8	\$3,954
Fillmore	4.84	\$10,633
Moorpark	2.4	\$5,273
TOTAL	83.28	\$182,958



Item #9

November 1, 2019

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: DONNA COLE ZIMMERMANN, CLERK OF THE BOARD

SUBJECT: OXNARD HARBOR DISTRICT UPDATE

RECOMMENDATION:

- Receive and file

BACKGROUND:

Kristin Decas, CEO and Port Director will provide an update on the significant role the Port plays in transporting goods from the Port to the nation.

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Item #10

November 1, 2019

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: DARREN KETTLE, EXECUTIVE DIRECTOR
SUBJECT: SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS' I-105 CORRIDOR SUSTAINABILITY STUDY STATUS REPORT

RECOMMENDATION:

- Receive presentation from the Southern California Association of Governments.

DISCUSSION:

In FY 2015-17 SCAG was awarded a Caltrans Sustainable Transportation Planning Grant to examine the Multi-modal I-105 corridor and to assess its future potential through a Corridor Sustainability Study. Historically, SCAG, in working in partnership with Caltrans, has developed Corridor System Management Plans (CSMPs) for a number of freeway corridors throughout the region. CSMPs have traditionally focused on roadway operation and delay due to congestion along the mainline highway. The I-105 CSS goes beyond the current CSMP framework to examine the entire I-105 corridor from a multi-modal perspective. The Study integrates new planning frameworks and sustainable strategies that go beyond the traditional approach of adding capacity, including, but not limited to: complete streets concepts, the Smart Mobility Framework (SMF), managed lanes and advanced operation strategies (e.g. integrated corridor management, transportation system management and operations (TSMO) strategies) in an effort to improve overall mobility and safety throughout the corridor.

Commissioner Judge is a member of the SCAG Transportation Committee. This presentation was made to the Committee in June and Commissioner Judge requested that VCTC receive this information. SCAG's Manager of Transportation Planning, Naresh Amatya, will present an overview of the Study.

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Item #11

November 1, 2019

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: DONNA COLE ZIMMERMANN, CLERK OF THE BOARD

SUBJECT: VCTC COMMUNITY OUTREACH UPDATE

RECOMMENDATION:

- Receive and file

BACKGROUND:

In September a budget amendment was brought to the Commission to increase the contract with VCTC's outreach consultant, Celtis Ventures. Commissioner Heitmann requested a presentation to learn how this new money, as well as the funds in the current outreach contract are being spent. Staff will present an overview of the outreach efforts and representatives from Celtis will be available to answer questions.