



**VENTURA COUNTY TRANSPORTATION COMMISSION**  
**LOCAL TRANSPORTATION AUTHORITY**  
**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  
COUNCIL CHAMBERS  
601 CARMEN DRIVE  
CAMARILLO, CA  
FRIDAY, JANUARY 10, 2020  
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 DECEMBER 6, 2019 VCTC MEETING – PG. 5**

**Recommended Action:**

*Approve*

**Responsible Staff: Vera Vega**

**8B. MONTHLY BUDGET REPORT – PG. 9**

**Recommended Action:**

*Receive and file the monthly budget report*

**Responsible Staff: Sally DeGeorge**

**8C. SYNCROMATICS AUTOMATED VEHICLE (AVL) SYSTEMS PURCHASE – PG. 17**

**Recommended Action:**

*Approve*

**Responsible Staff: Aaron Bonfilio**

**9. SOUTHERN CALIFORNIA REGIONAL RAIL AUTHORITY (METROLINK) UPDATE – PG. 19**

**Recommended Action:**

*Receive and File*

**Responsible Staff: Martin Erickson**

**10. SCAG CONNECT SOCAL PRESENTATION – PG. 21**

**Recommended Action:**

*Receive and File*

**Responsible Staff: Amanda Fagan**

**11. 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: Darren Kettle**

VCTC  
January 10, 2020  
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12. VCTC GENERAL COUNSEL'S REPORT

13. [CONSIDERATION OF REQUEST FROM CITY OF CAMARILLO TO ADD AN AGENDA ITEM FOR THE VENTURA COUNTY AIRPORT LAND USE COMMISSION TO CONSIDER THE PROPOSED CLOUD NINE HANGAR PROJECT \(RKR INCORPORATED\) AT CAMARILLO AIRPORT – PG. 25](#)

14. AGENCY REPORTS

15. CLOSED SESSION –

16. ADJOURN to 9:00 a.m. Friday, February 7, 2020.

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Item #8A

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

**CAMARILLO CITY HALL**  
**COUNCIL CHAMBERS**  
**601 CARMEN DRIVE**  
**CAMARILLO, CA**  
**FRIDAY, DECEMBER 6, 2020**  
**9:00 AM**

## Meeting Summary

**MEMBERS PRESENT:**

Manuel Minjares, City of Fillmore, Chair  
Claudia Bill-de la Peña, City of Thousand Oaks, Vice 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  
Mike Judge, City of Simi Valley  
Robert Huber, County of Ventura  
Kelly Long, County of Ventura  
John Zaragoza, County of Ventura  
Jim White, Citizen Rep., County  
Paul Marquez, Caltrans District 7

**ABSENT:**

Steve Bennett, County of Ventura

**CALL TO ORDER**

**PLEDGE OF ALLGIANCE**  
**ROLL CALL**

**PUBLIC COMMENTS FOR THOSE ITEMS NOT LISTED ON THIS AGENDA**

**CALTRANS REPORT -**

*Paul Marquez provided the following update:*

*There are currently 24 projects in design worth \$408 Million and \$125 Million in projects currently under construction.*

**COMMISSIONERS REPORTS**

*Commissioner Trembley requested consideration at the next regular commission meeting an item to discuss the CloudNine Project at the Camarillo Airport.*

**ADDITIONS/REVISIONS** – *Staff requested to take Item #10 before Item #9 the chair concurred.*

**CONSENT CALENDAR –**

*Commissioner White pulled Item # 8E for a comment.*

*Commissioner Long moved to approve all items on the Consent Calendar as recommended. The motion was seconded by Commissioner Huber and passed unanimously.*

**8A. APPROVE SUMMARY FROM OCTOBER 4, 2019 VCTC MEETING** – *Approve*

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

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

**8D. INSURANCE COVERAGE RENEWAL** – *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.*

**8E. ALLOCATION OF TRANSPORTATION DEVELOPMENT ACT (TDA) FISCAL YEAR (FY) 2019/20 ARTICLE 3 BIKE PATH MAINTENANCE FUNDS** – *Approve the allocation of Fiscal Year 2019/2020 Transportation Development Act (TDA) Article 3 Bike Path Maintenance Funds totaling \$182,958 (table provided on pg. 2 of staff report).*

**8F. AUTHORIZE REQUEST FOR PROPOSAL (RFP) FOR AMERICANS WITH DISABILITIES ACT (ADA) CERTIFICATION SERVICES** – *Issue Request for Proposals for ADA Certification Services*

**8G. REQUEST FOR PROPOSAL (RFP) FOR AUDITORS** – *Issue Request for Proposals for Professional Auditing Services*

**8H. VCTC INTERCITY RIDERSHIP QUARTERLY REPORT** – *Receive and File*

**8I. FISCAL YEAR (FY) 2020/21 TRANSPORTATION DEVELOPMENT ACT (TDA) UNDMET TRANSIT NEEDS SCHEDULE, PROCEDURES AND DEFINITIONS OF “UNMET TRANSIT NEEDS” AND “REASONABLE TO MEET”** – *Approve*

**8J. COMPREHENSIVE ANNUAL FINANCIAL REPORT** – *Approve*

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

**8L. APPROVAL OF CONTRACT WITH MOORE & ASSOCIATES FOR COMPLETION OF STATE REQUIRED TRANSPORTATION DEVELOPMENT ACT (TDA) TRIENNIAL PERFORMANCE AUDITS FOR VENTURA COUNTY TDA CLAIMANTS** – *Approve the contract with Moore & Associates not to exceed cost of \$126,481.60 to complete the State required Transportation Development Act (TDA) Triennial Performance Audits for Ventura County Claimants.*

**9. OXNARD HARBOR DISTRICT UPDATE** – *Receive and file*

**10. FREEWAY SERVICE PATROL (FSP) APPLICATION AND RESOLUTION OF LOCAL MATCH COMMITMENT**

- *Adopt Resolution 2019-07 (Attachment A) to provide the annual twenty-five percent (25%) local matching funds for state Freeway Service Patrol funding*
- *Approve submission of FSP application for funding to Caltrans Chief of Traffic Operations (Attachment 11-1)*

*Commissioner MacDonald moved to adopt Resolution 2019-07 and approve submission of FSP application for funding to Caltrans Chief of Traffic Operations. The motion was seconded by Commissioner Judge and passed unanimously.*

**11. VCTC COMMUNITY OUTREACH UPDATE** – *Receive and file*

**12. VCTC GENERAL COUNSEL'S REPORT** – *None*

**13. AGENCY REPORTS** – *None*

**14. CLOSED SESSION** – *None*

**15. ADJOURN to 9:00 a.m. Friday, January 10, 2020**

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Item #8B

January 10, 2020

**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 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 November 30, 2019 budget report indicates that the revenues were approximately 20.55% of the adopted budget while expenditures were approximately 27.99% of the adopted budget. The revenues and expenditures are as expected at this time. Although the percentage of the budget year completed is shown, be advised that neither the revenues nor the expenditures occur on an even percentage or monthly basis. Furthermore, revenues are often billed and reimbursed in arrears.

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

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

The Commission's deferred outflows, deferred inflows and pension liability are presented on the Balance Sheet. These accounts represent the accrual information for pension accruals with the implementation of the 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, 2019**

**Assets and Deferred Outflows**

|   |                                    |
|---|------------------------------------|
| Cash and Investments                      | \$ 31,099,569                      |
| Petty Cash                                | 130                                |
| Receivables/Due from other funds          | 2,379,851                          |
| Prepays and Deposits                      | 94,564                             |
| Capital Assets, undepreciated             | 26,496,812                         |
| Capital Assets, depreciated, net          | 31,324,877                         |
| Deferred Outflows                         | 724,799                            |
| <b>Total Assets and Deferred Outflows</b> | <b><u><u>\$ 92,120,602</u></u></b> |

**LIABILITIES, DEFERRED INFLOWS AND FUND BALANCE**

**Liabilities and Deferred Inflows:**

|  |                                   |
|--|-----------------------------------|
| Accrued Expenses and Due to Other              | \$ 2,204,332                      |
| Deferred Revenue                               | 4,094,731                         |
| Deposits                                       | 67,059                            |
| Accrued Vacation                               | 168,123                           |
| Pension Liability                              | 1,933,376                         |
| OPEB Liability                                 | 319,425                           |
| Deferred Inflows                               | 146,000                           |
| <b>Total Liabilities and Deferred Inflows:</b> | <b><u><u>\$ 8,933,046</u></u></b> |

**Net Position:**

|                            |                                    |
|----------------------------|------------------------------------|
| Invested in Capital Assets | \$ 57,428,081                      |
| Fund Balance               | 25,759,475                         |
| <b>Total Net Position</b>  | <b><u><u>\$ 83,187,556</u></u></b> |

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, 2019**

|   | General<br>Fund Actual | LTF<br>Actual    | STA<br>Actual | SAFE<br>Actual   | SGR<br>Actual | SPBL<br>Actual | VCTC<br>Intercity Actual | Valley Actual<br>Express | Fund<br>Totals Actual | Budgeted<br>Actual | Variance<br>Actual  | % Year       |
|---|------------------------|------------------|---------------|------------------|---------------|----------------|--------------------------|--------------------------|-----------------------|--------------------|---------------------|--------------|
| <b>Revenues</b>                             |                        |                  |               |                  |               |                |                          |                          |                       |                    |                     |              |
| Federal Revenues                            | \$ 2,414,247           | \$ 0             | \$ 0          | \$ 0             | \$ 0          | \$ 0           | 1,219,768                | \$ 166,067               | \$ 3,800,082          | \$ 23,781,542      | (19,981,460)        | 15.98        |
| State Revenues                              | 429,330                | 9,592,696        | 0             | 211,100          | 0             | 0              | 260,868                  | 0                        | 10,493,994            | 53,725,850         | (43,231,856)        | 19.53        |
| Local Revenues                              | 141,097                | 0                | 0             | 0                | 0             | 275,031        | 991,662                  | 1,080,594                | 2,488,384             | 4,671,499          | (2,183,115)         | 53.27        |
| Other Revenues                              | 1,810                  | 0                | 0             | 0                | 0             | 0              | 32,655                   | 454                      | 34,919                | 20,174             | 14,745              | 173.09       |
| Interest                                    | 12,805                 | 36,030           | 48,006        | 29,143           | 14,980        | 181            | 3,410                    | 1,767                    | 146,322               | 344,000            | (197,678)           | 42.54        |
| <b>Total Revenues</b>                       | <b>2,999,289</b>       | <b>9,628,726</b> | <b>48,006</b> | <b>240,243</b>   | <b>14,980</b> | <b>275,212</b> | <b>2,508,363</b>         | <b>1,248,882</b>         | <b>16,963,701</b>     | <b>82,543,065</b>  | <b>(65,579,364)</b> | <b>20.55</b> |
| <b>Expenditures</b>                         |                        |                  |               |                  |               |                |                          |                          |                       |                    |                     |              |
| <b>Administration</b>                       |                        |                  |               |                  |               |                |                          |                          |                       |                    |                     |              |
| Personnel Expenditures                      | 1,046,710              | 0                | 0             | 0                | 0             | 0              | 106,300                  | 23,011                   | 1,176,021             | 3,212,000          | (2,035,979)         | 36.61        |
| Legal Services                              | 3,396                  | 0                | 0             | 0                | 0             | 0              | 0                        | 0                        | 3,396                 | 26,000             | (22,604)            | 13.06        |
| Professional Services                       | 50,882                 | 0                | 0             | 0                | 0             | 0              | 0                        | 0                        | 50,882                | 134,200            | (83,318)            | 37.92        |
| Office Leases                               | 65,238                 | 0                | 0             | 0                | 0             | 0              | 0                        | 0                        | 65,238                | 151,900            | (86,662)            | 42.95        |
| Office Expenditures                         | 298,407                | 0                | 0             | 0                | 0             | 0              | 54,394                   | 11,775                   | 364,576               | 303,900            | 60,676              | 119.97       |
| <b>Total Administration</b>                 | <b>1,464,633</b>       | <b>0</b>         | <b>0</b>      | <b>0</b>         | <b>0</b>      | <b>0</b>       | <b>160,694</b>           | <b>34,786</b>            | <b>1,660,113</b>      | <b>3,828,000</b>   | <b>(2,167,887)</b>  | <b>43.37</b> |
| <b>Programs and Projects</b>                |                        |                  |               |                  |               |                |                          |                          |                       |                    |                     |              |
| <b>Transit &amp; Transportation Program</b> |                        |                  |               |                  |               |                |                          |                          |                       |                    |                     |              |
| Regional Transit Technology                 | 125,397                | 0                | 0             | 0                | 0             | 0              | 0                        | 0                        | 125,397               | 2,745,717          | (2,620,320)         | 4.57         |
| Senior-Disabled Transportation              | 93,985                 | 0                | 0             | 0                | 0             | 0              | 0                        | 0                        | 93,985                | 303,500            | (209,515)           | 30.97        |
| VCTC Intercity Bus Services                 | 0                      | 0                | 0             | 0                | 0             | 0              | 8,507,738                | 0                        | 8,507,738             | 15,606,799         | (7,099,061)         | 54.51        |
| Valley Express Bus Services                 | 0                      | 0                | 0             | 0                | 0             | 0              | 0                        | 420,584                  | 420,584               | 1,837,600          | (1,417,016)         | 22.89        |
| Transit Grant Administration                | 316,564                | 0                | 0             | 0                | 0             | 0              | 0                        | 0                        | 316,564               | 6,891,900          | (6,575,336)         | 4.59         |
| <b>Total Transit &amp; Transportation</b>   | <b>535,946</b>         | <b>0</b>         | <b>0</b>      | <b>0</b>         | <b>0</b>      | <b>0</b>       | <b>8,507,738</b>         | <b>420,584</b>           | <b>9,464,268</b>      | <b>27,385,516</b>  | <b>(17,921,248)</b> | <b>34.56</b> |
| <b>Highway Program</b>                      |                        |                  |               |                  |               |                |                          |                          |                       |                    |                     |              |
| Motorist Aid Services                       | 0                      | 0                | 0             | 1,026,855        | 0             | 0              | 0                        | 0                        | 1,026,855             | 1,524,220          | (497,365)           | 67.37        |
| Highway Program Management                  | 1,343,122              | 0                | 0             | 0                | 0             | 0              | 0                        | 0                        | 1,343,122             | 9,798,883          | (8,455,761)         | 13.71        |
| SpeedInfo Highway Speed Sensor              | 0                      | 0                | 0             | 41,600           | 0             | 0              | 0                        | 0                        | 41,600                | 144,000            | (102,400)           | 28.89        |
| <b>Total Highway</b>                        | <b>1,343,122</b>       | <b>0</b>         | <b>0</b>      | <b>1,068,455</b> | <b>0</b>      | <b>0</b>       | <b>0</b>                 | <b>0</b>                 | <b>2,411,577</b>      | <b>11,467,103</b>  | <b>(9,055,526)</b>  | <b>21.03</b> |

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, 2019**

|   | General<br>Fund Actual | LTF<br>Actual    | STA<br>Actual | SAFE<br>Actual   | SGR<br>Actual | SPBL<br>Actual | VCTC<br>Intercity Actual | Valley Actual<br>Express | Fund<br>Totals Actual | Budgeted<br>Actual | Variance<br>Actual  | % Year       |
|---|------------------------|------------------|---------------|------------------|---------------|----------------|--------------------------|--------------------------|-----------------------|--------------------|---------------------|--------------|
| <b>Rail Program</b>                     |                        |                  |               |                  |               |                |                          |                          |                       |                    |                     |              |
| Metrolink & Commuter Rail               | 2,375,573              | 0                | 0             | 0                | 0             | 0              | 0                        | 0                        | 2,375,573             | 12,703,574         | (10,328,001)        | 18.70        |
| LOSSAN & Coastal Rail                   | 2,713                  | 0                | 0             | 0                | 0             | 0              | 0                        | 0                        | 2,713                 | 9,400              | (6,687)             | 28.86        |
| Santa Paula Branch Line                 | 0                      | 0                | 0             | 0                | 0             | 167,384        | 0                        | 0                        | 167,384               | 811,000            | (643,616)           | 20.64        |
| <b>Total Rail</b>                       | <b>2,378,286</b>       | <b>0</b>         | <b>0</b>      | <b>0</b>         | <b>0</b>      | <b>167,384</b> | <b>0</b>                 | <b>0</b>                 | <b>2,545,670</b>      | <b>13,523,974</b>  | <b>(10,978,304)</b> | <b>18.82</b> |
| <b>Commuter Assistance Program</b>      |                        |                  |               |                  |               |                |                          |                          |                       |                    |                     |              |
| Reg Transit Information Center          | 930                    | 0                | 0             | 0                | 0             | 0              | 0                        | 0                        | 930                   | 43,500             | (42,570)            | 2.14         |
| Rideshare Programs                      | 64,463                 | 0                | 0             | 0                | 0             | 0              | 0                        | 0                        | 64,463                | 291,000            | (226,537)           | 22.15        |
| <b>Total Commuter Assistance</b>        | <b>65,393</b>          | <b>0</b>         | <b>0</b>      | <b>0</b>         | <b>0</b>      | <b>0</b>       | <b>0</b>                 | <b>0</b>                 | <b>65,393</b>         | <b>334,500</b>     | <b>(269,107)</b>    | <b>19.55</b> |
| <b>Planning &amp; Programming</b>       |                        |                  |               |                  |               |                |                          |                          |                       |                    |                     |              |
| TDA Administration                      | 88,000                 | 9,220,560        | 41,526        | 0                | 15,914        | 0              | 0                        | 0                        | 9,366,000             | 33,344,066         | (23,978,066)        | 28.09        |
| Transportation Programming              | 2,212                  | 0                | 0             | 0                | 0             | 0              | 0                        | 0                        | 2,212                 | 64,400             | (62,188)            | 3.43         |
| Regional Transportation Planning        | 39,629                 | 0                | 0             | 0                | 0             | 0              | 0                        | 0                        | 39,629                | 570,300            | (530,671)           | 6.95         |
| Airport Land Use Commission             | 29                     | 0                | 0             | 0                | 0             | 0              | 0                        | 0                        | 29                    | 14,000             | (13,971)            | 0.21         |
| Regional Transit Planning               | 163,405                | 0                | 0             | 0                | 0             | 0              | 0                        | 0                        | 163,405               | 1,520,106          | (1,356,701)         | 10.75        |
| Freight Movement                        | 1,500                  | 0                | 0             | 0                | 0             | 0              | 0                        | 0                        | 1,500                 | 12,200             | (10,700)            | 12.30        |
| <b>Total Planning &amp; Programming</b> | <b>294,775</b>         | <b>9,220,560</b> | <b>41,526</b> | <b>0</b>         | <b>15,914</b> | <b>0</b>       | <b>0</b>                 | <b>0</b>                 | <b>9,572,775</b>      | <b>35,525,072</b>  | <b>(25,952,297)</b> | <b>26.95</b> |
| <b>General Government</b>               |                        |                  |               |                  |               |                |                          |                          |                       |                    |                     |              |
| Community Outreach                      | 112,599                | 0                | 0             | 0                | 0             | 0              | 0                        | 0                        | 112,599               | 264,400            | (151,801)           | 42.59        |
| State & Federal Relations               | 42,484                 | 0                | 0             | 0                | 0             | 0              | 0                        | 0                        | 42,484                | 105,200            | (62,716)            | 40.38        |
| Management & Administration             | 89,467                 | 0                | 0             | 0                | 0             | 0              | 0                        | 0                        | 89,467                | 326,700            | (237,233)           | 27.39        |
| <b>Total General Government</b>         | <b>244,550</b>         | <b>0</b>         | <b>0</b>      | <b>0</b>         | <b>0</b>      | <b>0</b>       | <b>0</b>                 | <b>0</b>                 | <b>244,550</b>        | <b>696,300</b>     | <b>(451,750)</b>    | <b>35.12</b> |
| <b>Total Expenditures</b>               | <b>6,326,705</b>       | <b>9,220,560</b> | <b>41,526</b> | <b>1,068,455</b> | <b>15,914</b> | <b>167,384</b> | <b>8,668,432</b>         | <b>455,370</b>           | <b>25,964,346</b>     | <b>92,760,465</b>  | <b>(66,796,119)</b> | <b>27.99</b> |

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, 2019**

|  |                     |                     |                     |                     |                  |                    |                    |                     |                      |                      |                     |               |
|--|---------------------|---------------------|---------------------|---------------------|------------------|--------------------|--------------------|---------------------|----------------------|----------------------|---------------------|---------------|
| <b>Revenues over (under) expenditures</b>          | <b>(3,327,416)</b>  | <b>408,166</b>      | <b>6,480</b>        | <b>(828,212)</b>    | <b>(934)</b>     | <b>107,828</b>     | <b>(6,160,069)</b> | <b>793,512</b>      | <b>(9,000,645)</b>   | <b>(10,217,400)</b>  | <b>1,216,755</b>    | <b>88.09</b>  |
| <b>Other Financing Sources</b>                     |                     |                     |                     |                     |                  |                    |                    |                     |                      |                      |                     |               |
| Transfers Into GF From LTF                         | 5,819,919           | 0                   | 0                   | 0                   | 0                | 0                  | 0                  | 0                   | 5,819,919            | 5,701,343            | 118,576             | 102.08        |
| Transfers Into GF From STA                         | 15,815              | 0                   | 0                   | 0                   | 0                | 0                  | 0                  | 0                   | 15,815               | 3,161,831            | (3,146,016)         | 0.50          |
| Transfers Into GF From SAFE                        | 18,657              | 0                   | 0                   | 0                   | 0                | 0                  | 0                  | 0                   | 18,657               | 34,200               | (15,543)            | 54.55         |
| Transfers Into GF From SPBL                        | 21,524              | 0                   | 0                   | 0                   | 0                | 0                  | 0                  | 0                   | 21,524               | 128,100              | (106,576)           | 16.80         |
| Transfers Into SPBL From LTF                       | 0                   | 0                   | 0                   | 0                   | 0                | 21,524             | 0                  | 0                   | 21,524               | 128,100              | (106,576)           | 16.80         |
| Transfers Into SPBL From STA                       | 0                   | 0                   | 0                   | 0                   | 0                | 0                  | 0                  | 0                   | 0                    | 524,200              | (524,200)           | 0.00          |
| Transfers Into VI From STA                         | 0                   | 0                   | 0                   | 0                   | 0                | 0                  | 6,988,893          | 0                   | 6,988,893            | 9,707,630            | (2,718,737)         | 71.99         |
| Transfers Out of LTF Into GF                       | 0                   | (5,819,919)         | 0                   | 0                   | 0                | 0                  | 0                  | 0                   | (5,819,919)          | (5,701,343)          | (118,576)           | 102.08        |
| Transfers Out of LTF Into SPBL                     | 0                   | (21,524)            | 0                   | 0                   | 0                | 0                  | 0                  | 0                   | (21,524)             | (128,100)            | 106,576             | 16.80         |
| Transfers Out of STA Into GF                       | 0                   | 0                   | (15,815)            | 0                   | 0                | 0                  | 0                  | 0                   | (15,815)             | (2,672,169)          | 2,656,354           | 0.59          |
| Transfers Out of STA Into SPBL                     | 0                   | 0                   | 0                   | 0                   | 0                | 0                  | 0                  | 0                   | 0                    | (524,200)            | 524,200             | 0.00          |
| Transfers Out of STA Into VI                       | 0                   | 0                   | (6,988,893)         | 0                   | 0                | 0                  | 0                  | 0                   | (6,988,893)          | (9,707,630)          | 2,718,737           | 71.99         |
| Transfers Out of SAFE Into GF                      | 0                   | 0                   | 0                   | (18,657)            | 0                | 0                  | 0                  | 0                   | (18,657)             | (34,200)             | 15,543              | 54.55         |
| Transfers Out SPBL Into GF                         | 0                   | 0                   | 0                   | 0                   | 0                | (21,524)           | 0                  | 0                   | (21,524)             | (128,100)            | 106,576             | 16.80         |
| <b>Total Other Financing Sources</b>               | <b>5,875,915</b>    | <b>(5,841,443)</b>  | <b>(7,004,708)</b>  | <b>(18,657)</b>     | <b>0</b>         | <b>0</b>           | <b>6,988,893</b>   | <b>0</b>            | <b>0</b>             | <b>489,662</b>       | <b>(489,662)</b>    | <b>0.00</b>   |
| <b>Net Change in Fund Balances</b>                 | <b>2,548,499</b>    | <b>(5,433,277)</b>  | <b>(6,998,228)</b>  | <b>(846,869)</b>    | <b>(934)</b>     | <b>107,828</b>     | <b>828,824</b>     | <b>793,512</b>      | <b>(9,000,645)</b>   | <b>(9,727,738)</b>   | <b>727,093</b>      | <b>92.53</b>  |
| <b>Beginning Fund Balance w/o capital assets</b>   | <b>2,297,167</b>    | <b>11,311,532</b>   | <b>15,217,900</b>   | <b>5,141,310</b>    | <b>25,362</b>    | <b>0</b>           | <b>2,608,974</b>   | <b>36,602,245</b>   | <b>33,572,663</b>    | <b>3,029,582</b>     | <b>109.02</b>       |               |
| <b>Long-term Pension/OPEB/Vacation Adjustment*</b> | <b>(1,723,355)</b>  | <b>0</b>            | <b>0</b>            | <b>0</b>            | <b>0</b>         | <b>(118,770)</b>   | <b>0</b>           | <b>0</b>            | <b>(1,842,125)</b>   | <b>0</b>             | <b>(1,842,125)</b>  | <b>0.00</b>   |
| <b>Ending Fund Balance</b>                         | <b>\$ 3,122,311</b> | <b>\$ 5,878,255</b> | <b>\$ 8,219,672</b> | <b>\$ 4,294,441</b> | <b>\$ 24,428</b> | <b>\$ (10,942)</b> | <b>\$ 828,824</b>  | <b>\$ 3,402,486</b> | <b>\$ 25,759,475</b> | <b>\$ 23,844,925</b> | <b>\$ 1,914,550</b> | <b>108.03</b> |

\*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 NOVEMBER 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 comply with the Commission's investment policy and bond documents, as applicable.

| <b>Institution</b> | <b>Investment Type</b> | <b>Maturity Date</b> | <b>Interest to Date</b> | <b>Rate</b> | <b>Balance</b>         |
|--------------------|------------------------|----------------------|-------------------------|-------------|------------------------|
| Wells Fargo        | Government Checking    | N/A                  | \$3,163.45              | 0.04%       | \$ 3,825,622.05        |
| County of Ventura  | Treasury Pool          | N/A                  | 127,396.96              | 2.47%       | 19,654,640.08          |
| LAIF               | State Pool             | N/A                  | 15,761.44               | 2.34%       | 7,474,368.73           |
| <b>Total</b>       |                        |                      | <b>\$146,321.85</b>     |             | <b>\$30,954,630.86</b> |

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.

Wells Fargo Bank, County of Ventura and LAIF statements are the source for provided information.

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Item #8C

January 10, 2020

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**

**FROM: AARON BONFILIO, PROGRAM MANAGER**

**SUBJECT: SYNCROMATICS AVL SYSTEMS PURCHASE**

**RECOMMENDATION:**

- Authorize the Executive Director to execute a change order with Syncromatics Corporation to purchase the necessary automatic vehicle location and voice announcement systems (AVL systems) for five additional Gold Coast Transit District buses in an amount not to exceed \$85,000; and,
- Approve finding of Sole Source Justification for the subject purchase of the AVL system.

**BACKGROUND:**

Gold Coast Transit District (GCTD) recently took delivery of five (5) new transit coaches. Syncromatics Corporation, the vendor which provides Ventura County transit operators automatic vehicle location and real-time passenger information, has provided staff with an estimated cost for the installation. Depending on the vehicle type and system specification, costs can range between approximately \$11,000 to \$16,000 per vehicle installation. The AVL systems purchase for the subject GCTD fleet expansion will total approximately \$85,000. Pricing includes equipment, taxes, installation, software and one year of service fees.

This item authorizes the Executive Director to execute the necessary change order to facilitate the purchase associated with GCTD's five new vehicles. While similar fleet expansion and replacement activities have occurred with most of the transit operators over the course of the Syncromatics contract, due to the anticipated total cost this change order requires Commission approval. The anticipated expense was planned for and is currently budgeted in fiscal year 2019/2020. As with prior project expenses, this purchase utilizes a combination of FTA and State funds. Consistent with federal requirements this request also includes a recommendation that the Commission make a finding of a Sole Source Justification, which is attached to this item.

Attachment(s): Sole Source Justification for GCTD Automatic Vehicle Location and Voice Systems

**VENTURA COUNTY TRANSPORTATION COMMISSION  
JANUARY 10, 2020  
ITEM 8C ATTACHMENT  
SYNCROMATICS AVL SYSTEMS PURCHASE**

**SOLE SOURCE JUSTIFICATION**  
**FOR GCTD AUTOMATIC VEHICLE LOCATION AND VOICE ANNOUNCEMENT SYSTEMS**

Per Federal Transit Administration (FTA) requirements as contained in Circular 4220.1F, to enter into a sole source procurement VCTC must document that a competitive procurement is infeasible for specified reason(s).

Applicable Sole Source Procurement Factors:

- 1) The item is only available from a single source.

In November 2017, VCTC awarded a contract for automatic vehicle locations and real-time passenger information to Syncromatics Corporation. The backend system, software and equipment is proprietary and available from the original manufacturer, a single source. In order to facilitate fleet expansion requirements, system maintenance and upgrades, procurement from a single source is required.

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January 10, 2020

Item #9

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**

**FROM: MARTIN R. ERICKSON, PUBLIC TRANSIT DIRECTOR**

**SUBJECT: SOUTHERN CALIFORNIA REGIONAL RAIL AUTHORITY (METROLINK) UPDATE**

**RECOMMENDATION:**

- Receive and file.

**BACKGROUND:**

The Southern California Regional Rail Authority (SCRRA), also known as “Metrolink”, is a joint powers agency consisting of Los Angeles County Metropolitan Transportation Authority (LA Metro), Orange County Transportation Authority (OCTA), Riverside County Transportation Authority (RCTC), San Bernardino County Transportation Authority (SBCTA), and Ventura County Transportation Commission (VCTC). The purpose of today’s presentation is to allow Stephanie Wiggins, Chief Executive Officer of Metrolink, to provide an update of Metrolink activities and share her vision for the agency.

Ms. Wiggins was named Chief Executive Officer by a unanimous vote of the Board of Directors in December 2018. Wiggins assumed leadership in January 2019 and leads the 275-employee strong commuter railroad with a budget of \$793 million. As CEO, Ms. Wiggins directs an agency that operates a commuter rail network on seven routes across a six-county, 538 route-mile system. Wiggins has held high-level positions at three of the five-member agencies that comprise Metrolink and is well known as a customer-focused leader who finds solutions from a regional perspective.

Ms. Wiggins’s vision for the agency is to create value and exceed expectations by prioritizing a customer-first orientation with three pillars to provide an outstanding customer experience: safety and security, an integrated system, and modernizing business practices.

Commissioner Humphrey serves as the primary member representing VCTC on the Metrolink Board of Directors (where he is also the Chair). Commissioner Trembley serves as the alternate.

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Item #10

January 10, 2020

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**  
**FROM: AMANDA FAGAN, PLANNING AND POLICY DIRECTOR**  
**SUBJECT: SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS' CONNECT SOCAL, 2020 REGIONAL TRANSPORTATION PLAN/SUSTAINABLE COMMUNITIES STRATEGY UPDATE**

**RECOMMENDATION:**

- Receive an update on the Connect SoCal Regional Transportation Plan/Sustainable Communities Strategy from the Southern California Association of Governments.

**DISCUSSION:**

Every four years, the Southern California Association of Governments (SCAG), as the Metropolitan Planning Organization (MPO) for the six county region that includes Imperial, Los Angeles, Orange, Riverside, San Bernardino, and Ventura Counties, is required to prepare and adopt a Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS). The RTP/SCS seeks to balance mobility, housing, economic, and health needs throughout the region across a 25-year planning horizon. SCAG presented an overview of the 2020-2045 RTP/SCS, known as Connect SoCal, to the Commission on October 4, 2019. The public comment period for the Draft Connect SoCal Plan extends from November 14, 2019 through 5:00 p.m. on January 24, 2020. The Draft Plan is available for download at <https://www.connectsocial.org/Pages/Connect-SoCal-Draft-Plan.aspx>. VCTC Planning Staff are currently reviewing the Draft Plan.

Mr. Naresh Amatya, SCAG's Manager of Transportation, will present an update on Connect SoCal.

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Item #11

January 10, 2020

**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 #13

January 10, 2020

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**

**FROM: STEVEN MATTAS, GENERAL COUNSEL  
DARREN KETTLE, EXECUTIVE DIRECTOR**

**SUBJECT: CITY OF CAMARILLO REQUEST FOR FUTURE AGENDA ITEM TO CONSIDER  
PROJECT CONSISTENCY REVIEW BY THE VENTURA COUNTY AIRPORT LAND  
USE COMMISSION**

**RECOMMENDATION:**

Consideration of request from City of Camarillo to add an agenda item for the Ventura County Airport Land Use Commission to consider the proposed Cloud Nine Hangar Project (RKR Incorporated) at Camarillo Airport.

**BACKGROUND:**

At the December 6, 2019 Commission Meeting, Commissioner Tony Trembley submitted a letter on behalf of the City of Camarillo to the Commission bringing attention to a development project at the Camarillo Airport and requesting that the Commission place on a future agenda a project consistency review of the project with the Comprehensive Airport Land Use Plan. The City of Camarillo letter is attached (Attachment "A"). Citing Article IV, Section 4 (H) 1 of the VCTC Administrative Code, Commissioner Trembley requested support for the request from fellow Commissioners and received the required additional two Commissioners support for an item to consider the City's request on a future agenda.

On December 31, 2019, the Executive Director received a letter from the County of Ventura Director of Airports, Kip Turner, describing County's position on the project and review by the Ventura County Airport Land Use Commission. Mr. Turner's letter is attached (Attachment "B").

The Commission should consider the above recommendation of placing an item on a future agenda taking into account the information provided.