



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*

The meeting will be via ZOOM Webinar

<https://zoom.us/j/93906853373?pwd=cG9FQnNoUU94S3V0SnZOT3MveXhtUT09>

FRIDAY, MAY 1, 2020

9:00 AM

In light of Governor Newsom's State of Emergency declaration regarding the COVID-19 outbreak and in accordance with Executive Order N-29-20 and the Guidance for Gatherings issued by the California Department of Public Health commissioners will participate in the meeting from individual remote locations, which is in accordance with the Governor's Executive Order. Members of the public are encouraged to attend the meeting remotely. Persons who wish to address the commission on an item to be considered at this meeting are asked to submit comments in writing to the commission at ribarra@goventura.org by 4:30PM, Thursday, April 30, 2020. Due to the current circumstances if you would like to participate in a verbal public comment on any item on the agenda during the meeting, please email your public comment to ribarra@goventura.org or via telephone at 805-642-1591 ext. 101. Any public comment received will be read into the record during the public comment portion of this meeting. In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in the Commission meeting, please contact VCTC staff (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 to the meeting.

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PUBLIC COMMENTS** – *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 APRIL 3, 2020 VCTC MEETING- PG.5

Recommended Action:

- Approve the summary minutes for April 3, 2020.

Responsible Staff: Roxanna Ibarra

8B. MONTHLY BUDGET REPORT- PG.9

Recommended Action:

Receive and file the monthly budget report for March 2020

Responsible Staff: Sally DeGeorge

8C. MOTORIST AID CALL BOX MONTHLY REPORT- PG.17

Recommended Action:

- Receive and File Monthly Report on the Motorist Aid Callbox Program.

Responsible Staff: Amanda Fagan

8D. MOTORIST AID BUDGET AMENDMENT REQUEST- PG.19

Recommended Action:

- Amend the General Fund Motorist Aid Services budget by decreasing the Consultant Services line item by \$15,000, and increasing the staff line items by \$7,000 for Salaries, \$2,900 for Fringe and Tax, and \$5,100 for Indirect Costs Allocation.
- Amend the Service Authority for Freeway Emergencies (SAFE) fund budget by increasing the transfer-out line item by \$15,000, and increasing
- Increase the General fund Motorist Aid Services SAFE revenues and fund transfer-in by \$15,000.

Responsible Staff: Amanda Fagan

8E. RATIFY RELEASE OF REQUEST FOR PROPOSALS FOR MOTORIST AID CALLBOX MAINTENANCE SERVICES- PG.21

Recommended Action:

- Ratify the release of a Request for Proposals (RFP) for Motorist Aid Callbox Maintenance Services for Fiscal Year 2020/2021- Fiscal Year 2022/2023

Responsible Staff: Amanda Fagan

8F. RATIFY RELEASE OF REQUEST FOR PROPOSALS FOR MOTORIST AID CALLBOX AND FREEWAY SERVICE PATROL MANAGEMENT SUPPORT SERVICES- PG.23

Recommended Action:

- Ratify the release of a Request for Proposals (RFP) for Motorist Aid Callbox and Freeway Service Patrol (FSP) Management Support Services for Fiscal Year 2020/2021 – Fiscal Year 2020/2023

Responsible Staff: Amanda Fagan

8G. COOPERATIVE FUNDING AGREEMENT FOR AUTOMATIC VEHICLE LOCATION AND PASSENGER INFORMATION SYSTEM- PG.25

Recommended Action:

- Approve the Cooperative Funding Agreement between VCTC and the County of Ventura for the Automatic Vehicle Location and Passenger Information System Project and authorize the Executive Director to execute the agreement.
- Approve amendment to the Regional Transit Technology program budget by adding revenue line-item, Local Contributions in the amount of \$29,000.00; and by increasing the expenditures line-item of Professional Services by a commensurate total amount of \$29,000.

Responsible Staff: Aaron B. Bonfilio

8H. CONTRACT AND BUDGET AMENDMENT FOR HUMAN RESOURCES CONSULTANT SERVICES CONTRACT- PG.47

Recommended Action:

- Approve Amendment with Regional Government Services (RGS) in the amount of \$10,000 for an annual contract total not to exceed \$60,000.
- Approve a budget amendment increasing revenues and expenditures in the FY 2019/20 Indirect budget, professional and human resources task in the amount of \$10,000. The revenue source is Indirect funds.

Responsible Staff: Darren Kettle

9. DISTRIBUTION OF VENTURA COUNTY TRANSIT APPORTIONMENT FROM CORONA VIRUS AID, RELIEF, AND ECONOMIC SECURITY (CARES) ACT-PG.49

Recommended Action:

- Approve distribution of \$71,424,776 in CARES act transit funds to the transit operators as shown in the attached table.
- Amend the VCTC Fiscal Year 2019/20 budget for Transit Grant Administration to add 2,000,000 in Pass Through expenditures, to address potential current year sub-recipient CARES Act spending.

Responsible Staff: Peter De Haan

10. AMENDMENT TO VCTC INTERCITY AND VALLEY EXPRESS PROGRAM BUDGETS AND SERVICES CONTRACTS IN RESPONSE TO COVID-19 PANDEMIC- PG.53

Recommended Action:

- Approve Amendment of the VCTC Intercity Transit Service Program Budget by: adding the revenue line-item "FTA (CARES Act)" in the amount of \$435,000; and Decreasing the Local Fee-Revenue line-item by \$310,000 to \$690,000; and increasing the Contract Services line-item by \$125,000.
- Approve Amendment of the Valley Express Bus Service Program Budget by: adding the revenues line-item "FTA (CARES Act)" in the amount of \$80,000; and Decreasing the Local Fee-Revenues line-item by \$44,000 to \$51,000; and increasing the Contract Services line-item by \$36,000.
- Approve Amendment No. 3 to the Transit Services Agreements with RATP Dev, DBA Roadrunner Management Services, and increase the total not to exceed amount by \$125,000; to \$83,175,000; and approve finding of the sole source justification; and authorize the VCTC Executive Director to Execute the Agreement.
- Approve Amendment No. 3 to the Transit Services Agreement with MV Transportation, and increase the total not-to-exceed amount by \$36,000 to \$18,300,000; approve finding of the sole source justification; and, authorize the VCTC Executive Director to Execute the Agreement.

Responsible Staff: Martin R. Erickson & Aaron B. Bonfilio

11. AMENDMENT TO THE FY 2020/2021 MANAGEMENT AND ADMINISTRATION BUDGET- PG.65

Recommended Action:

- *Approve a budget amendment to increase the Fiscal Year 2020/2021 Management and Administration Hardware & Software line item by \$60,000 for additional hardware and security software to enhance remote work capabilities and increase the revenues by \$60,000 of FTA CARES funding.*

Responsible Staff: Darren Kettle & Steve Efner

12. COST INCREASE FOR 101/23 INTERCHANGE IMPROVEMENT PROJECT- PG.67

Recommended Action:

- *Approve increase of \$2.2 million for the Route 101/23 Interchange Improvement Project in Thousand Oaks, using federal Highway Improvement Program funds (part of the Ventura County Surface Transportation Program apportionment funds).*
- *Authorize the Chair to sign the Attachment A, Amendment to the Cooperative Agreement Funding Summary, committing the additional funds on behalf of VCTC*

Responsible Staff: Peter De Haan

13. VCTC GENERAL COUNSEL'S REPORT

14. AGENCY REPORTS

15. CLOSED SESSION:

15A. Conference with real Property Negotiators (Pursuant to Government Code Section 54956.8) Property: Santa Paula Branch Line Railroad Right of Way Negotiating Parties: VCTC and Fillmore and Western Under negotiation: Price and terms for lease

15B. Conference with Real Property Negotiators Property (Pursuant to Government code Section 54956.8) Property: Santa Paula Branch Line Railroad Right of Way Negotiating Parties: VCTC and Potential Bidders Under negotiations: Price and terms for lease

16. ADJOURN to 9:00 a.m. Friday, June 5, 2020.



Item #8A

**VENTURA COUNTY TRANSPORTATION COMMISSION
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SERVICE AUTHORITY FOR FREEWAY EMERGENCIES
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**MEETING HELD REMOTELY VIA-ZOOM
FRIDAY, APRIL 3, 2020
9:00AM**

MEETING SUMMARY MINUTES

CALL TO ORDER:

Chair Bill-de la Pena called the regular meeting of the Ventura County Transportation Commission to order at 9:14am VIA-ZOOM.

ROLL CALL/MEMBERS PRESENT:

Claudia Bill-de la Peña, City of Thousand Oaks, Chair
Robert Huber, County of Ventura, Vice-Chair
Tony Trembley, City of Camarillo
Manuel Minjares, City of Fillmore
Ken Simons, City of Moorpark
Randy Haney, City of Ojai
Bryan MacDonald, City of Oxnard
Cheryl Heitmann, City of San Buenaventura
Jenny Crosswhite, City of Santa Paula
Mike Judge, City of Simi Valley
John Zaragoza, County of Ventura
Brian Humphrey, Citizen Rep., Cities
Will Berg, City of Port Hueneme
Steve Bennett, County of Ventura
Kelly Long, County of Ventura
Linda Parks, County of Ventura
Jim White, Citizen Rep., County
John Bulinski, Caltrans District 7

PLEDGE OF ALLEGIANCE was led by Vice-Chair Huber.

PUBLIC COMMENTS FOR THOSE ITEMS NOT LISTED ON THIS AGENDA: Executive Director Darren Kettle announced the public comment opportunity was to email-in any public comment to Vera Vega-none

were received at this time. Mr. Kettle reported that should VCTC receive any public comment during this meeting, for the record VCTC will need to reflect that in the next Commission Meeting.

5. **CALTRANS REPORT-** Commissioner Bulinski sent in to VCTC the Caltrans report for distribution to the Commission. The report was distributed to the Commissioners. Commissioner Bulinski stated the transportation infrastructure remains fully operational amid COVID-19. However, about 70% of office staff will begin teleworking effective Monday, April 6, 2020. He stated there have been about 17 contractors across the state who have requested suspension of projects due to COVID-19, 3 projects affecting the LA County area and none in Ventura County. Caltrans will be updating their website to incorporate information regarding the ability to schedule meetings during the time. Also, Caltrans is preparing message to remind drivers to maintain speeds.
6. **COMMISSIONERS/EXECUTIVE DIRECTOR REPORT-** Executive Director Darren Kettle, stated he would be explaining and discussing the CARES Act and what it means for public transportation during the budget discussion.
7. **ADDITIONS/REVISIONS-** Executive Director Darren Kettle stated that under item 8A March meeting summary item 12 needed to reflect the change in which after the motion was moved and seconded the motion **was approved unanimously.**
8. **CONSENT CALENDAR- *Commissioner MacDonald made a motion to approve items 8A thru 8M on the Consent Calendar as recommended. The motion was seconded by Commissioner Long and passed unanimously.***

8A. APPROVE SUMMARY FROM MARCH 6, 2020 VCTC MEETING- Approve

8B. MONTHLY BUDGET REPORT-Receive and file the monthly budget report for the month of February 2020.

8C. OJAI BICYCLE/PEDESTRIAN PROJECT FUNDING REVISION- Approve programming a total of \$250,000 in Transportation Development Act (TDA) Article 3 funds for the City of Ojai Pedestrian and Bike Safety Improvement Project on Ojai Avenue and Maricopa Highway as follows:

- \$204,000 of FY 19/20 TDA Article 3 funds
- \$30,000 of FY 05/06 TDA Article 3 funds from the City of Ojai Bike Trail Bridge at Fox Canyon Barrance project, and
- \$16,000 of unexpended TDA Article 3 interest accrued by the City of Ojai
- Approve reducing the amount of Congestion Mitigation and Air Quality (CMAQ) funds programmed for the Pedestrian and Bike Safety Project by \$250,000.
- Amend the Fiscal Year 2019/2020 TDA Administration Budget by \$204,000 to increase the LTF Fund Transfer revenues and Article 3 Bicycle/Pedestrian Expenditure Line item by the same amount.

8D. LEGISLATIVE UPDATE- Receive and file

8E. FISCAL YEAR (FY) 2019/2020 LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)

ALLOCATION- Approve the Ventura County Transportation Commission (VCTC) FY 2019/2020 Low Carbon Transit Operations Program (LCTOP) Allocation Request of \$1,587,844 for the following projects:

- \$550,000 for the Cross-County Limited,
- \$737,844 for the College Ride Transit Fare Promotion Project (includes a total of \$21,049 of 2019 LCTOP funds contributed by the cities of Camarillo, Moorpark, Simi Valley and Thousand Oaks, and
- \$300,000 for Metrolink Saturday Service.
- Adopt Resolution 2020-02 in Attachment 1, authorizing the Executive Director to execute all required documents including the Certifications and Assurances and Authorized Agent Form (Exhibit A and B) to receive VCTC's FY 2019/20 Low Carbon Transit Operations Program funds.

- Approve programming Southern California Regional Rail Authority's (SCRRA) LCTOP revenue formula amount for the portion of the service within Ventura County which totals \$164,435 to provide limited term discounted ticket fares for high potential riders.

8F. TRANSPORTATION DEVELOPMENT ACT (TDA) AUDITS FOR FISCAL YEAR (FY) 2018/2019 TDA AUDITS- Receive and file the Transportation Development Act (TDA) Audits for Fiscal Year 2018/2019.

8G. SANTA PAULA BRANCH LINE RAILROAD CROSSING AND UTILITIES EASEMENT AT TRESTLE WAY (MILE POST 425.81), CITY OF FILLMORE-

- Approve the Construction and Non-Exclusive Easement Agreement (Rail Crossing and Utilities) with Hearthstone Multi-Asset Entity C.L.P. and the City of Fillmore to provide for access and utilities for the Heritage Valley Parks Project in the City of Fillmore.
- Approve an amendment to the Santa Paula Branch Line Budget to increase the Local Fees- Permits Revenue Line Item \$10,675.

8H. SURFACE TRANSPORTATION PROGRAM (STP) FUNDS FOR THE US-101 PROJECT MANAGEMENT STAFF-

- Approve \$328,000 in Surface Transportation Program (STP) funding for VCTC project management staff for the US-101 project

8I. APPROVE FEDERAL OBLIGATIONAL AUTHORITY LOAN TO THE ORANGE COUNTY

TRANSPORTATION AUTHORITY- Ratify the Executive Director's approval of a loan of \$7,000,000 of federal obligational authority to the Orange County Transportation Authority, to be repaid in Fiscal Year 2022/23

8J. INVESTMENT POLICY- Adopt the Investment Policy as shown in Attachment 1.

8K. CELTIS VENTURES CONTRACT AMENDMENT -Approve Amendment No. 6 with Celtis Ventures for Public Outreach Program services extending the current contract by six (6) months to December 31, 2020 in amount not to exceed \$275,000.

8L. COOPERATIVE AGREEMENT WITH COUNTY OF VENTURA FOR PROJECT MANAGEMENT

SERVICES- Authorize the Executive Director to execute a Cooperative Agreement with the County of Ventura for project management services to be provided by the Engineering Services Division of the County Public Works Agency in an amount not to exceed \$30,000.

8M. CONTRACT AMENDMENT WITH WILSON AND COMPANY -Approve Amendment No. 1 with Wilson & Company for Plan Check and Engineering Services on the Santa Paula Branch Line extending the current contract by twenty (20) months to June 30, 2021.

9. FISCAL YEAR 2020/2021 DRAFT BUDGET -PUBLIC HEARING- Receive and File

- Conduct a Public Hearing to receive testimony on the Draft Fiscal Year 2020/2021 Budget
- Receive the Fiscal Year 2020/2021 Draft Budget

Mr. Kettle and Ms. DeGeorge gave a power point presentation on VCTC's Draft Budget for Fiscal Year 2020/2021. Ms. DeGeorge stated VCTC does anticipate adjustments to the final budget as VCTC continues to re-evaluate total budgets and expenditures due to the recent changes to the economic downturn as well as COVID-19.

During the budget hearing Mr. Kettle discussed the CARES Act and what it means for public transportation. Ms. DeGeorge noted for the record there were no phone calls or emails received by VCTC staff for the public hearing.

Chair Bill de-la Pena closed the public hearing at 10:12am.

10. VCTC GENERAL COUNSEL'S REPORT- None

VCTC SUMMARY MEETING MINUTES OF APRIL 3, 2020

11. AGENCY REPORTS- Commissioner Judge stated the SCAG meeting had been re-scheduled to April 24, 2020.

12. CLOSED SESSION- None

13. ADJOURN to 9:00 a.m. Friday, May 1, 2020.



Item #8B

May 1, 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 March 2020

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 March 31, 2020 budget report indicates that the revenues were approximately 48.22% of the adopted budget while expenditures were approximately 52.73% 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 MARCH 31, 2020**

Assets and Deferred Outflows

Cash and Investments	\$ 31,809,876
Petty Cash	130
Receivables/Due from other funds	2,692,467
Prepays and Deposits	135,765
Capital Assets, undepreciated	26,496,812
Capital Assets, depreciated, net	31,324,877
Deferred Outflows	724,799
Total Assets and Deferred Outflows	<u>\$ 93,184,726</u>

LIABILITIES, DEFERRED INFLOWS AND FUND BALANCE

Liabilities and Deferred Inflows:

Accrued Expenses and Due to Other	\$ 4,312,187
Deferred Revenue	3,380,245
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>\$ 10,326,415</u>

Net Position:

Invested in Capital Assets	\$ 57,428,081
Fund Balance	25,430,230
Total Net Position	<u>\$ 82,858,311</u>

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE NINE MONTHS ENDED MARCH 31, 2020**

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	SGR Actual	SPBL Actual	VCTC Intercity Actual	Valley Express Actual	Fund Totals	Budgeted Actual	Variance Actual	% Year
Revenues												
Federal Revenues	\$ 4,291,726	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	1,546,429	\$ 461,291	\$ 6,299,446	\$ 23,781,542	(17,482,096)	26.49
State Revenues	929,995	22,704,045	3,857,985	470,530	892,600	0	509,391	0	29,364,546	53,734,785	(24,370,239)	54.65
Local Revenues	360,085	0	0	0	0	311,040	1,874,064	1,197,321	3,742,510	4,671,499	(928,989)	80.11
Other Revenues	2,066	0	0	0	0	0	119,989	1,983	124,038	20,174	103,864	614.84
Interest	27,088	72,306	89,797	51,739	29,432	194	5,856	2,727	279,139	344,000	(64,861)	81.15
Total Revenues	5,610,960	22,776,351	3,947,782	522,269	922,032	311,234	4,055,729	1,663,322	39,809,679	82,552,000	(42,742,321)	48.22
Expenditures												
Administration												
Personnel Expenditures	1,953,677	0	0	0	0	0	183,737	38,163	2,175,577	3,234,700	(1,059,123)	67.26
Legal Services	10,256	0	0	0	0	0	0	0	10,256	26,000	(15,744)	39.45
Professional Services	89,825	0	0	0	0	0	0	0	89,825	134,200	(44,375)	66.93
Office Leases	111,138	0	0	0	0	0	0	0	111,138	151,900	(40,762)	73.17
Office Expenditures	196,166	0	0	0	0	0	94,018	19,528	309,712	303,900	5,812	101.91
Total Administration	2,361,062	0	0	0	0	0	277,755	57,691	2,696,508	3,850,700	(1,154,192)	70.03
Programs and Projects												
Transit and Transportation Program												
Regional Transit Technology	541,185	0	0	0	0	0	0	0	541,185	2,745,717	(2,204,532)	19.71
Senior-Disabled Transportation	171,809	0	0	0	0	0	0	0	171,809	303,500	(131,691)	56.61
VCTC Intercity Bus Services	0	0	0	0	0	0	11,309,223	0	11,309,223	15,615,734	(4,306,511)	72.42
Valley Express Bus Services	0	0	0	0	0	0	0	1,073,830	1,073,830	1,837,600	(763,770)	58.44
Transit Grant Administration	480,361	0	0	0	0	0	0	0	480,361	6,891,900	(6,411,539)	6.97
Total Transit and Transportation	1,193,355	0	0	0	0	0	11,309,223	1,073,830	13,576,408	27,394,451	(13,818,043)	49.56
Highway Program												
Motorist Aid Services	0	0	0	1,140,977	0	0	0	0	1,140,977	1,524,220	(383,243)	74.86
Highway Program Management	2,700,289	0	0	0	0	0	0	0	2,700,289	9,798,883	(7,098,594)	27.56
SpeedInfo Highway Speed Sensor	0	0	0	81,300	0	0	0	0	81,300	144,000	(62,700)	56.46
Total Highway	2,700,289	0	0	1,222,277	0	0	0	0	3,922,566	11,467,103	(7,544,537)	34.21

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE NINE MONTHS ENDED MARCH 31, 2020**

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	SGR Actual	SPBL Actual	VCTC Intercity Actual	Valley Express Actual	Fund Totals	Budgeted Actual	Variance Actual	% Year
Rail Program												
Metrolink and Commuter Rail	4,490,672	0	0	0	0	0	0	0	4,490,672	12,703,574	(8,212,902)	35.35
LOSSAN and Coastal Rail	5,012	0	0	0	0	0	0	0	5,012	9,400	(4,388)	53.32
Santa Paula Branch Line	0	0	0	0	0	335,957	0	0	335,957	811,000	(475,043)	41.43
Total Rail	4,495,684	0	0	0	0	335,957	0	0	4,831,641	13,523,974	(8,692,333)	35.73
Commuter Assistance Program												
Reg Transit Information Center	1,549	0	0	0	0	0	0	0	1,549	43,500	(41,951)	3.56
Rideshare Programs	154,674	0	0	0	0	0	0	0	154,674	291,000	(136,326)	53.15
Total Commuter Assistance	156,223	0	0	0	0	0	0	0	156,223	334,500	(178,277)	46.70
Planning and Programming												
TDA Administration	113,000	22,157,017	436,700	0	91,679	0	0	0	22,798,396	33,344,066	(10,545,670)	68.37
Transportation Programming	3,859	0	0	0	0	0	0	0	3,859	64,400	(60,541)	5.99
Regional Transportation Planning	173,664	0	0	0	0	0	0	0	173,664	570,300	(396,636)	30.45
Airport Land Use Commission	9,753	0	0	0	0	0	0	0	9,753	14,000	(4,247)	69.66
Regional Transit Planning	627,644	0	0	0	0	0	0	0	627,644	1,520,106	(892,462)	41.29
Freight Movement	1,804	0	0	0	0	0	0	0	1,804	12,200	(10,396)	14.79
Total Planning and Programming	929,724	22,157,017	436,700	0	91,679	0	0	0	23,615,120	35,525,072	(11,909,952)	66.47
General Government												
Community Outreach	164,232	0	0	0	0	0	0	0	164,232	264,400	(100,168)	62.11
State and Federal Relations	73,772	0	0	0	0	0	0	0	73,772	105,200	(31,428)	70.13
Management and Administration	103,099	0	0	0	0	0	0	0	103,099	726,700	(623,601)	14.19
Total General Government	341,103	0	0	0	0	0	0	0	341,103	1,096,300	(755,197)	31.11
Total Expenditures	12,177,440	22,157,017	436,700	1,222,277	91,679	335,957	11,586,978	1,131,521	49,139,569	93,192,100	(44,052,531)	52.73

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE NINE MONTHS ENDED MARCH 31, 2020**

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	SGR Actual	SPBL Actual	VCTC Intercity Actual	Valley Express Actual	Fund Totals	Budgeted Actual	Variance Actual	% Year
Revenues over (under) expenditures	(6,566,480)	619,334	3,511,082	(700,008)	830,353	(24,723)	(7,531,249)	531,801	(9,329,890)	(10,640,100)	1,310,210	87.69
Other Financing Sources												
Transfers Into GF From LTF	5,795,957	0	0	0	0	0	0	0	5,795,957	5,713,343	82,614	101.45
Transfers Into GF From STA	267,845	0	0	0	0	0	0	0	267,845	3,072,169	(2,804,324)	8.72
Transfers Into GF From SAFE	29,120	0	0	0	0	0	0	0	29,120	34,200	(5,080)	85.15
Transfers Into GF from SGR	17,818	0	0	0	0	0	0	0	17,818	3,789,531	(3,771,713)	0.47
Transfers Into GF From SPBL	49,828	0	0	0	0	0	0	0	49,828	128,100	(78,272)	38.90
Transfers Into SPBL From LTF	0	0	0	0	0	45,486	0	0	45,486	128,100	(82,614)	35.51
Transfers Into SPBL From STA	0	0	0	0	0	64,186	0	0	64,186	524,200	(460,014)	12.24
Transfers Into VI From STA	0	0	0	0	0	0	8,488,893	0	8,488,893	9,707,630	(1,218,737)	87.45
Transfers Out of LTF Into GF	0	(5,795,957)	0	0	0	0	0	0	(5,795,957)	(5,713,343)	(82,614)	101.45
Transfers Out of LTF Into SPBL	0	(45,486)	0	0	0	0	0	0	(45,486)	(128,100)	82,614	35.51
Transfers Out of STA Into GF	0	0	(267,845)	0	0	0	0	0	(267,845)	(3,072,169)	2,804,324	8.72
Transfers Out of STA Into SPBL	0	0	(64,186)	0	0	0	0	0	(64,186)	(524,200)	460,014	12.24
Transfers Out of STA Into VI	0	0	(8,488,893)	0	0	0	0	0	(8,488,893)	(9,707,630)	1,218,737	87.45
Transfers Out of SAFE Into GF	0	0	0	(29,120)	0	0	0	0	(29,120)	(34,200)	5,080	85.15
Transfers Out SPBL Into GF	0	0	0	0	0	(49,828)	0	0	(49,828)	(128,100)	78,272	38.90
Transfers Out of SGR into GF	0	0	0	0	(17,818)	0	0	0	(17,818)	(3,789,531)	3,771,713	0.47
Total Other Financing Sources	6,160,568	(5,841,443)	(8,820,924)	(29,120)	(17,818)	59,844	8,488,893	0	0	0	0	0.00
Net Change in Fund Balances	(405,912)	(5,222,109)	(5,309,842)	(729,128)	812,535	35,121	957,644	531,801	(9,329,890)	(10,640,100)	1,310,210	87.69
Beginning Fund Balance w/o capi	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/Vacatic	(1,723,355)	0	0	0	0	0	(118,770)	0	(1,842,125)	0	(1,842,125)	0.00
Ending Fund Balance	\$ 167,900	\$ 6,089,423	\$ 9,908,058	\$ 4,412,182	\$ 837,897	\$ 35,121	\$ 838,874	\$ 3,140,775	\$ 25,430,230	\$ 22,932,563	\$ 2,497,667	110.89

*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 MARCH 31, 2020**

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

Institution	Investment Type	Maturity Date	Interest to Date	Rate	Balance
Wells Fargo	Government Checking	N/A	\$3,228.39	0.01%	\$ 3,755,983.68
County of Ventura	Treasury Pool	N/A	242,085.52	2.13%	21,864,759.25
LAIF	State Pool	N/A	33,824.95	2.29%	6,024,194.52
Total			\$279,138.86		\$31,644,937.45

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

May 1, 2020

MEMO TO: VENTURA COUNTY SERVICE AUTHORITY FOR FREEWAY EMERGENCIES

FROM: AMANDA FAGAN, DIRECTOR OF PLANNING AND POLICY

SUBJECT: MOTORIST AID CALLBOX MONTHLY REPORT

RECOMMENDATION:

- Receive and file Monthly Report on the Motorist Aid Callbox Program.

BACKGROUND:

The Ventura County Transportation Commission, acting in its capacity as the Service Authority for Freeway Emergencies (SAFE), manages the Motorist Aid Services Program, which is financed by a \$1 annual charge on all registered vehicles in Ventura County. Motorist Aid includes the Callbox Program, a system of approximately 428 emergency call boxes that provide motorists with a direct link to California Highway Patrol to request roadway assistance.

VCTC Staff receives support to manage and oversee the Motorist Aid Callbox program through a contract for preparation of management information reports, statistical analysis, callbox knockdown collections, and related services. The management support contractor also coordinates with the callbox maintenance services provider to ensure proper function of the system and keep VCTC Staff apprised of maintenance, repairs, and knockdown activities. Monthly and annual reports are produced as a product of this contract.

DISCUSSION:

Monthly and annual callbox volume has followed a downward trend with the proliferation of cell phones and improved coverage areas throughout the County. In 2019, the total number of calls for roadway assistance was 1,770. For comparison, the total number of calls for assistance in 2004 was 6,945.

The March 2020 Callbox Report is provided for SAFE Board awareness. In the month of March, motorists made 94 calls for roadway assistance using the Ventura County callbox system, up from 63 calls in February and 91 calls in January 2020. Beyond monthly and annual usage statistics, the Callbox Report also provides an overview of preventative and corrective maintenance, knockdown repairs, and cellular service usage.

The Requests for Proposals for Maintenance and Management Support Services for Fiscal Years 2020/2021 to 2022/2023 includes a qualitative and quantitative assessment of the callbox program and contemplates further reductions in the number of call boxes to address the reduced demand and usage, while maintaining those call boxes with the most significant usage and recognizing the continued importance of the ability for motorists to call for assistance when needed.



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Item #8D

May 1, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: AMANDA FAGAN, DIRECTOR OF PLANNING & POLICY

SUBJECT: MOTORIST AID SERVICES BUDGET AMENDMENT REQUEST

RECOMMENDATION:

- Amend the General Fund Motorist Aid Services budget by decreasing the Consultant Services line item by \$15,000, and increasing the staff line items by \$7,000 for Salaries, \$2,900 for Fringe and Tax, and \$5,100 for Indirect Costs Allocation. Amend the Service Authority for Freeway Emergencies (SAFE) fund budget by increasing the transfer-out line item by \$15,000, and increasing the General Fund Motorist Aid Services SAFE revenues and fund transfer-in by \$15,000.

BACKGROUND:

The Fiscal Year 2019/2020 Motorist Aid Services Task Budget includes \$13,300 for Salaries, \$5,600 for Fringe Benefits, and \$9,700 for Indirect Cost Allocation. VCTC Staff have spent more time than anticipated on a variety of Motorist Aid tasks during this Fiscal Year, such as implementation of the Incident Responders Grant Program, administrative oversight of the Freeway Service Patrol (FSP) Request for Proposals (RFP), and planning for future Callbox reporting and maintenance. Resulting expenditures through February 2020 for staff costs are approximately \$25,500, or 89% of the approved budget for the Fiscal Year. Sufficient budget remains available in the Consultant category to shift the needed resources to Salaries, Fringe and Tax, and Indirect Costs categories.

Upcoming tasks include administrative oversight and review of the FSP RFP, funding agreement and Memorandum of Understanding (MOU) with Caltrans and California Highway Patrol, review of proposals and selection for tow vendors; and preparation and release of two RFPs, review of proposals, and vendor selection for Callbox analytics/management and Callbox maintenance.

After amendment, resulting line item budgets are as follows:

Salaries	\$20,300
Fringe and Tax	\$8,500
Indirect Cost Allocation	\$14,800
Consultant Services	\$542,500



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Item #8E

May 1, 2020

MEMO TO: VENTURA COUNTY SERVICE AUTHORITY FOR FREEWAY EMERGENCIES
FROM: AMANDA FAGAN, DIRECTOR OF PLANNING AND POLICY
SUBJECT: RATIFY RELEASE OF REQUEST FOR PROPOSALS FOR MOTORIST AID CALLBOX AND FREEWAY SERVICE PATROL MANAGEMENT SUPPORT SERVICES

RECOMMENDATION:

- Ratify the release of a Request for Proposals (RFP) for Motorist Aid Callbox and Freeway Service Patrol (FSP) Management Support Services for Fiscal Year 2020/2021 – Fiscal Year 2022/2023.

BACKGROUND:

The Ventura County Transportation Commission, acting in its capacity as the Service Authority for Freeway Emergencies (SAFE), manages the Motorist Aid Services Program, which is financed by a \$1 annual charge on all registered vehicles in Ventura County. Motorist Aid includes the Callbox Program, a system of approximately 428 emergency call boxes that provide motorists with a direct link to California Highway Patrol to request roadway assistance.

Motorist Aid also includes a new Freeway Service Patrol (FSP) program, approved by the Ventura County SAFE in November 2019 on three (3) sections of U.S. Highway 101 and State Route 118. Staff anticipates that FSP service will begin in October 2020 following completion of a tow truck vendor selection process and start-up phase.

DISCUSSION:

VCTC Staff receives support to manage and oversee the Motorist Aid Callbox program through a contract for preparation of management information reports, statistical analysis, callbox knockdown collections, and related services. The management support contractor also coordinates with the callbox maintenance services provider to ensure proper function of the system and keep VCTC Staff apprised of maintenance, repairs, and knockdown activities. The current contract, inclusive of contract extensions, expires on June 30, 2020.

To ensure continuity of service and to provide sufficient time for prospective proposers to respond during these unusual circumstances of the COVID-19 global pandemic, VCTC staff released a Request for Proposals (RFP) for Motorist Aid Management Support Services administratively on April 15, 2020. Proposals are due by May 13, 2020 at 3:00 PM. Staff anticipates returning to the Commission to approve a resultant contract at the June Commission meeting. The RFP is available online at <https://www.goventura.org/work-with-vctc/contracts/>.

The RFP aligns closely with the previous request issued in 2015. The most significant difference is that this RFP includes an optional element to provide analytical and reporting services for the Freeway Service Patrol (FSP) program in addition to the Callbox program. The statistical analysis and reports will assist Staff and the Commission to effectively operate and monitor this new program. Funding for these services is included within the Fiscal Year 2020/2021 Motorist Aid Program budget within the Consultant Services line item.



Item #8F

May 1, 2020

MEMO TO: VENTURA COUNTY SERVICE AUTHORITY FOR FREEWAY EMERGENCIES
FROM: AMANDA FAGAN, DIRECTOR OF PLANNING AND POLICY
SUBJECT: RATIFY RELEASE OF REQUEST FOR PROPOSALS FOR MOTORIST AID CALLBOX MAINTENANCE SERVICES

RECOMMENDATION:

- Ratify the release of a Request for Proposals (RFP) for Motorist Aid Callbox Maintenance Services for Fiscal Year 2020/2021 – Fiscal Year 2022/2023.

BACKGROUND:

The Ventura County Transportation Commission, acting in its capacity as the Service Authority for Freeway Emergencies (SAFE), manages the Motorist Aid Services Program, which is financed by a \$1 annual charge on all registered vehicles in Ventura County. Motorist Aid includes the Callbox Program, a system of approximately 428 emergency call boxes that provide motorists with a direct link to California Highway Patrol to request roadway assistance.

DISCUSSION:

The existing system of call boxes requires extensive year-round maintenance, repairs, and other related fieldwork to ensure proper functioning and appearance. Corrective and preventative maintenance, knockdown and vandalism repairs, temporary removals and reinstallations, and callbox system management is provided through a contract for services. The current contract, inclusive of contract extensions, expires on June 30, 2020.

To ensure continuity of service and to provide sufficient time for prospective proposers to respond during these unusual circumstances of the COVID-19 global pandemic, VCTC staff released a Request for Proposals (RFP) for Callbox Maintenance Services administratively on April 15, 2020. Proposals are due by May 13, 2020 at 3:00 PM. Staff anticipates returning to the Commission to approve a resultant contract at the June Commission meeting. The RFP is available online at <https://www.goventura.org/work-with-vctc/contracts/>.

The RFP aligns closely with the previous request issued in 2015. Three special projects are included for the upcoming contract cycle: (1) implement a callbox reduction program, (2) upgrade callboxes to 4G cellular service prior to the cutoff date for 3G service, and (3) ensure callbox pathways provide proper drainage to meet Caltrans roadway drainage standards. Funding for these services is included within the Fiscal Year 2020/2021 Motorist Aid Program budget within the Consultant Services line item.



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Item #8G

May 1, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: AARON B. BONFILIO, PROGRAM MANAGER

SUBJECT: COOPERATIVE FUNDING AGREEMENT FOR AUTOMATIC VEHICLE LOCATION AND PASSENGER INFORMATION SYSTEM

RECOMMENDATION:

- Approve the Cooperative Funding Agreement between VCTC and the County of Ventura for the Automatic Vehicle Location and Passenger Information System project and authorize the Executive Director to execute the agreement.
- Approve amendment to the Regional Transit Technology program budget by adding revenue line-item, Local Contributions, in the amount of \$29,000; and by increasing the expenditures line-item of Professional Services by a commensurate total amount of \$29,000.

BACKGROUND:

At its November 3, 2017 meeting, the Commission approved a contract with Syncromatics Corporation for an Automatic Vehicle Location and Passenger Information System (System) to replace the arrival information system provided by Nextbus.

The scope of work for the System replacement includes a contract option for Automatic Voice Annunciators (or AVAS). The AVAS technology, which assists passengers using automated verbal and visual announcements onboard the bus, equates to a significant additional cost per fleet. To the extent that any transit operator with available funding wishes to exercise this option, VCTC has drafted a Cooperative Funding Agreement which facilitates funding from the applicable agency for the AVAS technology.

To-date, multiple Cooperative Funding Agreements have been approved between the Commission and the transit operators; including with Gold Coast Transit District, the City of Moorpark, the City of Thousand Oaks, the City of Ojai and the City of Simi Valley. The Cooperative Agreements facilitate provision of the local funding from the transit operator to VCTC for the AVAS system. The funding supports purchase of the option, which includes the necessary hardware, software, installation and project management. The

County of Ventura, which operates the Kanan Shuttle service, has budgeted for such an expense and, like many of the transit operators, requested that VCTC exercise this option on its behalf.

Staff's recommendation is two-fold: first, to approve the Cooperative Funding Agreement with the County of Ventura, and second, to approve amendment of the Regional Transit Technology program budget, in order to incorporate this new funding.

As mentioned previously, the contract with Syncromatics envisioned this eventuality so no contract modification is required. Once the Cooperative Agreement is approved and budget amended, VCTC will move forward with issuing purchase orders for the AVAS aspect of the project.

Attachment:

Cooperative Agreement between the County of Ventura and VCTC

**COOPERATIVE AGREEMENT
BETWEEN
VENTURA COUNTY TRANSPORTATION COMMISSION
AND
THE COUNTY OF VENTURA**

THIS COOPERATIVE AGREEMENT (Agreement) is entered into between Ventura County Transportation Commission (VCTC) and the County of Ventura (COUNTY) regarding the administration of COUNTY's share of funds to support the Automatic Vehicle Location and Real-time Passenger Information System Project (Project).

WHEREAS, VCTC has historically provided, and is lead agency in the current procurement, for a county-wide Automatic Vehicle Location and Real-time Passenger Information System; and,

WHEREAS COUNTY in adopting its Fiscal Year 2019/20 budget, has budgeted and programmed \$29,000 to purchase transit fleet technologies, including Automatic Voice Annunciator System (AVAS) option 9.1 (Exhibit "A") for the COUNTY fleet; and,

WHEREAS, VCTC has entered into an Agreement with Syncromatics Corporation which includes contract purchase options for integrated technologies, such as AVAS; and,

WHEREAS, VCTC may issue Change Orders which shall direct Syncromatics Corporation as to the options that each transit operator fleet will receive; and,

WHEREAS, it is the intention of VCTC to enter into this Agreement with the COUNTY regarding the provision of the funds to the Project.

NOW THEREFORE THE PARTIES DO AGREE AS FOLLOWS:

1. Funding Summary: COUNTY will provide up to \$29,000 for the Project from local sources as summarized in the Attachment to this agreement. COUNTY'S funding shall only be used for COUNTY approved Project expenses.
2. Invoices: VCTC shall provide invoices for Project expenses, including reasonably requested back-up documentation, to COUNTY.
3. Method of Payment: COUNTY guarantees payment not to exceed \$29,000 and, within thirty (30) days of receipt of invoices for work completed, COUNTY shall pay VCTC the funds programmed for the Project.
4. Project Scope: The scope of the Project funded under this agreement shall be to deploy the Syncromatics option for Automatic Voice Annunciator System, which shall be integrated into the Automatic Vehicle Location and Real-time Passenger Information System procured by VCTC. This includes system design, installation, testing, and staff training. The Project specifications are set forth in more detail in Exhibit "A", attached hereto and incorporated herein by reference.
5. Project Acceptance: COUNTY shall have the right to inspect and approve the Project, and all Project deliverables, prior to acceptance, to ensure that the Project meets the Project

specifications as forth in Exhibit "A", and all other requirements of COUNTY. VCTC shall transfer or shall acquire on behalf of COUNTY all licensing, and warranty support rights as specified above without additional cost to COUNTY.

6. Project Records: VCTC shall maintain all books, papers, records, and accounting records, and all other material relating to the Project, for three (3) years of the date of the final Project payment by VCTC. VCTC shall, upon request, make all such materials available to COUNTY at any reasonable time for copying or inspection. VCTC shall ensure that any contract entered into for the Project shall contain all of the provisions of this paragraph.
7. Standard of Care: VCTC shall ensure that the Project activities are conducted in accordance with all applicable state, federal and local laws, rules and regulations, with all due diligence and in a skillful and competent manner.
8. Federal Grant Administration: VCTC shall ensure compliance with all Federal requirements.
9. 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 COUNTY.
10. Termination: This Fund Exchange Agreement will terminate upon final reconciliation of expenses for the Project.
11. Indemnification: VCTC shall protect, defend, indemnify, and hold harmless COUNTY, its officers, agents, servants, and employees, from any and all liability arising out of, caused by any act or omission of VCTC or its officers, agents, servants, and employees as a result of any act or omission by VCTC in its performance pursuant to this Agreement.

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

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

12. Insurance: With respect to performance of work under this Cooperative Agreement and any Project Agreement entered into by VCTC as an element of Project Implementation, VCTC shall maintain and shall ensure that its contractors maintain insurance as described below:

Workers Compensation Insurance – VCTC's contractors shall maintain, during the life of the Project, Workers' Compensation Insurance for any contractor or subcontractor employees employed at the sites of the Project. In case any class of employees engaged in work under this Agreement at the site of the Project is not protected under any Workers' Compensation law, VCTC shall provide or shall cause each contractor and subcontractor to provide, adequate insurance for the protection of employees not otherwise protected. VCTC hereby agrees to indemnify COUNTY for any damage resulting to it from failure of any VCTC contractor or subcontractor to take out or maintain such insurance.

Public Liability and Property Damage Insurance – VCTC shall secure and maintain during the life of this Agreement such public liability and property damage insurance and shall name COUNTY, their elective and appointive boards, commissions, officers, agents, and employees as additional insureds in regard to any claims for damages for personal injury, including death, as well as for claims for property damage which may arise from VCTC's or any contractors or subcontractors operations hereunder, whether such operations be by VCTC or any contractor or subcontractor, or by anyone directly or indirectly employed by

COOPERATIVE AGREEMENT BETWEEN
VENTURA COUNTY TRANSPORTATION COMMISSION
AND THE COUNTY OF VENTURA

either VCTC or any contractor or subcontractor, and the amounts of such insurance shall be as follows:

(1) Public Liability Insurance: In an amount not less than \$1,000,000 for injuries, including, but not limited to death, to any one person and, subject to the same limit for each person, in an amount not less than \$2,000,000 on account of any one occurrence:

(2) Property Damage Insurance: In an amount of not less than \$500,000 for damage to the property of each person on account of any one occurrence.

13. Entire Agreement: This Agreement, including the attached exhibit, constitutes the entire agreement between the parties with respect to the subject matter contained herein.
14. Severability: In the event that any provision of this Agreement shall be declared invalid or unenforceable by valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining provisions, which shall be interpreted to carry out the intent of the parties hereto.
15. Third Party Beneficiaries: There are no third party beneficiaries, and this Agreement is not intended, and shall not be construed to be for the benefit of, or be enforceable by, any other person or entity whatsoever.
16. Counterparts: This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

**VENTURA COUNTY TRANSPORTATION
COMMISSION**

THE COUNTY OF VENTURA

Darren M. Kettle
Executive Director

Purchasing Agent

Approved as to Form

Steven T. Mattas
General Counsel

*COOPERATIVE AGREEMENT BETWEEN
VENTURA COUNTY TRANSPORTATION COMMISSION
AND THE COUNTY OF VENTURA*

ATTACHMENT

**FUNDING SUMMARY
COUNTY SHARE FOR VCTC AUTOMATIC VEHICLE
LOCATION AND REAL-TIME PASSENGER INFORMATION
SYSTEM OPTIONAL TECHNOLOGY: AUTOMATIC VOICE
ANNUNCIATOR SYSTEM**

Fund Source	Amount	Comments
LTF	\$29,000	
TOTAL	\$29,000	

*COOPERATIVE AGREEMENT BETWEEN
VENTURA COUNTY TRANSPORTATION COMMISSION
AND THE COUNTY OF VENTURA*

March 3, 2017

Ventura County Transportation Commission
RFP For Automatic Vehicle Location & Passenger Information System

RFP 17-90164-AVL

9.0 OPTIONAL TECHNOLOGIES REQUIREMENTS

Following are optional technologies the Commission wishes to consider. Most of the contents of these technologies share the base System requirements/components. These options are not in the base System cost because the Commission has not made a decision yet whether to proceed with any or all these optional items. For these items, the costs applicable to the optional systems shall be separately identified in the Proposer's Cost Proposal (Attachment form C-I). Such items shall be individually selectable. Implementation by the Commission or the Operators may be at time of contract award, a later date (or not at all), and authorized under individually negotiated Task Orders. **Purchase of desired optional technologies is not guaranteed.**

9.1 Automated Voice Annunciation (AVA) [Optional Technologies]

As an option, the Proposer may specify the use of an Automated Voice Annunciation (AVA) system in accordance with Americans with Disabilities Act (ADA) requirements. The AVA system shall integrate to the existing public announcement (PA) system on-board the vehicle.

The proposed system must provide accurate, clear, audible and visual announcements of routes, major intersections, destinations and transfer points and special messages. This system must fully comply with the Americans with Disabilities Act (ADA) requirements to ensure that passengers with physical and/or hearing impairments shall receive consistent and accurate information while riding in Commission / Operator buses.

In addition, a portion of the Operators have AVA systems. Proposers are encouraged to provide solutions that integrate with existing Operator AVA systems, such as by offering single log-on capability.

Proposers will provide separate pricing for AVA systems, and/or AVA system integration, by Operator fleet. For Operator-specific fleet compositions see the *Operators Fleet and Systems Composition Schedule* (Attachment M).

The following table represents the Commission's concepts of how the Proposer's Passenger Information System solution will meet our Objectives:

AVA Technology Capabilities to Meet the Commission Objectives	
Commission Objectives	Technology Capability
Make public transit more attractive to the general population.	✓ By helping the Commission achieve compliance with the ADA, the AVA assists riders, who are blind, cognitively impaired, or hearing impaired, as well as commuters and tourists reach their destinations.

March 3, 2017

Ventura County Transportation Commission
RFP For Automatic Vehicle Location & Passenger Information System

RFP 17-90164-AVL

Maximize passenger movements.	✓ By helping riders with disabilities to use accessible fixed-route bus systems instead of relying on paratransit service.
Increase awareness of ITS benefits	✓ By providing clear announcements, AVA provides passengers with more information and improves the rider experience through ITS.

In summary, and when the complete ITS technologies have been deployed the Commission seeks to have a System that provides the following AVA capabilities for the riding public and for Operator operations:

✓ Provide stop and directional information along route.
✓ Inform Operator to stop at next location based on the "stop requested" option.
✓ Announce stop locations both visually and audibly.
✓ Provide Operator staff the ability to edit, access and modify route and stop information independently for schedule changes.
✓ Automatically manage destination signs.

The annunciation system shall include visual display systems to be installed on-board the vehicle such that the auditory announcement can be simultaneously displayed visually.

The following system functionality is desired of the AVA:

- ✓ Some Operators have interior (Destination Message Signs) DMS' installed on the fixed route fleet. The Proposer shall install new interior DMS. However, the Proposer may propose the use of any existing interior DMS if it can ensure that the proposed AVA system can integrate with the existing DMS to provide desired visual AVA features.
- ✓ The DMS shall display the "stop requested" message when stop requested or the wheelchair area stop request is activated by a customer.
- ✓ If stop request signal is received while another message is being displayed on the DMS, the AVA system shall show stop requested message after current message is completed.
- ✓ The AVA shall provide text announcements for configurable duration, which will be set using the central recording software.
- ✓ The AVA shall make an exterior announcement of the current route number and destination when doors open at a stop. At other locations (e.g., major intersections), the controller shall make preset location-based interior announcements.

March 3, 2017

Ventura County Transportation Commission
RFP For Automatic Vehicle Location & Passenger Information System

RFP 17-90164-AVL

- ✓ The Operator shall have the capability of overriding the automatic initiation of visual announcements and instead manually select from a menu of predefined messages for display to passengers. The override shall be reported as an event.
- ✓ Interior signs shall display stop requested, bus stop arrival, major intersections and landmarks, date / time information, and other preformatted messages.
- ✓ The interior sign system data files shall be updatable remotely..
- ✓ The AVA shall provide announcements to passengers on-board fixed-route revenue vehicles. This function shall support next stop announcements as well as annunciation of major intersections, key transfer points, promotional information, public service information, Vehicle Operator initiated messages and advertising.
- ✓ Next stop, major intersection and key transfer point announcement capacity shall be sufficient to support all of the routes in the service area and all of the trips made by each vehicle during a service day, plus a 50% spare capacity for other types of announcements.
- ✓ The AVA shall use the vehicle location information from the AVL system to trigger the appropriate announcements on-board the vehicle whenever the vehicle enters a "trigger zone." A trigger zone is a user-defined area that is located just prior to each stop location. For example, the trigger zone may begin 800 feet before a stop as well as at selected other announcement locations.
- ✓ Trigger zones shall be pre-defined by the software for AVA trigger management and downloaded to the controller.
- ✓ Trigger zones shall be configurable by stop to accommodate for differences in operations, including but not limited to, the direction of approach and size of stop.
- ✓ Time-based announcements / displays shall be programmed to be made on-board the vehicle at specific times of the day or at a set frequency within specified time periods, on specific days of the week.
- ✓ Location-based announcements / displays shall be programmed to be made on-board the vehicle when that vehicle passes any designated location(s).
- ✓ In the event that a vehicle is operating off-route, the automated announcements / displays shall not be made. Once the route is reacquired, the System shall automatically determine and announce the next valid bus stop or other designated location.
- ✓ The Operator shall have the ability to manually trigger the activation of any pre-recorded announcements if needed.
- ✓ The DMS shall display the current date / time when not displaying a triggered announcement.

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[Project Specifications - Excerpted from Agreement between VCTC and Syncromatics Corporation (Exhibits A&B)]

March 3, 2017

Ventura County Transportation Commission
RFP For Automatic Vehicle Location & Passenger Information System

RFP 17-90164-AVL

- ✓ Dispatch shall have the ability to send a free form announcement message to one bus, a group of buses, to the AVA interior DMS.
- ✓ The AVA shall have the capability to create and schedule public service or advertising messages.
- ✓ Audio levels shall be controllable by the Operator within a usable audio range. The Operator shall have the capability of overriding the automatic initiation of audio announcements and instead manually select from a menu of predefined messages for announcements to passengers. The override shall be reported as an event.
- ✓ The volume of the internal announcements shall be automatically adjusted according to the noise level on the vehicle at the time, and the vehicle operator shall not be able to lower the announcement volume.
- ✓ The AVA shall provide the capability to adjust external speaker volume levels based on time and location settings.
- ✓ The AVA shall provide the capability to adjust the minimum and maximum volume levels separately for interior and exterior announcements.
- ✓ The AVA announcements and PA volume level controls shall also allow the Operator to separately adjust the volumes for the Operator and handset speakers.
- ✓ Operator-initiated announcements / displays (e.g., safety-related announcements) shall be programmed to be made at the Operator's discretion.
- ✓ Operator use of the on-board PA system shall override any automated announcements.
- ✓ Dispatchers shall be able to activate the announcements simultaneously on a group of buses.

9.2 Automatic Passenger Counters (APC) [Optional Technologies]

The following table represents the Commission's concepts of how the Proposer's APC solution will meet our Objectives:

APC Technology Capabilities to Meet the Commission Objectives	
Commission Objectives	Technology Capability
Make public transit more attractive to the general population.	✓ By improving facility planning through the use of more comprehensive passenger counts at stops.
Maximize passenger movements.	✓ By optimizing service through the use of

We Will Get ALL Operators on GTFS and GTFS-RT

As part of our initial setup, Syncromatics and Trillium will create a clean GTFS feed for each operator, and we will assist in uploading this to Google Maps. We will also publish a GTFS Realtime feed so every operator can share real-time data with the public and software developers.

Comprehensive Software to Manage Electronic Signs and Messages

Our new SyncSIGN module provides easy to use control over the timing, content, and display of electronic signs to enable transit agencies to get the most out of their investment. This unique software was developed by Syncromatics to meet the needs of Los Angeles Metro during the deployment of 300 bus shelter LED signs across Los Angeles County. Now we can offer this powerful tool to all of our clients deploying digital signage to push out live service alerts, schedule public service announcements, organize signs by location, service provider, route, or other grouping. Syncromatics has experience deploying large fleets of electronic signs, and we have the software tools to help our clients operate and support these projects.

Mobile Data Terminal and Dock (No VLU Required)

The Syncromatics OpenMDT Plus is the cornerstone of our ITS system inside the bus. It handles all of the data processing, storage, transmission, and user interface. All these features are packaged in a single modular and swappable package. The touchscreen works in all weather conditions and is compatible with gloves.



The MDT is delivered with a fully integrated vehicle dock to enable rapid removal/replacement of the MDT. This can support walk-around pre-trip inspections of vehicle condition and safety features.

The dock also provides additional input/output (I/O) ports to support peripheral integrations like external antennae, automatic passenger counters, automatic voice annunciator, headsign, farebox, and other components. The MDT/dock will connect to the existing Cisco routers via an Ethernet cable.

The Syncromatics on board solution does not include a Vehicle Logic Unit. All functions normally provided by competitor's vehicle logic units are handled by the MDT and Dock. This approach reduces complexity and cost, and improves reliability by having fewer components to break and fewer elements to troubleshoot.

Automatic Voice Annunciator

Our Automatic Voice Announcement system is proprietary, and we have designed it to be fully integrated with our CAD/AVL software. It will automatically adjust to changes in routes, stops, and schedules, and it will never erroneously announce a stop on the wrong side of the street as some are prone to doing.

- The system uses a text-to-speech (TTS) engine to make announcements, which can be configured to suit hard to pronounce stop names **from any web browser**.
- No driver/operator interaction is necessary to operate the AVA system
- Syncromatics AVA announces **every stop**, not just major stops and transfer points
- The AVA system will integrate with the existing PA system, microphones and speakers
- The TTS system natively supports Spanish, French and other foreign languages with proper accent and inflection.
- The system supports interior PIDS to provide text based notification of upcoming stops
- The approach distance and time between announcements are configurable for each stop via an intuitive graphical user interface

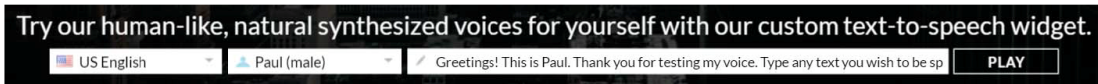
Cooperative Agreement Between the Ventura County Transportation Commission and County of Ventura,
Exhibit B - Contractor's Proposal (July 11, 2017) & Subsequent Responsive Documents (Pricing Clarification).

- Changes to route/stop/announcement settings sync over-the-air with the fleet within 5 minutes

Severe weather issues impacting service? Push out an EMERGENCY notification to all buses advising riders of the change in normal service as soon as you decide on a contingency plan – that way no one gets stuck in the storm without a ride home.

- Text to speech: "Severe weather will result in suspended operations today at 4pm"
- Start Announcement: ASAP, push the update to all buses now.
- Expire Announcement: Today at 4:10pm
- Frequency: Every 5 minutes, on all buses

Take the Text-to-Speech quality for a test drive at www.neospeech.com -- a screenshot of the custom test widget is below.

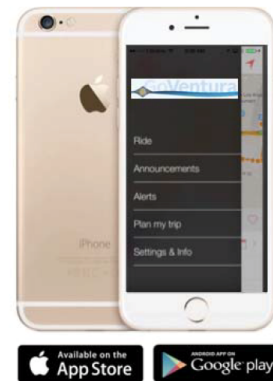


Custom Mobile Apps with Your Branding

The most important thing about passenger facing technologies is that they are easy to use. The first step is making your app easy for riders to find and download. By branding the app for the client (and not the vendor's name) it will be easy for riders to visit the iOS or Android app store and install the app on their phones. This will help drive adoption among new student riders.

Once they have the app, they can select favorite stops, setup recurring weekly/daily notifications for bus arrival times, track buses in real time, and receive alerts from the mobile app about delays and service interruptions. The app includes an integrated trip planner as well.

Syncromatics offers a unique client branded mobile app solution that puts the university's name and logo front and center.



Paperless Pre-trip Inspection

Our customizable pre- and post-trip inspection software runs right on the MDT and instantly validates whether a bus is safe to operate and transmits issues to the maintenance team without any paperwork. You can build your inspection templates based on our samples and customize them to fit your needs. Inspection software also support periodic maintenance inspections, preventive maintenance schedules per vehicle type, and "incident reporting" in the event of a bus collision, passenger injury, or other complaint.

Data Based Decisions for Route Redesign

We've helped many clients do wholesale redesigns of their routes and schedules using AVL data as a factual basis for the modifications. Check out our case study about working with Merced County Transit (CA) in the references section for more details.

4. System Description – Optional Items

4-1. Next Stop Annunciator & Interior Bus Signage

SyncSPEAK ANNUNCIATOR

Syncromatics offers an ADA-compliant annunciator system that will automate the process of announcing arrival at each stop when a transit vehicle is in service. The AVA system is fully integrated with the on-board MDT and also with each bus's existing PA and/or speaker system.



Emergency Preparedness

Earthquake? Flood? Amber Alert? Syncromatics offers the industry's only AVA product that allows you to type a message at your computer and with a simple request, push that message out wirelessly and be playing in every single AVAS equipped vehicle within minutes.

Key Points: Annunciator System

- No driver/operator interaction is necessary to operate the AVA system
- The interior and exterior volume levels can be adjusted by the operator
- The AVAS system will integrate with the existing PA system, including microphones and speakers
- The AVAS system has a line-in feature that allows it to take and control an audio feed from an AM/FM radio
- The system uses a text-to-speech (TTS) engine to make announcements, which can be configured in tone, pitch and volume to suit hard to pronounce stops from your desk. The TTS system natively supports Spanish and other foreign languages by recognizing text in the foreign language and pronouncing with proper accent and inflection.
- The system has expansion capability (additional costs and survey apply) for internal LED signage to display the information visually
- The system uses several factors to determine when a bus is approaching a stop, including distance from the stop, corresponding previous progress from previous stops, speed, and directional GPS information.
- The distance and time prior to the stop at which the announcement can be made ("trigger zone") is configurable
- The system can be configured to announce the next 2 or 3 stops as needed.
 - Example: "Approaching 3rd/Figueroa, followed by 4th/Figueroa"
- The system will automatically manage on-route and off-route situations as they happen pausing the announcements when a vehicle departs from the designated route.

Unique AVAS Capabilities

While we always strive to use off-the-shelf hardware, our stop annunciator is the one exception. Syncromatics had been through an extensive period of research and we did not find a commercially available annunciator that we felt would give agencies the tools they need with the level of performance we require of our components. Our AVAS system is proprietary and we have designed it to be fully integrated with the CAD/AVL system – it will never make the stop announcements for a stop on the wrong side of the street as some are prone to doing. The SyncSPEAK Annunciator System is best in class and is a leading differentiator between us and many others in the industry.

Since the Syncromatics AVAS system is tightly integrated with a full understanding of a transit agency's routes, stops, schedules, and other CAD/AVL functions, we can offer a superior Annunciator experience on the bus.

Capabilities that set Syncromatics AVAS apart:

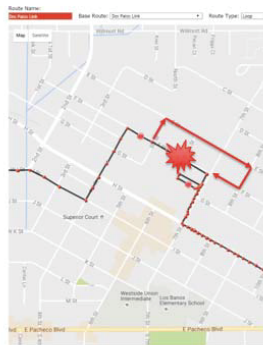
- When a bus approaches an interlining point, such as a transit center, we know that the announcements for the inbound trip will correspond to Route A, but the outbound trip will correspond to Route B. Our system will make the correct announcement even when there are many routes serving the same stop, and even when a bus is changing routes.
- Simple GPS only based systems can make the mistake of announcing bus stops that are on the wrong side of the street because based on a raw GPS measurement, the bus is within the designated trigger zone. Syncromatics knows which route the bus is on, what direction it is headed, and what the next stop is supposed to be, so we only announce the correct stop regardless of proximity to "other" trigger zones.
- Some Annunciators require buses to approach a stop from a certain angle to trigger the announcement, but this can be impractical at large transit centers with multiple entrances and exits. Syncromatics can define the entire transit center as a stop zone so the announcements will work regardless of which path a bus takes.
- Announcements can be programmed remotely and sent to buses in a matter of minutes, even if those buses are currently on route. There is never physical uploading or voice recording required.
- The SyncSPEAK Annunciator will continue to work correctly even in cellular dead zones. The text-to-speech engine runs on the MDT, so it does not need to have server connectivity to play each announcement. GPS satellite connectivity generally remains even when cellular service does not, and the MDT will continue to perform in an ADA-compliant manner even within those cellular dead zones.

Use cases for Syncromatics AVAS

- ➊ Got a short term detour on a route? Simple – just drag and drop the route path in the Syncromatics Route Editor, and the AVAS software module will automatically be updated with the new route path. Go ahead and add a Route Level announcement describing the detour so that riders know what's going on. That whole process takes 5 minutes, so it can be done consistently for minor detours to keep bus riders informed.

- ➋ Sample Settings:

- Text to speech: "Due to construction, Route B will operate on Main Street, between First and Third"
- Start Announcement: Today
- Expire Announcement: In One Week
- Frequency: Every 10 minutes, only on Route B buses



Custom Announcements

Custom Announcements are used to provide information to riders in addition to standard route/stop information. [example](#)

Announcement Text	Announce Arrive Interior	Announce Arrive Exterior	Begin Date	End Date	Edit	Delete
Due to an accident on F Street, this bus will detour along E Street for a short distance before returning to the route. No stops will be affected.	Yes	Yes	09/13/16	09/14/16	[edit]	[delete]

Listen to Full Announcement for a Given Date

Choose A Date: [09/13/2016]

Approach "Now approaching Monta Vista Ave @ Page Ave (southeast bound) Due to an accident on F Street, this bus will detour along E Street for a short distance before returning to the route. No stops will be affected." [Click to preview](#)

Arrive Interior "This is Monta Vista Ave @ Page Ave (southeast bound) Due to an accident on F Street, this bus will detour along E Street for a short distance before returning to the route. No stops will be affected." [Click to preview](#)

Arrive Exterior "This is LB3 - Los Banos Downtown. Due to an accident on F Street, this bus will detour along E Street for a short distance before returning to the route. No stops will be affected." [Click to preview](#)

- ➌ Severe weather issues impacting service? Push out an EMERGENCY notification to all buses advising riders of the change in normal service as soon as you decide on a contingency plan – that way no one gets stuck in the storm without a ride home.

- Text to speech: "Severe weather will result in suspended operations today at 4pm"
- Start Announcement: ASAP, manually push the update to all buses now.
- Expire Announcement: Today at 4:10pm
- Frequency: Every 5 minutes, on all buses

- ➍ Got an upcoming change in the routes or schedules or fares? Need to inform your riders about public hearings so they can provide input? Don't waste money advertising in the newspaper – get your message directly to the population that cares the most, the people on the bus. Syncromatics can support free form messages to be sent at regular intervals on selected routes or system wide.

- Text to speech: "Share your input on proposed route changes at the Public Meeting on April 8th at the Library Community Room"
- Start Announcement: Today
- Expire Announcement: April 9
- Frequency: Once per hour on every bus

- ➎ Advise riders of a local landmark or public service served by transit...

- Text to speech: "Now approaching 1st and Main, this stop serves the County Courthouse and General Hospital"
- Start Announcement: Now, update during normal bus startup procedure (not urgent)
- Expire Announcement: Ongoing
- Frequency: Every time any bus approaches the stop at 1st and Main (on all routes)

Annunciator Hardware



Integrated Bus Announcer (IBA)
 This is what handles the audio channels and interfaces to the PA system.



Driver Control Panel (DCP)
 Volume preferences change alongside environmental concerns like air conditioning, neighborhood, time of day and passenger noise. The DCP allows the driver to make these changes or set a standard volume and leave it alone.



Interior LED Sign
 Signs display route and stop info that matches announcements to meet ADA requirements. Signs also display date/time and customer service messages.

Additional hardware may include an external speaker to be installed on vehicles that are not equipped with an external speaker. The external speaker is a key element of compliance for the Americans with Disabilities Act. Syncromatics has designed a one-piece housing in which a speaker can be installed to minimize the potential for leaks in the exterior skin of the vehicle. If you prefer to have external speakers installed on buses that do not already have them, pricing can be provided.

Key Risks of Using Other, Unsophisticated Annunciators

- ? **Amplification Hardware:** Does the system audio source support audio distortion control at varied volumes?

Benefits

- ✓ Syncromatics IBA has industrial amplification and audio processing chips that clean up audio distortion along the cabling and audio source paths, to ensure a clean sound at any volume.
- ✓ Syncromatics IBA does not leave the audio channel open when the announcements are not on

Risks

- ❗ Without audio processing hardware, your annunciators may not be compatible or have usable sound outputs on exterior and interior channels
- ❗ Imagine what the reaction from a rider with sensitive hearing might be to a distorted, high pitched onboard announcement played at a high volume

- ? **Interior/Exterior:** Does the system appropriately channel, modulate, and independently adjust volume for each audio destination?

Benefits

- ✓ Syncromatics DCP controls the IBA output volume levels independently for interior and exterior
- ✓ The driver can adjust these volumes as needed, depending on time of day and on-board conditions

Risks

- ❗ Inside the bus, it may be appropriate to have the volume level lower for passenger comfort, but that may not be sufficient for exterior announcements which need to compete with street noise.
- ❗ If you share a common volume or don't have an amplification in between, you'll either be deafening riders inside the bus or not reaching riders on the curb.

- ? **Inputs, Outputs:** Can the system support a line-in from an on-board radio or third party audio device, and can it how does it handle the existing PA system's microphone?

Benefits

- ✓ Syncromatics IBA has an input for an XLR microphone and will give the microphone priority over any automated announcements
- ✓ Syncromatics IBA has an input for a "line in" that can be playing in the background when the annunciator is not making announcements, allowing for background music as needed

Risks

- ❗ If your system can't support the vehicle's existing microphones, you may lose the ability to have a manual PA system that the driver can use as needed.
- ❗ If you have any sort of audio input that the bus provides that isn't supported by an annunciator, you may lose the ability to use that entirely or face contention between that and the annunciator for speaker priority.

- Stop Requested:** Does the system support an input from the Stop Requested cable without the need to replace the existing light-up sign, and can it appropriately pause and time audio messages to play "Stop Requested?"

Benefits

- ✓ Syncromatics IBA fully supports existing stop requested systems without the need to replace them
- ✓ Syncromatics IBA will play the appropriate "Stop Requested" sound only once, when the cable is pulled before a stop. It will reset its logic when it arrives at the stop to allow a new request, just like the existing onboard systems many buses have.

Risks

- ① Without stop requested integration, you may not be fully ADA compliant and vision impaired riders may not know when the system has registered their request to stop

- Customizable Messages and Flexibility:** Can your system support an urgent need to modify a message? How do I adjust the annunciator message if I adjust the route? What if there is an emergency?

Benefits

- ✓ Syncromatics annunciator system is based on a text-to-speech engine. You type, it talks.
- ✓ There is no need to record a human voice reading canned messages.
- ✓ Text-to-speech message updates automatically get pushed out to buses via cellular data connections each night, and they can be pushed to vehicles immediately in case of emergency.

Risks

- ① System that rely on recorded human voices cannot nimbly adjust to changes in service.
- ① The workload associated with manually uploading new recordings via a USB or other cable connection in the bus depot is a distraction from core operations.
- ① Voice recorded systems can't support immediate deployment of emergency messages.

- Installation:** Who is installing your AVA system and what is their experience level?

Benefits

- ✓ AVA is the most complicated product to install among the components of the Syncromatics offering. Our on-staff field engineers have experience with OEMs, speaker systems, PA control units, gooseneck and handheld mics, audio cabling, etc. Experience matters the most here.

Risks

- ① If you have inexperienced personnel installing AVA, you may disable the bus's PA system inadvertently or permanently damage existing audio functionality, and this often won't be discovered until after the bus is back in service and installation technicians have left the site.

Web Based Annunciator Control Panel

Stop level announcements can be controlled in a variety of ways as described below. Modifications to settings made on the web will be automatically updated on the bus the next time it powers off and on again. Or, you can push out updates on an emergency basis immediately.

The screenshot shows a web-based interface for managing bus stop announcements. It includes a map view, a settings panel for approach distance and arrival radius, and sections for landmark and custom announcements. Callouts highlight the ability to tailor stop settings, add custom announcements, and use a date toggle for previewing announcements.

Each Stop can be individually tailored for announcing distances

Custom stop-level announcements can be added, both for interior and exterior.

The date toggle allows the user to preview what will be announced on specific days

Approach Distance in Feet: 673ft (range 50ft to 1500ft)

Arrival Radius From Stop: 193ft (range 50ft to 300ft)

Landmark Announcements
 Landmark announcements are configured by setting an approach distance relative to this stop. This feature is used to announce an intersection or point of interest. Example: "We are now approaching the LA County Museum of Art, on your left."

Announcement Text	Distance From Stop	Begin Date	End Date
This stop does not have any custom landmark announcements.			

Custom Announcements
 Custom Announcements are used to provide information to riders in addition to standard route/stop information.

Announcement Text	Announce Arrive Interior	Announce Arrive Exterior	Begin Date	End Date	Edit	Delete
Transfer for Routes, 1, 2, 4, 5, 5X, 7, 8, 9, 10, 12, and 22	Yes	No	07/31/12	08/30/99	[edit]	[delete]

Listen to Full Announcement For a Given Date
 Choose A Date: 07/31/2012

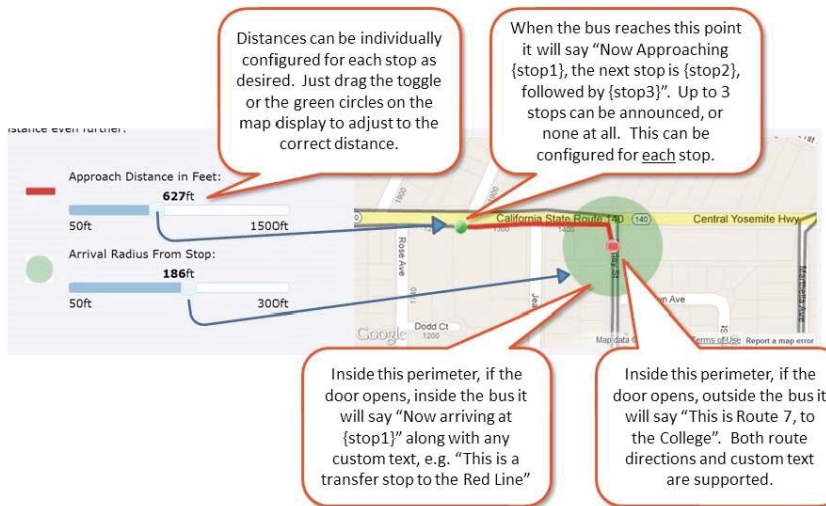
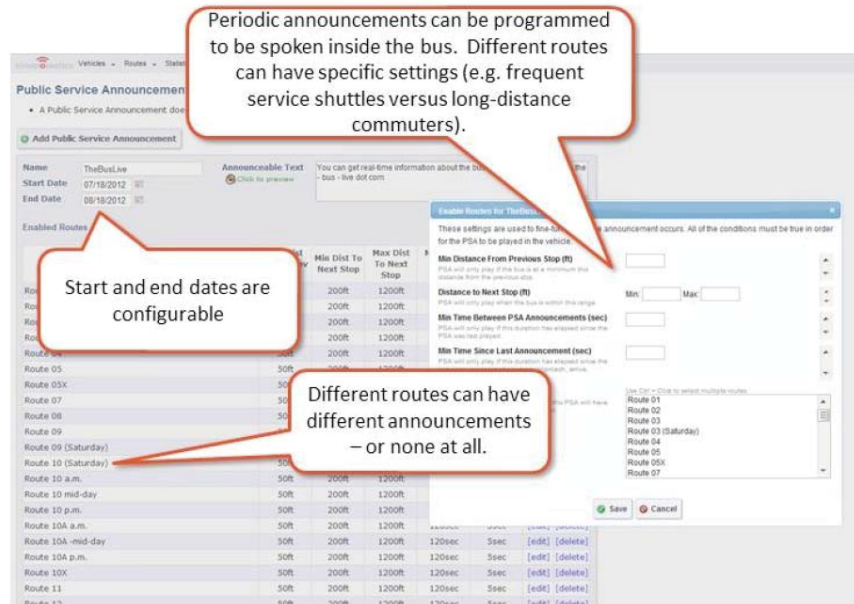
Approach
 "Now approaching Transpo, transfer for Routes, 1, 2, 4, 5, 5X, 7, 8, 9, 10, 12, and 22"

Arrive Interior
 "This is Transpo, transfer for Routes, 1, 2, 4, 5, 5X, 7, 8, 9, 10, 12, and 22"

Arrive Exterior
 "This is Route - 3 - Merced College."

Buttons: Save, Save and Return To Manage Stops, Cancel

Route level announcements enable quick modification to all of the stops and buses along a given route. There is no need to modify each individual stop – a single change can be pushed out to the entire route at once.



Text to Speech Software Engine

Syncromatics AVAS product relies on industry leading text to speech technology to accurately and reliably render your text announcements into natural sounding speech on the bus. This underlying technology is provided via license by NeoSpeech, the industry leader in text to speech processing.

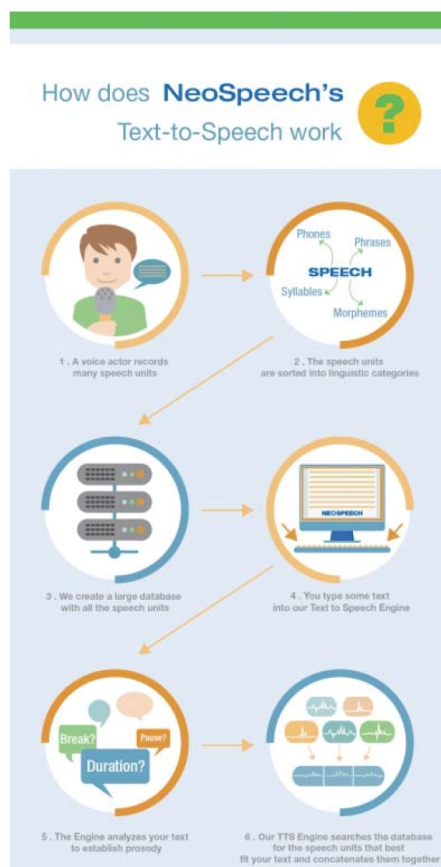
NeoSpeech was founded over a decade ago by two PhD speech engineers—one from Stanford University and the other from Carnegie Mellon University—who were dissatisfied with the poor quality in speech synthesizers. Seeing no other alternatives, they created NeoSpeech as the standard for natural sounding, articulate voices that rival human speech.

While many text-to-speech applications suffer from poor quality announcements that sound very robotic and disengaged, the NeoSpeech platform provides for highly naturalistic speech quality. NeoSpeech uses a process called Unit Selection Synthesis (USS). The process starts on both ends— voice database building language text processing —that meets in the middle to produce speech. But for purposes of understanding, we're going to break down into a simple 6 step process to show you how we create such high quality speech.

Today, NeoSpeech is a leading text-to-speech technology company based in Santa Clara, California with more than 1,000 enterprise customers spanning over a range of industries—telecommunications, education, announcement systems, etc.—and applications—desktop, server, and embedded.

NeoSpeech provides natural sounding voices in a variety of languages, including English and Spanish, both of which will be provided for this project.

Take the text to speech quality for a test drive at www.neospeech.com -- a screenshot of the custom test widget is below.





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Item #8H

May 1, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: DARREN KETTLE, EXECUTIVE DIRECTOR

**SUBJECT: CONTRACT AND BUDGET AMENDMENT FOR HUMAN RESOURCES
CONSULTANT SERVICES CONTRACT**

RECOMMENDATION:

- Approve Amendment with Regional Government Services (RGS) in the amount of \$10,000 for an annual contract total not to exceed \$60,000.
- Approve a budget amendment increasing revenues and expenditures in the FY 2019/20 Indirect budget, professional and human resources task in the amount of \$10,000. The revenue source is Indirect funds.

BACKGROUND:

VCTC has a human resources service contract with RGS for \$50,000 per year to provide on-site staff, benefit administration, labor relations advice, policy and procedure development and implementation, and all recruitment functions. VCTC's staff roster has been very active in fiscal year 2019/2020 with the retirement of several staff members and the recruitments to fill those vacated positions. All of the recruitments were conducted, by the RGS staff, in an effort to control expenses. However, the recruitment activities of this year will have exhausted the original budget line item and contract authority prior to the end of the fiscal year. Staff recommends the above actions amending the RGS contract and FY 2019/2020 budget in order to provide on-going HR support for the remainder of the fiscal year.

CONTRACT AMENDMENT NO. 1

VENTURA COUNTY TRANSPORTATION COMMISSION (VCTC)

PROFESSIONAL AND HUMAN RESOURCES SERVICES

This Contract Amendment No. 1 ("Amendment") by and between the Ventura County Transportation Commission ("VCTC"), herein referred to as "VCTC" and Regional Government Services, hereinafter referred to as "CONTRACTOR", is entered into as of this ____ day of May, 2020.

WHEREAS, beginning July 1, 2010 VCTC has entered into an annual consulting contract ("Contract") for professional and human resources services with the CONTRACTOR with the current contract period being for Fiscal Year 2019/2020.

NOW, THEREFORE, VCTC and CONTRACTOR agree as follows:

1. Section 3 of the Contract is hereby amended to increase the not to exceed amount of the contract by \$10,000 from \$50,000 to \$60,000.
2. Except to the extent amended hereby, the Contract remains in full force and effect.

VENTURA COUNTY

TRANSPORTATION COMMISSION

By: _____

Claudia Bill de la Pena, Chair

APPROVED AS TO FORM:

By: _____

General Counsel

CONTRACTOR: REGIONAL GOVERNMENT SERVICES (RGS)

By: _____

Richard Averett, Executive Director



Item #9 - REVISED

May 1, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: PETER DE HAAN, PROGRAMMING DIRECTOR
SUBJECT: DISTRIBUTION OF VENTURA COUNTY TRANSIT APPORTIONMENT FROM CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY (CARES) ACT

RECOMMENDATION:

- Approve distribution of \$71,424,776 in CARES Act transit funds to the transit operators as shown in the revised attached table.
- Amend the VCTC Fiscal Year 2019/20 budget for Transit Grant Administration to add \$2,000,000 in CARES Act revenue and \$2,000,000 in Pass Through expenditures, to address potential current year subrecipient CARES Act spending.

BACKGROUND:

As the Commission is aware, on March 27th the President signed the CARES Act, which among many other provisions makes a \$25 billion emergency appropriation for public transportation. The law specifies that these funds are distributed following the same formula as is used for the regular Federal Transit Administration (FTA) programs. Accordingly, FTA has notified VCTC that Ventura County will receive \$71,424,776 in transit funds through the CARES Act. As the Designated Recipient, VCTC is responsible for approving the distribution of these funds between the transit operators.

The original staff recommendation followed VCTC's past policy for distributing the funds, but staff is now revising that recommended distribution. Given that the CARES Act provides a significant amount of supplemental funding, far in excess of one year's typical federal apportionment, staff recommends taking \$1,000,000 from the Metrolink-generated funds in recognition of the ongoing VCTC staff costs associated with Metrolink. Since there is no deadline for use of CARES funds and the economic impact of COVID 19 is anticipated to last for many years, the revised recommendation applies \$200,000 of the Metrolink funds to FY 2020/21 VCTC staff costs, and reserves \$800,000 for future years.

By way of background, in the past the VCTC countywide costs were taken off the top of the local bus operators that receive Section 5307 funds through the population portion of the FTA formula. SCRRA receives significant funds based on track miles and service miles, but no population funds, so it was never before assessed for VCTC costs. Valley Express is another operator that has not in the past contributed to VCTC countywide costs, since it only serves a rural area (as defined by the US Census Bureau) and therefore does not receive 5307 funds through the

population formula. Due to the relatively small funding for Valley Express staff does not recommend any changes to its distribution at this time.

The attached table has been revised based on this modified staff recommendation. The VCTC countywide planning amount is increased from \$2,650,000 to \$3,450,000, due to the \$1,000,000 amount from Metrolink and the reduction of the local transit operators' contribution by \$200,000 to offset the Metrolink contribution applied to FY 2020/21. By taking CARES Act funds off the top, VCTC will reduce the amount of 5307 and Transportation Development Act funds that will need to come off the top from the transit operator shares for those funds, with \$800,000 of that reduction now programmed to occur in beyond FY 2020/21.

There is no local match required for these funds, and eligible expenses incurred prior to grant approval can be reimbursed. The CARES Act specifies that these funds can be used for expenditures related to the COVID 19 emergency and economic fallout, including lost transit operator revenues and paid administrative leave of workers due to reduced transit service. FTA has determined that this provision will allow the use of the money for any transit expense that occurred subsequent to January 20, 2020, with no end date, providing that the expense meets the normal federal eligibility requirements. Expenditures are eligible for reimbursement even if they occurred prior to FTA grant approval.

To expedite the availability of these funds to transit operators, staff is bringing this item to the Commission for approval without first going to the Transit Operators Committee (TRANSCOM). However, the transit operators were all notified of these funding splits in a memo from the Executive Director sent on April 15th, with a request for written concurrence or comments, and no one has responded with an objection to the funding distribution.

Following Commission approval of these funds, the next step will be for the transit operators to submit CARES Grant applications to FTA for approval. The direct recipients serving Ventura County, including VCTC, Gold Coast Transit, Simi Valley Transit, and Metrolink, will each need to submit an application to FTA for their amount. Since Camarillo, Thousand Oaks, and Moorpark are subrecipients of VCTC, those funds will be included in VCTC's grant application. It is recommended that the Commission amend the FY 2019/20 VCTC Transit Grant Pass Through budget to facilitate reimbursement of current costs for VCTC's subrecipients. Anticipated VCTC direct expenditures during the current fiscal year are included in budget amendments elsewhere in this agenda.

ATTACHMENT

CARES Act Fund Distribution			
	Amount Generated by Formula	Countywide Planning	Net Funding Share
Metrolink	33,053,845	1,000,000	32,053,845
Gold Coast Transit	14,857,583	974,231	13,883,352
VCTC Intercity	3,630,510	-	3,630,510
Valley Express	1,882,370	-	1,882,370
Thousand Oaks/Moorpark ¹	5,187,665	675,034	4,512,631
Camarillo	4,048,903	283,180	3,765,723
Simi Valley	7,955,434	517,555	7,437,879
JARC Low Income Projects ²	808,466	-	808,466
TOTAL	71,424,776	3,450,000	67,974,776

¹Thousand Oaks and Moorpark share an urbanized area so the funds are split at their discretion. Based on population shares, Moorpark will receive \$1,002,706, and Thousand Oaks \$3,509,925.

²JARC amount generated in formula from low-income population. VCTC will take a later action to distribute these funds.



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Item #10

May 1, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

**FROM: MARTIN R. ERICKSON, PUBLIC TRANSIT DIRECTOR
AARON B. BONFILIO, PROGRAM MANAGER**

**SUBJECT: AMENDMENT TO VCTC INTERCITY AND VALLEY EXPRESS PROGRAM BUDGETS
AND SERVICE CONTRACTS IN RESPONSE TO COVID-19 PANDEMIC**

RECOMMENDATION:

- Approve Amendment of the VCTC Intercity Transit Service Program Budget by: adding the revenues line-item "FTA (CARES Act)" in the amount of \$435,000; and Decreasing the Local Fee – Revenues line-item by \$310,000 to \$690,000; and increasing the Contract Services line-item by \$125,000.
- Approve Amendment of the Valley Express Bus Service Program Budget by: adding the revenues line-item "FTA (CARES Act)" in the amount of \$80,000; and Decreasing the Local Fee – Revenues line-item by \$44,000 to \$51,000; and increasing the Contract Services line-item by \$36,000.
- Approve Amendment No. 3. to the Transit Services Agreements with RATP Dev, DBA Roadrunner Management Services, and increase the total not-to-exceed amount by \$125,000; to \$83,175,000; and, approve finding of the sole source justification; and, authorize the VCTC Executive Director to Execute the Agreement.
- Approve Amendment No. 3 to the Transit Services Agreements with MV Transportation, and increase the total not-to-exceed amount by \$36,000 to \$18,300,000; approve finding of the sole source justification; and, authorize the VCTC Executive Director to Execute the Agreement.

BACKGROUND:

On March 27, 2020 the president signed the Coronavirus Aid, Relief and Economic Security (CARES) Act, which among other economic relief provisions, provides additional revenues from the Federal Transit Administration (FTA) to VCTC for its transit services. This includes \$3,630,510 for VCTC Intercity Transit Service, and \$1,882,370 for the Valley Express.

The eligible uses for this funding include operations and capital with an emphasis on providing relief for those additional costs associated with (or in response to) the COVID-19 pandemic. This funding can also be used to offset the loss of transit fare revenues due to pandemic.

FTA has provided the following language regarding CARES Act funding:

“FTA will generally consider all expenses normally eligible under the Section 5307 and 5311 programs that are incurred on or after January 20, 2020 to be in response to economic or other conditions caused by COVID-19 and thus eligible under the CARES Act. In addition, CARES Act funds are eligible for operating expenses for all FTA Section 5307 and 5311 recipients, including those in large urban areas, and including administrative leave for transit workers.”

As the outbreak and public health orders evolved, VCTC staff and our service providers worked collaboratively to take new and significant steps to combat the spread of the virus. Both of VCTC's transit services, the VCTC Intercity and Valley Express have realized new or additional expenses in response to addressing the pandemic. Both services have experienced rapid decline in farebox revenues as new public health orders to “stay well at home” were issued, and related protocols for social distancing were implemented; this included the temporary suspension of fare collection activities to minimize touch points between drivers and passengers.

While both contractors immediately responded to the pandemic by implementing more frequent cleaning and disinfecting of the fleet, distributing personal protective equipment, and providing driver and/or fleet resources to assist with emergency response needs, they have done so without any mechanism in their current contracts for reimbursement by VCTC. Both contracts are similar in that they do not currently provide for billing or pass through of said costs for response to COVID-19.

RECOMMENDATION:

VCTC staff recommends that the Commission amend the VCTC Intercity and Valley Express transit service Fiscal Year 2019/2020 program budgets to incorporate this new CARES Act funding to support those additional COVID-response costs and fare revenue losses described above. Staff also recommends that the Commission approve contract amendments with each service provider, RATP Dev, and MV, to allow for the reimbursement of certain additional COVID-response expenses. Existing funding already programmed and, in the budget, will continue support operations.

The use of CARES Act funds in fiscal year 2019/2020 for COVID-19 response expenses only, leaves a projected balance of \$3,195,510 for VCTC Intercity transit, and \$1,802,370 for the Valley Express bus service.

The balances of these funds will then be available to be put towards Fiscal Year 2020/2021's program budgets and be used to the greatest extent possible to offset local revenues. For example, with the VCTC Intercity this includes use of State Transit Assistance (STA) by VCTC, and local contributions from Santa Barbara County Association of Governments (SBCAG), and California State University Channel Islands (CSUCI). With respect to the Valley Express bus service, this includes offset of local contributions provided by the Cities of Fillmore and Santa Paula, and the County. VCTC will present the recommended Fiscal Year 2020/2021 Budget which will incorporate the projected available CARES Act balances (for both VCTC Intercity and the Valley Express services) at the June 2020 Commission meeting.

Staff recommends this approach as it preserves as much of the CARES Act funding as possible for use in the upcoming year, while still addressing the pandemic response required, presently. Additionally, any available CARES Act funding at year-end will be carried over in the future year(s) to further offset local funds.

The following table reflects the projected expenditures and proposed usage of the CARES Act funding for Fiscal Year 2019/2020.

AVERAGE MONTHLY COVID-19 TRANSIT SERVICES COST ELEMENTS		
	VCTC Intercity Transit	Valley Express Bus
Farebox Shortfall	\$77,500	\$9,900
<u>Additional Expense</u>		
<i>Labor (Cleaning, Driver, Special Service)</i>	24,750	5,000
<i>Supplies / Materials</i>	6,500	4,000
Average Monthly Expense (3/1 – 6/30)	\$108,750	\$20,000

	VCTC Intercity Transit	Valley Express Bus
Recommended CARES Act Funding Fiscal Year 2019/2020	\$435,000	\$80,000

Again, the projected available balances for the two transit services will be \$3,195,510 for VCTC Intercity transit, and \$1,802,370 for the Valley Express bus service.

Attached to this item for review are the two Draft Transit Services Amendments (Attachments “A” and “B”, Amendment No. 3 with RATP Dev, and Amendment No. 3 with MV Transportation, respectively). Additionally, attached is the Sole Source Justification for the two subject contract amendments (Attachments “C”).

Attachments:

Attachment “A” – Amendment No. 3 with RATP Dev
Attachment “B” – Amendment No. 3 with MV Transportation.
Attachment “C” – Sole Source Justification

CONTRACT AMENDMENT NO. 3
TRANSIT SERVICES AGREEMENT BETWEEN
THE VENTURA COUNTY TRANSPORTATION COMMISSION ("VCTC") AND
ROADRUNNER MANAGEMENT SERVICES, INC.

This Amendment No. 3 ("Amendment") by and between the Ventura County Transportation Commission ("VCTC") and ROADRUNNER MANAGEMENT SERVICES, Inc., herein referred to as "Contractor," is entered into as of this ____ day of _____ 2020. VCTC and Contractor shall be referred to collectively herein as "parties."

WHEREAS, on November 26, 2014, VCTC entered into a transit services agreement ("Agreement") with Contractor; and,

WHEREAS, on May 3, 2018, VCTC and Contractor entered into Contract Amendment No. 1 to increase the maximum compensation payable to Contractor to \$83,050,000 and to make various changes relating to the services, rates and Contractor operations under the Agreement; and,

WHEREAS, on August 1, 2019, VCTC and Contractor entered into Contract Amendment No. 2 to amend the Price Formula for monthly rates, revise certain maintenance provisions, as well as incorporate language to acknowledge VCTC's purchase of certain vehicles; and,

WHEREAS, the Coronavirus ("COVID-19") outbreak has been declared a pandemic by the Center for Disease Control; and,

WHEREAS, Contractor has incurred and will continue to incur additional expenses for providing additional services and taking additional precautions in response to the COVID-19 pandemic; and,

WHEREAS, VCTC and Contractor now desire to amend the Agreement to (1) revise the Scope of Work to include additional services related to Contractor's response to the COVID-19 pandemic, (2) provide reimbursement for the costs associated with additional labor and supplies relating to Contractor's response to the COVID-19 pandemic, (3) provide reimbursement for driver employee payroll expenses for VCTC Channel Islands route drivers who were placed on administrative leave due to COVID-19 related service cuts; and (4) increase the not-to-exceed amount for the Agreement to reflect the additional reimbursement.

NOW, THEREFORE, VCTC and Contractor agree as follows:

1. **Additional COVID-19 Response Services/Expenses.** Exhibit A of the Agreement "**Scope of Work**" is hereby amended to include a new Section 8 entitled "Emergency COVID-19 Pandemic Response Services." Section 8 includes the following services:

8 - Emergency COVID-19 Pandemic Response Services

Contractor shall engage in additional cleaning, disinfecting, and maintenance of the fleet associated with the response to the COVID-19 pandemic. Contractor may also provide additional “extra-board” or “standby” service, as well as special transportation/charter services associated with the response to the COVID-19 pandemic.

2. **Payroll for Channel Islands Routes.** VCTC will reimburse Contractor for employee driver payroll expenses for drivers who operated the VCTC Channel Islands route and were placed on administrative leave due to temporary service reductions (Lost Wages) effective March 23, 2020.
3. **Reimbursement Rates.** VCTC will reimburse Contractor for COVID-19 Pandemic Response Services and associated supplies necessary to perform those services and for Channel Islands routes payroll at the following rates:

Service/Supplies	Rate
Cleaning, disinfecting, COVID modifications and maintenance of the fleet	Actual Cost
Additional driver time for “extra-board” or “standby” service, special transportation/charter service	\$43.39/hour (effective March 1, 2020 to February 28, 2021)
Supplies and materials for additional cleaning, disinfecting, and maintenance	Actual Cost
Personal protective equipment as recommended, currently including but not limited to hand sanitizers, gloves and face masks	Actual Cost
Driver employee payroll expenses for drivers who operated the VCTC Channel Islands route and were placed on administrative leave due to temporary service reductions, commencing on March 23, 2020.	Actual Cost

4. **Reimbursement Period.** VCTC will only provide reimbursement for qualifying expenses incurred during the reimbursement periods outlined below. In order to receive reimbursement, Contractor must provide documentation acceptable to VCTC (i)

indicating that such expenses were incurred during the applicable reimbursable periods, and (ii) supporting the amount of the incurred costs/expenses, including receipts, invoices, or payroll records.

- a. *COVID-19 Pandemic Response Services Reimbursement Period.* Contractor may seek reimbursement for qualifying operating expenses for COVID-19 Pandemic Response Services incurred between March 1, 2020 and June 30, 2020. This reimbursement period may be extended, in writing, at the sole discretion of VCTC's Executive Director.
 - b. *Channel Islands Routes Payroll Reimbursement Period.* The reimbursement period for employee driver payroll expenses who operated VCTC Channel Islands route and were placed on administrative leave due to temporary service reduction, is from March 23, 2020 to March 25, 2020 only.
5. Section 7 of the Agreement "**Maximum Compensation**" is hereby amended to increase the total "not to exceed" amount by \$125,000 for a new not-to-exceed amount of \$83,175,000.

Except to the extent amended herein, all other provisions of the Agreement remain in full force and effect.

This Amendment may be executed in counterparts and/or by facsimile or other electronic means, and when each Party has signed and delivered at least one such counterpart, each counterpart shall be deemed an original, and, when taken together with other signed counterpart, shall constitute one original, which shall be binding upon and effective as to all Parties.

[SIGNATURES ON THE FOLLOWING PAGE]

IN WITNESS THEREOF, the parties have executed this Agreement No. 3 on the ____ day of _____ 2020.

VENTURA COUNTY TRANSPORTATION COMMISSION

by: _____
Darren M. Kettle, Executive Director

Approved as to form

by: _____
Steven T. Mattas, General Counsel

CONTRACTOR: ROADRUNNER MANAGEMENT SERVICES, INC.
A wholly owned subsidiary of RATP Dev USA, LLC.

by: _____

3514432.1

CONTRACT AMENDMENT NO. 3

TRANSIT SERVICES AGREEMENT BETWEEN

**THE VENTURA COUNTY TRANSPORTATION COMMISSION (“VCTC”) AND
MV TRANSPORTATION**

This Amendment No. 3 (“Amendment”) by and between the Ventura County Transportation Commission (“VCTC”) and MV Transportation, Inc., herein referred to as “Contractor,” is entered into as of this ____ day of _____ 2020. VCTC and Contractor shall be referred to collectively herein as “parties.”

WHEREAS, on December 5, 2014, VCTC entered into a transit services agreement (“Agreement”) with Contractor pursuant to which Contractor provides daily management, operation and maintenance functions of the Heritage Valley Transit Service, which includes, Fixed-Route, Dial-a-ride and ADA Paratransit Services for the Heritage Valley; and,

WHEREAS, on November 10, 2017, VCTC and Contractor entered into Contract Amendment No. 1 to implement rate adjustments for the Contractor’s fixed hourly rates for compensation; and,

WHEREAS, on October 4, 2019, VCTC and Contractor entered into Contract Amendment No. 2 to extend the term of the Agreement for three (3) years and increase the not-to-exceed amount under the Agreement to \$18,264,000; and,

WHEREAS, the Coronavirus (“COVID-19”) outbreak has been declared a pandemic by the Center for Disease Control; and,

WHEREAS, Contractor has incurred and will continue to incur additional expenses for providing additional services and taking additional precautions in response to the COVID-19 pandemic; and,

WHEREAS, VCTC and Contractor now desire to amend the Agreement to (1) revise the Scope of Work to include additional services related to Contractor’s response to the COVID-19 pandemic, (2) provide reimbursement for the costs associated with additional labor and supplies relating to Contractor’s response to the COVID-19 pandemic, and (3) increase the not-to-exceed amount for the Agreement to reflect the additional reimbursement.

NOW, THEREFORE, VCTC and Contractor agree as follows:

1. **Additional COVID-19 Response Services/Expenses.** Exhibit A of the Agreement “**Scope of Work**” is hereby amended to include a new Section 8 entitled “Emergency COVID-19 Pandemic Response Services.” Section 8 includes the following services:

8 - Emergency COVID-19 Pandemic Response Services

Contractor shall engage in additional cleaning, disinfecting, and maintenance of the fleet associated with the response to the COVID-19 pandemic. Contractor may also provide additional “extra-board” or “standby” service, as well as special transportation/charter services associated with the response to the COVID-19 pandemic.

2. **Reimbursement Rates.** VCTC will reimburse Contractor for COVID-19 Pandemic Response Services and associated supplies necessary to perform those services at the following rates:

Service/Supplies	Rate
Cleaning, disinfecting, and maintenance of the fleet	Actual Cost
Additional driver time for “extra-board” or “standby” service, special transportation/charter service	\$69.79/hour
Supplies and materials for additional cleaning, disinfecting, and maintenance	Actual Cost
Personal protective equipment, such as hand sanitizers, gloves and face masks	Actual Cost

3. **Reimbursement Period.** Contractor may seek reimbursement for qualifying expenses for COVID-19 Pandemic Response Services incurred between March 1, 2020 and June 30, 2020 (“Reimbursement Period”). The Reimbursement Period may be extended, in writing, at the sole discretion of VCTC’s Executive Director. In order to receive reimbursement, Contractor must provide documentation acceptable to VCTC (i) indicating that such expenses were incurred during the Reimbursable Period, and (ii) supporting the amount of the incurred costs/expenses, including receipts, invoices, or payroll records.
4. Section 7 of the Agreement “**Maximum Compensation**” is hereby amended to increase the total “not to exceed” amount for the Agreement by \$36,000 for a new not-to-exceed amount of \$18,300,000.

Except to the extent amended herein, all other provisions of the Agreement remain in full force and effect.

This Amendment may be executed in counterparts and/or by facsimile or other electronic means, and when each Party has signed and delivered at least one such counterpart, each counterpart shall be deemed an original, and, when taken together with other signed

counterpart, shall constitute one original, which shall be binding upon and effective as to all Parties.

IN WITNESS THEREOF, the parties have executed this Agreement No. 3 on the ____ day of _____ 2020.

VENTURA COUNTY TRANSPORTATION COMMISSION

by: _____
Darren M. Kettle, Executive Director

Approved as to form

by: _____
Steven T. Mattas, General Counsel

CONTRACTOR: MV TRANSPORTATION, Inc.

by: _____
Mark Collins, Chief Operating Officer

3513823.2

SOLE SOURCE JUSTIFICATION FOR AMENDMENT TO TRANSIT SERVICES AGREEMENTS WITH:

- (1) Roadrunner Management Services (RATP Dev); and,**
- (2) MV Transportation Inc.**

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

Applicable Sole Source Procurement Factors:

Unusual and Compelling Urgency
(FTA Circular 4220.1F Sec. 3.i(1)(c),)

The Common Grant Rule for governmental recipients permits the recipient to limit the number of sources from which it solicits bids or proposals when a recipient has such an unusual and urgent need for the property or services that the recipient would be seriously injured unless it were permitted to limit the solicitation. The recipient may also limit the solicitation when the public exigency or emergency will not permit a delay resulting from competitive solicitation for the property or services.

March 13, 2020, the President declared a National Emergency concerning the Novel-Coronavirus (COVID-19). Additionally, the Governor issued a State of Emergency for the state of California on March 4, 2020. As well, local public health officials issued related orders to the general public. On March 27, 2020, the President signed the Coronavirus Aid, Relief and Economic Security (CARES) Act, which provides additional FTA revenues to VCTC for its transit services to be utilized to address expenses and additional costs in response to COVID-19.

To address the COVID-19 pandemic as quickly as possible, VCTC's transit services (operated by RATP Dev, and MV Transportation) implemented additional cleaning/disinfecting, operational adjustments and other responsive activities. This activity is ongoing during such time that the orders are in place. To provide reimbursement and compensation in response to the COVID-19 national emergency, amendments to each of the service provider contracts is required.



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Item #11

May 1, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

**FROM: DARREN KETTLE, EXECUTIVE DIRECTOR
STEPHEN EFNER, INFORMATION TECHNOLOGY SYSTEMS ANALYST**

**SUBJECT: AMENDMENT TO THE FY 2020/2021 MANAGEMENT AND ADMINISTRATION
BUDGET**

RECOMMENDATION:

- Approve a budget amendment to increase the Fiscal Year 2020/2021 Management and Administration Hardware & Software line item by \$60,000 for additional hardware and security software to enhance remote work capabilities and increase the revenues by \$60,000 of FTA CARES funding.

BACKGROUND:

As future implications of COVID-19 remain unclear and work from home becomes an essential part of Ventura County's Stay Well at Home mandate, a need to upgrade the Ventura County Transportation Commission's (VCTC) IT infrastructure to accommodate remote work now and into the future has become necessary.

The FTA Coronavirus Aid, Relief and Economic Security (CARES) Act funding will allow VCTC to procure laptops for staff, move essential services and documents to the cloud for enhanced collaboration, and heighten the security and capacity of remote connections into our system. These upgrades will allow staff to safely and securely adapt to the demands of a telework environment.

Staff is requesting a budget amendment increasing the Fiscal Year 2020/2021 Management and Administration Hardware and Software line item by \$60,000 and correspondingly increasing the revenues by \$60,000 in FTA CARES funding to accommodate the additional IT needs to allow employees to work remotely.



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Item #12

May 1, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: PETER DE HAAN, PROGRAMMING DIRECTOR
**SUBJECT: COOPERATIVE AGREEMENT AMENDMENT TO INCREASE FUNDING
FOR THE 101/23 INTERCHANGE IMPROVEMENT PROJECT**

RECOMMENDATION:

- Approve increase of \$2.3 million for the Route 101/23 Interchange Improvement Project in Thousand Oaks, using federal Regional Surface Transportation Program funds.
- Authorize the Executive Director to sign Attachment A, Amendment to the Cooperative Agreement Funding Summary, committing the additional funds on behalf of VCTC.

BACKGROUND:

Several years ago, Caltrans completed construction of the Route 101/23 Interchange Improvement Project, which added lanes to US-101 and the ramps connecting to State Route 23. The project was implemented under a shared funding arrangement between Caltrans, VCTC, and the City of Thousand Oaks, with the proviso that the City of Thousand Oaks would contribute City funds in advance of the availability of State Highway Improvement Program (STIP) funds, with the City to be reimbursed when the STIP money became available. The original cost estimate was \$42 million, but the Commission approved several funding adjustments during the project, with the most recent change, approved December 2015, changing the cost to \$37,486,000 million. Caltrans has now completed the final contractor settlements with the result that the cost of the completed project is \$41,527,915.

ANALYSIS:

Based on the State's funding rules, the agreement for the project capped the State project share and stipulated that any cost overrun was the responsibility of VCTC. Although the project was completed for slightly less than the original estimate, the cost estimate was dropped significantly when the contract was awarded at less than the original estimate, resulting in a deallocation of a portion of the project funds. To avoid a loss of the deallocated Proposition 1B funds which had an expenditure deadline, the Commission approved a fund trade with the Orange County Transportation Authority whereby the deallocated Proposition 1B funds were used for an eligible project in Orange County, and VCTC received a credit towards repayment of a "loan" it had received earlier from OCTA for funding VCTC's share of a Metrolink project. As a result, the project's original Proposition 1B funds are now gone and must be backfilled from the other sources. However, the STIP funds are capped at the original amount, so the remaining shortfall must come from Regional Surface Transportation Program (STP) funds, which were identified in the original agreements as the source for covering cost increases, if required. The federal government

recently augmented the STP apportionment through the federal Highway Improvement Program, which in the Funding Summary Amendment is the specific designation for the \$2.3 million in additional STP regional apportionment funds.

The most significant issue increasing contract costs was the need to develop street closure plans during construction at three locations where the overhead bridges were widened, but the original design had not provided for closures. There were also significant contract change orders required for such items as traffic control, relocation of electric utilities, and irrigation.

Attachment A provides the amended Cooperative Agreement Funding Summary for Commission approval. Attachment B provides a summary of the original, current, and recommended project funding.

FUNDING SUMMARY Number 5

Project Number 0700000201

Agreement: 07-4955

PART I -FUNDING SUMMARY table

Funding Source	Funding Partner	Fund Type	PA&ED Support	PS&E Support	R/W Capital	R/W Support	CON Capital	CON Support	Totals by Fund Type
IMPLEMENTING AGENCY ->							CALTRANS		
STATE	CALTRANS	STIP/RIP	\$0	\$0	\$0	\$0	\$12,967,000	\$2,797,000	\$15,764,000
FEDERAL	VCTC	RSTP	\$0	\$0	\$0	\$0	\$9,730,000	\$2,888,000	\$12,618,000
FEDERAL	VCTC	HIP	\$0	\$0	\$0	\$0	\$0	\$2,300,000	\$2,300,000
STATE	VCTC	Trade Corridor Improvement Funds (TCIF)	\$0	\$0	\$0	\$0	\$8,543,000	\$1,803,000	\$10,346,000
FEDERAL	VCTC	RSP/HPP/DEMO	\$0	\$0	\$0	\$0	\$400,000	\$99,915	\$499,915
		Totals by Component	\$0	\$0	\$0	\$0	\$31,640,000	\$9,887,915	\$41,527,915

This table represents full funding of each PROJECT COMPONENT in Agreement 07-4955.

- STIP/RIP funds are programmed for Fiscal Year 2015/2016. CITY will advance up to \$15,764,000 with Local funds in the 2012/2013 and 2013/2014 Fiscal Years.

Billing and payment details follow.

PART II – Billing and Payment Details

Responsibilities

- CALTRANS is IMPLEMENTING AGENCY for CONSTRUCTION.
- VCTC is SPONSOR for CONSTRUCTION.

Cost: CONSTRUCTION SUPPORT

1. Each PARTNER listed below will do work for CONSTRUCTION Support as described in the SCOPE SUMMARY of this Agreement:

- CALTRANS
- CITY

Therefore, based on the funding types displayed in the FUNDING SUMMARY table for this PROJECT COMPONENT:

- CALTRANS may invoice CITY.
- CITY will invoice CALTRANS.
- CALTRANS will draw from the state and/or federal funds shown in the FUNDING SUMMARY table for this PROJECT COMPONENT.

PARTNERS will exchange funds for actual costs.

Cost: CONSTRUCTION CAPITAL

2. CALTRANS will invoice CITY for the actual cost of any State-furnished Materials (SFM) as a CONSTRUCTION CAPITAL cost.

Therefore, based on the funding types displayed in the FUNDING SUMMARY table for this PROJECT COMPONENT:

- CALTRANS may invoice CITY.
- CALTRANS will draw from the state and/or federal funds shown in the FUNDING SUMMARY table for this PROJECT COMPONENT.

PARTNERS will exchange funds for actual costs.

PART III – Signature Page

STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION
APPROVED

By: _____
John Bulinski
District Director

Date: _____

By: _____
Vickie Murphy
District Budget Manager

By: _____
Darwin Salmos
HQ Accounting Supervisor

CITY OF THOUSAND OAKS

APPROVED

By: _____
Andrew P. Powers
City Manager

Date: _____

VENTURA COUNTY TRANSPORTATION COMMISSION

APPROVED

By: _____
Darren M. Kettle
Executive Director

Date: _____

SUMMARY OF ROUTE 101/23 INTERCHANGE IMPROVEMENT CONSTRUCTION FUNDING

	Originally-Approved Funding	Currently-Approved Funding	Recommended Revised Funding
State Transportation Improvement Program (reimbursement of funds advanced by Thousand Oaks)	\$15,764,000	\$14,022,000	\$15,764,000
Proposition 1B Trade Corridor Infrastructure Fund (deallocated funds swapped to OCTA)	\$13,118,000	\$10,346,000	\$10,346,000
VCTC - Surface Transportation Program (includes Highway Improvement Program funds)	\$12,618,000	\$12,618,000	\$14,918,000
Federal Earmark	\$500,000	\$500,000	\$499,915
Total	\$42,000,000	\$37,486,000	\$41,527,915