



**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://us02web.zoom.us/j/84641661483?pwd=RWJQN3VGZDY4MmtJMUIHdktpQzhRQT09>

**FRIDAY, JULY 10, 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, July 9, 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 JUNE 5, 2020 VCTC MEETING- PG.5

Recommended Action:

- Approve the summary minutes of JUNE 5, 2020.

Responsible Staff: Roxanna Ibarra

8B. MONTHLY BUDGET REPORT- PG.9

Recommended Action:

- Receive and file the monthly budget report for May 2020

Responsible Staff: Director of Finance, Sally DeGeorge

8C. GUIDELINES AND SCHEDULE FOR THE 2020 COMBINED CALL-FOR-PROJECTS FOR FTA SECTION 5310 LARGE URBANIZED AREA FUNDS FOR SENIORS AND PERSONS WITH DISABILITIES AND SECTION 5307 JOBS ACCESS/REVERSE COMMUTE (JARC) FUNDS - PG.17

Recommended Action:

- Approve the Guidelines and Schedule for the 2020 Combined Call-for-Projects for FTA Section 5310 Large Urbanized Area (Seniors and Persons with Disabilities) funds and Section 5307 Jobs Access/Reverse Commute (JARC) funds.

Responsible Staff: Judy Johnduff

8D. ACTIVE TRANSPORTATION PROGRAM (ATP) CYCLE 5-REGIONAL PRIORITIZATION METHODOLOGY - PG.19

Recommended Action:

- Approve methodology to prioritize local projects for funding under the Metropolitan Planning Organization (MPO) Component of the ATP Cycle 5 Call-for-Projects (Attachment 1).

Responsible Staff: Judy Johnduff

8E. REQUEST FOR PROPOSALS FOR MOBILE TICKETING SYSTEMS – PG.21

Recommended Action:

- Approve release of the Request for Proposals (RFP) for Mobile Ticketing and Advanced Fare Collection System.

Responsible Staff: Aaron Bonfilio

8F. MOTORIST AID SERVICES BUDGET AMENDMENT REQUEST- PG.25

Recommended Action:

- Amend the Fiscal Year 2019/2020 General Fund Motorist Aid Services budget by decreasing the Consultant Services Line item by \$11,700 and increasing the staff line items by \$5,400 for Salaries, \$2,300 for Fringe and Tax, and \$4,000 for Indirect Costs Allocation. Amend the Service Authority for Freeway Emergencies (SAFE) Fund budget by increasing the transfer-out line item by \$11,700 and increasing the General Fund Motorist Aid Services SAFE revenues and fund transfer-in by \$11,700.

Responsible Staff: Amanda Fagan

8G. SANTA PAULA BRANCH LINE ANNEXATION WITHIN SANTA PAULA WEST BUSINESS PARK SPECIFIC PLAN AREA – PG.27

Recommended Action:

- Approve the request from the City of Santa Paula to consent to annexation of a portion of the Santa Paula Branch Line (SPBL) in accordance with the Santa Paula West Business Park (SPWBP) Specific Plan
- Recommend to City of Santa Paula to incorporate completion of the SPBL Recreational Trail with construction of the SPWBP.

Responsible Staff: Amanda Fagan

8H. PUBLIC TRANSIT AGENCY SAFETY PLAN (PTASP)-PG.29

Recommended Action:

- Approve the VCTC Public Transit Agency Safety Plan (PTASP), thereby “opting out” of Caltrans Division of Rail and Mass Transportation (DRMT) State Plan. The PTASP is included under separate cover as an attachment.

Responsible Staff: Claire Grasty & Heather Miller

8I. OFFICE FURNITURE PURCHASE FOR 751 DAILY DRIVE LOCATION- PG.31

Recommended Action:

- Authorize the Executive Director to proceed with the purchase of new office furniture with Tri-County Office Furniture for VCTC’s new office space at 751 Daily Drive, Camarillo in an amount not to exceed \$220,000.
- Amend the VCTC Fiscal Year 2020/2021 Management and Administration budget to carry-over \$300,000 of previously budgeted STA revenues and associated office relocation expenditures from the Fiscal Year 2019/2020 budget and accordingly amend the STA budget to increase the transfer-out funds by \$300,000.

Responsible Staff: Darren Kettle

9. SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS CONNECTSOCAL, 2020 REGIONAL TRANSPORTATION PLAN/SUSTAINABLE COMMUNITIES STRATEGY UPDATE – PG.33

Recommended Action:

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

Responsible Staff: Amanda Fagan

10. UPDATE ON US 101 HIGH OCCUPANCY VEHICLE (HOV) EXPRESS BUS WIDENING PROJECT APPROVAL/ENVIRONMENTAL DOCUMENT (PAED) PHASE - PG.35

Recommended Action:

- Receive and file presentation

Responsible Staff: Peter De Haan

11. LEGISLATIVE UPDATE AND POSITIONS ON BILLS – PG.37

Recommended Action:

- *Adopt position to SUPPORT SB 288 (Weiner) to provide temporary exemptions under the California Environmental Quality Act (CEQA) for certain types of transportation projects.*

Responsible Staff: Peter De Haan

12. TRANSPORTATION EMERGENCY PREPAREDNESS PLAN UPDATE (TEPP) - PG.39

Recommended Action:

- *Receive and File this update.*

Responsible Staff: Martin Erickson & Claire Grasty

13. CHAIRS REQUEST TO AGENDIZE DISCUSSION ON THE FUTURE OF PUBLIC TRANSPORTATION -PG.41

Recommended Action:

- *The Commission consider bringing forward an agenda item to review transit operations and structure in Ventura County, and provide direction to staff.*

Responsible Staff: Darren Kettle & Martin Erickson

14. VCTC GENERAL COUNSEL'S REPORT

15. AGENCY REPORTS

16. CLOSED SESSION:

17. ADJOURN to 9:00 a.m. Friday September 11, 2020



Item #8A

**VENTURA COUNTY TRANSPORTATION COMMISSION
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**MEETING SUMMARY MINUTES OF JUNE 5, 2020 VCTC COMMISSION MEETING
AT 9:00AM VIA ZOOM**

CALL TO ORDER:

Chair Bill-de la Peña called the regular meeting of the Ventura County Transportation Commission to order at 9:07a.m. 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
Gloria Roberts, Alternate Caltrans District 7

PLEDGE OF ALLEGIANCE was led by Chair Bill-de la Peña.

4. **PUBLIC COMMENTS** – Clerk of the Commission Roxanna Ibarra, read into the record of the VCTC Zoom Commission meeting a public comment which was received from Mr. Victor Kamhi on SB 1459-TDA Farebox Recovery Relief.
5. **CALTRANS REPORT** – Alternate Gloria Roberts-Chief Deputy Director for Caltrans gave the update and status report on Caltrans current projects.
6. **COMMISSIONERS/EXECUTIVE DIRECTOR REPORT** – Commissioner Judge reported SCAG had elected new officers. Commissioner Parks stated she looks forward to the new leadership from the newly elected President of SCAG.
7. **ADDITIONS/REVISIONS** – There were none.
8. **CONSENT CALENDAR** – **Commissioner Zaragoza** moved to approve consent calendar items **8A thru 8K**. The motion was **seconded by Vice-Chair Huber** the motion passed unanimously.
- 8A. **APPROVE SUMMARY FROM MAY 1, 2020 VCTC MEETING**
 - Approve the summary minutes of MAY 1, 2020.
- 8B. **MONTHLY BUDGET REPORT**
 - Receive and file the monthly budget report for APRIL 2020.
- 8C. **RESOLUTION FOR VCTC TO CLAIM FISCAL YEAR 2020/2021 TRANSPORTATION DEVELOPMENT ACT (TDA), LOCAL TRANSPORTATION FUNDS (LTF) AND STATE OF GOOD REPAIR FUNDS**
 - Approve the attached Resolution #2020-03 authorizing VCTC's claim for Fiscal Year 2020/2021 Transportation Development Act, Local Transportation Funds and State Transit Assistance funds for transit, planning and administration.
- 8D. **QUARTERLY VCTC BUS AND RAIL TRANSIT RIDERSHIP AND PERFORMANCE MEASURES REPORT**
 - Receive and File Quarterly VCTC Bus and Rail Transit Ridership and Performance Report.
- 8E. **CSUCI COOPERATIVE AGREEMENT FISCAL YEAR 2020-2021 EXTENSION**
 - Approve the FY 2020-2021-Cooperative Funding Agreement for bus service to California State Channel Islands (CSUCI) and CSUCI providing \$100,100 for the services in FY 2020-2021
- 8F. **AWARD CONTRACT FOR MOTORIST AID CALLBOX MAINTENANCE SERVICES**
 - Approve contract with CASE Emergency Systems, Inc. for Motorist Aid Callbox Maintenance Services for Fiscal Year 2020/2021 – Fiscal Year 2022/2023.
- 8G. **AWARD CONTRACT FOR MOTORIST AID CALLBOX MANAGEMENT SUPPORT SERVICES**
 - Approve contract with TELETRAN TEK SERVICES, Inc. (T-Cubed) for Motorist Aid Callbox Management Support Services for Fiscal Year 2021- Fiscal Year 2022/2023.
- 8H. **REQUEST FOR PROPOSAL FOR MOTORIST AID FREEWAY SERVICES PATROL TOW VENDOR SERVICES FOR BEATS 1,2 AND 3**
 - Approve Release of Request for Freeway Services Patrol Tow Contractors (Attachment #8H-1)
- 8I. **REVISION TO PROPOSITION 1B TRANSIT SECURITY CAPITAL PROGRAM**
 - Approve reprogramming \$2,938 and any accumulated interest from the Ventura County Sheriff's Camarillo and Moorpark Metrolink Station Security Camera Project balance to provide safety and security improvements to prevent the spread of COVID-19 onboard the VCTC Intercity fleet.

- Amend the FY 2019/2020 VCTC budget to transfer \$2,938 and any accumulated interest of Proposition 1B revenue from the Transit Grant Administration program task to the VCTC Intercity program task; adding \$2,938 and any accumulated interest to a new revenues line-item titled *"Proposition 1B OES Transit Safety and Security,"* and, by adding the same amount to a new expenditures line-item of *"Bus and Equipment – COVID Response"*.

8J. REVISION TO SOUTHERN CALIFORNIA REGIONAL RAIL AUTHORITY'S (SCRRA) FY 2019/2020 LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) REVENUE FORMULA PROJECT

- 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, for implementation of Metrolink service during peak periods.

8K. LEGISLATIVE UPDATE

- Adopt "Support" position on SB 1291 (Transportation Committee).

9. TRANSPORTATION DEVELOPMENT ACT(TDA), /LOCAL TRANSPORTATION FUND (LTF) REVISED APPORTIONMENT FOR FISCAL YEAR 2019/2020 AND FINAL APPORTIONMENT FOR FISCAL YEAR 2020/2021- PG. 69

- Approve the revised Local Transportation Fund Apportionment for Fiscal Year 2019/2020 apportioning \$38.2 million as shown in Attachment A.
- Approve the final Local Transportation Fund Final Apportionment for Fiscal Year 2020/2021 apportioning \$27.61 million as shown in Attachment B.

Commissioner Humphrey moved staff recommendation. The motion was seconded by **Vice-Chair Huber** and passed unanimously.

10. FISCAL YEAR 2020/2021 BUDGET- PUBLIC HEARING

- Conduct a Public Hearing to receive testimony on the Fiscal Year 2020/2021 Budget.
- Adopt the Fiscal Year 2020/2021 Salary Schedule (Attachment 1 of this item and Appendix C in the Fiscal Year 2020/2021 Budget) effective July 1, 2020
- Adopt by resolution 2020-04, the proposed Fiscal Year 2020/2021 Budget.

Commissioner Haney moved staff recommendation. The motion was seconded by **Vice-Chair Huber** and passed unanimously.

Chair Bill-de la Peña made a request that VCTC agendaize in the July Commission meeting an item for discussion on the future of public transportation. **Commissioner Haney, Commissioner Heitman, Commissioner Parks and Vice-Chair Huber** concurred with Chair Bill-de la Peña's request.

11. FISCAL YEAR 2020/2021 TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET TRANSIT NEEDS FINDINGS

- Approve the Fiscal Year (FY) 2020/2021 Unmet Transit Needs Findings and determination that there are no Unmet Transit Needs that are reasonable to meet.

Commissioner MacDonald moved staff recommendation. The motion was seconded by **Commissioner Bennett** and passed unanimously.

12. TRANSPORTATION DEVELOPMENT ACT (TDA) TRIENNIAL PERFORMANCE AUDITS FOR VENTURA COUNTY TDA RECIPIENTS

- Receive and file the Transportation Development Act (TDA) triennial performance audits of TDA recipients in Ventura County.
- Approve submittal of triennial performance audits to Caltrans

Commissioner Humphrey moved staff recommendation. The motion was seconded by **Commissioner Haney** and passed unanimously.

13. VCTC GENERAL COUNSEL'S REPORT- There were none.

14. AGENCY REPORTS- There were none.

15. CLOSED SESSION- None.

16. ADJOURN to 9:00 a.m. Friday September 11, 2020.



Item #8B

July 10, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: SALLY DEGEORGE, FINANCE DIRECTOR

SUBJECT: MONTHLY BUDGET REPORT

RECOMMENDATION:

- Receive and file the monthly budget report for May 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 May 31, 2020 budget report indicates that the revenues were approximately 55.85% of the adopted budget while expenditures were approximately 61.71% 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 MAY 31, 2020**

Assets and Deferred Outflows

Cash and Investments	\$ 26,633,699
Petty Cash	130
Receivables/Due from other funds	4,178,195
Prepays and Deposits	146,951
Capital Assets, undepreciated	26,496,812
Capital Assets, depreciated, net	31,324,877
Deferred Outflows	724,799
Total Assets and Deferred Outflows	<u>\$ 89,505,463</u>

LIABILITIES, DEFERRED INFLOWS AND FUND BALANCE

Liabilities and Deferred Inflows:

Accrued Expenses and Due to Other	\$ 3,407,085
Deferred Revenue	2,933,983
Deposits	67,059
Accrued Vacation	168,123
Pension Liability	239,392
OPEB Liability	319,425
Deferred Inflows	1,839,984
Total Liabilities and Deferred Inflows:	<u>\$ 8,975,051</u>

Net Position:

Invested in Capital Assets	\$ 57,428,081
Fund Balance	23,102,331
Total Net Position	<u>\$ 80,530,412</u>

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE ELEVEN MONTHS ENDED MAY 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	\$ 6,297,552	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	1,620,640	\$ 588,737	\$ 8,506,929	\$ 26,356,542	(17,849,613)	32.28
State Revenues	1,156,805	27,069,867	3,857,985	602,304	892,600	0	642,402	0	34,221,963	53,734,785	(19,512,822)	63.69
Local Revenues	361,544	0	0	0	0	329,611	2,106,806	1,249,355	4,047,316	4,357,174	(309,858)	92.89
Other Revenues	2,126	0	0	0	0	0	167,599	3,100	172,825	20,174	152,651	856.67
Interest	53,597	102,673	133,781	70,816	44,332	203	8,920	3,625	417,947	344,000	73,947	121.50
Total Revenues	7,871,624	27,172,540	3,991,766	673,120	936,932	329,814	4,546,367	1,844,817	47,366,980	84,812,675	(37,445,695)	55.85
Expenditures												
Administration												
Personnel Expenditures	2,401,178	0	0	0	0	0	231,648	47,150	2,679,976	3,249,700	(569,724)	82.47
Legal Services	22,161	0	0	0	0	0	0	0	22,161	26,000	(3,839)	85.23
Professional Services	113,729	0	0	0	0	0	0	0	113,729	144,200	(30,471)	78.87
Office Leases	134,088	0	0	0	0	0	0	0	134,088	151,900	(17,812)	88.27
Office Expenditures	173,980	0	0	0	0	0	118,534	24,127	316,641	303,900	12,741	104.19
Total Administration	2,845,136	0	0	0	0	0	350,182	71,277	3,266,595	3,875,700	(609,105)	84.28
Programs and Projects												
Transit and Transportation Program												
Regional Transit Technology	598,000	0	0	0	0	0	0	0	598,000	2,774,717	(2,176,717)	21.55
Senior-Disabled Transportation	210,642	0	0	0	0	0	0	0	210,642	303,500	(92,858)	69.40
VCTC Intercity Bus Services	0	0	0	0	0	0	12,551,973	0	12,551,973	15,740,734	(3,188,761)	79.74
Valley Express Bus Services	0	0	0	0	0	0	0	1,347,640	1,347,640	1,873,600	(525,960)	71.93
Transit Grant Administration	777,759	0	0	0	0	0	0	0	777,759	8,891,900	(8,114,141)	8.75
Total Transit and Transportation	1,586,401	0	0	0	0	0	12,551,973	1,347,640	15,486,014	29,584,451	(14,098,437)	52.35
Highway Program												
Motorist Aid Services	0	0	0	1,179,684	0	0	0	0	1,179,684	1,509,220	(329,536)	78.17
Highway Program Management	3,683,584	0	0	0	0	0	0	0	3,683,584	9,798,883	(6,115,299)	37.59
SpeedInfo Highway Speed Sensor	0	0	0	91,000	0	0	0	0	91,000	144,000	(53,000)	63.19
Total Highway	3,683,584	0	0	1,270,684	0	0	0	0	4,954,268	11,452,103	(6,497,835)	43.26

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**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE ELEVEN MONTHS ENDED MAY 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	3,744,734	0	0	0	0	0	0	0	3,744,734	12,703,574	(8,958,840)	29.48
LOSSAN and Coastal Rail	5,023	0	0	0	0	0	0	0	5,023	9,400	(4,377)	53.44
Santa Paula Branch Line	0	0	0	0	0	493,014	0	0	493,014	811,000	(317,986)	60.79
Total Rail	3,749,757	0	0	0	0	493,014	0	0	4,242,771	13,523,974	(9,281,203)	31.37
Commuter Assistance Program												
Reg Transit Information Center	1,813	0	0	0	0	0	0	0	1,813	43,500	(41,687)	4.17
Rideshare Programs	185,802	0	0	0	0	0	0	0	185,802	291,000	(105,198)	63.85
Total Commuter Assistance	187,615	0	0	0	0	0	0	0	187,615	334,500	(146,885)	56.09
Planning and Programming												
TDA Administration	113,000	28,770,597	436,700	0	91,679	0	0	0	29,411,976	33,548,066	(4,136,090)	87.67
Transportation Programming	3,816	0	0	0	0	0	0	0	3,816	64,400	(60,584)	5.93
Regional Transportation Planning	198,814	0	0	0	0	0	0	0	198,814	570,300	(371,486)	34.86
Airport Land Use Commission	10,328	0	0	0	0	0	0	0	10,328	14,000	(3,672)	73.77
Regional Transit Planning	819,448	0	0	0	0	0	0	0	819,448	1,520,106	(700,658)	53.91
Freight Movement	1,804	0	0	0	0	0	0	0	1,804	12,200	(10,396)	14.79
Total Planning and Programming	1,147,210	28,770,597	436,700	0	91,679	0	0	0	30,446,186	35,729,072	(5,282,886)	85.21
General Government												
Community Outreach	211,773	0	0	0	0	0	0	0	211,773	264,400	(52,627)	80.10
State and Federal Relations	82,772	0	0	0	0	0	0	0	82,772	105,200	(22,428)	78.68
Management and Administration	146,775	0	0	0	0	0	0	0	146,775	786,700	(639,925)	18.66
Total General Government	441,320	0	0	0	0	0	0	0	441,320	1,156,300	(714,980)	38.17
Total Expenditures	13,641,023	28,770,597	436,700	1,270,684	91,679	493,014	12,902,155	1,418,917	59,024,769	95,656,100	(36,631,331)	61.71

For Management Reporting Purposes Only

VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE ELEVEN MONTHS ENDED MAY 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	(5,769,399)	(1,598,057)	3,555,066	(597,564)	845,253	(163,200)	(8,355,788)	425,900	(11,657,789)	(10,843,425)	(814,364)	107.51
Other Financing Sources												
Transfers Into GF From LTF	5,779,139	0	0	0	0	0	0	0	5,779,139	5,713,343	65,796	101.15
Transfers Into GF From STA	276,222	0	0	0	0	0	0	0	276,222	3,072,169	(2,795,947)	8.99
Transfers Into GF From SAFE	42,697	0	0	0	0	0	0	0	42,697	49,200	(6,503)	86.78
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	66,961	0	0	0	0	0	0	0	66,961	128,100	(61,139)	52.27
Transfers Into SPBL From LTF	0	0	0	0	0	62,304	0	0	62,304	128,100	(65,796)	48.64
Transfers Into SPBL From STA	0	0	0	0	0	197,631	0	0	197,631	524,200	(326,569)	37.70
Transfers Into VI From STA	0	0	0	0	0	0	9,188,893	0	9,188,893	9,707,630	(518,737)	94.66
Transfers Out of LTF Into GF	0	(5,779,139)	0	0	0	0	0	0	(5,779,139)	(5,713,343)	(65,796)	101.15
Transfers Out of LTF Into SPBL	0	(62,304)	0	0	0	0	0	0	(62,304)	(128,100)	65,796	48.64
Transfers Out of STA Into GF	0	0	(976,221)	0	0	0	0	0	(976,221)	(3,072,169)	2,095,948	31.78
Transfers Out of STA Into SPBL	0	0	(197,631)	0	0	0	0	0	(197,631)	(524,200)	326,569	37.70
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	(42,698)	0	0	0	0	(42,698)	(49,200)	6,502	86.78
Transfers Out SPBL Into GF	0	0	0	0	0	(66,961)	0	0	(66,961)	(128,100)	61,139	52.27
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	6,182,837	(5,841,443)	(9,662,745)	(42,698)	(17,818)	192,974	9,188,893	0	0	0	0	0.00
Net Change in Fund Balances	413,438	(7,439,500)	(6,107,679)	(640,262)	827,435	29,774	833,105	425,900	(11,657,789)	(10,843,425)	(814,364)	107.51
Beginning Fund Balance w/o capital assets	2,297,167	11,311,532	15,217,900	5,141,310	25,362		0	2,608,974	36,602,245	33,572,663	3,029,582	109.02
Long-term Pension/OPEB/Vacation Adjustment*	(1,723,355)	0	0	0	0	0	(118,770)	0	(1,842,125)	0	(1,842,125)	0.00
Ending Fund Balance	\$ 987,250	\$ 3,872,032	\$ 9,110,221	\$ 4,501,048	\$ 852,797	\$ 29,774	\$ 714,335	\$ 3,034,874	\$ 23,102,331	\$ 22,729,238	\$ 373,093	101.64

*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 MAY 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	0.006%	\$ 812,538.89
County of Ventura	Treasury Pool	N/A	350,019.72	2.13%	19,616,248.81
LAIF	State Pool	N/A	64,699.10	2.29%	6,059,972.82
Total			\$417,947.21		\$26,488,760.52

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 transitioning from interest bearing to an earnings credit against fees because of the low interest rate environment. Cash balances will vary depending on reimbursements and disbursements. 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

July 10, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: JUDITH JOHNDUFF, PROGRAM MANAGER

SUBJECT: GUIDELINES AND SCHEDULE FOR THE 2020 COMBINED CALL-FOR-PROJECTS FOR FTA SECTION 5310 LARGE URBANIZED AREA FUNDS FOR SENIORS AND PERSONS WITH DISABILITIES AND SECTION 5307 JOBS ACCESS/REVERSE COMMUTE (JARC) FUNDS

RECOMMENDATION:

- Approve the Guidelines and Schedule for the 2020 Combined Call-for-Projects for FTA Section 5310 Large Urbanized Area (Seniors and Persons with Disabilities) funds and Section 5307 Jobs Access/Reverse Commute (JARC) funds.

BACKGROUND:

The Federal Transit Administration's (FTA) Section 5310 Program is intended to enhance mobility for seniors and persons with disabilities by providing funds that support the special needs of seniors beyond traditional public transportation services and for those with disabilities beyond that required by the Americans with Disabilities Act (ADA). The goal of the JARC program is to improve access to employment for eligible low-income individuals and to transport residents of urbanized areas and non-urbanized areas to suburban employment opportunities.

Both the FTA Section 5310 funds and JARC funds are the primary funding sources to support projects and strategies identified in the Ventura County Transportation Commission's (VCTC) Coordinated Public Transit-Human Services Transportation Plan:

https://www.goventura.org/wp-content/uploads/2018/03/VCTC-Coord-Plan-Final_032917_0.pdf

DISCUSSION:

Funding Availability Estimates: VCTC serves as the Designated Recipient for JARC funds and Section 5310 funds which are apportioned by formula directly to Ventura County's two large urbanized areas (Oxnard/Ventura and Thousand Oaks/Moorpark). The funding formula is based on a combination of transit revenue miles and passenger miles, as well as population and population density. Funds are allocated by VCTC for these programs on a competitive basis through a Call-for-Projects. It should be noted that Section 5310 funds are also available through a separate Caltrans statewide application process for projects in small urban and rural areas of the County such as Simi Valley, Camarillo, Santa Paula, and Fillmore.

Table 1 shows the breakdown of Section 5310 and JARC funds available for the two large urbanized areas in Ventura County for FY20/21 and FY21/22 as well as 2020 JARC funds provided under the Coronavirus Aid, Relief, and Economic Security (CARES) Act for projects that respond to COVID-19. Section 5310 allows 10% of the apportionment to be used for administration and this amount has been subtracted from the Section 5310 amounts shown below.

Table 1: 2020 JARC/5310 Call-for-Projects				
Urbanized Area	JARC	JARC CARES	FTA 5310 Traditional*	FTA 5310 Expanded
Oxnard/Ventura	\$456,000	\$647,000	\$327,000	\$207,000
T.O./Moorpark	\$113,000	\$161,000	\$213,000	\$134,000
TOTAL	\$569,000	\$808,000	\$540,000	\$341,000

* The funds shown for 5310 Expanded can also be spent on Traditional projects, but FTA requires that the funds apportioned to Traditional be spent for those purposes only.

Guidelines for the 2020 Call for Projects: The proposed guidelines and project selection criteria for the 2020 Call for Projects are attached. The screening and selection criteria are based on the criteria used by Caltrans and on VCTC's Coordinated Public Transit-Human Services Plan.

Schedule: The following schedule lists the milestones for the application and selection process.

Table 2: Call-for-Projects Schedule	
July 23, 2020	Call-for-Projects Announced
August 28, 2020	Applications Due to VCTC
October 8, 2020	Review by Transit Operators Committee
November 6, 2020	Approval by VCTC
February 15, 2021	FTA Grant Approved

The Transit Operators Committee reviewed and approved the Guidelines and Schedule at their meeting on June 11, 2020 with two changes to the scoring criteria for projects requesting CARES Act Funding. VCTC staff concurred with the Committee's recommendation to replace points for Emergency Planning and Preparedness (5 points) and Matching Funds (5 points) with 5 points for how well the project responds to the goals and objectives of the CARES Act and 5 points for planning and implementation in response to COVID-19. Those changes have been incorporated into the attached guidelines.



ITEM #8D

JULY 10, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: JUDITH JOHNDUFF, PROGRAM ANALYST

**SUBJECT: ACTIVE TRANSPORTATION PROGRAM (ATP) CYCLE 5 – REGIONAL
PRIORITIZATION METHODOLOGY**

RECOMMENDATION:

- Approve methodology to prioritize local projects for funding under the Metropolitan Planning Organization (MPO) Component of the ATP Cycle 5 Call-for-Projects (Attachment 1).

BACKGROUND AND DISCUSSION:

The California Transportation Commission (CTC) announced the ATP Cycle 5 Call for Projects on March 25, 2020. A synopsis of the ATP Cycle 5 Program is provided in the Fact Sheet in Attachment 2. The budget for Cycle 5, is anticipated to be approximately \$440 million and is made up of Federal funding, State SB1 and State Highway Account (SHA) funding. The impact of Covid-19, if any, on the program has not yet been determined. The funding/programming years include the 21/22, 22/23, 23/24 and 24/25 fiscal years.

How projects are selected for funding: Caltrans/CTC reviews all ATP project applications and scores are assigned to each application based on the adopted CTC Scoring Criteria. Applications can receive a maximum of 100 points.

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

- 50% to the state for the statewide competitive program (approximately \$220 million)
- 10% to small urban and rural regions (does not apply to Ventura County)
- 40% to Metropolitan Planning Organizations (MPO) (Southern California Association of Governments (SCAG) share is estimated at \$93.4 million).

Statewide Competitive Program: Once the applications are scored by Caltrans and the CTC, the projects are ranked. Those projects with the highest ranking will receive funding through the statewide competitive program.

Regional Program (Ventura County's Estimated Population Share is \$3.9 Million): If projects do not score high enough to be funded under the Statewide Program, they are reconsidered for

funding through the MPO regional project selection process. As in past years SCAG has developed Regional Guidelines for distribution of the region's estimated \$93.4 million share. Ventura County's share (based on population) is estimated to be roughly \$3.9 million according to SCAG.

VCTC's role in the regional project selection process:

- The SCAG guidelines allow VCTC to develop a methodology to prioritize local projects for funding that flows through SCAG. As a means of prioritizing projects, Counties can add up to twenty (20) points to supplement the CTC scores.
- The Commission is required to adopt the final recommended list of projects for the County which is submitted to SCAG for funding, and
- VCTC also adopts a prioritized list of contingency projects should Cycle 5 funds be made available through project cancellations or cost savings (subject to CTC approval).

Recommended 20 Point Criteria:

It is recommended that a maximum of 20 points be awarded to the CTC Cycle 5 project scores based on following methodology:

- **For Construction Projects:** Up to 15 points will be awarded for project readiness:
 - a. Five (5) points will be awarded if the project is identified in an approved, adopted Bicycle, Pedestrian or Active Transportation Plan listed in Attachment 1, OR
 - b. Ten (10) Points will be awarded if the project is identified in a plan listed in Attachment 1, and the conceptual design has been completed, OR
 - c. Fifteen (15) Points will be awarded if the project is identified in a plan listed in Attachment 1, and the Conceptual design has been completed, and the ATP Cycle 5 application shows the preconstruction phases fully funded by the Local Agency.
- **For Planning Projects:** 15 points will be awarded if the project is to prepare a Citywide, Areawide or Corridor Specific Active Transportation Plan,

AND

- **Five (5) points for Any Project with a Safe Routes to Schools Component:** Projects will be awarded 5 points if the Safe Routes to Schools box is checked in the Cycle 5 Application.

The recommended 20-point award criteria are provided in Attachment 1.

The Transportation Technical Advisory Committee (TTAC) reviewed and approved the recommended scoring criteria above at their June 18, 2020 meeting.



Item #8E

July 10, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: AARON BONFILIO, PROGRAM MANAGER

SUBJECT: REQUEST FOR PROPOSALS FOR MOBILE TICKETING SYSTEM

RECOMMENDATION:

- Approve release of the Request for Proposals (RFP) for Mobile Ticketing and Advanced Fare Collection System.

BACKGROUND:

In 2015, VCTC decommissioned its countywide “smartcard” system. While the “smartcard” had been a pioneering effort in transit fare collection, it was not part of a larger system, and its ongoing expense became difficult to sustain. While the magnetic stripe fare media that replaced the “smartcard” lacked some of its robust features, VCTC used the intervening years to add fareboxes to its entire fleet (which improved service data, efficient and security of fare collection).

Rather than immediately replace the smartcard system with a like service, VCTC elected to continue offering its regional fare media using its existing paper passes and fareboxes—fareboxes which are also in use at Gold Coast, Thousand Oaks, Simi Valley and Valley Express. Since that time, staff has tracked the market with a focus on mobile ticketing and other contactless capabilities. Staff has met with vendors and agency peers, participated in demonstrations and presentations, and researched multiple fare collection paths. In addition, as would be expected, recently updated federal and state guidance recommends transit agencies pursue mobile ticketing and other contactless fare collection systems as a potential method to address concerns regarding the COVID-19 pandemic. For example, LA Metro (which currently uses a smartcard built on the same architecture as VCTC’s) has proposed accelerating its implementation of mobile ticketing for this reason.

At this time, in light of the matured market place, advances in technology and adoption of new bank card standards in the U.S., staff recommends that the Commission authorize a release of a Request for Proposals (RFP) to solicit proposals to provide its next generation of regional fare media for Ventura County transit operators.

Project Overview

The high-level overview of the project objectives are as follows:

- ✓ *Provide a single “pass” or platform to be accepted regionally by all Ventura County transit providers, that utilizes mobile technology and improves seamless travel.*
- ✓ *Provide integrations with the Commission’s regional trip planning application for one-stop planning and fare payment*
- ✓ *Enter into a five-year term with selected proposer with five optional one-year extensions.*
- ✓ *Reduce onboard fare processing time to improve boarding process and decrease dwell time and reduce cost.*
- ✓ *Provide accurate and timely ridership and revenue data for planning, reporting and financial reconciliation.*
- ✓ *Support options to include open payments integration such as new contactless bank cards (“cEMV”), so riders can tap a bankcard, credit, or gift-card with no account necessary*
- ✓ *Support development of a scalable platform to add agencies that wish to opt-in—such as those which do not charge fares like Camarillo Trolley and Kanan Shuttle, or SBMTD, or other modes, such as Paratransit, should funding arise.*
- ✓ *Provide an interface for local institutions and employers to distribute tickets to its user participants instantaneously, such as with College Ride program or by County HSA.*
- ✓ *Optional integrations with other mobility services, such as having tickets sold via the Google Maps, Uber, or Lyft apps or other third-party and retail opportunities*

Timeline

The anticipated procurement timeline and System “go-live” targets per the draft RFP are noted below:

- *July 10, 2020 → Release RFP*
- *September 1, 2020 → Proposals Due*
- *September – October → Proposal Evaluations, Offer Review and Negotiations*
- *November 6, 2020 → Commission Review of Award Recommendation and Contract*
- *November 6 – January → System Setup and Implementation*
- *Mid-January → Initial System Deployment*
- *Mid-March → Final System Acceptance Target*

Following contract award, System implementation is estimated to last four months, with the first phase of mobile ticketing to begin approximately by mid-January 2021 (i.e. two months from Notice-to-Proceed). Final system implementation is targeted to be completed by mid-March 2021, i.e. four months from Notice-to-Proceed. Note, final project schedule will be based on proposals and negotiated. However, it is the goal to deploy this program rapidly in light of current challenges with fare collection and the pandemic.

The five-year base term will commence following system implementation, and there will be five optional one-year extensions.

Funding

Staff has conducted an independent cost estimate, which identified recent average pricing for similar services and associated hardware. Typical costs include development (or system setup), training and ongoing service charges or transaction fees.

In preparation for the replacement of the Goventura Smartcard system, VCTC has dedicated funding available in FTA grants sufficient for this project, which total approximately \$2,000,000 (not including required local match). These revenues are currently “unbudgeted”, or not included in this year's program; however, at a subsequent Commission meeting, following submittal of proposals, a budget amendment will be recommended to incorporate such revenues into the Regional Transit Technology program budget.

Attachment(s):

Request for Proposals #20-710: Mobile Ticketing and Advanced Fare Collection System



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Item #8F

July 10, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: AMANDA FAGAN, DIRECTOR OF PLANNING & POLICY

SUBJECT: MOTORIST AID SERVICES BUDGET AMENDMENT REQUEST

RECOMMENDATION:

- Amend the Fiscal Year 2019/2020 General Fund Motorist Aid Services budget by decreasing the Consultant Services line item by \$11,700, and increasing the staff line items by \$5,400 for Salaries, \$2,300 for Fringe and Tax, and \$4,000 for Indirect Costs Allocation. Amend the Service Authority for Freeway Emergencies (SAFE) Fund budget by increasing the transfer-out line item by \$11,700, and increasing the General Fund Motorist Aid Services SAFE revenues and fund transfer-in by \$11,700.

BACKGROUND:

In May 2020, the Commission approved an amendment to the Fiscal Year 2019/2020 Motorist Aid Services Task Budget resulting in \$20,300 for Salaries, \$8,500 for Fringe Benefits, and \$14,800 for Indirect Cost Allocation to account for a higher level of staff time required to manage the various Motorist Aid programs than originally anticipated, including 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.

The May 2020 budget amendment proved insufficient to meet the needs of the program for staff time and personnel costs. An Administrative approval under the authority of the Executive Director would suffice for most Program Budgets. However, the Motorist Aid budget is funded by the Service Authority for Freeway Emergencies (SAFE) Fund, while personnel costs are paid from the General Fund, and the Commission must authorize transfers from the SAFE to the General Fund to pay for personnel expenditures. Sufficient budget remains available in the Consultant category to shift the needed resources to Salaries, Fringe and Tax, and Indirect Costs categories.

Significant Motorist Aid program tasks completed in May and June 2020 include administrative oversight, review, and release of the FSP RFP, review of the FSP Standard Operating Procedures, demonstration testing of software platforms to manage the FSP program, and hosting an RFP pre-proposal conference; and preparation and release of two RFPs, review of proposals, vendor selection, and contracting for Callbox analytics/management and Callbox maintenance.

Staff requests Commission authorization to retroactively amend the Motorist Aid Budget for Fiscal Year 2019/2020 to add \$TBD for Salaries, \$TBD for Fringe Benefits, and \$TBD for Indirect Cost Allocation. Staff also requests Commission authorization for transfer of \$TBD from the SAFE Fund to the General Fund.

After amendment, resulting line item budgets are as follows:

Salaries	\$25,700
Fringe and Tax	\$10,800
Indirect Cost Allocation	\$18,800
Consultant Services	\$528,800*

*The Consultant Services budget has also been reduced by \$2,000 through an approved Administrative Budget Amendment to reallocate funds from Consultant Services to Legal Services due to higher than anticipated costs for legal review of three Motorist Aid program Requests for Proposals and contracts (Call Box Maintenance, Call Box Management Support Services, and Freeway Service Patrol).



Item #8G

July 10, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: AMANDA FAGAN, DIRECTOR OF PLANNING & POLICY

**SUBJECT: SANTA PAULA BRANCH LINE ANNEXATION WITHIN SANTA PAULA WEST
BUSINESS PARK SPECIFIC PLAN AREA**

RECOMMENDATION:

- Approve the request from the City of Santa Paula to consent to annexation of a portion of the Santa Paula Branch Line (SPBL) in accordance with the Santa Paula West Business Park (SPWBP) Specific Plan.
- Recommend to City of Santa Paula to incorporate completion of the SPBL Recreational Trail with construction of the SPWBP.

BACKGROUND:

In a letter dated June 18, 2020, the City of Santa Paula requested consent of the Ventura County Transportation Commission (VCTC) to annex a 4.69 acres portion of the Santa Paula Branch Line (SPBL), as shown in Figure 1. The request for VCTC consent is required as part of the Ventura County Local Agency Formation Commission (LAFCo) consideration of a request by the City of Santa Paula to annex the 64-acre Santa Paula West Business Park Specific Plan area. The site is located between Telegraph Road and Highway 126, west of Todd Lane and Beckwith Road, in the vicinity of Mile Post (MP) 410 – MP 412 of the SPBL.

The City proposes to zone the SPBL parcels as Open Space Passive. Permitted uses within this zone include waterways, flood control channels, utility corridors (including rail operations), and hiking/biking/equestrian trails. No changes to the property are anticipated that would affect rail property operations and maintenance, nor any change to the SPBL ownership.

DISCUSSION:

The SPBL parcel owned by VCTC for which the City requests annexation is a long, linear parcel that extends beyond the area covered by the Specific Plan (Figure 2). In speaking with Ventura LAFCo staff, only the portion of the parcel that is within the annexed area would be within the City of Santa Paula, analogous to the treatment of streets and roads subject to the annexation process.

The Specific Plan proposes improvements to Beckwith Road extending across the rail line, and two areas where water and sewer utilities will cross the railroad right-of-way, which will require new crossing

agreements and approval by the California Public Utilities Commission (CPUC). Such agreement(s) will be subject to future Commission action.

The Specific Plan does not address build-out of the SPBL Recreational Trail, though the City of Santa Paula has completed sections of the Trail through the city. In addition, the County Board of Supervisors approved submittal of an application to Caltrans for an Active Transportation Planning grant to complete the Recreational Trail through unincorporated County from Saticoy to Peck Road in Santa Paula, which would include the portion of SPBL subject to the annexation request. Staff recommends that VCTC consent to annexation with a recommendation to LAFCo and the City to incorporate completion of the Recreational Trail with development of the Santa Paula West Business Park Specific Plan.



Figure 1. Santa Paula West Business Park Proposed Annexation Area



Figure 2. Santa Paula West Business Park Annexation Area – Full extent of VCTC Santa Paula Branch Line Parcel



Item #8H

July 10, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

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

SUBJECT: PUBLIC TRANSIT AGENCY SAFETY PLAN (PTASP)

RECOMMENDATION:

- Approve the VCTC Public Transit Agency Safety Plan (PTASP), thereby “opting out” of Caltrans Division of Rail and Mass Transportation (DRMT) State Plan. The PTASP is included under separate cover as an attachment.

DISCUSSION:

The Federal Transit Administration (FTA) published a final rule effective July 19, 2019 for Public Transportation Agency Safety Plans as authorized by the Moving Ahead for Progress in the 21st Century Act (MAP-21). The new rule requires states and certain operators of public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53 to develop Public Transportation Agency Safety Plans (PTASP) based on the Safety Management System approach. The development and implementation of safety plans help ensure that public transportation systems are safe nationwide.

Under the new rule, state DOT's are required to prepare plans on behalf of bus operators with fewer than 100 peak-hour buses, unless a bus operator elects to prepare their own plan. VCTC operates fewer than 100 buses and thus qualifies for the State DOT plan; however, after careful consideration, VCTC elected to prepare its own plan. The decision was based on a need to develop a plan that more appropriately manages and implements safety practices within a unique environment since VCTC contracts operation of its transit services to two operators, RATP Dev and MV Transportation, Inc.

The PTASP includes the processes and procedures necessary for implementing a Safety Management System. VCTC's Safety Management System (SMS) is a formal, top-down, organization-wide, data driven approach to managing safety risk and assuring the effectiveness of safety mitigation. It includes systematic policies, procedures, and practices for the management of safety risk. The goal is to deliver positive, measurable results and to ensure the best use of available resources to identify safety hazards, analyze safety risks, and mitigate potential risks. SMS is designed to reduce safety risks to an acceptable level through a continuous process of hazard identification and safety risk management practices. VCTC prioritizes safe practices through the SMS with:

- Defined roles and responsibilities;
- Strong executive safety leadership;

- Formal safety accountabilities and communication;
- Effective policies and procedures; and
- Active employee involvement.

Operators of public transportation systems are required to implement the safety plans they develop; therefore, it was important that VCTC design its own plan suitable to its own unique operating environment. VCTC will review the PTASP annually and update the plan when processes or activities change within the agency and/or when applicable regulations change. Like the Transit Asset Management (TAM) Plan before it, the PTASP provides performance measures and targets that promote the practice of data driven metrics to support sound safety decisions and maintain capital assets in a State of Good Repair (SGR). VCTC's safety performance record will be evaluated regularly to determine if any actions are necessary to improve upon existing safety protocols in order to meet established goals.

The rule required every public transportation agency to adopt a PTASP by July 20, 2020. With the onset of the public health concern related to COVID-19, FTA published a Notice of Enforcement Discretion on April 22, 2020 effectively extending the PTASP compliance deadline from July 20, 2020 to December 31, 2020. However, VCTC had completed the PTASP and elected to proceed with the original deadline.

The VCTC Public Transit Agency Safety Plan (PTASP) is included as an attachment to the agenda.



Item #8I

July 10, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: DARREN KETTLE, EXECUTIVE DIRECTOR

SUBJECT: VCTC OFFICE FURNITURE PURCHASE

RECOMMENDATION:

- Authorize the Executive Director to proceed with the purchase of new office furniture with Tri-County Office Furniture for VCTC's new office space at 751 Daily Drive, Camarillo in an amount not to exceed \$220,000.
- Amend the VCTC Fiscal Year 2020/2021 Management and Administration budget to carry-over \$300,000 of previously budgeted STA revenues and associated office relocation expenditures from the Fiscal Year 2019/2020 budget and accordingly amend the STA budget to increase the transfer-out funds by \$300,000.

BACKGROUND:

In Spring of this year the Commission approved a five year lease for new office space located at 751 Daily Drive in Camarillo. The space on the fourth floor of the building is currently undergoing buildout construction of all tenant improvements with completion expected as early as end of August of this year. Upon completion of tenant improvements, the lease allows for 30 days prior to the charging of first month rent which is intended to be the period of time for furniture installation.

The Commission also approved a cooperative agreement with the County of Ventura for staff from the Public Works Agency, Engineering Division to provide project management services for the tenant improvements. Thanks to this arrangement with the County, Tri County Office Furniture and Herman Miller have agreed to provide pricing for the product per the terms of the contract the County of Ventura has with Herman Miller and Tri County Office Furniture affording VCTC a substantial discount as compared to if VCTC had conducted a separate stand-alone office furniture procurement. An additional benefit of utilizing the County contract is the ability to get the new furniture on an expedited delivery and assembly schedule.

Attachment A is the cost proposal from Tri-County Office Furniture in the amount of \$211,953.11. The proposal includes furniture product, delivery and assembly in place, and sales tax. Attachment B is the office floorplan and 3D renderings of the furniture layout.

The recommended action is to grant purchase authority to the Executive Director an amount not to exceed \$220,000, approximately \$8,000 over the cost proposal, to cover unanticipated expenses. The furniture purchase was an anticipated expense as part of a FY 2019-2020 \$400,000 budget amendment approved by the Commission when the office lease was approved at the March 2020 Commission

meeting but was not fully utilized in Fiscal Year 2019/2020; therefore, staff is also requesting that \$300,000 of Management and Administration STA revenues and associated office relocation expenditures be carried-over into the Fiscal Year 2020/2021 budget and accordingly amend the STA budget to increase the transfer-out funds by \$300,000. The funds have to be carried over into the FY 2020/21 budget are for the purpose of this furniture purchase, tenant improvements, information technology hardware, and moving costs.



Item #9

July 10, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: AMANDA FAGAN, DIRECTOR OF PLANNING & POLICY

**SUBJECT: SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS CONNECT SOCAL,
2020 REGIONAL TRANSPORTATION PLAN/SUSTAINABLE COMMUNITIES
STRATEGY UPDATE**

RECOMMENDATION:

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

BACKGROUND:

Every four years, the Southern California Association of Governments (SCAG), as the Metropolitan Planning Organization (MPO) for the six county region that includes Imperial, Los Angeles, Orange, Riverside, San Bernardino, and Ventura Counties, is required to prepare and adopt a Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS). The RTP/SCS, known as Connect SoCal, seeks to balance mobility, housing, economic, and health needs throughout the region across a 25-year planning horizon from 2020 – 2045.

On May 7, 2020, the SCAG Board of Directors approved Connect SoCal for purposes of determining Federal air quality conformity. Recognizing the impact of the COVID-19 global pandemic, the Board deferred full adoption for a 120-days period to allow for consideration of the economic, social, and land use impacts of the pandemic on the RTP/SCS.

Mr. Koma Ajise, SCAG Executive Director, or Mr. Darin Chidsey, SCAG Chief Operations Officer, depending on availability, will present an update on Connect SoCal adoption and implementation.



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Item #10

July 10, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: PETER DE HAAN, PROGRAMMING DIRECTOR
**SUBJECT: UPDATE ON US 101 HIGH OCCUPANCY VEHICLE (HOV)/EXPRESS BUS
WIDENING PROJECT APPROVAL / ENVIRONMENTAL DOCUMENT (PAED) PHASE**

RECOMMENDATION:

- Receive and file presentation.

BACKGROUND:

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

The PAED itself is a highly complex project that will define the scope of improvements to relieve congestion and provide environmental clearance for those improvements along approximately 27 miles of the U.S. 101 from State Route 23 in Thousand Oaks to State Route 33 in Ventura. Across its forty-two (42) month schedule, the PAED will look at a range of alternatives that will include High Occupancy Vehicle (HOV) lanes, the addition of auxiliary lanes, ramp improvements, and bridge widenings as well as the environmental impacts and mitigations for that work.

The PAED is overseen by a Project Development Team (PDT) that has met monthly for the past fourteen (14) months to review work completed and provide guidance to the WSP project team. During Summer 2019 the project conducted a series of four (4) public scoping meetings, one in each of the corridor cities, Thousand Oaks, Camarillo, Oxnard, and Ventura, to receive public comment. Subsequent to this scoping process, the project team made a presentation on the project status at the October Commission meeting. Since then the project has moved into the Alternatives Analysis portion of the project. A wide variety of project alternatives were studied in this process, applying both quantitative and qualitative criteria to the alternatives, with the objective of identifying the two alternatives that best fit the purpose and need of the project for an in-depth study and environmental review.

DISCUSSION:

At this time the WSP team and the PDT are moving forward with the more detailed environmental and technical analysis of the two alternatives that the PDT selected for the complete evaluation. To provide a more detailed project update and presentation of the alternatives, staff has invited Mr. Steven Yoshizumi of WSP to present an overview of the project to date and the upcoming work. This presentation will afford the Commission with an opportunity to give input on the plans being developed for US 101. Additional presentations will be made to the Commission in the future, well before the release of the draft environmental document scheduled for the middle of 2021.



Item #11

July 10, 2020

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

RECOMMENDATION:

- Adopt position to SUPPORT SB 288 (Weiner) to provide temporary exemptions under the California Environmental Quality Act (CEQA) for certain types of transportation projects.

DISCUSSION:

Federal Issues

The House Transportation and Infrastructure Committee has approved its proposal for transportation reauthorization to replace the Fixing America's Surface Transportation (FAST) Act, which is scheduled to expire September 30th. The reauthorization bill, dubbed Investing in a New Vision for the Environment and Surface Transportation (INVEST), would authorize \$494 billion over five years.

The proposed funding authorization includes \$319 billion for highways and \$105 billion for transit, with transit receiving a 50% boost in funding. The bill mandates the Department of Transportation to establish a new greenhouse gas performance measure, creates a new \$8.4 billion formula program to spur carbon emissions reductions, and includes a fivefold increase in competitive grants for zero emission buses.

State Issues

Attachment A is the monthly report of Delaney Hunter, the Commission's state lobbyist. This report provides information on the transportation aspects of the State Budget Act of 2020 signed by Governor Newsom on Monday, June 29. Included in the raft of budget trailer bills signed by the Governor is AB 90 which contains language of particular interest to California public transit operators.

AB 90 includes several statutory relief measures important to California public transit agencies. Those measures are:

- Institute a hold harmless provision for calculation and allocation of State Transit Assistance Program, Low Carbon Transit Operations Program, and STA-State of Good Repair allocations (Local Revenue Basis Only);
- Temporarily suspend the financial penalties associated with the Transportation Development Act's requirements that transit agencies obtain specified fixed percentages of their operating budgets from passenger fares; and,
- Temporarily suspend the financial penalties associated with the State Transit Assistance Program's requirement that transit agencies' operating cost per revenue vehicle hour may not exceed operating cost per revenue vehicle hour adjusted by regional CPI, year over year.

These measures take effect immediately.

Delaney Hunter has also written an analysis of SB 288 (Scott Wiener, D-San Francisco), included in this agenda item as Attachment B. This bill would add categories to the list of statutory CEQA exemptions, including projects to enhance commuter bus and rail service, bicycle and pedestrian facilities, renewable fueling or charging stations, and certain transit station improvements. This bill could provide additional flexibility for implementation of Ventura County projects, with examples of such projects being various bike trails as well as the commuter bus elements of the US 101 improvement project. Staff therefore recommends the Commission support SB 288.

Attachment C provides the status of bills being tracked by the Commission. The status of the previously tracked bills is unchanged since the last report. As the Commission is aware, due to the emergency situation, the legislative committees have limited the number of bills being considered, so the vast majority of bills introduced earlier this year are not moving. Of the bills on which the Commission earlier took a position, only SB 1291 is moving, which the Commission voted last month to support.



Item #12

July 10, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: CLAIRE GRASTY, TRANSIT PLANNING MANAGER

SUBJECT: UPDATE ON TRANSPORTATION EMERGENCY PREPAREDNESS PLAN

RECOMMENDATION

- Receive and file this update.

BACKGROUND

After the Thomas Fire and the Montecito Debris Flow, VCTC staff, in partnership with the Santa Barbara County Association of Governments (SBCAG) and in coordination with the Gold Coast Transit District (GCTD) and the Santa Barbara Metropolitan Transit District (MTD), applied for a grant through Caltrans' Adaptation Planning Grant (APG) Program to fund a Transportation Emergency Preparedness Plan (TEPP), that would help our agencies to be better prepared in an emergency. This grant was awarded in May 2018 and in June 2019 VCTC selected Claris Strategy as its consultant to lead the project.

The goals of the TEPP are to:

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

DISCUSSION

There has been significant progress since the project began. The public participation plan was completed, which included a website and a public survey, online and on buses. It also included feedback from critical agencies through advisory committee meetings. Thus far, there have been four advisory committee meetings and two workshops. Committee meetings discussed such topics as previous emergencies and

disasters, gaps during those emergencies, public participation, assisting vulnerable populations, the role of public transportation, and research on other locations' experience with emergencies among others. The workshops focused on potential hazards and the threats they pose to the transportation network and on the concept of operations. Numerous additional meetings have been held with other stakeholders to get information on non-transit areas of transportation and contact information. The last workshop, yet to take place, will include a tabletop exercise.

The research phase of this project is complete and included assessing the current situation in both counties, researching other agencies' experience with emergencies, determining potential institutional arrangements, communication needs, inventory of transportation assets and site walks.

There has also been significant progress on the preparation of the plan. As part of this, VCTC has received drafts of the training and reimbursement annexes and received the draft plan at the end of June.

As VCTC, SBCAG and the operators in the counties deal with the impacts from COVID-19, lessons learned are being incorporated into the draft document, helping to prepare us for any type of emergency in the future.

Staff plans to bring the final plan to the Commission in fall 2020.



Item #13

July 10, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

**FROM: DARREN KETTLE, EXECUTIVE DIRECTOR
MARTIN R. ERICKSON, PUBLIC TRANSIT DIRECTOR**

**SUBJECT: CHAIR'S REQUEST TO AGENDIZE DISCUSSION ON THE FUTURE OF PUBLIC
TRANSPORTATION**

RECOMMENDATION:

- That the Commission consider bringing forward an agenda item to review transit operations and structure in Ventura County, and provide direction to staff.

BACKGROUND:

At the June 2020 Commission meeting, Chair Bill-de La Peña made a request to which multiple commissioners concurred to bring an item to the next Commission meeting to discuss placing an agenda item for a review of transit operations and structure in Ventura County. This came after the annual budget presentation and discussion about the financial and operational challenges facing transit as a result of the Covid-19 pandemic and resulting economic recession.

Discussion concerning transit restructuring in Ventura County is not new; however, it has been over a decade since the topic has been discussed at the Commission (precipitated by the passage of SB 716 in January, 2010). SB 716 generally requires that Transportation Development Act funds be spent on public transit, but the nature of the exceptions for Ventura County led to VCTC embarking on a two-year comprehensive transit study. The study involved extensive data collection, analysis of options by a Steering Committee of Commissioners and engagement by the community, transit operators and city and county management. Midway through the study, the Steering Committee determined, with the concurrence of the Commission, VCTC staff and the consultant team that VCTC should move forward with analysis and city consultation on the *Full consolidation* option (with strong continued local influence) and a hybrid version of *Moderate Consolidation* with two operating entities. However, the process culminated with the development of a separate proposal from the transit operators which came to be known as the "Operators Proposal" that was ultimately adopted by the Commission in the final version of the *Ventura County Regional Transit Study* (Transit Study), in April of 2012. This "Operators Proposal", with a few differences, is essentially the transit system that has been in operation from 2013 to the present day. It consists of eight separate transit operators, and seven paratransit operators. The *Ventura County Regional Transit Study* is included as a separate document to this agenda item.

Several recommendations from the Operators Proposal have come about, notably the creation of Gold Coast Transit District (GCTD), formerly a Joint Powers Agreement (JPA) between the member agencies, and the creation of an Memorandum of Understanding (MOU) in the East County between the cities of Camarillo, Moorpark, Simi Valley and Thousand Oaks and the County of Ventura for unincorporated East County. It is also worth noting that the Commission's final recommendation contained the following: "the recognition that the concept of full consolidation will continue to be discussed as a long-term goal."

Attachment "A" – Ventura County Regional Transit Study, Final Report, April 9, 2012 (Attached under separate cover on website)