



**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/81635748526?pwd=KzlhOEpGVFFXdGJuUzFVMiFaY1FIUT09>

FRIDAY, DECEMBER 4, 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, DECEMBER 3, 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 MINUTES FROM NOVEMBER 4, 2020 VCTC MEETING- PG.5

Recommended Action:

- Approve the summary minutes of NOVEMBER 4, 2020.

Responsible Staff: Roxanna Ibarra

8B. MONTHLY BUDGET REPORT - PG.9

Recommended Action:

- Receive and file the monthly budget report for OCTOBER 2020

Responsible Staff: Sally DeGeorge

8C. ALLOCATION OF TRANSPORTATION DEVELOPMENT ACT (TDA) FISCAL YEAR FY 2020/2021 ARTICLE 3 FUNDS FOR BICYCLE PATH MAINTENANCE - PG.17

Recommended Action:

- Approve the allocation of Fiscal Year 2020/2021 Transportation Development Act (TDA) Article 3 Bike Path Maintenance Funds totaling \$125,307 as shown in the attached Table.

Responsible Staff: Heather Miller

8D. SECTION 5310 FUNDED VAN PURCHASE FOR PATHPOINT VENTURA COUNTY PG.19

Recommended Action:

- Approve agreement with PathPoint Ventura County to provide a van using \$46,210.49 of Federal Transit Administration (FTA) Section 5310 funds with match provided by PathPoint.
- Authorize Executive Director to place an order with A-Z Bus Sales to purchase on behalf of PathPoint a Ford Transit 350 lift-equipped vehicle through the California Association for Coordinated Transportation (CalACT) purchasing schedule, at a total cost of \$57,763.11, contingent upon the receipt of \$11,552.62 in match from PathPoint.

Responsible Staff: Peter De Haan

8E. INSURANCE RENEWAL- PG.29

Recommended Action:

- *Accept the insurance proposal from the Special Districts Risk Management (SDRMA) (Attachment 1) and enter into an agreement for insurance coverage from December 31, 2020 through July 1, 2021 at a cost of approximately \$184,200.*
- *Commit to renewing insurance with SDRMA for a minimum of three years.*
- *Adopt by Resolution #2020-06 approving the form and authorizing the execution of the SDRMA's Sixth Amended Joint Powers Agreement (Attachment 2)*
- *Join the California Special Districts Association for a cost of approximately \$7,800.*
- *Amend the VCTC budget to increase the insurance line item by \$31,000 for a total of \$324,000 and increase the membership and dues line item by \$7,800 for a total of \$13,800.*

Responsible Staff: Sally DeGeorge

8F. FISCAL YEAR (FY) 2021/2022 TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET TRANSIT NEEDS SCHEDULE, PROCEDURES AND DEFINITIONS OF "UNMET TRANSIT NEEDS" AND "REASONABLE TO MEET"-PG.35

Recommended Action:

- *Review and Approve Unmet Transit Needs Schedule and Definitions.*

Responsible Staff: Claire Grasty

8G. COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)- PG.41

Recommended Action:

- *Approve the audited Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2019/2020*

Responsible Staff: Sally DeGeorge

8H. AMENDMENT TO MOORPARK PROPOSITION 1B TRANSIT CAPITAL PROGRAM AGREEMENT- PG.43

Recommended Action:

- *Approve amendment to the agreement with the City of Moorpark regarding Proposition 1B Transit Capital funding.*

Responsible Staff: Peter De Haan

8I. MEMORANDUM OF UNDERSTANDING WITH SOUTHERN CALIFORNIA REGIONAL RAIL AUTHORITY FOR SIMI VALLEY DOUBLE TRACK AND STATION IMPROVEMENT PROJECT- PG.47

Recommended Action:

- *Approve the Memorandum of Understanding (MOU) between VCTC and the Southern California Regional Rail Authority (SCRRA) for the development of the Simi Valley Double Track and Station Improvement Project.*

Responsible Staff: Claire Grasty

8J. FREEWAY SERVICE PATROL DEPLOYMENT UPDATE- PG.49

Recommended Action:

- *Receive and File*

Responsible Staff: Andrew Kent

DISCUSSION CALENDAR:

9. MOBILE TICKETING AND ADVANCED FARE COLLECTION SYSTEM - PG.51

Recommended Action:

- Award the contract for Request for Proposals #20-710 for Mobile Ticketing and Advanced Fare Collection System to Delerrok Inc., a wholly owned Cubic Transportation Systems Inc. (dba cubic/Delerrok); and, approve the Agreement with Cubic Transportation Systems Inc. in an amount not to exceed \$1,860,000; and,
- Approve Amendment to the Regional Transit Technology budget task by: increasing FTA Revenues by \$940,076, and adding the new revenues line-item, Other Revenues-Smartcard/Token, in the amount of \$209,924 increasing total budget task revenues by \$1,150,000; and by increasing the Professional Services expenditure line-item by an equal amount of \$1,150,000.

Responsible Staff: Aaron Bonfilio

10. FEDERAL TRANSIT ADMINISTRATION SECTION 5310 SENIOR AND DISABLED AND SECTION 5307 JOBS ACCESS/REVERSE COMMUTE CALL-FOR PROJECTS PROJECT SELECTION- PG.55

Recommended Action:

- Open public hearing and receive testimony on FY 2020/21 Transit Program of Projects (POP).
- Approve programming \$1,344,616 in Federal Transit Administration (FTA) Section 5310 Large Urbanized Area funds (Seniors and Disabled) and \$719,856 in FTA Section 5307 Jobs Access/Reverse Commute (JARC) funds for a total of \$2,064,472 for projects listed in Attachment A.
- Adopt the final Program of Projects (POP) approving the projects to receive FTA funds in FY 2020/21 listed in Attachment B.

Responsible Staff: Heather Miller

11. TRANSPORTATION EMERGENCY PREPAREDNESS PLAN FINAL- PG.61

Recommended Action:

- Approve the Transportation Emergency Preparedness Plan

Responsible Staff: Claire Grasty

12. US 101 COMMUNITIES CONNECTED MULTIMODAL CORRIDOR STUDY FINAL DRAFT- PG.63

Recommended Action:

- Adopt US 101 Communities Connected (US-101 Multimodal Corridor Study)

Responsible Staff: Caitlin Brooks

13. TRANSIT OUTREACH AND COMMUNITY OUTREACH PROGRAM CONSULTANT SERVICES AGREEMENT -PG.65

Recommended Action:

- Approve a three-and-one half year consultant services agreement with Celtis Ventures, Inc. for the VCTC Transit Outreach and Community Outreach Program at an annual cost not to exceed \$318,000 for the first half-year of the agreement and not to exceed \$500,000 annually for Fiscal Year 2021/2022: \$525,000 for Fiscal Year 2022/2023; and \$550,000 for Fiscal Year 2023/2024

Responsible Staff: Darrin Peschka

14. VCTC GENERAL COUNSEL'S REPORT

15. AGENCY REPORTS

16. ADJOURN to 9:00 a.m. Friday January 8, 2021



Item #8A

**VENTURA COUNTY TRANSPORTATION COMMISSION
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**MEETING MINUTES OF NOVEMBER 6, 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 9:04 A.M. VIA-ZOOM.

ROLL CALL/MEMBERS PRESENT:

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

ABSENT:

Steve Bennett, County of Ventura

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

PUBLIC COMMENTS FOR THOSE ITEMS NOT LISTED ON THIS AGENDA: There were none.

5. CALTRANS REPORT- CALTRANS Interim Deputy Director Gloria Roberts gave the update report regarding Caltrans projects, the report was distributed via-email to the Commissioners. Interim Deputy Director Gloria Roberts also stated Caltrans has new Caltrans Director for District 7 Tony Tavares.

6. COMMISSIONERS/EXECUTIVE DIRECTOR REPORT- Commissioner Judge reported on the SCAG committee meeting reports to the commission. Commissioner Judge stated the Southern Economic Summit is scheduled for December 1, 2020 for anyone who is interested in attending, he also stated the transportation committee gave a great presentation on hydrogen and electric buses. Commissioner Parks added to the SCAG reports, she stated that during the regional meeting a resolution was presenting among them to be passed regarding climate change and what we can do from a regional response toward mitigation and adaptation. Commissioner Long thanked Caltrans for their continued efforts to fix our road during this time. Executive Director Kettle reported on a few items:

- VCTC has officially moved to its new location in Camarillo.
- Discussed the election cycle of appointees and VCTC preparing in the next two months for January appointments.
- Gave a power point presentation to the Commission in which the Boys & Girls art contest winners art was displayed.

7. ADDITIONS/REVISIONS- None

8. CONSENT CALENDAR- Commissioner Long made a motion to approve items 8A thru 8D on the Consent Calendar as recommended. The motion was seconded by **Vice-Chair Huber** and passed unanimously.

8A. APPROVE SUMMARY MEETING MINUTES FROM OCTOBER 2, 2020 VCTC MEETING

- Approve the summary minutes from the OCTOBER 2, 2020 Commission meeting.

8B. MONTHLY BUDGET REPORT SEPTEMBER

- Receive and file the monthly budget report for the month SEPTEMBER 2020.

8D. INSURANCE RENEWAL

- Approve extending existing insurance coverage as described in this item through December 31, 2020 and paying the associated prorated premiums to allow additional time to obtain insurance coverage.

8D. JOINT RESOLUTION 2020-05 AMENDING CONFLICT OF INTEREST CODE TO AMEND AND EXPAND THE LIST OF POSITIONS REQUIRED TO FILE DISCLOSURES

- Approve the attached joint resolution 2020-05 adopting an amended Conflict of Interest Code for the VCTC Agencies.

9. WILDLIFE CORRIDORS AND CONSERVATION IN SOUTHERN CALIFORNIA

- Receive a presentation from Dr. Seth Riley, Wildlife Ecologist with the National Park Service on wildlife corridors and conservation efforts in Southern California.

A presentation on item 9 by Dr. Seth Riley, Wildlife Ecologist with the National Park Service on wildlife corridors and conservation efforts was received and filed by the VCTC Commission.

10. TRANSPORTATION EMERGENCY PREPAREDNESS PLAN DRAFT

- Receive and file this update.

A presentation on item 10-Transportation Emergency Preparedness Plan draft was presented by Claris Strategy Consultants William Lim and Brent Woolworth. The presentation was received and filed by the VCTC Commission.

11. US 101 COMMUNITIES CONNECTED MULTIMODAL CORRIDOR STUDY FINAL DRAFT

- Receive a presentation on the Final Draft of (US 101 Communities Connected (US-101 Multimodal Corridor Study).

A presentation on item 11-US 101 Communities Connected Multimodal Corridor Study Final draft was presented by Caitlin Brooks and received and filed by the VCTC Commission.

12. VCTC GENERAL COUNSEL'S REPORT- None.

13. AGENCY REPORTS- None.

14. Adjourn- The meeting was adjourned to **9:00 A.M. Friday, December 4, 2020.**



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Item #8B

December 4, 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 October 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 eight 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 October 31, 2020 budget report indicates that the revenues were approximately 15.69% of the adopted budget while expenditures were approximately 13.56% 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 OCTOBER 31, 2020**

Assets and Deferred Outflows

Cash and Investments	\$ 36,553,826
Receivables/Due from other funds	6,515,301
Prepays and Deposits	134,872
Capital Assets, undepreciated	25,971,001
Capital Assets, depreciated, net	35,191,932
Deferred Outflows	879,100
Total Assets and Deferred Outflows	<u>\$ 105,246,032</u>

LIABILITIES, DEFERRED INFLOWS AND FUND BALANCE

Liabilities and Deferred Inflows:

Accrued Expenses and Due to Other	\$ 4,151,559
Deferred Revenue	4,226,228
Deposits	67,059
Accrued Vacation	183,710
Pension Liability	2,143,432
OPEB Liability	352,734
Deferred Inflows	291,147
Total Liabilities and Deferred Inflows:	<u>\$ 11,415,869</u>

Net Position:

Invested in Capital Assets	\$ 60,892,975
Fund Balance	32,937,188
Total Net Position	<u>\$ 93,830,163</u>

For Management Reporting Purposes Only

VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE FOUR MONTHS ENDED OCTOBER 31, 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	\$ 3,355,954	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	1,180,896	\$ 293,502	\$ 4,830,352	\$ 36,975,130	(32,144,778)	13.06
State Revenues	378,539	6,522,050	0	144,593	0	0	142,941	0	7,188,123	43,455,245	(36,267,122)	16.54
Local Revenues	70,266	0	0	0	0	241,158	386,425	100,000	797,849	1,978,096	(1,180,247)	40.33
Other Revenues	259	0	0	0	0	0	102,098	0	102,357	105,888	(3,531)	96.67
Interest	6,191	14,961	24,761	11,158	9,530	54	212	629	67,496	235,000	(167,504)	28.72
Total Revenues	3,811,209	6,537,011	24,761	155,751	9,530	241,212	1,812,572	394,131	12,986,177	82,749,359	(69,763,182)	15.69
Expenditures												
Administration												
Personnel Expenditures	919,629	0	0	0	0	0	59,734	6,465	985,828	3,648,200	(2,662,372)	27.02
Legal Services	3,469	0	0	0	0	0	0	0	3,469	40,000	(36,531)	8.67
Professional Services	51,001	0	0	0	0	0	0	0	51,001	139,500	(88,499)	36.56
Office Leases	52,830	0	0	0	0	0	0	0	52,830	134,800	(81,970)	39.19
Office Expenditures	77,633	0	0	0	0	0	32,782	3,548	113,963	440,200	(326,237)	25.89
Total Administration	1,104,562	0	0	0	0	0	92,516	10,013	1,207,091	4,402,700	(3,195,609)	27.42
Programs and Projects												
Transit and Transportation Program												
Regional Transit Technology	48,683	0	0	0	0	0	0	0	48,683	2,278,477	(2,229,794)	2.14
Senior-Disabled Transportation	99,995	0	0	0	0	0	0	0	99,995	393,100	(293,105)	25.44
VCTC Intercity Bus Services	0	0	0	0	0	0	1,235,247	0	1,235,247	11,663,790	(10,428,543)	10.59
Valley Express Bus Services	0	0	0	0	0	0	0	283,493	283,493	1,906,800	(1,623,307)	14.87
Transit Grant Administration	2,000,920	0	0	0	0	0	0	0	2,000,920	14,323,900	(12,322,980)	13.97
Total Transit and Transportation	2,149,598	0	0	0	0	0	1,235,247	283,493	3,668,338	30,566,067	(26,897,729)	12.00
Highway Program												
Motorist Aid Services	0	0	0	134,872	0	0	0	0	134,872	1,424,500	(1,289,628)	9.47
Highway Program Management	631,932	0	0	0	0	0	0	0	631,932	9,639,030	(9,007,098)	6.56
Total Highway	631,932	0	0	134,872	0	0	0	0	766,804	11,063,530	(10,296,726)	6.93

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE FOUR MONTHS ENDED OCTOBER 31, 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	1,945,342	0	0	0	0	0	0	0	1,945,342	13,214,916	(11,269,574)	14.72
LOSSAN and Coastal Rail	2,500	0	0	0	0	0	0	0	2,500	12,300	(9,800)	20.33
Santa Paula Branch Line	0	0	0	0	0	207,364	0	0	207,364	945,443	(738,079)	21.93
Total Rail	1,947,842	0	0	0	0	207,364	0	0	2,155,206	14,172,659	(12,017,453)	15.21
Commuter Assistance Program												
Reg Transit Information Center	519	0	0	0	0	0	0	0	519	43,800	(43,281)	1.18
Rideshare Programs	84,257	0	0	0	0	0	0	0	84,257	356,654	(272,397)	23.62
Total Commuter Assistance	84,776	0	0	0	0	0	0	0	84,776	400,454	(315,678)	21.17
Planning and Programming												
TDA Administration	0	3,409,493	88,576	0	14,585	0	0	0	3,512,654	24,118,886	(20,606,232)	14.56
Transportation Programming	298	0	0	0	0	0	0	0	298	21,300	(21,002)	1.40
Regional Transportation Planning	38,725	0	0	0	0	0	0	0	38,725	763,600	(724,875)	5.07
Airport Land Use Commission	0	0	0	0	0	0	0	0	0	18,500	(18,500)	0.00
Regional Transit Planning	40,210	0	0	0	0	0	0	0	40,210	1,787,764	(1,747,554)	2.25
Total Planning and Programming	79,233	3,409,493	88,576	0	14,585	0	0	0	3,591,887	26,710,050	(23,118,163)	13.45
General Government												
Community Outreach	46,815	0	0	0	0	0	0	0	46,815	253,500	(206,685)	18.47
State and Federal Relations	42,685	0	0	0	0	0	0	0	42,685	114,200	(71,515)	37.38
Management and Administration	414,852	0	0	0	0	0	0	0	414,852	669,241	(254,389)	61.99
Total General Government	504,352	0	0	0	0	0	0	0	504,352	1,036,941	(532,589)	48.64
Total Expenditures	6,502,295	3,409,493	88,576	134,872	14,585	207,364	1,327,763	293,506	11,978,454	88,352,401	(76,373,947)	13.56
Revenues over (under) expenditures	(2,691,086)	3,127,518	(63,815)	20,879	(5,055)	33,848	484,809	100,625	1,007,723	(5,603,042)	6,610,765	(17.99)

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

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	SGR Actual	SPBL Actual	VCCTC Intercity Actual	Valley Express Actual	Fund Totals	Budgeted Actual	Variance Actual	% Year
Other Financing Sources												
Transfers Into GF From LTF	2,546,094	0	0	0	0	0	0	0	2,546,094	5,054,303	(2,508,209)	50.37
Transfers Into GF From STA	1,026,164	0	0	0	0	0	0	0	1,026,164	8,711,236	(7,685,072)	11.78
Transfers Into GF From SAFE	21,081	0	0	0	0	0	0	0	21,081	49,100	(28,019)	42.93
Transfers Into GF From SPBL	45,003	0	0	0	0	0	0	0	45,003	127,300	(82,297)	35.35
Transfers Into SPBL From LTF	0	0	0	0	0	44,707	0	0	44,707	127,300	(82,593)	35.12
Transfers Into SPBL From STA	0	0	0	0	0	0	0	0	0	606,443	(606,443)	0.00
Transfers Into VI From STA	0	0	0	0	0	0	1,000,000	0	1,000,000	1,795,158	(795,158)	55.71
Transfers Out of LTF Into GF	0	(2,546,094)	0	0	0	0	0	0	(2,546,094)	(5,054,303)	2,508,209	50.37
Transfers Out of LTF Into SPBL	0	(44,707)	0	0	0	0	0	0	(44,707)	(127,300)	82,593	35.12
Transfers Out of STA Into GF	0	0	(1,026,164)	0	0	0	0	0	(1,026,164)	(3,415,666)	2,389,502	30.04
Transfers Out of STA Into SPBL	0	0	0	0	0	0	0	0	0	(606,443)	606,443	0.00
Transfers Out of STA Into VI	0	0	(1,000,000)	0	0	0	0	0	(1,000,000)	(1,795,158)	795,158	55.71
Transfers Out of SAFE Into GF	0	0	0	(21,081)	0	0	0	0	(21,081)	(49,100)	28,019	42.93
Transfers Out of SPBL Into GF	0	0	0	0	0	(45,003)	0	0	(45,003)	(127,300)	82,297	35.35
Transfers Out of SGR into GF	0	0	0	0	0	0	0	0	0	(4,887,462)	4,887,462	0.00
Total Other Financing Sources	3,638,342	(2,590,801)	(2,026,164)	(21,081)	0	(296)	1,000,000	0	0	408,108	(408,108)	0.00
Net Change in Fund Balances	947,256	536,717	(2,089,979)	(202)	(5,055)	33,552	1,484,809	100,625	1,007,723	(5,194,934)	6,202,657	(19.40)
Beginning Fund Balance w/o capital assets	2,598,747	9,649,449	13,224,224	4,625,197	3,898,381	25,370	19	0	34,021,387	33,572,663	448,724	101.34
Long-term Pension/OPEB/Vacation Adjustment*	(1,925,453)	0	0	0	0	0	(166,469)	0	(2,091,922)	0	(2,091,922)	0.00
Ending Fund Balance	\$ 1,620,550	\$ 10,186,166	\$ 11,134,245	\$ 4,624,995	\$ 3,893,326	\$ 58,922	\$ 1,318,359	\$ 100,625	\$ 32,937,188	\$ 28,377,729	\$ 4,559,459	116.07

*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 OCTOBER 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	\$ 0.00	EAC only	\$2,080,395.05
LAIF	State Pool	N/A	8,099.05	0.84%	5,994,280.68
County of Ventura	Treasury Pool	N/A	59,395.36	1.01%	28,368,450.56
Total			\$67,494.41		\$36,443,126.29

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.

The Commission's pooled checking account is not earning interest, instead earns "earnings credits" 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. A small portion of interest earned in the LAIF account is for unearned revenues and the interest is not recognized until the corresponding expenses are recognized.

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

December 4, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMITTEE

FROM: HEATHER MILLER, PROGRAM MANAGER

SUBJECT: ALLOCATION OF TRANSPORTATION DEVELOPMENT ACT (TDA) FISCAL YEAR (FY) 2020/21 ARTICLE 3 BIKE PATH MAINTENANCE FUNDS

RECOMMENDATION:

- Approve the allocation of Fiscal Year 2020/2021 Transportation Development Act (TDA) Article 3 Bike Path Maintenance Funds totaling \$125,307 as shown in the attached Table.

BACKGROUND:

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

DISCUSSION:

This year there is an estimated \$125,307 (25%) of FY20/21 Article 3 funds available for distribution to local jurisdictions for Class I Bike Path maintenance. Agencies were asked to review and update the mileage information for their jurisdictions. The attached table provides a breakdown of Class I Bicycle Path mileage reported by each jurisdiction and their recommended proportional share of the FY20/21 TDA Article 3 maintenance funds.

The \$125,307 in available funding this year is a decline of approximately 31% from last year's funding due to declines in economic activity. TDA revenue in Ventura County is sales tax revenues equal to $\frac{1}{4}\%$ of taxable sales (out of a state sales tax of $7\frac{1}{4}\%$). When the economy contracts, sales tax revenue contracts, TDA revenue contracts, and in turn, Bike Path Maintenance funding contracts.

The Article 3 Bike Path Maintenance Funds were reviewed and approved by the Transportation Technical Advisory Committee (TTAC) on November 19, 2020.

ATTACHMENT A

Recommended Allocations for FY 20/21 TDA Article 3 Maintenance Funding			
City	Existing Class I Mileage	Class I Maintenance Allocation	%
Simi Valley	13.6	\$19,913	16%
Oxnard	4.74	\$6,940	6%
Ojai	0.4	\$586	0%
San Buenaventura	32.2	\$47,148	38%
Thousand Oaks	3.1	\$4,539	4%
County	13	\$19,035	15%
Port Hueneme	5.1	\$7,467	6%
Camarillo	4.4	\$6,443	5%
Santa Paula	1.8	\$2,636	2%
Fillmore	4.84	\$7,087	6%
Moorpark	2.4	\$3,514	3%
TOTAL	85.58	\$125,307	100%



Item #8D

December 4, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: PETER DE HAAN, PROGRAMMING DIRECTOR
SUBJECT: SECTION 5310 FUNDED VAN PURCHASE FOR PATHPOINT VENTURA COUNTY

RECOMMENDATION:

- Approve agreement with PathPoint Ventura County to provide a van using \$46,210.49 of Federal Transit Administration (FTA) Section 5310 funds with match provided by PathPoint.
- Authorize Executive Director to place an order with A-Z Bus Sales to purchase on behalf of PathPoint a Ford Transit 350 lift-equipped vehicle through the California Association for Coordinated Transportation (CalACT) purchasing schedule, at a total cost of \$57,763.11, contingent upon the receipt of \$11,552.62 in match from PathPoint.

BACKGROUND:

The FTA Section 5310 program funds eligible projects that provide transportation targeted to serve seniors and persons with disabilities. VCTC is designated to select projects to be funded from the Section 5310 apportionments to large urban areas. At the July 2019 meeting the Commission approved the Section 5310 Program of Projects including \$48,000 for a van for PathPoint Ventura County, a non-profit organization which provides employment, residential, and day program services to persons with developmental disabilities or mental health diagnoses. As in the past VCTC will be administering the vehicle purchase on behalf of the applicant, through the bid schedule managed by CalACT, of which VCTC is a dues-paying member.

DISCUSSION:

Pathpoint obtained quotes from A-Z Bus Sales and Creative Bus Sales, for several different vehicles on the CalACT procurement schedule. Based on this information provided in the quotes, PathPoint selected A-Z Bus Sales on the grounds that the vendor provides local servicing and repairs for the van, and the van that is offered provides much better safety for the rear passengers. The proposed price, \$57,763.11, is slightly less than the approved budget of \$60,000. Under the terms of the agreement with VCTC, PathPoint will pay VCTC the local match share and VCTC will then order the vehicle on PathPoint's behalf, obtaining reimbursement of the federal share from FTA. PathPoint will be the registered owner of the vehicle and VCTC will be the lienholder until the vehicle reaches the end of its useful life as defined by FTA.

COOPERATIVE AGREEMENT
BETWEEN
VENTURA COUNTY TRANSPORTATION COMMISSION
AND
PATHPOINT

THIS AGREEMENT is entered into on this 4th day of December ("Effective Date") between Ventura County Transportation Commission (hereinafter referred to as VCTC) and PathPoint (hereinafter referred to as RECIPIENT), with the RECIPIENT being registered with a Dunn & Bradstreet number of 076184696, regarding the provision of a vehicle funded in part by the Federal Transit Administration (FTA) for transportation service of the RECIPIENT.

WHEREAS Chapter 53 of Title 49, United States Code, as amended, authorizes the Secretary of Transportation to apportion funds for public transportation projects for planning, capital, and operating assistance purposes; and,

WHEREAS, VCTC serves as the administrator of federal funds apportioned by FTA to Ventura County; and,

WHEREAS, VCTC authorized VCTC staff to apply for FTA funds on behalf of transportation providers including RECIPIENT, with the provision that the local match funds be provided by RECIPIENT; and

WHEREAS, it is the intention of VCTC to enter into this Cooperative Agreement with the RECIPIENT for the purchase of a vehicle as described in the attached Scope of Work (VEHICLE).

NOW THEREFORE THE PARTIES DO AGREE AS FOLLOWS:

I. FUNDING/PROGRAM MANAGEMENT

1. **Assignments of Participants:** VCTC hereby agrees to purchase the VEHICLE on behalf of RECIPIENT, and provide \$46,210.49 in FTA Section 5310 funds towards its cost. Prior to VCTC placing the order for the VEHICLE, RECIPIENT will pay VCTC \$11,552.62, towards the purchase price, for a total cost of \$57,763.11.
2. **Scope of Services:**
 - a. **Grant Administration:** VCTC agrees to carry out the administrative requirements necessary to reserve, apply for and receive FTA funds.
 - b. **Use of VEHICLE:** RECIPIENT shall operate the VEHICLE in its transportation service targeted towards persons with disabilities. Should the vehicle be removed from service, RECIPIENT shall return the VEHICLE to VCTC or another agency that VCTC shall designate, or shall reimburse VCTC for federal share of the depreciated value of the VEHICLE based on a straight-line depreciation from

\$46,210.49 of the useful life defined as 5 years in service or 150,000 miles whichever occurs first (hereinafter “useful life of the VEHICLE”).

3. Duration of Agreement: The period of performance of this Agreement shall commence upon the approval of the FTA grant obligating the funds for the project, and shall continue until the VEHICLE purchased with the funds has reached the end of the useful life of the VEHICLE, except the language in Section III-1 regarding disposal of the VEHICLE with proceeds of over \$5,000 shall remain in effect until the VEHICLE is sold.
4. Amendments to the Agreement: The provisions of this Agreement may be amended upon written acceptance and ratification of any such amendment by both VCTC and RECIPIENT.
5. Method of Payment: Subsequent to the Effective Date, RECIPIENT shall pay VCTC \$11,552.62. Upon receipt of these funds, VCTC shall purchase the VEHICLE on behalf of RECIPIENT through the California Association for Coordinated Transportation purchasing program, and shall arrange for the delivery of the VEHICLE to the RECIPIENT. VCTC shall receive the FTA funds directly from FTA and apply those funds to the cost of the VEHICLE.

II. FEDERAL REQUIREMENTS

RECIPIENT shall note that the following provisions apply to grants-in-aid from the United States Department of Transportation (US DOT), and RECIPIENT must take all necessary action to ensure their compliance as though they were the grantee directly.

1. Equal Employment Opportunity: During the performance of this Agreement the RECIPIENT agrees as follows: RECIPIENT shall not discriminate against any employee or applicant for employment on the basis of race, color, religion, political belief, marital status, age, national origin, sex, or handicap. RECIPIENT shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, marital status, religion, political belief, age, national origin, sex, or any handicap not limiting the ability of the person to perform the job contemplated. Such action shall include but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment, or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection of training, including apprenticeship. Such shall be in compliance with Executive Order 11246 amended by Executive Order 11375 and as supplemented in United States Department of Labor regulations (41 CFR, Part 60). RECIPIENT agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of the Equal Opportunity Clause.
2. Audit and Inspection: RECIPIENT shall permit, and shall require that its contractors permit, the authorized representatives of VCTC, the US DOT and the Controller General of the United States to inspect and audit all data and records of RECIPIENT relating to its performance under this Agreement, as required in FTA Circular 9030.1C, Chapter VI, Application Instruction, Section 9(d), Oversight.

RECIPIENT also agrees, and shall require that its contractor(s) agree, to maintain all required records relating to this project for at least three (3) years after the VEHICLE purchased under this agreement has reached the end of the useful life of the VEHICLE.

3. Title VI of the Civil Rights Act of 1964

During the performance of this Agreement, RECIPIENT, for itself its assignees and successors in interest agrees as follows:

- a. Compliance with Regulations: RECIPIENT shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of the US DOT Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- b. Nondiscrimination: RECIPIENT with regard to the use of the VEHICLE, shall not discriminate on the grounds of race, color or national origin in the selection and retention of contractors, including procurement of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.56 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulation.
- c. Solicitation for Subcontractors, Including Procurement of Materials and Equipment: In all solicitations related to the use of the VEHICLE either by competitive bidding or negotiation made by RECIPIENT for work to be performed under a contract, including procurement of materials or leases of equipment, each potential contractor or supplier shall be notified by RECIPIENT of the contractor's obligations under this contract and regulations relative to non-discrimination on the grounds of race, color or national origin.
- d. Information and Reports: RECIPIENT shall require that subcontractor provide all information and reports required by the Regulations or directives issued pursuant thereto, and permit access to its books, record, accounts, other sources of information, and its facilities as may be determined by FTA to be pertinent to ascertain compliance with such regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to VCTC or FTA as appropriate, and shall set forth what efforts it has made to obtain the information.
- e. Sanctions for Noncompliance: In the event of the contractor's noncompliance with nondiscrimination provisions of this contract, VCTC shall impose contract sanctions as it or the FTA may determine to be appropriate, including, but not limited to cancellation, termination, or suspension of the contract, in whole or in part.
- f. Incorporation of Provisions: RECIPIENT shall include the provisions of paragraphs "a" through "e" of this section 3 of Part II in every contract funded through this Agreement, including procurement of materials and leases of

equipment, unless exempt by the Regulations, or directives issued pursuant thereto. RECIPIENT shall take such reasonable action with respect to any contract or procurement as VCTC or FTA may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, RECIPIENT may request VCTC, and in addition, RECIPIENT may request the United States to enter into such litigation to protect the interest of the United States.

4. Rolling Stock Requirements: RECIPIENT shall maintain VEHICLE purchased with FTA funds in conformance with FTA rolling stock guidelines outlined in FTA Circular 9030 and further detailed in FTA Circular 5010, as incorporated herein by this reference, including the development and utilization of a vehicle maintenance plan, minimum insurance requirements, maintaining a written log of all maintenance work, as well as additional requirements. VCTC and FTA shall have the right to conduct periodic inspections for the purpose of confirming proper maintenance.
5. Quarterly Reporting: RECIPIENT shall submit a quarterly report of its use of the VEHICLE within thirty (30) calendar days after the close of each quarter. The report shall contain information requested by VCTC to indicate the extent to which RECIPIENT is utilizing the VEHICLE for service targeted to persons with disabilities.

III. MISCELLANEOUS PROVISIONS

1. Legal Title to VEHICLE, Inventory and Disposition

RECIPIENT shall become and remain the registered, legal owner of VEHICLE purchased with FTA funds. VCTC shall hold the title to the VEHICLE as the lienholder, and shall transfer title to RECIPIENT upon the VEHICLE reaching the end of the useful life of the VEHICLE. VCTC will have no liability or responsibility for the VEHICLE either for its use, operation or maintenance. RECIPIENT shall participate in VCTC's biennial inventory of equipment as required by FTA. Should a VEHICLE be lost or damaged by fire, casualty, or natural disaster, the fair market value shall be calculated based on the condition of the VEHICLE immediately before the fire, casualty, or natural disaster, irrespective of the extent of insurance coverage, and the amount resulting from the calculation shall be provided by HELP to offset the cost of replacing the lost or damaged VEHICLE. If a VEHICLE is sold for more than \$5,000 subsequent to reaching end of the useful life of the VEHICLE, RECIPIENT shall remit to VCTC a proportional share of the VEHICLE's net proceeds of the sale based on the original 80% FTA share of the VEHICLE's purchase price.

2. Insurance

A. LIABILITY INSURANCE

Before beginning any operation of the VEHICLE purchased pursuant to this Agreement, RECIPIENT, at its own cost and expense, unless otherwise specified below, shall procure the types and amounts of insurance listed below against claims for injuries to persons or damages to property that may arise from or in connection

with the operation of the VEHICLE provided hereunder by the RECIPIENT and its agents, representatives, employees, and subcontractors. Consistent with the following provisions, RECIPIENT shall provide proof satisfactory to VCTC of such insurance that meets the requirements of this section and under forms of insurance satisfactory in all respects, and that such insurance is in effect prior to taking delivery of the VEHICLE. RECIPIENT shall maintain the insurance policies required by this section throughout the term of this Agreement. RECIPIENT shall not allow any subcontractor to commence work on any subcontract funded through this agreement until RECIPIENT has obtained all insurance required herein for the subcontractor(s). RECIPIENT shall maintain all required insurance listed herein for the duration of this Agreement.

B. COMMERCIAL GENERAL AND AUTOMOBILE LIABILITY INSURANCE

Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

Automobile Liability: ISO Form Number CA 00 01 covering **VEHICLE** (Code 1), with limit no less than **\$2,000,000** per accident for bodily injury and property damage.

Additional requirements. Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:

- a. The Insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.
- b. Any failure of RECIPIENT to comply with reporting provisions of the policy shall not affect coverage provided to VCTC and its officers, employees, agents, and volunteers.

Additional Insured Status VCTC, its officers, officials, employees, and volunteers are to be covered as additional insureds on the auto policy with respect to liability arising out of VEHICLE purchased under this agreement; and on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of RECIPIENT including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the RECIPIENT's insurance (at least as broad as ISO Form CG 20 10, 11 85 or both CG 20 10 and CG 23 37 forms if later revisions used).

C. AUTOMOBILE COLLISION INSURANCE

RECIPIENT will provide collision coverage for partial and total repair/replacement for the VEHICLE, as per FTA requirements set forth in FTA Circular 5010. This shall be noted by the equipment inventory/management certification which must be filed with VCTC at least once every two years.

D. WORKERS' COMPENSATION INSURANCE

RECIPIENT will provide Workers' Compensation insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.

E. ALL POLICIES REQUIREMENTS

Acceptability of insurers. All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A:VII.

Verification of coverage. Prior to beginning operations of the VEHICLE purchased under this Agreement, RECIPIENT shall furnish VCTC with complete copies of all policies delivered to RECIPIENT by the insurer, including complete copies of all endorsements attached to those policies. All copies of policies and certified endorsements shall show the signature of a person authorized by that insurer to bind coverage on its behalf. If VCTC does not receive the required insurance documents prior to RECIPIENT beginning VEHICLE operation, this shall not waive RECIPIENT's obligation to provide them. VCTC reserves the right to require complete copies of all required insurance policies at any time.

Notice of Reduction in or Cancellation of Coverage. A certified endorsement shall be attached to all insurance obtained pursuant to this Agreement stating that coverage shall not be suspended, voided, canceled by either party, or reduced in coverage or in limits, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to VCTC. In the event that any coverage required by this section is reduced, limited, cancelled, or materially affected in any other manner, RECIPIENT shall provide written notice to VCTC at RECIPIENT's earliest possible opportunity and in no case later than ten (10) working days after RECIPIENT is notified of the change in coverage.

Additional insured; primary insurance. VCTC and its officers, employees, agents, and volunteers shall be covered as additional insureds with respect to each of the following: liability arising out of activities performed by or on behalf of RECIPIENT, including VCTC's general supervision of RECIPIENT; products and completed operations of RECIPIENT, as applicable; premises owned, occupied, or used by RECIPIENT; and automobiles owned, leased, or used by the RECIPIENT in the course of providing services pursuant to this Agreement. The coverage shall contain no special limitations on the scope of protection afforded to VCTC or its officers, employees, agents, or volunteers.

A certified endorsement must be attached to all policies stating that coverage is primary insurance with respect to VCTC and its officers, officials, employees and volunteers, and that no insurance or self-insurance maintained by VCTC shall be called upon to contribute to a loss under the coverage.

Deductibles and Self-Insured Retentions. RECIPIENT shall disclose to and obtain the approval of VCTC for the self-insured retentions and deductibles before beginning any of the activities contemplated by any term of this Agreement. Further,

if RECIPIENT's insurance policy includes a self-insured retention that must be paid by a named insured as a precondition of the insurer's liability, or which has the effect of providing that payments of the self-insured retention by others, including additional insureds or insurers do not serve to satisfy the self-insured retention, such provisions must be modified by special endorsement so as to not apply to the additional insured coverage required by this agreement so as to not prevent any of the parties to this agreement from satisfying or paying the self-insured retention required to be paid as a precondition to the insurer's liability. Additionally, the certificates of insurance must note whether the policy does or does not include any self-insured retention and also must disclose the deductible.

During the period covered by this Agreement, only upon the prior express written authorization of Agreement Administrator, RECIPIENT may increase such deductibles or self-insured retentions with respect to VCTC, its officers, employees, agents, and volunteers. The Agreement Administrator may condition approval of an increase in deductible or self-insured retention levels with a requirement that RECIPIENT procure a bond, guaranteeing payment of losses and related investigations, claim administration, and defense expenses that is satisfactory in all respects to each of them.

Subcontractors. RECIPIENT shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

Wasting Policy. No insurance policy required by Section 4 shall include a "wasting" policy limit.

Variation. VCTC may approve a variation in the foregoing insurance requirements, upon a determination that the coverage, scope, limits, and forms of such insurance are either not commercially available, or that VCTC's interests are otherwise fully protected.

Remedies. In addition to any other remedies VCTC may have if RECIPIENT fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, VCTC may, at its sole option exercise any of the following remedies, which are alternatives to other remedies VCTC may have and are not the exclusive remedy for RECIPIENT's breach:

Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;

Order RECIPIENT to stop work under this Agreement or withhold any payment that becomes due to RECIPIENT hereunder, or both stop work and withhold any payment, until RECIPIENT demonstrates compliance with the requirements hereof; and/or terminate this Agreement.

Waiver of Subrogation. RECIPIENT hereby grants to VCTC a waiver of any right to subrogation which any insurer of said RECIPIENT may acquire against VCTC by virtue of the payment of any loss under such insurance. RECIPIENT agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation,

but this provision applies regardless of whether or not VCTC has received a waiver of subrogation endorsement from the insurer.

3. Indemnification

To the fullest extent permitted by law, RECIPIENT shall defend, indemnify and hold harmless the Ventura County Transportation Commission, from all liability costs, damages, or expenses, including attorneys' fees arising out of or incurred in connection with the RECIPIENT and its employees'/agents' and subcontractors' acts or omissions arising out of the acquisition and operation of the VEHICLE and/or the performance of the activities contemplated pursuant to this Agreement, and agrees at its own cost, expense and risk to defend any and all resulting actions, suits, or other legal proceedings brought or instituted against VCTC arising out of the RECIPIENT's acquisition and operation of the VEHICLE and/or performance of any of the activities contemplated under this Agreement, and to pay and satisfy any resulting judgments, claims, damages and costs.

4. VCTC Contact Information

The VCTC contact person for this agreement is as follows:

Peter De Haan
Programming Director
Ventura County Transportation Commission
751 E. Daily Drive, Suite 420
Camarillo, CA 93010

PATHPOINT

VENTURA COUNTY TRANSPORTATION
COMMISSION

Claudia Bill de la Peña
Chair

Approved as to Content:

Darren M. Kettle
Executive Director

APPROVED AS TO FORM:

A handwritten signature in blue ink, appearing to read "Steven T. Mattas", with a long horizontal flourish extending to the right.

Steven T. Mattas
General Counsel



Item #8E

December 4, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: SALLY DEGEORGE, FINANCE DIRECTOR

SUBJECT: INSURANCE COVERAGE

RECOMMENDATION:

- Accept the insurance proposal from the Special Districts Risk Management Authority (SDRMA) (Attachment 1) and enter into an agreement for insurance coverage from December 31, 2020 through July 1, 2021 at a cost of approximately \$184,200.
- Commit to renewing insurance with SDRMA for a minimum of three years.
- Adopt by Resolution #2020-06 approving the form and authorizing the execution of the SDRMA's Sixth Amended Joint Powers Agreement (Attachment 2).
- Join the California Special Districts Association for a cost of approximately \$7,800.
- Amend the VCTC budget to increase the insurance line item by \$31,000 for a total of \$324,000 and increase the membership and dues line item by \$7,800 for a total of \$13,800.

BACKGROUND:

The Ventura County Transportation Commission (VCTC) reviews its insurance coverage annually using its insurance broker, Alliant Insurance Services, to obtain a balanced insurance package that is comprehensive and affordable. Despite VCTC's small size, its complex operation requires a broad range of insurance coverages. Over the normal course of business, VCTC is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; errors or omissions; and natural disasters. VCTC protects itself against such losses by a balanced program of risk retention, risk transfer and the purchase of commercial insurance. Capital projects and rail properties are protected through a combination of commercial insurance, insurance required by VCTC consultants and a self-insurance fund established by the Southern California Regional Rail Authority (SCRRA). VCTC's worker's compensation insurance is covered through the State Compensation Insurance Fund.

In May 2020, Alliant and VCTC staff initiated the insurance renewal process for the property insurance and renewed with Alliant Special Property Insurance Program in July 2020. In August 2020 Alliant and VCTC staff initiated the renewal process for the Crime, Liability, and Public Officials and Employment Practices insurances for the November 2020 renewal. Alliant was able to obtain proposals for Crime and Public Officials Liability (POL)/Public Entity Liability (PEL)/Employment Practices Liability (EPL) but not for

General and Excess Liability coverage as many insurers are leaving the public entity market or not writing new accounts related to transit. VCTC is covered through SCRRA for Metrolink and through MV Public Transportation and RATP-Dev for bus operations.

As a result of U.S. Wildfires, Storms, Civil Disorders and Social Inflation, intense pressure is on insurers in North America, causing insured losses in the billions. Furthermore, COVID-19 has added new types of losses that insurers must contend with creating additional uncertainty and adding to insurers hesitancy to provide new coverages. Many public agencies are facing challenges obtaining insurance coverage. In November 2020, the Commission authorized VCTC staff to extend current insurance coverages through December 31st to allow Alliant additional time to explore alternatives and follow-up with non-responsive providers. Unfortunately, despite Alliant's marketing efforts, a proposal for General and Excess Liability was not obtained.

DISCUSSION:

Alliant, at staff's direction, reached out to the Special Districts Risk Management Authority (SDRMA), a joint powers insurance authority, and the California Joint Powers Insurance Authority (CJPIA). The CJPIA declined submitting a proposal to VCTC stating that "the risk profile of the entity is not a good fit for the Authority." The SDRMA did submit a proposal (see Attachment 1).

SDRMA has approximately 500 members in the group with nine members within the Transit and Transportation sector including Alameda County Transportation Commission. The SDRMA proposal provides all the coverages VCTC currently purchases plus cyber liability insurance but at a higher cost than VCTC has paid in the past. In addition, SDRMA provides risk control resources and training, including an online subscription to "Target Solutions". While this is a valuable service, it places greater responsibilities on VCTC to develop expertise in these areas of risk that is currently handled by VCTC's insurance broker.

The cost of the coverage offered by SDRMA is \$184,200 for December 31, 2020 to July 1, 2021 (annualized costs would be \$369,409). Alliant's annual fee is usually included in the insurance premiums but this year it is separate at \$20,000. VCTC's insurance expenditures incurred from July 1, 2020 to December 31, 2020 are approximately \$119,800. This would bring VCTC's total insurance costs to \$323,909 - \$31,000 more than the budgeted \$293,000. The cost increase for next fiscal year is estimated to increase a minimum of \$65,000.

There are several steps involved in joining the Special Districts Risk Management Authority. The Commission would need to adopt by Resolution #2020-06, approve to form and authorize execution of the Sixth Amended Joint Powers Agreement of SDRMA (see Attachment 2). VCTC would be required to commit to insure with SDRMA for a three-year term with only the premium for the first year defined. VCTC would need to join and maintain a membership in the California Special Districts Association while covered by SDRMA for a cost of approximately \$7,800 per year. VCTC would need to complete and submit the membership documentation/application, and the resolution to SDRMA. Then the SDRMA board would need to approve VCTC as a member but could bind coverage for 60 days until the SDRMA board meets to approve VCTC as a new member.

Based on the above information, staff recommends the Commission bind insurance coverage with SDRMA for an initial period of December 31, 2020 to July 1, 2021 for a cost of \$184,200 but also commit to insurer through SDRMA for the required minimum of three years. Staff recommends adopting by Resolution #2020-06, SDRMA's Sixth Amended Joint Powers Agreement (Attachment 2). Staff recommends joining the CSDA as required by SDRMA for an approximate cost of \$7,800.

Due to the insurance costs being greater than the budgeted amount in the approved Fiscal Year 2020/2021 budget, a budget amendment is required. Staff recommends increasing the business insurance line item by \$31,000 for a total of \$324,000 and increasing the membership and dues line item by \$7,800 for a total of \$13,800. These costs will be funded through the indirect cost allocation plan and reconciled in the carry-forward adjustments.

Mr. Seth Cole from Alliant Insurance Services, Inc. will be attending the meeting via Zoom to answer questions if needed.

RESOLUTION NO. 2021-06

**A RESOLUTION OF THE VENTURA COUNTY TRANSPORTATION COMMISSION
APPROVING THE FORM OF AND AUTHORIZING THE EXECUTION OF A SIXTH
AMENDED JOINT POWERS AGREEMENT AND AUTHORIZING PARTICIPATION IN
THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY'S
PROPERTY/LIABILITY PROGRAM**

WHEREAS, the **Ventura County Transportation Commission (VCTC)**, a special district duly organized and existing under and by virtue of the laws of the State of California (the "Agency"), has determined that it is in the best interest and to the advantage of the Agency to participate for at least three full years in the Property/Liability Program offered by the Special District Risk Management Authority (the "Authority"); and

WHEREAS, California Government Code Section 6500 *et seq.*, provides that two or more public agencies may by agreement jointly exercise any power common to the contracting parties; and

WHEREAS, Special District Risk Management Authority was formed in 1986 in accordance with the provisions of California Government Code 6500 *et seq.*, for the purpose of providing its members with risk financing and risk management programs; and

WHEREAS, California Government Code Section 990.4 provides that a local public entity may self-insure, purchase insurance through an authorized carrier, or purchase insurance through a surplus lines broker, or any combination of these; and

WHEREAS, participation in Special District Risk Management Authority programs requires the Agency to execute and enter into a Sixth Amended Joint Powers Agreement (the "Amended JPA Agreement"); which states the purpose and powers of the Authority; and

WHEREAS, all acts, conditions and things required by the laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of the transactions authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the Agency is now duly authorized and empowered, pursuant to each and every requirement of law, to consummate such transactions for the purpose, in the manner and upon the terms herein provided.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE AGENCY AS FOLLOWS:

Section 1. Findings. The Agency Board of Directors hereby specifically finds and determines that the actions authorized hereby relate to the public affairs of the Agency.

Section 2. Sixth Amended JPA Agreement. The Amended JPA Agreement proposed to be executed and entered into by and between the Agency and members of the Special District Risk Management Authority, in the form presented at this meeting and on file with the Agency Secretary, is hereby approved. The Agency Board and/or Authorized Officers ("The Authorized Officers") are hereby authorized and directed, for and in the name and on behalf of the Agency, to execute and deliver to the Authority the Amended JPA Agreement in substantially said form, with such changes therein as such officers may require or approve, such approval to be conclusively evidenced by the execution and delivery thereof.

Section 3. Program Participation. The Agency Board of Directors approves participating for three full program years in Special District Risk Management Authority Property and Liability Program.

Section 4. Other Actions. The Authorized Officers of the Agency are each hereby authorized and directed to execute and deliver any and all documents which is necessary in order to consummate the transactions authorized hereby and all such actions heretofore taken by such officers are hereby ratified, confirmed and approved.

Section 5. Effective Date. This resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this _4th_ day of December 2020 by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

Claudia Bill de la Pena, Chair

ATTEST:

APPROVED TO FORM:

Roxanna Ibarra, Clerk of the Board

Steve Mattas, General Counsel



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Item #8F

December 4, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION (VCTC)
FROM: CLAIRE GRASTY, PROGRAM MANAGER – REGIONAL TRANSIT PLANNING
SUBJECT: FISCAL YEAR (FY) 2021-22 TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET TRANSIT NEEDS (UTN) SCHEDULE, PROCEDURES AND DEFINITIONS OF “UNMET TRANSIT NEEDS” AND “REASONABLE TO MEET”

RECOMMENDATION:

- Review and Approve Unmet Transit Needs Definitions and Schedule

DISCUSSION:

The State Transportation Development Act (TDA) requires that an annual public hearing be held to discuss public transit. The purpose of the hearing is to take testimony on local/regional transit needs, and then develop findings that ensure that all reasonable transit needs are satisfied before TDA funds can be allocated for street and road purposes. The testimony is reviewed against adopted definitions describing what are “unmet transit needs” and what is “reasonable to meet” (Attachment A). A public hearing is required by the State to approve the UTN process (Attachment B).

By soliciting input through various formats, residents have several opportunities to be heard. Regional Transit Planning staff received about 500 comments during the 2020-2021 process using the following channels to solicit input from Ventura County residents: an online survey, social media, the VCTC website, Eblasts, community meetings, print media, and public access channels. VCTC will continue with this process this year. Regardless of whether VCTC is hosting meeting onsite or online, one or two community meetings will be hosted in January and the required public hearing will be held during the regular February 2021 Commission meeting.

The findings will be brought back to CTAC/SSTAC for discussion and approval in April 2021 so appropriate action can be taken prior to staff’s recommendation to the Commission in May 2021. In addition to the staff recommendation, CTAC/SSTAC also has the option of submitting a formal recommendation on or before the May 2021 Commission meeting.

Attachment A: Unmet Transit Needs Definition (Fiscal Year 2021-22)

Attachment B: Unmet Transit Needs Schedule (Fiscal Year 2021-22)

UNMET TRANSIT NEEDS PROCESS

Definitions

Fiscal Year 2021-22

Unmet Transit Need

Public transportation services identified by the public with sufficient broad-based community support that have not been funded or implemented. Unmet transit needs identified in a government-approved plan must meet the definition of an unmet transit need. Sufficient broad-based community support means that persons who will likely use the service on a routine basis demonstrate support: at least 15 requests for general public service and 10 requests for disabled service.

Includes:

- Public transit services not currently provided to reach employment, medical assistance, shop for food or clothing, to obtain social services such as health care, county welfare programs and education programs. Service must be needed by and benefit the general public.
- Service expansions including new routes, significant modifications to existing routes, and major increases in service hours and frequency

Excludes:

- Operational changes such as minor route changes, bus stop changes, or changes in schedule
- Requests for minor extended hours
- Service for groups or individuals that is not needed by or will not benefit the general public
- Comments about vehicles, facilities, driver performance and transit organizational structure
- Requests for better coordination
- Requests for reduced fares and changes to fare restrictions
- Improvements funded or scheduled for implementation in the following year
- Future transportation needs
- Duplication or replacement of existing service

“REASONABLE TO MEET”

Outcome	Definitions	Measures & Criteria
<i>Equity</i>	The proposed service will not cause reductions in existing transit services that have an equal or higher priority	Measures: Vehicle revenue service hours and revenue service miles. Criteria: Transit vehicle service hours and miles will not be reduced on existing routes to fund the proposed service
<i>Timing</i>	The proposed service is in response to an existing rather than future transit need	Criteria: Proposed service is in response to an existing rather than future transit need; based on public input
<i>Feasibility</i>	The proposed service can be provided with the existing fleet or under contract to a private provider	Measure: Vehicle spare ratio: Transit system must be able to maintain FTA's spare ratio requirement of 20% (buses in peak service divided by the total bus fleet cannot fall below 20%). If less than 20%, can additional buses be obtained (purchased or leased) or can service be provided under contract to a private provider?
<i>Feasibility</i>	There are adequate roadways to safely accommodate transit vehicles	Measure & Criteria: Route inspection to determine adequacy of infrastructure to accommodate transit vehicles and passengers.
<i>Cost Effectiveness</i>	The proposed service will not unduly affect the operator's ability to maintain the required passenger fare ratio for its system as a whole	Measure: Total estimate annual passenger fare revenue divided by total annual operating cost (the entire service including the proposed service) Criteria: Fare revenue/operating cost cannot fall below the operator's required passenger fare ratio.
<i>Cost Effectiveness</i>	The proposed service will meet the scheduled passenger fare ratio standards described in Attachment A	Measures and criteria described below.
<i>Service Effectiveness</i>	Estimated passengers per hour for the proposed service will not be less than the system-wide average after three years.	Measure: Passengers per hour. Criteria: Projected passengers per hour for the proposed service is not less than 70% of the system-wide average (without the proposed service) at the end of 12 month of service, 85% at the end of 24 months of service, and 100% at the end of 36 months of service.

PASSENGER FARE RATIOS

It is desirable for all proposed transit services in urban areas to achieve a 20% passenger fare ratio by the end of the third year of operation. A passenger fare ratio of 10% is desired for special services (i.e., elderly and disabled) and rural area services*. More detailed passenger fare ration standards, which will be used to evaluate services as they are proposed and implemented, are described below. Transit service both in urban and rural areas, per state law, may obtain an “intermediate” passenger fare ratio.

Urban Service	Rural Service	Recommended Action
New Service Performance Criteria: End of Twelve Months		
Less than 6%	Less than 3%	Provider may discontinue service
6% or more	3% or more	Provider will continue service, with modifications if needed
New Service Performance Criteria: End of Twenty-four Months		
Less than 10%	Less than 5%	Provider may discontinue service
10% or more	5% or more	Provider will continue service, with modifications if needed
New Service Performance Criteria: End of Thirty-Six Months **		
Less than 15%	Less than 7%	Provider may discontinue service
15% to 19%	7% to 9%	Provider may consider modifying and continue service
20% or more	10% or more	Provider will continue service, with modifications if needed

**Per statute the VCTC may establish a lower fare for community transit (dial-a-ride) services.*

***A review will take place after 30 months to develop a preliminary determination regarding the discontinuation of proposed services*

Unmet Transit Needs
Public Hearing and Process Schedule
Fiscal Year 2021-22

September 8, 2020	CTAC/SSTAC MEETING Review and approve Unmet Transit Needs definitions and schedule
December 4, 2020	VCTC MEETING Approve Unmet Transit Needs definitions and schedule
December 14, 2020	OUTREACH Unmet Transit Needs information and survey posted to digital and print channels
January 6, 2021	OUTREACH Legal Notice for public hearing published in local newspapers of record (Ventura County Star and VIDA Newspaper)
February 5, 2021	PUBLIC HEARING VCTC meeting at 9:00 a.m.
April 13, 2021	CTAC/SSTAC MEETING Approve Unmet Transit Needs findings and staff recommendation
May 7, 2021	VCTC MEETING Staff presents Unmet Transit Needs findings Commission adopt Unmet Transit Needs findings
June 4, 2021	VCTC MEETING Adopt FY 2021 Transportation Development Act (TDA) apportionments
August 15, 2021	SUBMITTAL Deadline to submit findings to the State of California for review



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Item #8G

December 4, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: SALLY DEGEORGE, FINANCE DIRECTOR

SUBJECT: COMPREHENSIVE ANNUAL FINANCIAL REPORT

RECOMMENDATION:

- Approve the audited Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2019/2020.

BACKGROUND:

State law requires that the Ventura County Transportation Commission (Commission) publish within six months of the close of each fiscal year a complete set of financial statements presented in conformity with generally accepted accounting principles (GAAP) and audited in accordance with generally accepted auditing standards by independent certified public accountants. Pursuant to that requirement, staff hereby issues the Comprehensive Annual Financial Report (CAFR) of the Ventura County Transportation commission for fiscal year ended June 30, 2020.

DISCUSSION:

The Commission's auditors, Eide Bailly, LLP, have completed the Fiscal Year 2019/2020 audit and associated reports. Eide Bailly, LLP has issued reports stating that in their opinion, the Ventura County Transportation commission's financial statements are presented fairly in all material respects, the financial position of the governmental activities, the business-type activities and each major fund, and the aggregate remaining fund information of the Commission as of June 30, 2020, and the respective changes in the financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America. The independent auditor reports begin on page 3 of the CAFR.

The Commission maintains six governmental funds and two business-type funds. Information is presented separately for the governmental funds comprised of the General Fund, Local Transportation Fund (LTF), State Transit Assistance (STA) Fund, the Service Authority for Freeway Emergencies (SAFE) Fund, State of Good Repair (SGR) Fund and the Santa Paula Branch Line (SPBL) Fund. Information is presented separately for the two business-type funds comprised of the VCTC Intercity and Valley Express funds.

The Commission adopted annual budgets for all funds. Budgetary comparison schedules to demonstrate compliance with these budgets are provided on page 87-90 and 102-106 of the CAFR as required supplementary information.

The Letter of Transmittal at the beginning of the CAFR is an introduction to the financial statements. The Management's Discussion and Analysis Report (MD&A) begins on page 7 and provides a narrative overview and analysis of the Commission's financial activities for the fiscal year. The statistical section can be found at the end of the CAFR beginning on page 109.

At June 30, 2020, the Commission's General Fund balance was \$2,598,747, of which \$138,504 was nonspendable for prepaids and \$1,913,578 was restricted for rail and transit. The remaining \$546,665 was unassigned with \$183,709 set aside for compensated absences and \$362,956 available for Commission projects and/or operations in future years.

The remaining balances for the other governmental funds were: \$9,649,449 for the LTF Fund; \$13,224,224 for the STA Fund; \$4,625,197 for the SAFE Fund, \$3,898,381 for the SGR Fund and \$25,370 for the SPBL fund with the total governmental fund balance for Fiscal Year 2019/2020 being \$34,021,368 which was approximately \$2.6 million lower than the previous year largely due to decreased LTF and STA revenues. The net position for the business-type activities was \$12,905,036 for VCTC Intercity (largely capital assets) and \$0 for Valley Express. The increase to the VCTC Intercity fund was due to the purchase of additional buses.

The audited Comprehensive Annual Financial Statement (CAFR) which includes the independent auditor report, the Auditor's Communication with Those Charged with Governance report (SAS 114/ AU-C 260), and the Single Audit which includes the Report on Internal Control over Financial Reporting and on Compliance and Other Matters (GAGAS) are separate attachments to the agenda. These reports are available upon request or on the Commission's website, www.goventura.org, as agenda attachments.

An auditor from Eide Bailly, LLP will be present at the meeting to answer any questions the Commission may have.



Item #8H

December 4, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: PETER DE HAAN, PROGRAMMING DIRECTOR
SUBJECT: AMENDMENT TO MOORPARK PROPOSITION 1B TRANSIT CAPITAL PROGRAM AGREEMENT

RECOMMENDATION:

- Approve amendment to the agreement with the City of Moorpark regarding Proposition 1B Transit Capital funding.

BACKGROUND:

In 2012 the Commission programmed \$317,000 in Proposition 1B Transit Capital program funds for the expansion of the Moorpark Metrolink North Parking Lot. Then, in 2018, the Commission approved additional funds for several projects that were experiencing cost increases, on the grounds that spending the additional funds would help VCTC avoid a pending rescission of Congestion Mitigation and Air Quality (CMAQ) funds. The Moorpark Metrolink North Parking Lot project was identified as requiring an additional \$801,877, but since it was not eligible for CMAQ the Commission approved a “trade” with Simi Valley whereby Moorpark received additional Proposition 1B funds and Simi Valley received more CMAQ funds for an eligible project. At its March 2019 meeting the Commission approved an agreement with Moorpark that provided for the full total of \$1,118,877 in Proposition 1B funds for the project.

DISCUSSION:

In March 2019, when the prior agreement was approved, the Proposition 1B funds from the state were to expire at the end of 2020, and this fact was reflected in the agreement. The state has now extended the availability of the Proposition 1B Transit Capital funds to 2023, so the agreement needs to be amended to reflect the revised period of funds availability. The project has been delayed for several years for various reasons, including the need to have the north parking lot fully available for use while the City was completing another VCTC-funded project to reconfigure the station's south parking lot entrance. The City is ready to go to bid this month with the north parking lot project, with bids scheduled for submittal in early January.

The amendment recommended for approval by this action will also provide for a minor change to the project scope, to eliminate a second entrance and increase by 4 the number of new parking stalls, from 30 to 34. This change will address a concern that this entrance would be too close to the entrance of a proposed new adjacent development, while also increasing the amount of available station parking.

**AMENDMENT #1 TO COOPERATIVE AGREEMENT
BETWEEN
THE VENTURA COUNTY TRANSPORTATION COMMISSION
AND
THE CITY OF MOORPARK**

THIS AMENDMENT #1 to the Cooperative Agreement between the Ventura County Transportation Commission and the City of Moorpark regarding the administration of funds from the Proposition 1B Public Transportation Modernization, Improvement and Service Enhancement Account (PTMISEA) ("the Agreement") is entered into between Ventura County Transportation Commission (VCTC) and the City of Moorpark, this ____ day of _____ 2020.

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

WHEREAS, Senate Bill 88 of the 2007 Statutes appropriated funds from Proposition 1B to the PTMISEA program, administered by the Department of Transportation (Caltrans); and

WHEREAS, at its October 5, 2012 meeting, the VCTC programmed \$317,000 in PTMISEA grant funds for the expansion of the Moorpark Metrolink North Parking Lot (Moorpark Project or Project); and

WHEREAS, at its November 2, 2018 meeting the VCTC approved transferring \$801,877 in Proposition 1B Transit Capital funds from the Simi Valley Compressed Natural Gas project to the Moorpark Project, which transfer was approval by Caltrans; and,

WHEREAS, the \$317,000 in PTMISEA grant funds, transferred \$801,877 in PTMISEA funds dedicated for the Moorpark Project and any interest on the funds which may have accrued, for the Moorpark Project; and

WHEREAS, the performance period stated in Section I.3.1. and Section II.4. of the Agreement requires all funds allocated under the grant to be expended by December 31, 2020 and all funds remaining unexpended thereafter to revert to VCTC; and

WHEREAS, the City has also updated the design of Moorpark Project to remove the second entrance onto High Street but to increase the number of additional parking stalls from thirty (30) to thirty-four (34); and

WHEREAS, the Metrolink North Parking Lot project will need additional time to be completed; and

WHEREAS, VCTC and the City of Moorpark desire to extend the performance period to June 30, 2023.

NOW THEREFORE THE PARTIES DO AGREE TO AMEND THE AGREEMENT AS FOLLOWS:

1. Section I.3.a. of the Agreement is revised to read:
Project Description: The City shall expand the Metrolink North Parking Lot to add an estimated thirty-four (34) parking stalls, redesign and rebuild the existing North Parking Lot to improve its appearance and compliance with current parking lot standards, construct new pedestrian walkways for passengers and add lighting.
2. Section I.3.a. of the Agreement is revised to read:
Project Timeline: The City agrees to complete project closeout by June 30, 2023.

3. Section II.4. of the Agreement is revised to read:
Grant Performance Period: Funds allocated under this Agreement shall be expended by June 30, 2023.
4. There are no other changes to the Agreement made by this amendment and all provisions of the Agreement remain in full force and effect.

CITY OF MOORPARK

**VENTURA COUNTY TRANSPORTATION
COMMISSION**

Janice S. Parvin
Mayor

Claudia Bill-de la Peña
Chair

Approved as to Form

Approved as to Form

Troy Brown
City Manager

Darren M. Kettle
Executive Director

Steven T. Mattas
General Counsel



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Item #81

December 4, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: CLAIRE GRASTY, PROGRAM MANAGER

SUBJECT: VCTC-SCRRA MOU FOR DEVELOPMENT OF SIMI VALLEY DOUBLE TRACK AND STATION IMPROVEMENT PROJECT

RECOMMENDATION:

- Approve the Memorandum of Understanding (MOU) between VCTC and the Southern California Regional Rail Authority (SCRRA) for the development of the Simi Valley Double Track and Station Improvement Project

BACKGROUND:

In April 2018, SCRRA, who operates Metrolink service, was awarded \$876 million from the State's Transit and Intercity Rail Capital Program (TIRCP) from California State Transportation Agency (CalSTA) for the Southern California Optimized Rail Expansion (SCORE) Program. The program is a collection of infrastructure projects aimed at delivering the enhanced services envisioned in the Metrolink 10-Year Strategic Plan.

One of the projects included in the SCORE program is the Simi Valley Double Track and Station Improvement project. This Project will add 2.15 miles of track; up to 1.55 miles in first phase of the project, segment 1 and a further 0.6 miles in latter phase of the project, segment 2. Segment 1 improvements would include three at-grade crossing improvements and up to two crossing improvements in segment 2, which would create a quiet zone ready corridor once both segments are complete. 1,400 feet of existing track will be shifted between East Los Angeles Avenue and Simi Valley Station. The improvements will require new track panels and warning devices at the following at-grade crossings: Sequoia Avenue (option), Tapo Canyon Road, Tapo Street, East Los Angeles Avenue, and Hidden Ranch Drive. Simi Valley Station is included in segment 1 improvements and will require a new Metrolink safety standard pedestrian crossing and a new 680 feet long second platform.

An Environmental Impact Report (EIR) is required for this project. Environmental and design reviews began in the fall/winter of 2019, respectively, and regulatory permitting is expected to begin in the fall of 2020. Construction for segment 1 improvements is scheduled to begin in the summer 2023, with completion expected in the spring of 2025.

DISCUSSION:

As part of the Simi Valley Double Track and Station Improvement Project, VCTC staff assistance will be required to help with Right-of-Way/easement acquisition, utility encasement and relocation support and public outreach support. Additionally, support from VCTC's legal counsel will be necessary to assist with this project, particularly property acquisition. As such, this MOU memorializes VCTC and SCRRA's commitment of staff cooperation regarding the project and will include reimbursement for VCTC staff and legal time dedicated to the project to be paid for by the grant. The term of the MOU will last until June 30, 2023 or until six months after the final design, whichever is earlier.

The MOU is attached under separate cover.



Item #8J

December 4, 2020

MEMO TO: SERVICE AUTHORITY FOR FREEWAY EMERGENCIES

FROM: ANDREW KENT, PROGRAM ANALYST

SUBJECT: FREEWAY SERVICE PATROL DEPLOYMENT UPDATE

RECOMMENDATION:

- Receive and File

BACKGROUND:

In September 2020, the Ventura County Service Authority for Freeway Emergencies (SAFE) Board awarded contracts for Freeway Service Patrol (FSP) Beats 1, 2, and 3 to Platinum Tow & Transport. Platinum Tow & Transport was ranked first in qualifications, and their average rate was 20% below the competing proposal.

An FSP program provides roving tow trucks on portions of the highway network (referred to as "Beats") during peak traffic periods for rapid clearing of disabled vehicles and motorist assistance. The program is a partnership between Caltrans, California Highway Patrol (CHP), and the local SAFE. FSP assistance is free to the motorist at the point of service.

The purpose of this report is to give the SAFE Board an update on the status of FSP program deployment.

DISCUSSION:

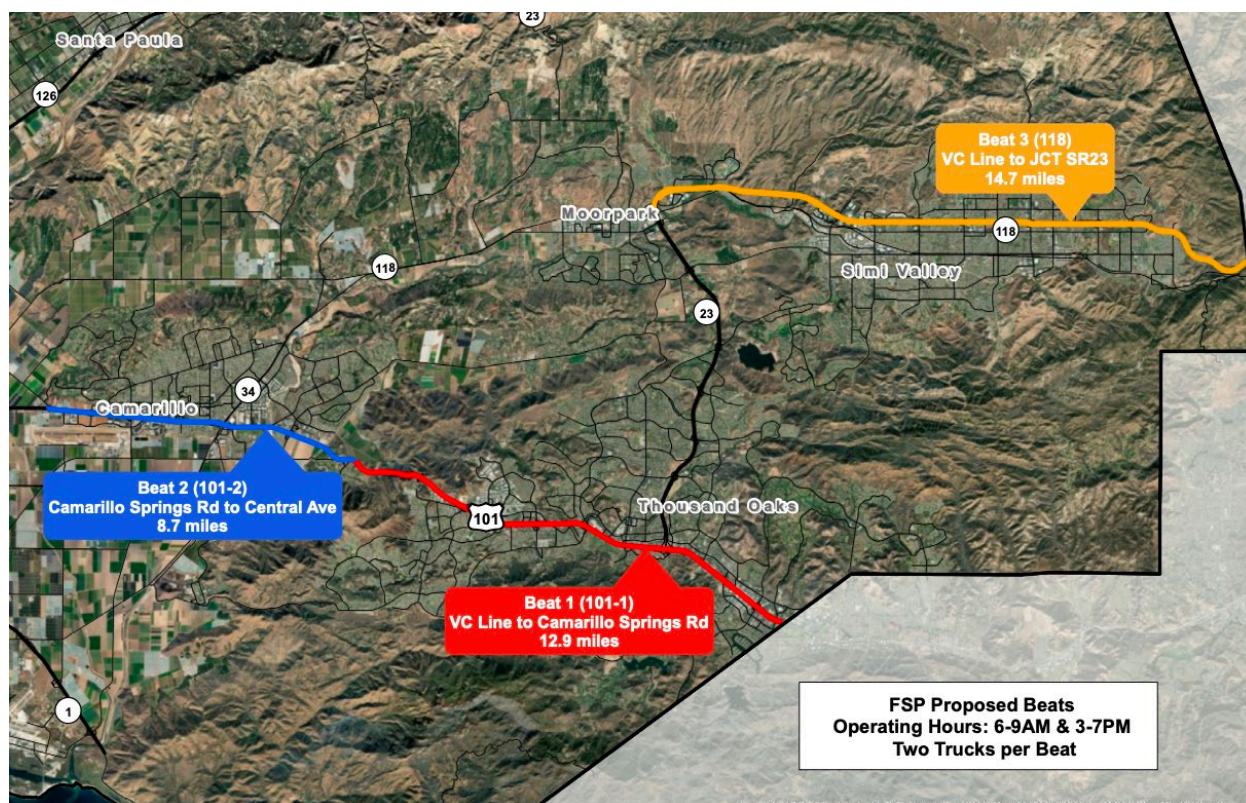
Planned deployment of FSP service for December 14, 2020 has been delayed due to COVID-19 pandemic conditions. Staff noted to the SAFE Board in September the possibility of delays in the manufacturing of tow trucks and driver training. As of November, two of the nine CV International 2021 trucks with crew cab and wrecker tow bed ordered by Platinum Tow & Transport are completed and ready for delivery to the tow vendor.

To be eligible to operate an FSP truck, all drivers must undergo a background check, complete 10 hours of on-the-job training, and attend a mandatory training program hosted by the California Highway Patrol. An FSP driver training course is scheduled in December with a reduced training occupancy limited to eight drivers. Four of the eight spots have been reserved for Ventura County drivers. Additional training courses may be scheduled for January pending COVID-19 pandemic developments.

Given the delays in manufacturing and driver training, deployment of FSP service in Ventura County is planned to be phased over the early months of the 2021 new year. Staff expects service to begin on Beat 1, from the Los Angeles/Ventura County Line to Camarillo Springs Rd, in mid-January. FSP Beats 2 and 3 are planned to be deployed in late January through February 2021 as trucks and drivers become available.

The FSP Technical Advisory Committee has started meeting monthly, consisting of the representatives from the FSP partners and tow vendor. Staff is moving forward with deployment of the FSP technology requirements, including purchasing and setup of tablets for FSP drivers to use for field collection of FSP assist data and motorists' surveys. The tablets will also track FSP trucks using GPS to ensure compliance with the FSP contracted shift hours and Standard Operating Procedures. Staff is seeking quotes from local vehicle wrapping businesses to present a design to the public that is reminiscent of the VCTC Intercity busses. Wrapping the trucks with a familiar design will help promote the new program and help to educate the public about the service. Finally, Staff is working with our CHP and Caltrans partners to finalize vehicle drop-off locations in safe areas near the Beats.

Staff will report back to the SAFE Board in January 2021 to provide an update on FSP program deployment.





Item #9

December 4, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: AARON BONFILIO, PROGRAM MANAGER

SUBJECT: MOBILE TICKETING AND ADVANCED FARE COLLECTION SYSTEM

RECOMMENDATION:

- Award the contract for Request for Proposals #20-710 for Mobile Ticketing and Advanced Fare Collection System to Delerrok Inc., a wholly-owned Cubic Transportation Systems Inc. (dba Cubic/Delerrok); and, approve the Agreement with Cubic Transportation Systems Inc. in an amount not to exceed \$1,860,000; and,
- Approve Amendment to the *Regional Transit Technology* budget task by: increasing *FTA Revenues* by \$940,076, and adding the new revenues line-item, *Other Revenues-Smartcard/Token*, in the amount of \$209,924 increasing total budget task revenues by \$1,150,000; and by increasing the *Professional Services* expenditure line-item by an equal amount of \$1,150,000.

BACKGROUND:

At the July 10, 2020 Commission meeting, the Commission took action to release a Request for Proposals (RFP) for a regional mobile ticketing system (with other “contactless” options for fare payment). The Commission’s previous regional system (branded as the “Goventura Smartcard”) was decommissioned in 2015. Since then, agencies have utilized a variety of fare media—with each transit operator having a mix of pass types and fare collection equipment. For example, three operators, VCTC, Thousand Oaks, and Valley Express, primarily use magnetic stripe tickets. More recently, Gold Coast Transit District (GCTD) and Simi Valley Transit introduced selling their individual agency passes as mobile tickets. While Moorpark City Transit, Ojai Trolley, and Camarillo Area Transit do not have electronic fare equipment and utilize paper tickets and flash passes. The prior regional system—launched in 2001 and operated for 15 years—outlived its useful life. Rather than immediately replace the system in 2015, a time of rapid change in the mobile device market, VCTC waited. Since then new global and national banking standards have been developed concerning contactless bankcards (both physical and virtual), and smartphone adoption has grown. At the same time, VCTC received grants from the Federal Transit Administration for the specific purpose of replacing the legacy regional fare system.

Accelerated by the COVID-19 pandemic, the Commission approved staff to release an RFP on July 10, 2020. The scope of work, which was reviewed by each of the transit operators prior to release, included a base system with mobile ticketing capabilities able to facilitate a set of regional pass products, to be

accepted across the eight fixed route transit operators and the two general public dial-a-ride services. The goal is to enable passengers with fare media that can be utilized seamlessly across all fixed route and dial-a-ride systems, and, that there be a single integrated back end system.

As part of the RFP, VCTC requested options, including for the ability to scale the system to more operators, such as with Kanan Shuttle, or to add other modes like complementary ADA paratransit services. VCTC also included options related to serving “underbanked” populations and the integration with non-phone based fare media, i.e. for riders without mobile devices, as well as, an option for the integration of next generation of contactless EMV bankcards¹. This is important because the majority of riders of all transit systems in the County still pay fares with cash.

Following release of the RFP, a pre-proposal conference was held on July 21, 2020. Questions were submitted and responses issued in the intervening period, with proposals due on September 9, 2020. Six (6) firms submitted proposals. The six firms were:

- **ASK inTag/ Paragon ID**
- **Cubic Transportation Systems Inc. (dba “Cubic/Delerrok”)**
- **Dallas Area Rapid Transit (dba “DART”)**
- **Genfare SPX Corp.**
- **Kontron Transportation North America**
- **Token Transit**

The proposals were then reviewed by a six-member evaluation committee, which consisted of representatives from VCTC, GCTD and Simi Valley Transit—spanning roles including administration, operations, planning, marketing, IT and General Management. On October 1, 2020, a series of virtual interviews/presentations were conducted with each firm, and pricing clarifications were submitted on October 19, 2020. The proposals were then scored with a total of 1,500 points available to bidders. The scoring criteria included:

- | | |
|--|-------------------------------|
| 1. <i>Proposer Qualifications and Experience of Project Team</i> | <i>300 points</i> |
| 2. <i>System Functionality / Technical Solution</i> | <i>350 points</i> |
| 3. <i>Proposed Methodology / Approach to Work</i> | <i>200 points</i> |
| 4. <i>Training and Support</i> | <i>200 points</i> |
| 5. <i>Quality of Proposal (including presentation)</i> | <i>150 points</i> |
| 6. <i>Cost / Cost Effectiveness²</i> | <i>300 points</i> |
| | <i>1,500 points available</i> |

The six firms’ scores were as follows:

<i>Criteria</i>	<i>Ask inTag/ Paragon ID</i>	<i>Cubic/ Delerrok</i>	<i>DART</i>	<i>Genfare SPX</i>	<i>Kontron Transp NA</i>	<i>Token Transit</i>
<i>1</i>	<i>195.00</i>	<i>245.00</i>	<i>185.00</i>	<i>205.00</i>	<i>175.00</i>	<i>195.00</i>
<i>2</i>	<i>250.83</i>	<i>309.17</i>	<i>192.50</i>	<i>221.67</i>	<i>204.17</i>	<i>210.00</i>
<i>3</i>	<i>140.00</i>	<i>156.67</i>	<i>103.33</i>	<i>110.00</i>	<i>130.00</i>	<i>126.67</i>
<i>4</i>	<i>126.67</i>	<i>173.33</i>	<i>113.33</i>	<i>130.00</i>	<i>120.00</i>	<i>150.00</i>
<i>5</i>	<i>85.00</i>	<i>130.00</i>	<i>82.50</i>	<i>87.50</i>	<i>65.00</i>	<i>97.50</i>
<i>6</i>	<i>179.00</i>	<i>125.00</i>	<i>300.00</i>	<i>163.00</i>	<i>183.00</i>	<i>229.00</i>
<i>Total</i>	<i>974.00</i>	<i>1,139.17</i>	<i>976.67</i>	<i>917.17</i>	<i>877.17</i>	<i>1,008.17</i>

¹ Contactless EMV or cEMV refers to the global standard which facilitates payment with contactless (i.e. “tappable”) bank/credit cards. EMV = Euro Mastercard Visa

² Pursuant to section 5.1 of the RFP, Price Proposals were scored based on a formula, whereby the lowest cost proposal received the full number of points available; remaining proposals received a percentage of the total available. Price Score = (Lowest Proposed price / Proposed price) x 300 available points.

The highest scoring firm was identified as Cubic Transportation Systems, Inc. (dba “Cubic/Delerrok”). Cubic/Delerrok’s proposed solution for a regional system scored very well, having a robust set of features, including variety of seamless fare media options available for purchase, as well as, their approach to serving the underbanked and/or individuals without access to a smartphone. For example, this is facilitated using reloadable pass cards and a network of over 90 retail locations in Ventura County. Currently, members of the public can purchase single-use passes-only, available at eight brick and mortar locations and online. Additionally, Cubic/Delerrok has a wide range of experience in the United States and abroad deploying regional fare systems, including recent experience integrating with cEMV bankcard technology. In addition, Cubic/Delerrok’s proposed app solution is provided through a third-party firm, Moovit, which is ranked among the “top apps” in the app-stores for transit and mobility services. While Cubic/Delerrok’s price proposal was not the lowest cost, the proposed solution received the highest total score as well as highest average scores for all technical categories. As noted in the Request for Proposals, VCTC’s selection is based on the Federal Transit Administration’s “Best Value” approach, and this is not a “lowest cost” bid.

The term of the agreement includes a base term of five years, following system acceptance, with options to extend five additional years, for a total of ten years. Following system setup and implementation, a phased rollout of the system is anticipated to begin March-April 2021. Options include the ability to scale the system and add other modes / fleets and vehicles, as well as, to integrate with contactless EMV bankcards and virtual mobile wallets. In addition, VCTC and Cubic/Delerrok plans to work with GMV Sycromatics, to integrate the system with GoVCBus, the regional real-time passenger information system.

In anticipation of the replacement project, VCTC has dedicated Federal Transit Administration (FTA) grants for this project, including those sufficient to fund the project implementation and ongoing costs. There is an associated local match requirement for approximately 20% local funding- which approximately half will be funded by available local revenues also dedicated to the system replacement, with the remaining (approximately \$30,000 annually) from State off-the-top revenues.

The regional system will not only provide contactless fare collection for VCTC and all of the transit operators in the county, but a single regional ticketing platform. Eliminating the need for passengers to navigate the complex set of inter-agency fare policies and media, creating a more seamless experience.

It is Staff’s recommendation to proceed pursuant to the Request for Proposals, to award and approve the contract for Mobile Ticketing and Advanced Fare Collection System with Cubic Transportation Systems Inc. (dba Cubic/Delerrok); and, approve the Agreement with Cubic Transportation Systems Inc. in an amount not to exceed \$1,860,000, and authorize the VCTC Chair to execute the Agreement. As well, a related budget amendment, which incorporates dedicated FTA grants and local revenues into the Fiscal Year 2020-2021 Regional Transit Technology program budget task is included. This expense funds implementation costs as well as projected Fiscal Year 2020/2021 expenditures, including approximately 10% contingency.

Attachment(s):

Agreement Between the Ventura County Transportation Commission and Delerrok Inc., a wholly-owned subsidiary of Cubic Transportation Systems, Inc.

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Item #10

DATE: December 4, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: HEATHER MILLER, PROGRAM MANAGER

SUBJECT: 2020 FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5310 LARGE URBANIZED AREA (SENIORS AND DISABLED) FUNDS AND SECTION 5307 JOBS ACCESS/REVERSE COMMUTE (JARC) FUNDS PROJECT SELECTION; AND FISCAL YEAR (FY) 2020/21 TRANSIT PROGRAM OF PROJECTS (POP) PUBLIC HEARING AND ADOPTION.

RECOMMENDATION:

- Open public hearing and receive testimony on FY 2020/21 Transit Program of Projects (POP).
- Approve programming \$1,344,616 in Federal Transit Administration (FTA) Section 5310 Large Urbanized Area funds (Seniors and Disabled) and \$719,856 in FTA Section 5307 Jobs Access/Reverse Commute (JARC) funds for a total of \$2,064,472 for projects listed in Attachment A.
- Adopt the final Program of Projects (POP) approving the projects to receive FTA funds in FY 2020/21 listed in Attachment B.

BACKGROUND:

The Ventura County Transportation Commission is the designated recipient of the FTA's annual apportionment of Section 5310 and 5307/JARC funds for the large urbanized areas in Ventura County including the Oxnard/Ventura and Thousand Oaks/Moorpark Urbanized Areas.

- FTA Section 5310: The goal of the 5310 program is 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).
- FTA Section 5307 JARC: The goal of the JARC program is to improve access to employment and employment related activities for eligible low-income individuals and to transport residents of urbanized areas and non-urbanized areas to suburban employment opportunities. FTA 5307/JARC funds may also be used as regular Section 5307 funds for other types of transit capital, operating and mobility management projects implemented by public agencies.

Both the FTA Section 5310 funds and FTA 5307/JARC funds are the primary funding source to support projects and strategies identified in VCTC's Coordinated Public Transit-Human Services Plan.

Funds are allocated by VCTC for these programs on a competitive basis through a Call-for-Projects.

DISCUSSION:

2020 Competitive Call-for-Projects: On July 10, 2020, VCTC approved the guidelines and schedule for the 2020 Competitive Call-for-Projects to allocate FY2020/21 and FY2021/22 FTA Section 5310 funds and 5307/JARC funds.

Funding Availability: Table 1 shows the breakdown of Section 5310 and JARC funds available for the two large urbanized areas in Ventura County for FY2020/21 and FY2021/22 as well as 2020 JARC funds provided under the Coronavirus Aid, Relief, and Economic Security (CARES) Act for projects that respond to COVID-19. This amount includes prior year carryover of 5310 funds. 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. In accordance with FTA rules, not less than fifty-five percent (55%) of the 5310 funds are required to be available for Traditional Section 5310 projects, which primarily includes capital projects.

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	\$553,562	\$207,000
T.O./Moorpark	\$113,000	\$161,000	\$273,405	\$134,000
TOTAL	\$569,000	\$808,000	\$826,967	\$341,000

Applications Received: The 2020 FTA 5310 and JARC Call-for-Projects was issued on July 23, 2020. Thirteen (13) applications were received requesting a total of \$2,064,472 in funding.

Eligibility Screening: Staff screened the applications for eligibility. Criteria included: project eligibility, planning consistency and financial feasibility. All project applications were determined to be eligible for funding.

Prioritizing Projects: A subcommittee, appointed by TRANSCOM, including two members of TRANSCOM and a VCTC staff member reviewed the project applications utilizing the adopted criteria:

1. Goals and Objectives - (20 points or 25 points for CARES Act Project)
2. Project Implementation Plan - (30 points or 35 for CARES Act Project)
3. Program Performance Indicators - (20 points)
4. Communication and Outreach - (20 points)
5. Emergency Planning and Preparedness - (5 points or 0 points for CARES Act Project)
6. Matching Funds - (5 points) Note: Private nonprofit organizations were automatically awarded five (5) points for match; CARES Act Projects awarded 0 points.
7. Bonus Points for Non-Transit Operator Applicants - (5 points)

Each project received a final score based upon the average of the subcommittee's individual scores. The projects were then ranked by funding type (FTA 5307/JARC, FTA 5310 Traditional and FTA 5310 Non-Traditional) and each Urbanized Area's population share (Thousand Oaks/ Moorpark and Oxnard/Ventura).

With the addition of \$808,000 in JARC CARES Act funding and the determination that all projects in the 2020 Call for Projects are eligible for funding and received positive scores through the TRANSCOM subcommittee's review process, VCTC staff is recommending the full \$2,064,472 funding request for these projects. Additionally, TRANSCOM approved the list of recommended projects at their November 12, 2020 meeting.

Overview of Recommended Projects:

The City of Thousand Oaks requested a total of \$80,000 funding for both Saturday and Sunday East County Transit Alliance (ECTA) Senior and ADA Intercity Dial-A-Ride Service (CONNECT). Saturday service is a continuation of current service while Sunday service will be a new addition. Additionally, VCTC recommends \$150,000 in Traditional 5310 funding to allow ECTA to lease seven (7) vehicles from

the contracted service provider for the CONNECT service. The City of Thousand Oaks also requested a total of \$166,00 to support the City's participation in CONNECT weekday and weekend service.

The City of Thousand Oaks requested funding for two additional projects including purchasing two (2) replacement vans for the city's Rideshare Program with \$35,000 in JARC funds with a 100% match; and \$150,000 to fund Thousand Oak's Transit Free Senior Nutrition Rideshare program that provides transportation to seniors participating in Senior Nutrition Program at the Thousand Oak's Goebel Adult Community Center.

GCTD requested funding totaling \$628,153 for three (3) pilot projects. The "Web-based Portal for Self-Serve Demand Response Scheduling" Project allows demand response patrons to reserve their trips online. The "South Oxnard Micro-Transit Demonstration Project" connects residents in newly built affordable housing in South Oxnard to jobs in the central Oxnard industrial district. The "Late Night Safe Rides" project responds to reduced GCTD fixed route service hours due to the COVID pandemic by providing on demand service for transit riders, including low income and essential workers, returning home from work in the late evening hours, funded by CARES Act JARC funds.

Countywide, VCTC recommends continued funding for the two highest scorers, County of Ventura Human Service Agency's RAIN TLC Work Reliability Project with \$150,000 in JARC funds and Ventura County Area Agency on Aging's (VCAAA) ELDERHELP Transportation Program with \$500,000 in 5310 Expanded and 5307/JARC CARES funds. Although the ELDERHELP project does not provide access to jobs, the project is eligible for funding under the regular FTA 5307 program guidelines. Additionally, it is recommended that Interface 211 maintain and continue to develop the One-Call/One-Click project with \$205,319 in Traditional 5310 funds.

A complete list of projects recommended for funding is provided in Attachment A.

Recommended Project Funding: Staff recommends the VCTC approve the programming of \$1,344,616 in Federal Transit Administration (FTA) Section 5310 Large Urbanized Area funds (Seniors and Disabled) and \$719,856 in FTA Section 5307 Jobs Access/Reverse Commute (JARC) funds for a total of \$2,064,472.

FY 2020/21 Transit Program of Projects (POP) Public Hearing

The Federal Transit Administration (FTA) requires that the public be provided an opportunity to review and comment on transit projects proposed to be funded with federal dollars. As the Designated Recipient of federal transit funds, the VCTC is required to hold this public hearing and adopt a Program of Projects (POP) which lists projects to be funded with federal funds in the large urbanized areas of Oxnard/Ventura and Thousand Oaks/Moorpark. The public hearing notice was published in the Ventura County Star on December 1st, 2020.

Adoption of FY 2020/21 Supplemental Program of Projects (POP)

Staff recommends the adoption of the FY 2020/21 Supplemental Program of Projects (POP) which includes the first year of funding for the 2020 FTA Section 5310 and 5307/JARC approved projects. The Program of Projects (POP) provided in Attachment B shows the recommended projects for each of the urbanized areas. These recommendations were reviewed and approved at the November 12, 2020 TRANSCOM meeting.

PROJECTS RECOMMENDED FOR FUNDING 2020 FTA 5310 AND FTA 5307/JARC CALL-FOR-PROJECTS										
UZA	AGENCY	PROJECT NAME	5307 (JARC)	5310	Match	Total Project Cost	Match %	5310 Traditional Program Category	AVERAGE SCORE	Recommended Funding Amount
THOUSAND OAKS	City of Thousand Oaks (on behalf of East County Transit Alliance (ECTA))	Saturday East County Transit Alliance Senior and ADA Intercity Service (5310)	\$ 40,000		\$ 10,000	\$ 50,000	25%	No	84	\$ 40,000
	City of Thousand Oaks (on behalf of East County Transit Alliance (ECTA))	Sunday East County Transit Alliance Senior and ADA Intercity Service (5310)	\$ 40,000		\$ 10,000	\$ 50,000	25%	No	81	\$ 40,000
	City of Thousand Oaks (on behalf of East County Transit Alliance (ECTA))	East County Alliance Senior and ADA Dial-a-Ride Intercity Service Vehicle Lease (5310)		\$ 150,000	\$ 37,500	\$ 187,500	25%	YES	86	\$ 150,000
	City of Thousand Oaks	Purchase two replacement Ridehare Vans	\$ 35,000		\$ 35,000	\$ 70,000	100%	No	81	\$ 35,000
	City of Thousand Oaks	Thousand Oaks Transit Free Senior Nutrition Rideshare Program	\$ 16,000	\$ 134,000	\$ 37,500	\$ 187,500	25%	No	83	\$ 150,000
	City of Thousand Oaks	Senior ECTA Dial-a-Ride Intercity Weekday Service for Thousand Oaks Residents (5310)	\$ 150,000		\$ 37,500	\$ 187,500	25%	No	80	\$ 150,000
	City of Thousand Oaks	Senior ECTA Dial-a-Ride Intercity Weekend Service for Thousand Oaks Residents (5310)	\$ 16,000		\$ 4,000	\$ 20,000	25%	No	78	\$ 16,000
OXNARD/VENTURA	Gold Coast Transit District (GCTD)	Web-based Portal for Self-Serve Demand Response Scheduling		\$ 93,297	\$ 23,325	\$ 116,622	25%	YES	86	\$ 93,297
	Gold Coast Transit District (GCTD)	South Oxnard Micro-Transit Demonstration Project	\$ 298,400		\$ 74,600	\$ 373,000	25%	No	89	\$ 298,400
	Gold Coast Transit District (GCTD)	Late Night Safe Rides Demonstration Project	\$ 236,456		\$ 59,114	\$ 295,570	25%	No	90	\$ 236,456
COUNTYWIDE	Interface Children & Family Services	One Call/One Click Transit Information and Mobility Management Porject for Ventura County		\$ 205,319	\$ -	\$ 205,319	0%	YES	93	\$ 205,319
	Ventura County Area Agency on Aging (AAA)	VCAAA'S Elderhelp Transporation Program	\$ 318,000	\$ 182,000	\$ 100,000	\$ 600,000	20%	No	94	\$ 500,000
	County of Ventura Human Services Agency	RAIN TLC Work Reliability Transport Project	\$ 78,456	\$ 71,544	\$ 30,000	\$ 180,000	20%	No	97	\$ 150,000
		COUNTY TOTAL	\$ 1,228,312	\$ 836,160	\$ 458,539	\$ 2,523,011				\$ 2,064,472

Supplemental Program of Projects

The Ventura County Transportation Commission (VCTC) will hold a public hearing on the Program of Projects (POP) for the Oxnard, Thousand Oaks, Camarillo and Simi Valley Urbanized Areas (UAs) for additional projects to be funded with Federal Transit Administration funds in the 2020/21 Fiscal Year (FY 2021). The funds available in FY 2021 are estimated to be \$524,000 in Section 5310 funds and \$57,400,000 in other funds for the Oxnard UA, \$253,000 in Section 5310 funds and \$25,150,000 in other funds for the Thousand Oaks UA, based on anticipated FY 2020 funds, prior year carry-over funds, and federal discretionary funds. The public hearing will be held at 9:00 a.m. on Friday, December 4, 2020. Persons wishing to make a verbal comment at the hearing must no later than 4:30 p.m., Thursday, December 3, 2020, email the comment to ribbara@goventura.org or provide the comment via telephone at 805-642-1591, extension 101, and that comment will be read into the record during the hearing. The hearing can be viewed at <https://us02web.zoom.us/j/81635748526?pwd=KzIHOEpGVFFXZdGJuUzFVMiFaY1FIUT09>. The POP is available for public inspection at 751 E. Daily Drive, Suite 420, Camarillo, CA 93010. Unless a subsequent list is published, this list will become the final Program of Projects for inclusion in the Southern California Association of Governments Federal Transportation Improvement Program.

FY 20/21 SUPPLEMENTAL PROGRAM OF PROJECTS

	Total Cost	Federal Share	Local Share & Other
OXNARD/VENTURA URBANIZED AREA			
<u>Operating Assistance</u>			
Gold Coast Transit South Oxnard Micro-Transit (JARC Funds)	\$ 31,250	\$ 25,000	\$ 6,250
Gold Coast Late Night Safe Rides Project (CARES Funds)	\$ 236,456	\$ 236,456	\$ -
Area Agency on Aging MediRide Program (CARES Funds)	\$ 318,000	\$ 318,000	\$ -
Ventura County Human Services Agency RAIN TLC Work Reliability Transport (CARES Funds)	\$ 87,544	\$ 87,544	\$ -
TOTAL	\$ 673,250	\$ 667,000	\$ 1,340,250
TOTAL INCLUDING PREVIOUSLY APPROVED PROJECTS	\$ 58,072,316	\$ 55,681,737	\$ 5,724,579

THOUSAND OAKS/MOORPARK URBANIZED AREA

<u>Operating Assistance</u>			
East County Transit Alliance Saturday Senior/ADA Service	\$ 25,000	\$ 20,000	\$ 5,000
East County Transit Alliance Sunday Senior/ADA Service	\$ 25,000	\$ 20,000	\$ 5,000
Thousand Oaks Senior Intercity Weekday Service (CARES Act)	\$ 150,000	\$ 150,000	\$ -
Thousand Oaks Senior Intercity Weekend Service (CARES Act)	\$ 16,000	\$ 16,000	\$ -
TOTAL	\$ 216,000	\$ 206,000	\$ 10,000
TOTAL INCLUDING PREVIOUSLY APPROVED PROJECTS	\$ 26,693,172	\$ 29,796,402	\$ 1,938,911

FY 20/21 SECTION 5310 PROGRAM OF PROJECTS

	Total Cost	Federal Share	Local Share & Other
OXNARD/VENTURA URBANIZED AREA			
<u>Planning Assistance</u>			
Program Administration	\$ 29,734	\$ 28,734	\$ -
<u>Capital Assistance</u>			
Gold Coast Transit Web-based Portal for Self-Serve Scheduling	\$ 116,621	\$ 93,297	\$ 23,324
TOTAL	\$ 146,355	\$ 122,031	\$ 23,324
THOUSAND OAKS/MOORPARK URBANIZED AREA			
<u>Planning Assistance</u>			
Program Administration	\$ 19,372	\$ 19,372	\$ -
<u>Operating Assistance</u>			
Thousand Oaks Free Senior Nutrition Rideshare	\$ 93,750	\$ 75,000	\$ 18,750
<u>Capital Assistance</u>			
ECTA Intercity Senior ADA Service Vehicle Lease	\$ 93,750	\$ 75,000	\$ 18,750
TOTAL	\$ 206,872	\$ 169,372	\$ 37,500



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Item #11

December 4, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: CLAIRE GRASTY, PROGRAM MANAGER

SUBJECT: TRANSPORTATION EMERGENCY PREPAREDNESS PLAN FINAL

RECOMMENDATION:

- Approve the Transportation Emergency Preparedness Plan

BACKGROUND:

After the Thomas Fire and the Montecito Debris Flow, VCTC, 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 to VCTC in May 2018, and after a selection process 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

As part of the effort on this project, a Technical Memorandum was created in addition to the TEPP. The Technical Memorandum reviewed the current emergency preparedness regarding transit and transportation in Ventura and Santa Barbara Counties and determined a list of findings and

recommendations. The findings include research and lessons learned as a part of this project, as well as areas for improvement and the recommendations outline steps and tasks to improve emergency preparedness. Please see pages 6 and 18 of the Technical Memorandum for the comprehensive list of findings and recommendations.

DISCUSSION:

At the November Commission meeting, staff brought forth the TEPP draft and Technical Memorandum and presented on the contents. On November 19, the TEPP draft was brought to the SBCAG Board on November 19. All comments received have been incorporated in to the final TEPP and Technical Memorandum.

The next steps will be to conduct a tabletop exercise and then to begin preparing for the future by executing the recommendations outlined in the Technical Memorandum.



Item #12

December 4, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: CAITLIN BROOKS, PROGRAM MANAGER - TRANSPORTATION PLANNING

SUBJECT: FINAL US 101 COMMUNITIES CONNECTED MULTIMODAL CORRIDOR STUDY

RECOMMENDATION:

- Approve the Final US 101 Communities Connected Multimodal Corridor Study

BACKGROUND:

In November 2020, the final draft of the 101 Communities Connected Study (US 101 Multimodal Corridor Study) was presented to the Commission to solicit final review and feedback. The project consultant, Iteris, Inc. and Staff have incorporated the final comments into the Study. The final 101 Communities Connected Study is attached for your review and approval.

101 Communities Connected was prepared in coordination with the Southern California Association of Governments (SCAG) and was primarily funded by the Caltrans Sustainable Transportation Planning-Strategic Partnerships Grant Program. The Study provides consensus-based recommendations for multimodal mobility enhancements to benefit the communities within the US-101 corridor in Ventura County.

The study area includes US Highway 101 and the area generally within three (3) miles on either side of the freeway between State Route 23 in Thousand Oaks and State Route 33 in Ventura. The primary focus is to pinpoint planned transportation improvement projects that relieve congestion and improve mobility across all modes for travelers within the corridor. The completion and final approval of the 101 Communities Connected multimodal corridor study makes Ventura County eligible to compete for state funding to implement Study recommendations, including funds from the SB 1 Solutions for Congested Corridors Program (SCCP).

101 Communities Connected seeks to foster a resilient, sustainable, and efficient transportation future for Ventura County to meet the many and diverse needs of the communities served by US Highway 101. This multimodal corridor study analyzes demographic and economic data, considers existing and future land use, and inventories planned transportation infrastructure projects throughout the US-101 corridor. It provides a roadmap for collaboration across jurisdictions and development of funding priorities for future investments in infrastructure throughout the corridor to improve connectivity, reduce vehicle miles travelled, and better serve the residents, businesses, and visitors of Ventura County.

US-101 Communities Connected identifies a comprehensive list of proposed transportation improvement projects and evaluates those projects and programs in a multimodal context using the Caltrans Corridor Planning Guidebook and the California Transportation Commission's (CTC) Comprehensive Multimodal Corridor Plan (CMCP) guidelines. The study provides an overview of existing and future conditions, public input, documentation of projects and programs, and multimodal evaluation of the projects, funding availability, how to move forward with implementing the projects and programs, and consideration of future uncertainty due to the COVID-19 pandemic.

VCTC conducted extensive public outreach and received comments from TTAC, TRANSCOM, and the general public that were all incorporated into the final Study.

Staff will be presenting a brief overview of the 101 Communities Connected Study and recommends that the Commission approve the Final Study.



Item #13

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: DARRIN PESCHKA, PROGRAM MANAGER - GOVERNMENT AND COMMUNITY RELATIONS
SUBJECT: TRANSIT OUTREACH AND COMMUNITY OUTREACH PROGRAM CONSULTANT SERVICES AGREEMENT

RECOMMENDATION:

- Approve a three-and-one-half year consultant services agreement with Celtis Ventures, Inc. for the VCTC Transit Outreach and Community Outreach Program at an annual cost not to exceed \$318,000 for the first half-year of the agreement and not to exceed \$500,000 annually for Fiscal Year 2021/22; \$525,000 for Fiscal Year 2022/23; and \$550,000 for Fiscal Year 2023/24.

DISCUSSION

VCTC historically has relied on consultants to provide transit outreach and community outreach services. The current agreement ends in December 2020 and all extension options have been exhausted. In September 2020, the Commission approved the release of a Request for Proposals (RFP) for the program.

The RFP was posted on the VCTC website on September 14, 2020. The deadline to submit proposals was October 15, 2020. An email about the release of the RFP was sent to 20 firms that potentially would be interested in submitting proposals.

VCTC received proposals from four firms: Celtis Ventures, Inc.; Coverly Professional Services; Mustang Marketing; and Westbound Communications. The selection panel included VCTC staff members Darrin Peschka, program manager for government and community affairs, and Claire Grasty, program manager for regional transit planning; and Lauren Bianchi Klemann, government affairs/public information officer for Santa Barbara County Association of Governments.

Each of the firms submitted responsive proposals that met the criteria of the RFP. The selection panel interviewed representatives from all four firms on Tuesday, November 10, 2020. The panel narrowed the firms to two, and Celtis Ventures, Inc. was ultimately determined to be the preferred choice.

Celtis has provided outreach services for VCTC since 2015, and VCTC has been satisfied with the results. Celtis has redesigned the VCTC website and logo and increased VCTC's presence on social media and in the community. Celtis has a thorough understanding and experience with transportation agencies and public transit and is familiar with Ventura County. Celtis facilitated a partnership with the Boys & Girls Clubs of Ventura County that placed drawings by young artists on the sides of VCTC Intercity buses. In addition, Celtis was critical to alerting riders about service changes when the coronavirus impacted public transit in March 2020. Celtis also created a Comeback Campaign for VCTC's social media platforms to ease passengers' concerns about riding the bus during the pandemic.

In addition to community outreach and branding, the program is used to provide updated transit information such as changes to routes, fares and ticketing options. The program also supports public transit outreach across Ventura County, as well as shares outreach efforts of regional public transit operators.

BUDGET

Funding for this program has been identified in the FY 2020/21 budget. We anticipate the cost of Community Outreach will be less than in past years because of the addition of a full-time program manager for government and community relations at VCTC. That manager will be responsible for some tasks, such as media relations, that a consultant handled previously. The cost of the first half-year also includes grant funds for the College Ride Program and Metrolink Saturday Service outreach that was unspent and has rolled over since the pandemic. Celtis' fee is \$98 per hour for the first year with 2.5% increases in each subsequent year, and that fee is considered competitive and reasonable.

This is a fixed-price contract with an overall amount not to exceed \$318,000 for the first half-year and not to exceed annual amounts for the remaining three years as follows:

- FY 2021/22: \$500,000
- FY 2022/23: \$525,000
- FY 2023/24: \$550,000

Contractor will utilize a blended billing rate for all time billed to the contract. That amount will be \$98 for the first 18 months and will increase 2.5% each year thereafter. All creative and administrative costs are incorporated into this blended rate. VCTC reserves the right to extend the agreement for two years.

In Fiscal Year 2020/21, Outreach tasks are divided among Program Budgets as follows:

Community Outreach: \$196,000

- General promotion of VCTC services on social media and other platforms
- Participation in community events such as Earth Day festivals, the Ventura County Fair and other general community events
- Development and execution of youth programs
- Local event sponsorships, such as with the Ventura County Civic Alliance, Housing Opportunities Made Easier, local colleges and chambers of commerce

Rideshare: \$153,000

- General outreach on rideshare, teleworking and biking

- Promote campaigns such as Rideshare Week and Bike Week
- Work with local Employee Transportation Coordinators (ETCs)

VCTC Intercity Transit Bus Service: \$115,000

- Graphic design and production of transit service information and collateral, such as brochures, maps and materials at bus stops

Regional Transit Planning: \$43,000

- Graphic design, online and printed collateral, outreach and promotion of coordinated efforts with local operators to highlight and promote operators' service changes and programs
- Promotion of the Unmet Transit Needs process and findings

Pacific Surfliner: \$5,000

- Graphic design, online and printed collateral, promotion of VCTC campaigns
- Work with LOSSAN to highlight their campaigns

Metrolink: \$3,000

- Graphic design, online and printed collateral, promotion of VCTC campaigns
- Work with Metrolink to highlight their campaigns

Regional Transit Technology: \$18,000

- Graphic design, online and printed collateral, outreach promotion and branding services of VCTC's programs and services

Metrolink Saturday Service: \$25,000 (Low Carbon Transit Operations Program grant)

- Graphic design, online and printed collateral
- Work with Metrolink to promote Saturday Service

College Ride Program: \$25,000 (Low Carbon Transit Operations Program grant)

- Graphic design, online and printed collateral
- General promotion of College Ride Program

While the share of funding types may vary from year to year, based on projects, specific grants or one-time revenues such as Low Carbon Transit Operations Program (LCTOP) or Coronavirus Aid, Relief, and Economic Security (CARES), the traditional makeup of the VCTC Community Outreach Program is 80 percent federal and 20 percent local revenues.



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