



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

[www.goventura.org](http://www.goventura.org)

## **AGENDA\***

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

**CAMARILLO CITY HALL  
601 CARMEN DRIVE  
CAMARILLO, CA  
FRIDAY, DECEMBER 6, 2013  
9:00 AM**

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

**1. CALL TO ORDER VENTURA COUNTY TRANSPORTATION COMMISSION**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

- 4. PUBLIC COMMENTS** – *Each individual speaker is limited to speak three (3) continuous minutes or less. The Commission may, either at the direction of the Chair or by majority vote of the Commission, waive this three minute time limitation. Depending on the number of items on the Agenda and the number of speakers, the Chair may, at his/her discretion, reduce the time of each speaker to two (2) continuous minutes. In addition, the maximum time for public comment for any individual item or topic is thirty (30) minutes. Also, the Commission may terminate public comments if such comments become repetitious. Speakers may not yield their time to others without the consent of the Chair. Any written documents to be distributed or presented to the Commission shall be submitted to the Clerk of the Board. This policy applies to Public Comments and comments on Agenda Items.*

*Under the Brown Act, the Board should not take action on or discuss matters raised during Public Comment portion of the agenda which are not listed on the agenda. Board members may refer such matters to staff for factual information or to be placed on the subsequent agenda for consideration.*

**5. [APPROVE SUMMARY FROM NOVEMBER 1, 2013 VCTC MEETING – PG. 5](#)**

**6. CALTRANS REPORT**

*This item provides the opportunity for the Caltrans representative to give update and status reports on current projects.*

7. **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.*
8. **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.*
9. **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.*
- 9A. **MONTHLY BUDGET REPORT – PG. 9**  
**Recommended Action:**  
*Receive and File*  
**Responsible Staff: Sally DeGeorge**
- 9B. **PASSENGER RAIL UPDATE – PG. 15**  
**Recommended Action:**  
*Receive and File*  
**Responsible Staff: James Hinkamp**
- 9C. **CALLEGUAS WATER DISTRICT PIPELINE EASEMENT REVISION– PG. 25**  
**Recommended Action:**  
*Receive and File*  
**Responsible Staff: Peter De Haan**
- 9D. **COMMUTER SERVICES QUARTERLY REPORT – PG. 27**  
**Recommended Action:**  
*Receive and file*  
**Responsible Staff: Alan Holmes**
- 9E. **VISTA FUNDING AMENDMENT-PG. 33**  
**Recommended Action:**  
*Amend the Fiscal Year (FY) 2013/2014 VISTA Fixed budget by \$118,210 (\$90,820 in VISTA unallocated funds and \$27,390 in State Transit Assistance funds).*  
**Responsible Staff: Vic Kamhi**
- 9F. **ROUTE 101/23 INTERCHANGE PROJECT COOPERATIVE AGREEMENT AMENDMENT - PG. 35**  
**Recommended Action:**  
*Authorize the Chair to execute the amendment to the Cooperative Agreement with Caltrans and the City of Thousand Oaks for the Route 101/23 Project.*  
**Responsible Staff: Peter De Haan**
10. **FY 2012/13 COMPREHENSIVE ANNUAL FINANCIAL REPORT– PG. 37**  
**Recommended Action:**  
*Approve the audited Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2012/2013.*  
**Responsible Staff: Sally DeGeorge**

11. [TRANSPORTATION DEVELOPMENT ACT/LOCAL TRANSPORTATION FUND REVISED APPORTIONMENT FOR FY 2013/14](#) – PG.39  
**Recommended Action:**  
*Adopt the Revised Local Transportation Fund Apportionment for Fiscal Year 2013/2014 apportioning an additional \$5.7 million as shown in Attachment 1.*  
**Responsible Staff: Sally DeGeorge**
  
12. [2014 STATE TRANSPORTATION IMPROVEMENT PROGRAM \(STIP\) SUBMITTAL](#) – PG. 43  
**Recommended Action:**  
*Approve 2014 STIP submittal to the California Transportation Commission.*  
**Responsible Staff: Peter De Haan/Stephanie Young**
  
13. [AMENDMENT TO FY 2013/14 TRANSIT PROGRAM OF PROJECTS – PUBLIC HEARING](#) – PG. 49  
**Recommended Action:**  
*Amend the FY 2013/14 Federal Transit Administration Program of Projects (POP) to include an additional \$37,000 for the Metrolink operations swap to fund VCTC’s share of financial consultant assistance to Metrolink*  
**Responsible Staff: James Hinkamp**
  
14. [2014 LEGISLATIVE PROGRAM AND LEGISLATION STATUS UPDATE](#) – PG. 55  
**Recommended Action:**  
*Adopt the 2014 Legislative Program.*  
**Responsible Staff: Peter De Haan**
  
15. [SANTA PAULA BRANCH LINE TRAIL](#) – PG. 61  
**Recommended Action:**
  - *The Commission designate the Santa Paula Branch Line Advisory Committee (SPBLAC) as the policy subcommittee of the Commission to oversee all work associated with the SPBL Recreational Trail.*
  - *The Commission authorize staff to develop a Request for Proposal (RFP) for consultant services to update the SPBL Recreational Trail Master Plan and PEIR as well as re-engaging the agricultural community in the trail planning process.***Responsible Staff: Steve DeGeorge**
  
16. [RELEASE OF REQUEST FOR PROPOSALS FOR SHORT RANGE TRANSIT PLAN](#) – PG.65  
**Recommended Action:**  
*Approve release of a Request for Proposals (RFP) for VCTC Short Range Transit Plan (SRTP), to assist in future delivery of VCTC Intercity/Regional transit services, strategic countywide allocation of capital transit funds, and the VCTC implementation of the Countywide Transit Plan. Work elements and funding will be for both the current and next Fiscal Year.*  
**Responsible Staff: Vic Kamhi**
  
17. [TRANSPORTATION DEVELOPMENT ACT \(TDA\) UNMET TRANSIT PUBLIC HEARING DEFINITIONS AND PUBLIC PARTICIPATION PROCESS](#) – PG.75  
**Recommended Action:**  
*Adopt report recommendations regarding the annual Transportation Development Act (TDA) unmet transit needs public hearing definitions and public participation input program.*  
**Responsible Staff: Mary Travis**

**18. VCTC GENERAL COUNSEL'S REPORT**

*This item provides the opportunity for General Counsel to give update and status reports on any legal matters related to Commission activities.*

**19. AGENCY REPORTS**

**20. CLOSED SESSION**

1. *Conference with Real Property Negotiators (Gov Code Sec. 54956.8)*

*Property: Santa Paula Branch Line*

*Agency Negotiator(s): Darren Kettle*

*Negotiating Parties: VCTC and Fillmore and Western/lessee to be determined*

*Under Negotiation: Price and terms of payment*

2. *Conference with Legal Counsel – Existing Litigation (Gov Code Sec. 54956.9(a) and (d)(1))*  
*VCTC v. Griffin Industries*

3. *Conference with Legal Counsel – Anticipated Litigation, (Gov Code Sec. 54956.9(a) and (d)(2))*  
*Significant Exposure to Litigation – One Case*

**21. ADJOURN**

The next VCTC Commission meeting is scheduled to be held at 9:00 a.m. Friday, **January 10, 2014**, Camarillo City Hall, City Council Chambers, 601 Carmen Drive, Camarillo.



Item #5

# Meeting Summary

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

**CAMARILLO CITY HALL  
601 CARMEN DRIVE  
CAMARILLO, CA  
FRIDAY, NOVEMBER 1, 2013  
9:00 AM**

**Members Present:** Steve Sojka, City of Simi Valley, Chair  
Ralph Fernandez, city of Santa Paula, Vice Chair  
Steve Bennett, County of Ventura  
Manuel Minjares, City of Fillmore  
Betsy Clapp, City of Ojai  
Peter Foy, County of Ventura  
Kathy Long, County of Ventura  
Bryan MacDonald, City of Oxnard  
Jan McDonald, City of Camarillo  
Keith Millhouse, City of Moorpark  
Carl Morehouse, City of San Buenaventura  
Linda Parks, County of Ventura  
Jon Sharkey, City of Port Hueneme  
Carrie Bowen, Caltrans District 7

**Call To Order**

**Pledge of Allegiance**

**Roll Call**

**Public Comments for those items not listed in this agenda**

Jay Spurgin, City of Thousand Oaks, reported the East County Transit Alliance has been approved by all 4 cities and they are now working on an implementation plan.

**APPROVE SUMMARY FROM OCTOBER 4, 2013 VCTC MEETING**

Commission Fernandez made a motion to approve the summary as presented, The motion was seconded by Commissioner Millhouse and passed with Commissioners Foy, Clapp Sojka abstaining.

**December 6, 2013**  
**Item #5**  
**Page#2**

**CALTRANS REPORT**

Acting Director Carrie Bowen reported that all projects are forward on schedule. The 101/23 Interchange project has been awarded to Security Paving and a ground breaking event is being planned.

**COMMISSIONERS**

Commissioners Long, Morehouse, Millhouse and White attended the Mobility 21 summit. The workshops were informative and provided a lot of fresh information.

Commissioner Morehouse announced that a SCAG summit will be held December 5<sup>th</sup>.

**EXECUTIVE DIRECTOR REPORT**

The RFP for VISTA service has been released and a prebid conference was held. At least 8 companies have announced their intention to respond.

**ADDITIONS/REVISIONS- none**

**CONSENT CALENDAR**

Commissioner MacDonald requested Item #9G, VCTC 2014 Regular Meeting Schedule, be pulled for discussion.

Commissioner Fernandez made a motion to approve all other items listed on the consent calendar as recommended. Commissioner Millhouse seconded the motion which passed unanimously.

**9A. MONTHLY BUDGET REPORT**

*Receive and File*

**9B. PASSENGER RAIL UPDATE**

*Receive and File*

**9C. LEGISLATIVE UPDATE**

*Receive and File*

**9D. SECTION 13(C) LABOR AGREEMENT**

*Approve the agreement with the Service Employees International Union (SEIU), Local 721, as required for VCTC's Fiscal Year 2013/14 federal transit grant applications with the Federal Transit Administration.*

**9E. REVISED SURFACE TRANSPORTATION PROGRAM (STP) FUNDING FOR THE CITY OF OXNARD**

*Reprogram \$433,698 of Surface Transportation Program (STP) funds from the Ventura Boulevard Improvements project to the Rose Avenue Resurfacing project in the City of Oxnard.*

**9F. INSURANCE COVERAGE**

*Approve the insurance proposal as presented.*

**9H. CLAIM FILED BY FILLMORE AND WESTERN**

*Deny the claim of Fillmore & Western Railway, Inc. and direct the General Counsel tender defense of the matter to VCTC's insurance carrier.*

**9I. VISTA CONTRACTOR SELECTION PROCESS**

*Approve the proposed VISTA Contractor Selection Process*

December 6, 2013  
Item #5  
Page#3

**9G. 2014 VCTC REGULAR MEETING SCHEDULE**

*Commissioner Fernandez made a motion to Adopt the proposed schedule of regular monthly VCTC meeting dates for 2014 and change the September meeting to September 12. The motion was seconded by Commissioner McDonald.*

**10. COMMUTER SERVICES PROGRAM UPDATE**

*The Update provided by Moore and Associates was received and filed.*

**11. VCTC BRAND AND PUBLIC PROFILE**

*The Board discussed ways to raise the profile of the VCTC brand, name recognition and public profile.*

**Discussion**

**Commissioner Bennett**

*The message we need to convey is VCTC is finding solutions to transportation problems. It's not just about congestion, we need to include the rideshare element.*

**Commissioner Sharkey**

*We need to ask what are we trying to sell and to whom and to focus and understand who and why to achieve a definable goal.*

**Commissioner Morehouse**

*The VCTC name is not recognizable.*

**Commissioner Fernandez**

*We should consider simpler branding.*

**Commissioner Millhouse**

*We need plan of action for the next 20 years. The public needs to know how we will change their lives for the better. We need to identify a viable funding mechanism and implementation plan*

**Commissioner McDonald**

*It's our fault VCTC is not recognized. We don't need a catchy new name, We need to show what we do.*

***Commissioner Bennett made a motion for staff to take all the discussion points made to develop a workshop. Commissioner Fernandez seconded the motion which passed unanimously.***

*Commission Millhouse suggested that a ½ day workshop be scheduled at a future meeting for this purpose.*

**VCTC GENERAL COUNSEL'S REPORT - None**

**AGENCY REPORTS**

***John Procter announced that SCAG is working with planners to map the next RTP. Ventura has had the best response. This is important as the end product will have real consequences.***

**CLOSED SESSION – No Announcements**

1. Conference with Real Property Negotiators (Gov Code Sec. 54956.8)  
Property: Santa Paula Branch Line  
Agency Negotiator(s): Darren Kettle  
Negotiating Parties: VCTC and Fillmore and Western/lessee to be determined  
Under Negotiation: Price and terms of payment

**December 6, 2013**  
**Item #5**  
**Page#4**

*2. Conference with Legal Counsel – Existing Litigation (Gov Code Sec. 54956.9(a) and (d)(1))*  
*VCTC v. Griffin Industries*

*3. Conference with Legal Counsel – Anticipated Litigation, (Gov Code Sec. 54956.9(a) and (d)(2))*  
*Significant Exposure to Litigation – One Case*

**ADJOURN**





Item # 9A

December 6, 2013

**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 2013

**BACKGROUND:**

The monthly budget report is presented in a comprehensive agency-wide format with the investment report presented at the end. The Annual Budget numbers 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, 2013 budget reports indicate that revenues were approximately 32.39% of the adopted budget while expenditures were approximately 20.41% The adopted budget. The revenues and expenditures are as expected. Although the percentage of the budget year completed is shown, be advised that neither the revenues nor the expenditures occur on a percentage or monthly basis.

Some revenues are received at the beginning of the year while other revenues are received after grants are approved. In many instances, VCTC incurs expenses and then submits for reimbursement from federal, state and local agencies. Furthermore, the State Transit Assistance (STA), Local Transportation Fund (LTF) and Service Authority for Freeway Emergencies (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 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 receipts are often not received until October or November and the July LTF receipts are not received until September. The Department of Motor Vehicles collects the SAFE funds and remits them monthly with a two month lag.

At the request of Commissioner McDonald, the Commission's capital assets are now 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 call box equipment and office furniture. Depreciation is booked annually at yearend.

**VENTURA COUNTY TRANSPORTATION COMMISSION  
BALANCE SHEET  
AS OF OCTOBER 31, 2013**

**ASSETS**

<b>Assets:</b>	
Cash and Investments - Wells Fargo Bank	\$ 3,573,461
Cash and Investments - County Treasury	28,060,109
Petty Cash	50
Receivables/Due from other funds	4,816,907
Prepaid Expenditures	511,031
Deposits	13,065
Capital Assets, undepreciated	25,885,133
Capital Assets, depreciated, net	<u>24,453,420</u>
<b>Total Assets:</b>	<b><u>\$87,313,176</u></b>

**LIABILITIES AND FUND BALANCE**

<b>Liabilities:</b>	
Accrued Expenses/Due to other funds	\$ 1,899,343
Deferred Revenue	1,012,350
Deposits	<u>400</u>
<b>Total Liabilities:</b>	<b><u>\$ 2,912,093</u></b>
 <b>Net Position:</b>	
Invested in Capital Assets	\$50,338,553
Fund Balance	<u>34,062,530</u>
<b>Total Net Position</b>	<b><u>\$84,401,083</u></b>
 <b>Total Liabilities and Fund Balance:</b>	 <b><u>\$87,313,176</u></b>

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
FOR THE FOUR MONTHS ENDING OCTOBER 31, 2013**

	<b>General Fund Actual</b>	<b>LTF Actual</b>	<b>STA Actual</b>	<b>SAFE Actual</b>	<b>Fund Totals Actual</b>	<b>Annual Budget</b>	<b>Variance Over (Under)</b>	<b>% Year to Date</b>
<b>Revenues</b>								
Federal Revenues	\$ 2,187,113	\$ 0	\$ 0	\$ 0	\$ 2,187,113	\$ 12,355,069	(10,167,956)	17.70
State Revenues	1,773,319	10,326,328	1,231,527	135,789	13,466,963	41,052,637	(27,585,674)	32.80
Local Revenues	2,945,276	0	0	248	2,945,524	3,983,315	(1,037,791)	73.95
Other Revenues	4,753	0	0	0	4,753	2,600	2,153	182.81
Interest	217	6,748	11,210	3,020	21,195	105,000	(83,805)	20.19
<b>Total Revenues</b>	<b>6,910,678</b>	<b>10,333,076</b>	<b>1,242,737</b>	<b>139,057</b>	<b>18,625,548</b>	<b>57,498,621</b>	<b>(38,873,073)</b>	<b>32.39</b>
<b>Expenditures</b>								
<b>Administration</b>								
Personnel Expenditures	755,598	0	0	0	755,598	2,782,200	(2,026,602)	27.16
Legal Services	2,032	0	0	0	2,032	30,000	(27,968)	6.77
Professional Services	46,317	0	0	0	46,317	115,300	(68,983)	40.17
Office Leases	50,847	0	0	0	50,847	144,000	(93,153)	35.31
Office Expenditures	39,453	0	0	0	39,453	291,000	(251,547)	13.56
<b>Total Administration</b>	<b>894,247</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>894,247</b>	<b>3,362,500</b>	<b>(2,468,253)</b>	<b>26.59</b>
<b>Programs and Projects</b>								
<b>Transit &amp; Transportation Program</b>								
Senior-Disabled Transportation	32,513	0	0	0	32,513	333,070	(300,557)	9.76
Go Ventura Smartcard	55,255	0	0	0	55,255	259,900	(204,645)	21.26
VISTA Fixed Route Bus Service	2,059,577	0	0	0	2,059,577	14,158,608	(12,099,031)	14.55
VISTA DAR Bus Services	855,624	0	0	0	855,624	2,620,400	(1,764,776)	32.65
Nextbus	2,925	0	0	0	2,925	173,800	(170,875)	1.68
Trapeze	5,686	0	0	0	5,686	30,900	(25,214)	18.40
Transit Grant Administration	2,407,224	0	0	0	2,407,224	8,940,116	(6,532,892)	26.93
<b>Total Transit &amp; Transportation</b>	<b>5,418,804</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,418,804</b>	<b>26,516,794</b>	<b>(21,097,990)</b>	<b>20.44</b>

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	Fund Totals Actual	Annual Budget	Variance Over (Under)	% Year to Date
<b>Highway Program</b>								
Congestion Management Program	3,750	0	0	0	3,750	25,000	(21,250)	15.00
Motorist Aid Call Box System	0	0	0	78,069	78,069	440,000	(361,931)	17.74
SpeedInfo Highway Speed Sensor	0	0	0	35,700	35,700	144,000	(108,300)	24.79
<b>Total Highway</b>	<b>3,750</b>	<b>0</b>	<b>0</b>	<b>113,769</b>	<b>117,519</b>	<b>609,000</b>	<b>(491,481)</b>	<b>19.30</b>
<b>Rail Program</b>								
Metrolink & Commuter Rail	1,292,018	0	0	0	1,292,018	3,242,930	(1,950,912)	39.84
LOSSAN & Coastal Rail	483	0	0	0	483	30,600	(30,117)	1.58
Santa Paula Branch Line	208,023	0	0	0	208,023	951,601	(743,578)	21.86
<b>Total Rail</b>	<b>1,500,524</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,500,524</b>	<b>4,225,131</b>	<b>(2,724,607)</b>	<b>35.51</b>
<b>Commuter Assistance Program</b>								
Transit Information Center	16,690	0	0	0	16,690	53,200	(36,510)	31.37
Rideshare Programs	3,617	0	0	0	3,617	56,500	(52,883)	6.40
<b>Total Commuter Assistance</b>	<b>20,307</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,307</b>	<b>109,700</b>	<b>(89,393)</b>	<b>18.51</b>
<b>Planning &amp; Programming</b>								
Transportation Development Act	44,646	5,087,839	0	0	5,132,485	29,536,714	(24,404,229)	17.38
Transportation Improvement Program	154,828	0	0	0	154,828	285,650	(130,822)	54.20
Regional Transportation Planning	10,027	0	0	0	10,027	364,000	(353,973)	2.75
Airport Land Use Commission	39,929	0	0	0	39,929	206,000	(166,071)	19.38
Regional Transit Planning	6,688	0	0	0	6,688	97,700	(91,012)	6.85
Freight Movement	0	0	0	0	0	12,500	(12,500)	0.00
<b>Total Planning &amp; Programming</b>	<b>256,118</b>	<b>5,087,839</b>	<b>0</b>	<b>0</b>	<b>5,343,957</b>	<b>30,502,564</b>	<b>(25,158,607)</b>	<b>17.52</b>
<b>General Government</b>								
Community Outreach & Marketing	145,841	0	0	0	145,841	519,600	(373,759)	28.07
State & Federal Relations	30,029	0	0	0	30,029	76,525	(46,496)	39.24
Management & Administration	10,123	0	0	0	10,123	130,456	(120,333)	7.76
<b>Total General Government</b>	<b>185,993</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>185,993</b>	<b>726,581</b>	<b>(540,588)</b>	<b>25.60</b>
<b>Total Expenditures</b>	<b>8,279,743</b>	<b>5,087,839</b>	<b>0</b>	<b>113,769</b>	<b>13,481,351</b>	<b>66,052,270</b>	<b>(52,570,919)</b>	<b>20.41</b>

	<b>General Fund Actual</b>	<b>LTF Actual</b>	<b>STA Actual</b>	<b>SAFE Actual</b>	<b>Fund Totals Actual</b>	<b>Annual Budget</b>	<b>Variance Over (Under)</b>
<b>Revenues over (under) expenditures</b>	<b>(1,369,065)</b>	<b>5,245,237</b>	<b>1,242,737</b>	<b>25,288</b>	<b>5,144,197</b>	<b>(8,553,649)</b>	<b>13,697,846</b>
<b>Other Financing Sources</b>							
Transfers Into GF from LTF	2,565,190	0	0	0	2,565,190	2,565,190	0
Transfers Into GF from STA	1,813,437	0	0	0	1,813,437	10,519,370	(8,705,933)
Transfers Into GF from SAFE	1,689	0	0	0	1,689	41,900	(40,211)
Transfers Out of LTF into GF	0	(2,565,190)	0	0	(2,565,190)	(2,565,190)	0
Transfers Out of STA into GF	0	0	(1,813,437)	0	(1,813,437)	(10,519,370)	8,705,933
Transfers Out of SAFE into GF	0	0	0	(1,689)	(1,689)	(41,900)	40,211
<b>Total Other Financing Sources</b>	<b>4,380,316</b>	<b>(2,565,190)</b>	<b>(1,813,437)</b>	<b>(1,689)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Change in Fund Balances</b>	<b>3,011,251</b>	<b>2,680,047</b>	<b>(570,700)</b>	<b>23,599</b>	<b>5,144,197</b>	<b>(8,553,649)</b>	<b>13,697,846</b>
<b>Beginning Fund Balance</b>	<b>1,592,617</b>	<b>10,411,113</b>	<b>13,403,280</b>	<b>3,511,323</b>	<b>28,918,333</b>	<b>22,314,000</b>	<b>1,788,827</b>
<b>Ending Fund Balance</b>	<b><u>\$4,603,868</u></b>	<b><u>\$13,091,160</u></b>	<b><u>\$12,832,580</u></b>	<b><u>\$3,534,922</u></b>	<b><u>\$34,062,530</u></b>	<b><u>\$13,760,351</u></b>	<b><u>\$15,486,673</u></b>

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION  
INVESTMENT REPORT  
AS OF OCTOBER 31, 2013**

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

<b>Institution</b>	<b>Investment Type</b>	<b>Maturity Date</b>	<b>Interest to Date</b>	<b>Rate</b>	<b>Balance</b>
Wells Fargo – Checking	Government Checking	N/A	\$284.86	0.02%	\$3,573,461.24
County of Ventura	Treasury Pool	N/A	\$20,956.77	0.38%	\$28,092,297.69
<b>Total</b>			<b>\$21,241.63</b>		<b>\$31,665,758.93</b>

Because VCTC receives a large portion of their state and federal funding on a reimbursement basis, the Commission must keep sufficient funds liquid to meet changing cash flow requirements. For this reason, VCTC maintains checking accounts at Wells Fargo Bank.

The Commission's checking accounts for the General Fund are swept daily into a money market account. The interest earnings are deposited the following day. The first \$250,000 of the combined deposit balance is federally insured and the remaining balance is collateralized by Wells Fargo Bank.

The Commission's Local Transportation Funds (LTF), State Transit Assistance (STA) funds and SAFE funds 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 are not adjusted for fair market valuations.

For Management Reporting Purposes Only



Item #9B

December 6, 2013

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**  
**FROM: JAMES HINKAMP, PROGRAM ANALYST**  
**SUBJECT: PASSENGER RAIL UPDATE**

**RECOMMENDATION:**

- Receive and file.

**BACKGROUND:**

This report provides a monthly update of regional passenger rail activities. The information in this update focuses on regional commuter rail (Metrolink), intercity rail (Amtrak), and other rail-related issues pertinent to Ventura County.

**DISCUSSION:**

**Metrolink**

**Ridership & On-Time Performance**

During the First Quarter of this fiscal year (July-September 2013), ridership on the Ventura County Line averaged 3,678 total boardings per weekday (inbound and outbound). This is a 2% decrease over the same quarter of the previous year. There was also a quarterly average of 1,885 boardings per weekday at Ventura County stations; this represents a decrease of 4% from the same quarter of the previous year. Ventura County station boardings represented approximately 51% of all boardings along the Ventura County Line during the quarter. Detailed statistics from 10-year ridership data are also attached, for reference.

On-time performance data (which denotes trains arriving within five minutes of scheduled time) for the month July through September are provided as follows:

July:	96% (inbound), 91% (outbound)
August:	95% (inbound/outbound)
September:	94% (inbound/outbound)

During the month of October, an average of 3,772 weekday boardings occurred on the Ventura County Line. This represents virtually identical ridership from the previous month, but a 7% decrease year over year.

On-time performance data (which denotes trains arriving within five minutes of scheduled time) for the month of October on the Ventura County Line was approximately 95%.

#### Finances

As detailed in Item #12 of this agenda, consultant staff from KMPG LLP continue to assist the Metrolink Accounting and Finance Department to improve agency cash flow and account reconciliations in order to stabilize finances. At the November Board of Directors meeting, KPMG staff reported average daily cash on hand for the agency was \$25 million, up from less than \$10 million in late September. Accounting and Finance staff have significantly decreased the number of current accounts receivable. Attention is now focused on collecting past due accounts receivable, to reduce the overall outstanding invoices. However, the current contract funding amount to retain KPMG is nearly exhausted. Thus, the Board also approved an increase in contract funding authority to retain KPMG through March 15, 2014, to continue supplemental accounting and finance assistance.

#### Station Marketing Campaign

Beginning January 2014, Metrolink will embark on a system-wide two-phase marketing campaign focused attracting new riders. The campaign will emphasize stations in each member county that have the highest ridership. Therefore, for Ventura County, the Simi Valley station will host promotional events for the duration of the campaign. The initial campaign phase will feature radio and TV advertisements in respective station catchment areas, to generate ridership interest, in addition to rider incentives, such as discounted, promotional code tickets for new riders. Second phase marketing details continue to evolve and will be reported in advance.

#### Holiday Service

On Christmas and New Year's Day, Metrolink trains will operate Sunday service on the Antelope Valley and San Bernardino lines exclusively. Christmas Eve and New Year's Eve will feature regular weekday schedules.

#### **LOSSAN JPA**

##### Ridership & On-Time Performance

In advance of the impending transfer of intercity rail operations, from the State to the LOSSAN Joint Powers Authority (JPA) between June 2014 and June 2015, beginning this month, VCTC staff are providing intercity rail performance measures reporting.

During the month of September, an average of 3,497 monthly boardings occurred on Amtrak at Ventura County stations. This represented an approximate 33% decrease from the previous month. The significant decrease is attributed to slowing summer travel and the end of the Ventura County Fair in mid-August. Oxnard had the highest volume of riders during September, with 5,543 boardings.

LOSSAN reports Amtrak on-time performance in two regions, LOSSAN North, spanning San Luis Obispo to Los Angeles, and LOSSAN South, spanning Los Angeles to San Diego. On-time performance data for intercity rail differs from commuter rail, such that trains arriving within 20 minutes of scheduled time between San Luis Obispo and San Diego are considered on time and those arriving within 10 minutes between Goleta and San Diego are also considered on time. There



**December 6, 2013**  
**Item #9B**  
**Page#3**

also are different assumptions as to whether annulled trains are included in on-time performance calculations. On-time performance for month of October in the LOSSAN North region was 93.7%.

Governance

As of October 2013, the LOSSAN Board had approved the draft Administrative Services Agreement (ASA) with Orange County Transportation Authority (OCTA) while providing additional comments for final revision. The final ASA was scheduled to be approved at the November Board meeting, which occurred after agenda publication and will be reported at the January 2014 Commission meeting.

Pending ASA approval, OCTA will present an Interim Workplan in mid-January 2014 and subsequently proceed to negotiate the interagency transfer of intercity train service from the State to the regional Joint Powers Authority, as authorized under SB 1225 (Padilla, 2012).

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## October 2013 Metrolink Ridership

**AVERAGE WEEKDAY PASSENGER TRIPS (INBOUND and OUTBOUND)  
OCTOBER 2013 v. SEPTEMBER 2013 (MONTH OVER MONTH)**

MO/YR	Ventura County Line	System Grand Total	Metrolink Rail 2 Rail on Amtrak North of LA
13-Sep	3,773	41,677	231
13-Oct	3,772	42,040	n/a
<i>Variance</i>	<i>0%</i>	<i>1%</i>	<i>n/a</i>

**AVERAGE WEEKDAY PASSENGER TRIPS (INBOUND and OUTBOUND)  
OCTOBER 2013 v. OCTOBER 2012 (YEAR OVER YEAR)**

MO/YR	Ventura County Line	System Grand Total	Metrolink Rail 2 Rail on Amtrak North of LA
12-Oct	4,041	44,269	212
13-Oct	3,772	42,040	n/a
<i>Variance</i>	<i>-7%</i>	<i>-5%</i>	<i>n/a</i>

**TOTAL BOARDINGS (INBOUND and OUTBOUND)**

MO/YR	Ventura County Line	VC County Portion	System Grand Total	Average Daily Metrolink Monthly Passholders on Amtrak
Jul-13	3,672	1,837	41,388	180
Jul-12	3,723	1,897	41,970	189
Jul-11	3,803	1,948	41,050	241
Jul-10	3,609	1,981	38,709	289
Jul-09	3,833	2,143	40,313	337
Jul-08	4,556	2,542	48,289	313
Jul-07	3,984	2,137	41,680	266
Jul-06	4,000	2,028	41,908	215
Jul-05	3,868	1,744	38,380	269
Jul-04	3,829	1,866	37,237	128
Jul-03	3,624	1,674	34,464	100

**TOTAL BOARDINGS (INBOUND and OUTBOUND)**

MO/YR	Ventura County Line	VC County Portion	System Grand Total	Average Daily Metrolink Monthly Passholders on Amtrak
Aug-13	3,590	1,843	40,701	184
Aug-12	3,674	1,954	42,335	149
Aug-11	3,974	2,010	41,711	282
Aug-10	3,505	1,925	38,275	287
Aug-09	3,658	2,106	39,802	307
Aug-08	4,511	2,570	47,111	338
Aug-07	4,042	2,169	41,357	297
Aug-06	3,940	2,109	41,390	262
Aug-05	3,835	1,499	39,057	253
Aug-04	3,822	1,857	37,086	128
Aug-03	3,714	1,609	34,653	102

**TOTAL BOARDINGS (INBOUND and OUTBOUND)**

MO/YR	Ventura County Line	VC County Portion	System Grand Total	Average Daily Metrolink Monthly Passholders on Amtrak
Sep-13	3,773	1,976	41,677	231
Sep-12	3,880	2,046	43,135	175
Sep-11	4,066	1,984	42,007	276
Sep-10	3,600	2,076	39,068	285
Sep-09	3,782	2,052	40,878	298
Sep-08	4,260	2,317	47,416	300
Sep-07	4,053	2,159	42,373	258
Sep-06	4,031	2,043	42,357	279
Sep-05	3,969	1,945	40,078	254
Sep-04	3,954	2,023	37,982	135
Sep-03	3,883	1,761	36,264	111

**INBOUND BOARDINGS\***

MO/YR	East Ventura	Oxnard	Camarillo	Moorpark	Simi Valley	VTA Cnty Total	Total Line
Jul-13	48	86	125	249	432	940	1,879
Jul-12	50	93	126	261	458	988	1,939
Jul-11	53	93	127	259	441	973	1,900
Jul-10	30	76	97	203	296	702	1,279
Jul-09	40	80	116	190	330	756	1,352
Jul-08	58	110	134	272	457	1,031	1,848
Jul-07	45	90	89	153	373	750	1,398
Jul-06	50	79	92	175	367	763	1,505
Jul-05	38	73	66	182	274	633	1,404
Jul-04	20	77	86	176	331	690	1,416
Jul-03	21	60	49	165	275	570	1,234

\* on Metrolink trains

**INBOUND BOARDINGS\***

MO/YR	East Ventura	Oxnard	Camarillo	Moorpark	Simi Valley	VTA Cnty Total	Total Line
Aug-13	53	87	124	254	429	947	1,845
Aug-12	59	99	119	268	451	996	1,873
Aug-11	52	94	125	264	464	999	1,975
Aug-10	37	95	82	206	305	725	1,320
Aug-09	43	87	113	170	366	779	1,353
Aug-08	60	123	127	272	465	1,047	1,838
Aug-07	35	91	87	184	379	776	1,446
Aug-06	37	86	91	206	384	804	1,502
Aug-05	34	74	58	111	206	483	1,236
Aug-04	19	60	66	141	318	604	1,243
Aug-03	21	64	47	151	263	546	1,260

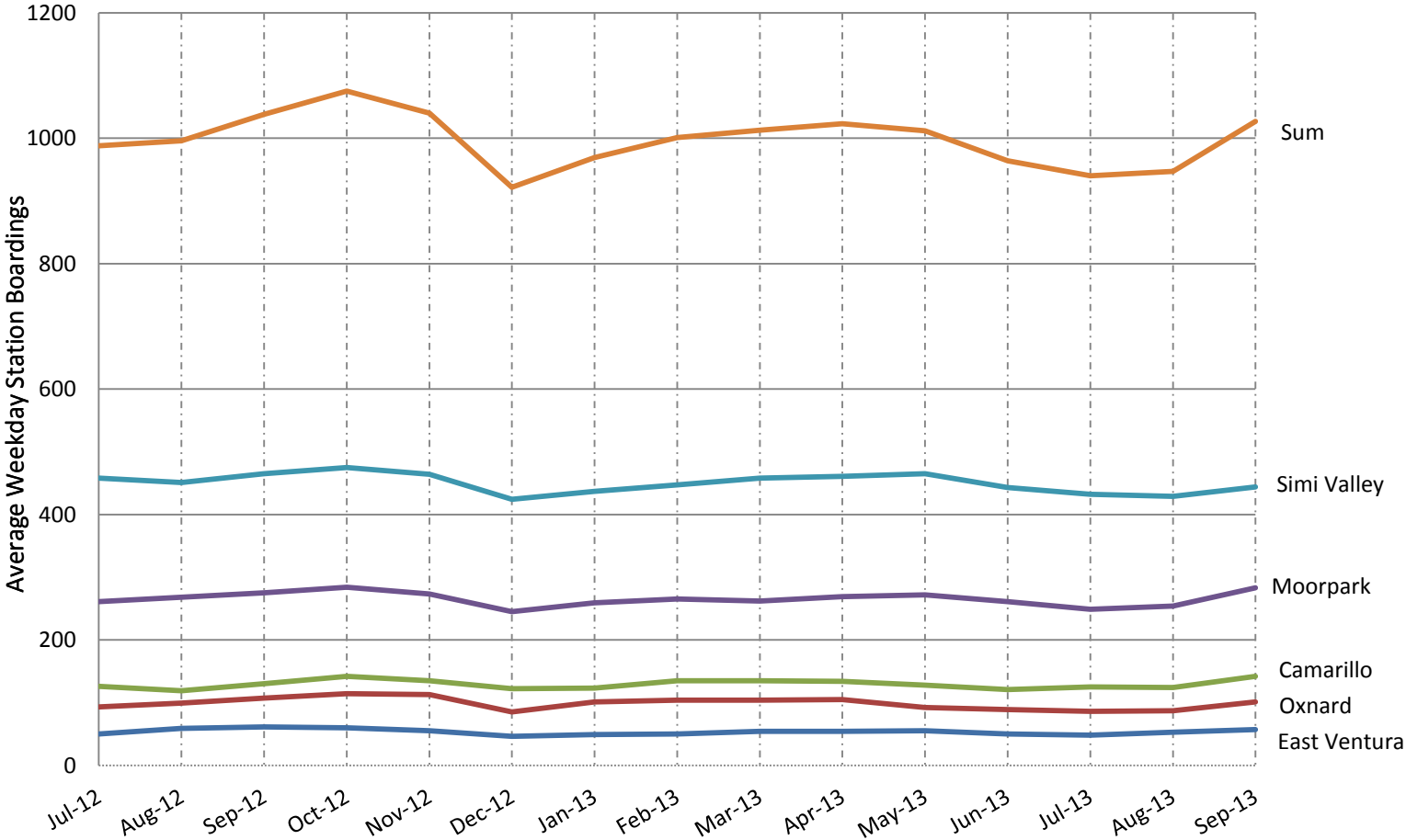
\* on Metrolink trains

**INBOUND BOARDINGS\***

MO/YR	East Ventura	Oxnard	Camarillo	Moorpark	Simi Valley	VTA Cnty Total	Total Line
Sep-13	57	101	142	283	444	1,027	1,961
Sep-12	61	107	130	275	465	1,038	1,968
Sep-11	54	109	119	270	448	1,000	2,049
Sep-10	44	86	97	229	331	787	1,365
Sep-09	40	68	120	174	311	713	1,314
Sep-08	58	78	103	248	397	884	1,625
Sep-07	42	92	92	179	387	792	1,487
Sep-06	37	86	91	206	371	791	1,561
Sep-05	40	88	113	163	318	722	1,473
Sep-04	40	89	88	178	306	701	1,370
Sep-03	21	61	44	164	294	584	1,288

\* on Metrolink trains

Ventura County Stations - Inbound Average Weekday Boardings (FY14Q1)







Item #9C

December 6, 2013

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**  
**FROM: PETER DE HAAN, PROGRAMMING DIRECTOR**  
**SUBJECT: CALLEGUAS MUNICIPAL WATER DISTRICT REVISED EASEMENT AGREEMENT**

**RECOMMENDATION:**

- Authorize the Executive Director to execute a revised water line easement to Calleguas Municipal Water District (CMWD) at the Camarillo Rail Station.

**BACKGROUND:**

CMWD is one of the major water wholesalers in Ventura County and has begun construction of a regional salinity management pipeline. The 30-inch pipeline will cross VCTC's property at the Camarillo Rail Station. At the May 13, 2011 meeting, the Commission granted CMWD a permanent pipeline easement and associated temporary construction easements, at a cost of \$85,335. Based on the final pipeline design, CMWD would like to revise the pipeline easement through the VCTC property and would also like to obtain a larger temporary easement for a longer duration to allow use of the northeast end of the station parking lot as a construction staging area. Staff has reviewed the proposed revisions, and also retained the services of Kimley Horn Engineers to review the final pipeline plans on VCTC's behalf. Staff believes that the construction staging area can be accommodated since the northeastern portion of the parking lot receives virtually no use by transit patrons at this time. Construction is already underway elsewhere on the alignment as is anticipated to begin on the VCTC property within a few months.

Both the revised temporary and permanent easements entail additional costs, due to the permanent easement being longer and the temporary easement having a larger area and being of greater duration. Using the same rates as in the original agreement, CMWD will pay an additional \$43,152 for the permanent easement and \$65,021 for the temporary easement, for a total of \$108,173.

The station property was purchased in part with funds from the Federal Highway Administration; therefore, all proceeds from this easement can only be used for federally-eligible transportation purposes.

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Item # 9D

December 6, 2013

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**

**FROM: ALAN HOLMES, TRANSPORTATION DEMAND MANGEMENT PROGRAM MANAGER**

**SUBJECT: COMMUTER SERVICES QUARTERLY REPORT**

**RECOMMENDATION:**

- Receive and file

**DISCUSSION:**

To improve reporting of Ventura County Rideshare activities, staff prepares and submits to the Commission quarterly reports for review. The primary focus of the Commuter Services program is to reduce traffic congestion and improve air quality by a voluntary reduction of single occupant vehicle (SOV) commute trips in Ventura County. SOV trips are reduced by offering direct assistance to employers located in Ventura County and through the provision of services to county residents, promoting carpooling, vanpooling, bus pooling, transit, walking, biking and other Transportation Demand Management (TDM) commute alternatives.

**Services**

	FY 12/13 3 <sup>rd</sup> Quarter	FY 12/13 Actual	13/14 Goals	13/14 1 <sup>st</sup> Quarter
Database				
Commuters on file	29,246	31,023	32,000	30,798
Commuters active for matching	5,572	6,029	6,500	5,734
Company worksites on file	337	337	310	339
Estimated Avg. Home to work distance	16.76	16.43	16	14.82
AVR reports generated	12	11	36	8
Matching Transactions				
Number of carpool matches attempted:				

Public (web)	240	171	1,700	305
Staff	291	218	1,700	290
Total carpool matches attempted	531	389	3,200	595
Number receiving at least one match	373	318	2,200	466
Average age of matching record (days)	152	151	145	157.2
Average number of matches/RideGuide	6	12	8	10
Avg. distance home/work	11.9	13.4	16	13.1
RideSmart Tips generated	1,538	1,278	10,000	1792
Incoming Call Volume	18	35		17
Guaranteed Ride Home Program Usage				
Rental Car Trips	2	12	35	7
Taxi Rides	6	7	35	9
Total	8	19	70	16
Estimated Program Benefits	FY 12/13 3 <sup>rd</sup> Quarter	FY 12/13 4 <sup>th</sup> Quarter	FY 13/14 Goals	FY 13/14 1 <sup>st</sup> Quarter
Reduction in Vehicles Miles of Travel	404,286	393,835	3,000,000	556,125
Reduction in Commuting cost (in \$s)	218,285	212,652	1,700,000	300,284
Reduction in carbon monoxide (tons)	6.25	4.08	47.00	5.76
Reduction in volatile organic compounds (tons)	.82	.44	6.40	.63
Reduction in Oxides of Nitrogen (tons)	1.00	.29	7.50	.42

### **Marketing Activities:**

During the first quarter of Fiscal Year 2013/2014, the Ventura County Transportation Commission's Commuter Services program reached out to the community by promoting the availability of resources through educational materials, outreach programs, and various promotional venues. After extensive planning, focus was on execution of the inaugural Rideshare Luncheon and launch of the Rideshare Week 2013 campaign. Additionally, further development steps were taken to improve the Rideshare section of VCTC's website.

### **Employer Support:**

- **Commuter eBlast** – The monthly update of the Commuter Services program was sent out on the first business day of each month to the list of approximately 130 transportation coordinators based at various employers throughout the county. The topics ranged from “Rideshare for a Stress-Free Summer” to “New Moorpark Metrolink Commuter Shuttle; Promoting Ridesharing At Your Worksite” to “First Annual Rideshare Luncheon a Success; Rideshare Week is Coming; Evolution of Carpooling.” Additionally, the first Rideshare Week announcement eBlast was distributed as well as invitations to the Commuter Services program's inaugural Rideshare Luncheon.

- **Rideshare Website Overhaul** – Following the first two phases of the website overhaul project, additional bilingual materials were uploaded to the “Resources” page in July. The organization of the links page was also updated for ease of use. Additionally, biking-to-work informational materials were uploaded in English and Spanish.

#### **Outreach and Promotion:**

- **Rideshare Luncheon** – The Commuter Services program held its inaugural Rideshare Luncheon on August 23 at California State University Channel Islands. Hard copy and email invitations were distributed in advance of the event, and weeks of planning culminated in a successful luncheon that garnered interest in promoting ridesharing and Rideshare Week 2013 at worksites across Ventura County. The event included promotional game demonstrations designed to capture attention and get people talking about ridesharing. The goal was also to create activities and materials that would be easily replicated by Employee Transportation Coordinators (ETCs) at their worksites. Games included “Pin the Carpool in Preferred Parking,” “Bowling for Rideshare,” and “Guess Your Gait,” among others. Additionally, the catered event included a brief presentation with live polling, prize giveaways, and partnership with Ventura County Air Pollution Control District. All ETCs that attended the event were given informational materials on rideshare promotion and thank you gifts for attending. The luncheon also served as a launch for the Rideshare Week 2013 promotion, “Any Day is a Good Day to Rideshare.”
- **Rideshare Week 2013** – Building upon the momentum from the inaugural Rideshare Luncheon, the Commuter Services program continued preparation its largest-scale promotion of the year – Rideshare Week. Preparations included the development of campaign specific artwork and communications materials, event coordination (many stemming from interest garnered at the luncheon), announcements at City Council meetings across Ventura County, and the promotion of both the campaign and the largest prize pool offered by Commuter Services to date. More events were also coordinated than in years prior. Events were conducted during the first quarter of FY2013/2014 at the following worksites: Haas Automotive (September 25) and Ensign-Bickford Aerospace and Defense, Co. (September 26). Additional events followed during the second quarter. To further promote the campaign, follow-up calls were conducted to confirm receipt of promotional packets and participation, while content was also printed in the VC *Star* and other local outlets (feature articles and media coverage). Promotional content was published on social media outlets and VCTC’s “On the Move” newsletter.
- **Wellness/Health Events** – In addition to the Rideshare Week campaign, Commuter Services coordinated and staffed events promoting ridesharing and VCTC’s services (Commuter Services and VISTA) at two sites, including the Santa Paula Health Fair on August 24 and California State University Channel Islands on Sept. 17.

#### **Social Media:**

- **Facebook and Twitter** – Approximately 33 percent of all posts and tweets on Facebook and Twitter during the first quarter encouraged ridesharing. Across the quarter, Facebook “likes” increased four percent and Twitter followers increased approximately six percent.

**Print Media:**

- **Rideshare Luncheon** – In advance of the luncheon a three-dimensional pop-up invitation was designed and produced that was distributed to ETCs across Ventura County. Additional materials designed and produced for the campaign included event-specific artwork, game materials, and take-home materials for the ETCs.
- **Rideshare Week 2013** – Posters and promotional packets with bilingual materials were designed and shipped to employers throughout Ventura County. To supplement the mailing, postcards were distributed to promote the campaign to a wider audience of businesses. Event-specific posters were also designed and distributed to Amgen, CSUCI, DEX Optimal Solutions, Ensign-Bickford, Haas Automotive, North Ranch Country Club, the Cities of Simi Valley and Thousand Oaks, and Spatz Laboratories to promote the on-site rideshare events. Additionally an “Eye on the Environment” column was generated, which was published in the *VC Star*.

**Program Development:**

- **Redesign of Commuter Services Program:** Planning began on ways to better address the needs of employers and commuters. This planning included initial brainstorming/prioritization meetings along with goal-setting and the establishment of timelines.

**Planned Second Quarter 2013-2014 Activities:**

- Continue Rideshare Week event staffing and complete all Rideshare Week 2013 activities including collection of pledges, promotion, and prize giveaways to the 20 winners of this year’s items.
- Conduct the next phase of updates to [www.GoVenturaRideshare.org](http://www.GoVenturaRideshare.org) in coordination with the recommendations found within the initial website evaluation.
- Continue preparation and distribution of monthly Rideshare-themed eblasts to support employer participants.
- Begin development on a new Employer Resource manual.
- Explore new tactics for increased employer outreach.
- Present a revised Commuter Services program plan that incorporates new materials (i.e., the Employer Resource manual) and the new tactics at the Commission meeting in November.
- Continue social media representation and utilization with particular focus on the availability of new employer materials and the benefits of ridesharing.

**CalVans:**

**Empirical Evidence**

In the first quarter, CalVan's vanpools travelled a total of 68,841 miles and carried a total of 22,551 passengers, accruing 648,870 passenger lane miles.

**December 6, 2013**  
**Item #9D**  
**Page#5**

### **Farm Labor**

The number of vans on the road has decreased this quarter by about approximately 12% due to the crops cycle change. Currently, there are 18 vans on the roads and in the fields. In the month of September, we have seen a notable increase in the number of vans traveling to Maricopa and Arvin via the 126 freeway from Ventura County in order to pick the citrus crop.

### **Commuter Vanpools**

Currently, there are 3 commuter vanpools travelling from Ventura and Santa Paula to North Santa Barbara via the 101 corridor. During the month of September, staff met with the management of Spatz Laboratories in Oxnard to find solutions to employee parking constraints. The initial result is the first vanpool from Santa Paula to Oxnard with 6 riders utilizing a minivan. The companies' HR department is also looking to create an alternative transport vanpool. This vanpool would pick up workers at a central location in Oxnard and return them after work hours. CalVans hopes to see this model of "micro-vanpooling" within city limits adopted by other large companies with on-site parking issues. This solution-based idea of "micro-vanpooling" in Ventura County could also greatly decrease the number of vehicle 'cold starts' during the morning commute.

CalVans has received final permission to have vans enter into Los Angeles County. Metro will be supporting the program with a \$400.00 monthly subsidy for full vanpools that leave from Ventura County and entering into the Los Angeles Metro Area. One of the goals for next quarter is to increase marketing and outreach to develop vanpools originating in Ventura County and traveling into Los Angeles Metro area and vice versa.

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**Item # 9E**

**December 6, 2013**

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**

**FROM: VICTOR KAMHI, BUS SERVICES DIRECTOR**

**SUBJECT: VISTA FUNDING AMENDMENT**

**RECOMMENDATION:**

- Amend the Fiscal Year (FY) 2013/2014 VISTA Fixed budget by \$118,210 (\$90,820 in VISTA unallocated funds and \$27,390 in State Transit Assistance funds).

**BACKGROUND:**

In June 2012, Coach America notified VCTC that they would discontinue service as a result of the company's bankruptcy. The Commission was able to procure a provider, Roadrunner Management Services, on extremely short notice. As a result of this replacement transit operation, costs increased, caused primarily because of the slower buses which were available on short notice. Because of the initial uncertainty regarding the future of VISTA, there was a ridership downturn on all fixed route services. Subsequently, on every route except the Coastal Express, ridership and fares recovered. However, the Coastal Express route suffered a sustained and significant decrease in ridership and fare revenue, which continued with only slight improvement through the budget year. As a result, VCTC did not realize approximately \$90,000 in farebox revenue, which was in the budget. This was the first time that any VISTA service had a significant shortfall in farebox revenue.

In addition to the shortfall in fare revenues, the May 2013 VISTA budget amendment also over-programmed Federal Transit Assistance (FTA) capital funds, and under-programmed operating funds – which are funded from farebox and other non-federal VISTA fund types. Therefore VCTC needs to change the type of funds used to pay for last year's operations. This amendment will include \$90,820 in VISTA unallocated funds and \$27,390 in State Transit Assistance funds. The Commission did not address the fare revenues as part of that action. At the time of the May 2013 budget amendment, the Commission implemented measures to reduce the VISTA service cost increases and stabilize the budget, while maintaining the Commission's commitment to substantially keep the service "whole" for the riders.

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**Item #9F**

**December 6, 2013**

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**

**FROM: PETER DE HAAN, PROGRAMMING DIRECTOR**

**SUBJECT: ROUTE 101/23 INTERCHANGE PROJECT COOPERATIVE AGREEMENT  
AMENDMENT**

**RECOMMENDATION:**

- Authorize the Chair to execute the amendment to the Cooperative Agreement with Caltrans and the City of Thousand Oaks for the Route 101/23 Project.

**BACKGROUND:**

At the March, 2013 meeting, the Commission approved a Cooperative Agreement with Caltrans and the City of Thousand Oaks to provide for the funding of the Route 101/23 Interchange improvement project. As the Commission will recall, the project was designed by a consultant under contract to the City, but the construction is under Caltrans' management. Caltrans has requested an amendment to the Agreement to allow Caltrans to pay Thousand Oaks for construction design support by the city's design consultant. The details of the agreement are still being worked out and additional information will be provided at the Commission meeting.

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Item #10

December 6, 2013

**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 2012/2013.

**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 accounting principles generally accepted in the United States (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 the fiscal year ended June 30, 2012. This is the fifth year that the Commission has issued a CAFR which includes additional information to provide a more "comprehensive report" to the Commission and the public.

The Commission's auditors, Vavrinek, Trine, Day and Company, LLP, have completed the Fiscal Year 2012/2013 audit and all reports. Vavrinek, Trine, Day and Company, LLP, has issued an unqualified opinion on the Ventura County Transportation Commission's financial statements for the year ended June 30, 2013. The independent auditor's report begins on page 3 of the CAFR.

The Commission maintains four governmental 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.

In Fiscal Year 2012/2013, the Commission adopted annual budgets for all funds. Budgetary comparison schedules are provided on pages 46-49 of the CAFR as required supplementary information and supplementary schedules to demonstrate compliance with these budgets.

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) presented on pages 3-14 provides a narrative overview and analysis of the Commission's financial activities for Fiscal Year 2012/2013. The statistical section can be found at the end of the CAFR on pages 54-67.

**December 6, 2013**  
**Item #10**  
**Page#2**

At June 30, 2013, the Commission's General Fund balance was \$1,592,617, of which \$524,229 was nonspendable for prepaids and deposits and \$524,229 was restricted for rail and transit. The remaining \$544,159 was unassigned with \$136,420 set aside for compensated absences and \$407,739 available for Commission projects and/or operations in Fiscal Year 2013/2014.

The remaining balances for the other funds were: \$10,411,107 for the LTF Fund; \$13,403,280 for the STA Fund; \$3,511,323 for the SAFE Fund. The total fund balance for Fiscal Year 2012/2013 was \$28,918,327 which was \$7,521,477 higher than the previous year largely due to a restatement of Local Transportation Funds as discussed in note 12 to the financial statements found on page 41 of the CAFR and to higher than anticipated STA and LTF revenues.

The audited Comprehensive Annual Financial Statement, single audit report and SAS 114 report are separate attachments to the agenda that are included in the Commissioner's packet. These reports are available upon request or on the Commission's website, [www.goventura.org](http://www.goventura.org), as agenda attachments.



Item #11

December 6, 2013

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**  
**FROM: SALLY DEGEORGE, FINANCE DIRECTOR**  
**SUBJECT: TRANSPORTATION DEVELOPMENT ACT,  
LOCAL TRANSPORTATION FUND,  
REVISED APPORTIONMENT FOR FISCAL YEAR 2013/2014**

**RECOMMENDATION:**

- Adopt the Revised Local Transportation Fund Apportionment for Fiscal Year 2013/2014 apportioning an additional \$5.7 million as shown in Attachment 1.

**BACKGROUND:**

Each year the Ventura County Transportation Commission (Commission) is responsible for apportioning the quarter cent statewide sales tax funds that accrue to Ventura County under the State Transportation Development Act (TDA) Local Transportation Fund (LTF). Current eligible uses of LTF revenues include funds for Commission administration (amount determined by the Commission), County administration fees, Commission planning activities (capped at 2% of revenues), bicycle and pedestrian projects (capped at 2% after administrative and planning costs are deducted), rail passenger service operations/capital improvements with the remainder going to fund transit and if all transit needs are met, to street and road projects. Staff works with the County Auditor-Controller to determine the estimated fund balance for the upcoming fiscal year and the projected sales tax revenue. These funds are then apportioned by population and allocated throughout the fiscal year as receipts are received.

In June 2013 the Commission approved the Local Transportation Fund apportionment for Fiscal Year 2013/2014. The Commission apportioned \$29.1 million in estimated sales tax receipts and \$2.6 million in fund balance for a total apportionment of \$31.7 million.

**DISCUSSION:**

Of the sales tax collected in Ventura County, a quarter cent returns countywide in LTF revenues. The Board of Equalization (BOE) collects and later disburses these funds to the Commission for distribution consistent with requirements of the TDA.

**December 6, 2013**  
**Item #11**  
**Page#2**

In 2003 the City of Fillmore entered into a "sales tax revenue sharing" agreement to raise sales tax revenues for the City. In 2008, two cities outside Ventura County filed complaints with the State Board of Equalization against Fillmore followed by a lawsuit in 2009. Pending the outcome of the actions taken against the City of Fillmore, the BOE withheld both the 1% city sales tax and the quarter cent LTF sales tax revenues beginning in September 2008. The tax revenues were placed in an escrow account until the matter was resolved.

Recently the City of Fillmore resolved the sales tax issue and the BOE released the city and LTF sales tax revenues held in escrow. In September, the Commission received a one-time lump sum payment of LTF receipts in the amount of \$5,795,327.58. For the last four years these receipts were withheld and had artificially lowered the countywide LTF apportionment. These funds are being added to the Fiscal Year 2013/2014 apportionment.

Attachment 1 includes the revision for the additional \$5.7 million LTF sales tax receipts. After withholding a contingency reserve of \$3.4 million, the new amount available for apportionment is \$36.8. It is important to remember that because this revision is due to a release of previously held LTF receipts, the apportionment provides a one-time spike in funds to be apportioned.

Per the Transportation Development Act, the Commission apportions the article 4 and 8 funds based on the California Department of Finance population estimates for the cities and County. The Fiscal Year 2013/2014 apportionment is based on the January 1, 2013 population estimate of 835,436 issued in May 2013.

After adjusting for the \$5.7 million increase and reserving \$3.4 million, the Fiscal Year 2013/2014 apportionment of \$36.8 million is as follows:

- \$2,667,190 Article 3 funds (an increase of \$102,000 for planning purposes) for Commission activities for planning, administration and Metrolink.
- \$14,000 Article 3 funds for the County Auditor-Controller's administrative costs.
- \$703,696 Article 3 funds (an increase of \$99,960) for Bicycle and Pedestrian projects.
- \$33,415,114 Articles 4 and 8 funds (an increase of \$4,898,040) for Transit and Streets-Road projects.



**ATTACHMENT 1**  
**VENTURA COUNTY TRANSPORTATION COMMISSION**  
**REVISED TDA LOCAL TRANSPORTATION FUND APPORTIONMENT FOR FISCAL YEAR 2013/2014**

			<b>REVISED</b>	<b>FINAL</b>	<b>Change vs.</b>
			<b>FY 2013/2014</b>	<b>FY 2013/2014</b>	<b>FY 2013/2014</b>
Estimated Unapportioned Cash Balance			<b>5,400,000</b>	5,400,000	0
Contingency Reserve			<b>-3,400,000</b>	-2,800,000	-600,000
One-Time Payment of Receipts			<b>5,700,000</b>	0	5,700,000
Estimated Annual LTF Receipts			<b>29,100,000</b>	29,100,000	0
Total Funds Available			<b>36,800,000</b>	31,700,000	5,100,000
Auditor's Administrative Costs			<b>14,000</b>	14,000	0
VCTC Administrative Costs			<b>865,190</b>	865,190	0
VCTC Planning Costs			<b>736,000</b>	634,000	102,000
Subtotal			<b>35,184,810</b>	30,186,810	4,998,000
Article 3 Bikeway/Pedestrian Fund			<b>703,696</b>	603,736	99,960
Subtotal			<b>34,481,114</b>	29,583,074	4,898,040
Article 3 Commuter Rail			<b>1,066,000</b>	1,066,000	0
Total to be Apportioned			<b>33,415,114</b>	28,517,074	4,898,040
			<b>REVISED</b>	<b>FINAL</b>	<b>Change vs.</b>
<b>Article 4 and Article 8 by Agency</b>	<b>Population</b>	<b>Pop %</b>	<b>FY 2013/2014</b>	<b>FY 2013/2014</b>	<b>FY 2013/2014</b>
Camarillo	66,428	7.95%	<b>2,656,935</b>	2,267,477	389,458
Fillmore	15,175	1.82%	<b>606,958</b>	517,989	88,969
Moorpark	34,904	4.18%	<b>1,396,063</b>	1,191,426	204,637
Ojai	7,548	0.90%	<b>301,899</b>	257,646	44,253
Oxnard	200,855	24.04%	<b>8,033,641</b>	6,856,057	1,177,584
Port Hueneme	22,024	2.64%	<b>880,899</b>	751,775	129,124
San Buenaventura	108,294	12.96%	<b>4,331,458</b>	3,696,546	634,912
Santa Paula	29,953	3.59%	<b>1,198,037</b>	1,022,427	175,610
Simi Valley	125,558	15.03%	<b>5,021,970</b>	4,285,842	736,128
Thousand Oaks	128,143	15.34%	<b>5,125,363</b>	4,374,079	751,284
Ventura County - Unincorporated	96,554	11.56%	<b>3,861,891</b>	3,295,810	566,081
Total	835,436	100.00%	<b>33,415,114</b>	28,517,074	4,898,040

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Item # 12

December 6, 2013

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**

**FROM: PETER DE HAAN, PROGRAMMING DIRECTOR  
STEPHANIE YOUNG, PROGRAM ANALYST**

**SUBJECT: 2014 STATE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) SUBMITTAL**

**RECOMMENDATION:**

- Approve 2014 STIP submittal to the California Transportation Commission.

**BACKGROUND:**

State law requires the adoption and submittal of a five-year State Transportation Improvement Program (STIP) by December 15 of each odd-numbered year. The Ventura County Transportation Commission (VCTC) is the agency responsible for developing the STIP for Ventura County working cooperatively with Caltrans. The STIP is comprised of a five-year list of capital improvement projects to be funded from VCTC's share of STIP Regional Improvement Program (RIP) funds for the period starting July 1, 2014 (FY14/15) and ending June 30, 2019 (FY18/19).

The 2014 STIP for Ventura County is due to the California Transportation Commission (CTC) on December 15, 2013. The CTC is responsible for reviewing and approving STIP submittals. The CTC is scheduled to publish the 2014 STIP staff recommendations on February 27, 2014, and adopt the 2012 STIP on March 19, 2014.

**DISCUSSION:**

In this STIP cycle, all of the new programming capacity for STIP funds is in the last 2 years of the 2014 STIP (FYs 17/18 and 18/19) with decreases in capacity in the earlier years due to the elimination of the Transportation Enhancement (TE) program. The CTC will, therefore, be forced to program most new projects in FY 17/18 and FY 18/19.

The CTC has prepared county share estimates, including Total Target and Maximum Share. These amounts are listed in the Exhibit 1.

Exhibit 1

<b>2014 STIP Fund Estimate for Ventura County (\$1,000s)</b>		
	<b>Target</b>	<b>Maximum</b>
	Through FY 18/19	through FY 19/20
	<b>\$30,969</b>	<b>\$42,064</b>
TE Deprogramming	\$7,517	
<b>Available Funds</b>	<b>\$38,486</b>	<b>\$42,064</b>

The Target Share includes the prior unprogrammed balance in the 2012 STIP plus the additional revenue estimated to be available in FY 17/18 and FY18/19. The Target Share shows how much each county would receive if it received its total County Share for the 5-year STIP period, meaning that each County can reasonably be expected to receive that amount. MAP-21 eliminated the TE program, so Ventura County's TE reserve funds must be deleted from the 2014 STIP. However, the CTC allows for the deleted TE reserves to increase a region's Target Share, so the Target is increased from the original \$30,969,000 to \$38,486,000.

The Maximum Share of \$42,064,000 represents county share funds through the end of the next county share period that ends FY 19/20. It is unlikely that the CTC would program submittals that request the Maximum Share, except maybe for a few worthy projects in smaller counties. Furthermore, funds are only available for the Maximum Share to the extent that some counties are under programmed relative to their Target Share, so the CTC will have little if any discretion to fund Maximum Shares.

A diagram showing the difference between county share periods and STIP cycles is provided in Exhibit 2.

Exhibit 2

<b>County Share Periods</b>	-----Maximum-----						
	-----Target-----						
<b>Fiscal Year</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 16/17</b>	<b>FY 17/18</b>	<b>FY 18/19</b>	<b>FY19/20</b>	<b>FY 20/21</b>
<b>2014 STIP Period</b>							
<b>2016 STIP Period</b>							

**PROPOSED 2014 PROGRAM**

**Planning, Programming & Monitoring (PPM)**

PPM is utilized annually by VCTC to fund planning and programming activities performed by VCTC staff and consultants. The proposed PPM program for the 2014 STIP, shown below, includes the addition of \$1,130,000 in PPM Funds in the last two years. This is within the 5% PPM programming limitation.

2012 Programmed PPM Amounts					
FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	Total
\$ 412	\$ 412	\$ 520	\$ -	\$ -	\$ 1,344
Proposed Changes					
FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	Total
\$ -	\$ -	\$ 30	\$ 550	\$ 550	\$ 1,130
Proposed 2014 PPM Amounts					
FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	Total
\$ 412	\$ 412	\$ 550	\$ 550	\$ 550	\$ 2,474

**Route 101 HOV Lanes Project Approval and Environmental Document (PAED)**

The Comprehensive Transportation Plan identified US-101 as a high priority corridor. Caltrans is currently working on the Project Study Report (PSR) for the addition of one or two High Occupancy Vehicle (HOV) or High Occupancy Toll (HOT) lanes on the corridor from the Los Angeles County line to Route 33. Based on the PSR, staff recommends the programming of \$14 million for the PAED phase of this project.

It is anticipated that the PAED phase will consider Route 101 widening alternatives, including those alternatives considered in the PSR, as well as a minimal alternative consisting of operational improvements. Due to the limited funding likely to be available, phasing plans will also likely be considered. VCTC's expectation is to use the \$14 million to directly contract out this PAED phase to a private consultant. The funds are recommended for FY 17/18, the earliest year with surplus programming capacity. However, the Commission could consider advancing this work using Surface Transportation Program (STP) funds, possibly through use of the replacement project provision of AB 3090.

**Route 118 PAED**

The first phase of the SR-118 widening, from the Los Angeles County line to Tapo Canyon Road, was completed in 2011. Caltrans completed the PSR on the second phase, from Los Angeles Ave to Tapo Canyon Road, in June. This project will add either one or two lanes in each direction. The estimated cost for the PAED for this project is \$3 million. Staff anticipates that the work required for an environmental evaluation of the 2 alternatives would be most appropriately done by Caltrans staff, since Caltrans already did significant work earlier on an environmental document that was never finished for the project. It is recommended that these funds be programmed in FY 2017/18, the first year with available STIP capacity. As with the Route 101 project, in the event the CTC does not approve VCTC's request to program the project in FY 2014/15, VCTC could consider advancing this work using STP funds, possibly by employing the AB 3090 replacement project provision.

**Santa Clara River Riparian Mitigation Project**

The Route 101 Santa Clara Bridge was constructed by Caltrans from 2002 to 2006 as part of a freeway widening project which extended from Vineyard Avenue in Oxnard to Johnson Drive in Ventura. There was \$115 million programmed for the project from the State Transportation Improvement Program (STIP), the State Highway Operations and Protection Program (SHOPP), and a federal earmark.

**December 6, 2013**  
**Item #12**  
**Page#4**

Earlier this year, Caltrans informed VCTC of a commitment that was made as part of its permits with the Department of Fish and Game, the Regional Water Quality Control Board, and the Army Corps of Engineers, to fund the creation of 10 acres of wetlands and 20 acres of enhanced riparian habitat. The Nature Conservancy estimates that the project will cost \$5.25 million (reduced from \$6.5 million), and Caltrans has proposed that the funding be split between STIP and SHOPP in the about same proportions as the original project, with the proposed STIP share being \$2,039,000. Since VCTC's application for \$350,000 in Environmental Enhancement (EEM) funds for the project has been recommended for funding by the Resources Agency, and because Caltrans staff was instrumental in the EEM application process, staff recommends splitting the \$350,000 between the STIP and SHOPP shares of the project, so that the total STIP contribution would be \$1,864,000 in FY 15/16.

The attached tables summarize the proposed changes to the STIP.

This recommendation was approved by the TTAC at its November 21, 2013 meeting.

Table 1

Current STIP Funding Summary (1,000)																	
Agency Thousand Oaks	Rte	PPNO	Project	Total	Project Totals by Fiscal Year					Project Totals by Component							
					Prior	14-15	15-16	16-17	17-18	18-19	R/W	Con	E&P	PS&E	R/W Sup	ConSp	
	cash	2291A	AB3090 Reimbursement (Rt 101 Co In-Rt23)(128-013)	15,764	0	0	15,764	0	0	0	0	0	0	15,764	0	0	0
VCTC	--	9002	Planning, Programming & Monitoring	1,757	413	412	412	520	0	0	0	0	0	1,757	0	0	0
VCTC	--	3565	TE Deprogramming	7,517	0	0	3,153	4,364	0	0	0	0	0	7,517	0	0	0
			<b>TOTAL</b>	<b>25,038</b>	<b>413</b>	<b>412</b>	<b>19,329</b>	<b>4,884</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,517</b>	<b>0</b>	<b>0</b>	<b>0</b>

Table 2

Proposed Changes in Funding (1,000)																	
Agency Thousand Oaks	Rte	PPNO	Project	Total	Project Totals by Fiscal Year					Project Totals by Component							
					Prior	14-15	15-16	16-17	17-18	18-19	R/W	Con	E&P	PS&E	R/W Sup	ConSp	
	cash	2291A	AB3090 Reimbursement (Rt 101 Co In-Rt23)(128-013)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
VCTC	--	9,002	Planning, Programming & Monitoring	1,130	0	0	0	30	550	550	0	0	0	1,130	0	0	0
VCTC	--	3,565	TE Deprogramming	(7,517)	0	0	(3,153)	(4,364)	0	0	0	0	0	(7,517)	0	0	0
VCTC	101		Route 101 Widening PAED	14,000	0	0	0	0	14,000	0	0	0	0	14,000	0	0	0
VCTC	118		Route 118 Widening PAED	3,000	0	0	0	0	3,000	0	0	0	0	3,000	0	0	0
VCTC	--		Santa Clara River Riparian Enhancement	1,864	0	0	1,864	0	0	0	0	0	0	1,750	0	0	0
			<b>TOTAL</b>	<b>12,477</b>	<b>0</b>	<b>0</b>	<b>(1,289)</b>	<b>(4,334)</b>	<b>17,550</b>	<b>550</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,750</b>	<b>0</b>	<b>0</b>	<b>0</b>

Table 3

Proposed 2014 STIP (1,000)																	
Agency Thousand Oaks	Rte	PPNO	Project	Total	Project Totals by Fiscal Year					Project Totals by Component							
					Prior	14-15	15-16	16-17	17-18	18-19	R/W	Con	E&P	PS&E	R/W Sup	ConSp	
	cash	2291A	AB3090 Reimbursement (Rt 101 Co In-Rt23)(128-013)	15,764	0	0	15,764	0	0	0	0	0	0	15,764	0	0	0
VCTC	--	9002	Planning, Programming & Monitoring	2,887	413	412	412	550	550	550	0	0	0	2,887	0	0	0
VCTC	101		Route 101 Widening PAED	14,000	0	0	0	0	14,000	0	0	0	0	14,000	0	0	0
VCTC	118		Route 118 Widening PAED	3,000	0	0	0	0	3,000	0	0	0	0	3,000	0	0	0
VCTC	--		Santa Clara River Riparian Enhancement	1,864	0	0	1,864	0	0	0	0	0	0	1,750	0	0	0
			<b>TOTAL</b>	<b>37,515</b>	<b>413</b>	<b>412</b>	<b>18,040</b>	<b>550</b>	<b>17,550</b>	<b>550</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,750</b>	<b>0</b>	<b>0</b>	<b>0</b>

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Item #13

December 6, 2013

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**

**FROM: JAMES HINKAMP, PROGRAM ANALYST**

**SUBJECT: APPROVE AMENDMENT TO FISCAL YEAR (FY) 2013/14 TRANSIT PROGRAM OF PROJECTS (PUBLIC HEARING)**

**RECOMMENDATION:**

- Amend the FY 2013/14 Federal Transit Administration Program of Projects (POP) to include an additional \$37,000 for the Metrolink operations swap to fund VCTC's share of financial consultant assistance to Metrolink

**BACKGROUND:**

The Federal Transit Administration (FTA) requires that the public be provided an opportunity to review transit projects proposed to be funded with federal dollars. As the designated recipient of federal transit funds, the VCTC is required to hold a public hearing to adopt or amend a POP which lists transit projects to be funded with federal funds in each of the urban areas in Ventura County. As the Commission recalls, the final FY 2013/14 POP was adopted in October 2013. This item pertains to a proposed amendment to the adopted FY 2013/14 POP.

In September - facing mounting financial challenges - the Metrolink Board of Directors made an extraordinary decision to contract with KPMG LLP, one of the "Big 4" international audit, tax, and advisory services firms, to provide supplemental managerial staffing to the Accounting and Finance Department. The initial contract amount of \$200,000 covered a consultation period of approximately six weeks with options to extend the contract in the event further accounting assistance was required.

Metrolink staff initially reported adequate coverage in the agency's FY13-14 Operating Budget for this service. However, due to the depth and complexity of the contracted tasks, at its November Board meeting Metrolink staff requested approval of additional member agency subsidies to fund a \$772,554 increase to the consulting contract, for a total, not-to-exceed amount of \$972,554; the Metrolink Board subsequently approved this request.

The increase in contract funding authority includes \$250,000 previously budgeted for a staffing consultant contract plus vacant accounting positions, and an additional \$522,554 from member agencies. By exercising the contract option, Metrolink will be able to retain KPMG's services through March 15, 2014. Ventura County's share of this contract funding increase is \$37,000.

**DISCUSSION:**

Supplemental staff has helped offset recent departures by Metrolink Accounting and Finance staff with the primary objective of resolving ongoing financial issues, including account reconciliations and cash flow. There has been significant improvement in Metrolink's financial stability, in terms of cash available, since KPMG was contracted to assist accounting and finance tasks. At the time KPMG assumed its contracted role, the amount of cash on hand for Metrolink was less than \$10 million. The amount of cash on hand represents the average daily unrestricted funds available to operate regional rail service.

By quarter end, on September 30<sup>th</sup>, account reconciliations had improved such that cash on hand increased to approximately \$19 million. And, more recently at the November Board meeting, Metrolink staff reported \$25 million in cash on hand coupled with a significant decrease in current outstanding invoices. Staff are now emphasizing recouping past due invoices, in order to continue to improve the agency's cash position. Additionally, upon arrival of a new, permanent Chief Financial Officer, in early 2014, an agency cash position goal is expected to be developed.

VCTC staff propose amending the POP to include an additional \$37,000 in Section 5337 funds for Metrolink. In this scenario, VCTC would continue to exchange the unprogrammed, capital funds (Section 5337) balance for operations funds from LA Metro. The added subsidy amount of \$37,000 is reflected in a draft of the amended POP attached to this item. This amendment would accommodate Metrolink's request to increase member agency subsidies in the interest of retaining financial consultants to improve Metrolink's finances.

<b>Program of Projects</b>			
The Ventura County Transportation Commission (VCTC) will hold a public hearing on the revised Program of Projects (POP) for the Oxnard, Thousand Oaks, Camarillo and Simi Valley Urbanized Areas (UAs) for projects to be funded with Federal Transit Administration funds in the 2013/14 Fiscal Year (FY 2014). The funds available in FY 2014 (including Section 5310) are estimated to be \$20,316,000 for the Oxnard UA, \$6,780,000 for the Thousand Oaks UA, \$3,222,000 for the Camarillo UA, and \$2,822,000 for the Simi Valley UA, based on anticipated FY 2014 funds, prior year carry-over funds, and discretionary funds. The public hearing will be held at 9:00 a.m. on Friday, December 6, 2013, in the Camarillo City Council Chamber, 601 Carmen Drive, in Camarillo. The POP is available for public inspection at 950 County Square Drive, Suite 207, Ventura CA 93003.			
<b>Final FY 2013/14 Federal Transit Program of Projects</b>			
	<b>Total Cost</b>	<b>Federal Share</b>	<b>Local Share &amp; Other</b>
<b>OXNARD/VENTURA URBANIZED AREA</b>			
<b>Gold Coast Transit</b>			
<u>Operating Assistance</u>			
Victoria Corridor Service 3 <sup>rd</sup> Yr (CMAQ Funds)	\$805,000	\$712,667	\$92,333
Operating Assistance	\$2,000,000	\$1,000,000	\$1,000,000
	<b>\$2,805,000</b>	<b>\$1,712,667</b>	<b>\$1,092,333</b>
<u>Planning Assistance</u>			
Transit Service Administration & Support	\$50,000	\$40,000	\$10,000
Marketing & Passenger Awareness Activities	\$50,000	\$40,000	\$10,000
	<b>\$100,000</b>	<b>\$80,000</b>	<b>\$20,000</b>
<u>Capital Assistance</u>			
Preventive Maintenance	\$1,875,741	\$1,500,593	\$375,148
Business Systems Upgrade	\$375,000	\$300,000	\$75,000
Service Vehicles	\$25,000	\$20,000	\$5,000
11 Replacement Buses (CMAQ Funds)	\$6,600,000	\$4,400,000	\$2,160,000
ADA Paratransit Service	\$951,958	\$761,566	\$190,392
	<b>\$9,827,699</b>	<b>\$7,022,159</b>	<b>\$2,805,540</b>
Total Gold Coast	<b>\$12,732,698</b>	<b>\$8,814,826</b>	<b>\$3,917,872</b>
<b>Ventura County Transportation Commission</b>			
<u>Operating Assistance</u>			
County Human Services Work Transp	\$58,944	\$29,472	\$29,472
	<b>\$58,944</b>	<b>\$29,472</b>	<b>\$29,472</b>
<u>Planning Assistance</u>			
Transit Planning & Programming (FY 14/15)	\$573,750	\$459,000	\$114,750
Transit Information Center (FY 14/15)	\$325,000	\$260,000	\$65,000
Fare Collection/Passenger Counting Data Management (FY 14/15)	\$346,250	\$277,000	\$69,250
Elderly/Disabled Planning/Eval. (FY 14/15)	\$165,000	\$132,000	\$33,000
Transit Marketing (FY 13/14)(CMAQ Funds)	\$285,000	\$285,000	-
Transit Marketing (FY 14/15)(CMAQ Funds)	\$500,000	\$500,000	-
VISTA Planning (FY 13/14)	\$100,000	\$80,000	\$20,000
VISTA Planning (FY 14/15)	\$563,750	\$451,000	\$112,750
	<b>\$2,858,750</b>	<b>\$2,444,000</b>	<b>\$414,750</b>
<u>Capital Assistance</u>			
VISTA Capital Leases (FY 12/13)(Sec 5339)	\$312,500	\$250,000	\$62,500
VISTA Maintenance/Leases (FY 14/15)	\$567,489	\$453,991	\$113,498
VISTA Maint/Leases (FY 14/15)(Sec 5339)	\$818,659	\$654,927	\$163,732
Fare Collection Equipment	\$87,500	\$70,000	\$17,500
Ridership Monitoring Equipment	\$150,000	\$120,000	\$30,000
Next Bus Upgrade for Bus Stop Signage (Transit Enhancement Funds)	\$93,750	\$75,000	\$18,750
Metrolink Capital Rehabilitation (FY 14/15)	\$1,432,411	\$1,432,411	-
Metrolink Capital Rehabilitation (FY 13/14) (Section 5337 Rail Good Repair)	\$345,464	\$345,464	-
Metrolink Capital Rehabilitation (FY 14/15) (Section 5337 Rail Good Repair)	\$4,073,921	\$4,073,921	-

		\$7,881,724	\$7,475,744	\$405,980
	Total VCTC	\$10,799,418	\$9,949,216	\$906,228
<b>Heritage Valley Transit</b>				
	<u>Operating Assistance</u>			
	Operating Assistance (FY 14/15)	\$324,146	\$162,073	\$162,072
		\$324,146	\$162,073	\$162,073
	TOTAL	\$23,856,262	\$18,926,115	\$4,930,147
<b>THOUSAND OAKS/MOORPARK URBANIZED AREA</b>				
<b>Ventura County Transportation Commission</b>				
	<u>Capital Assistance</u>			
	VISTA Maintenance/Leases (FY 14/15)	\$568,146	\$454,517	\$113,629
	VISTA Maint/Leases (FY 14/15)(Sec 5339)	\$310,074	\$248,059	\$62,015
	Metrolink Capital Rehabilitation (FY 14/15)	\$869,714	\$869,714	-
	Metrolink Capital Rehabilitation (FY 13/14) (Section 5337 Rail Good Repair)	\$185,537	\$185,537	-
	Metrolink Capital Rehabilitation (FY 14/15) (Section 5337 Rail Good Repair)	\$2,703,079	\$2,703,079	-
	Next Bus Upgrade for Bus Stop Signage (Transit Enhancement Funds)	\$37,500	\$30,000	\$7,500
	ADA East County Service	\$125,000	\$100,000	\$25,000
	Heritage Valley Operating Assistance	\$763,644	\$381,822	\$381,822
	Gold Coast Transit Access ADA Service	\$223,043	\$178,434	\$44,609
	Total VCTC	\$5,785,737	\$5,151,162	\$634,575
<b>City of Thousand Oaks</b>				
	<u>Planning Assistance</u>			
	Transit Marketing	\$50,000	\$40,000	\$10,000
	Transit Planning	\$200,000	\$160,000	\$40,000
		\$250,000	\$200,000	\$50,000
	<u>Capital Assistance</u>			
	Transit Vehicle Maintenance	\$475,000	\$380,000	\$95,000
	Transit Facilities & Bus Stops Maintenance	\$87,500	\$70,000	\$17,500
	Transit Vehicle Capital Leases	\$125,000	\$100,000	\$25,000
	Transit Technology Upgrades and Software	\$119,000	\$105,351	\$13,649
	Replacement Vanpool Vans	\$85,000	\$68,000	\$17,000
	Bus Stop Enhancements (Transit Enhancement Funds)	\$25,000	\$20,000	\$5,000
		\$916,500	\$743,351	\$173,149
	Total Thousand Oaks	\$1,166,500	\$943,351	\$223,149
<b>City of Moorpark</b>				
	<u>Operating Assistance</u>			
	Operating Assistance	\$304,000	\$51,200	\$252,800
		\$304,000	\$51,200	\$252,800
	<u>Capital Assistance</u>			
	Vehicle / Camera Capital Maintenance	\$137,500	\$110,000	\$27,500
	Dial-a-Ride Capital Leases / Capital Maint.	\$45,000	\$36,000	\$9,000
		\$182,500	\$146,000	\$36,500
	Total Moorpark	\$486,500	\$197,200	\$289,300
	TOTAL	\$7,134,737	\$6,240,513	\$894,224
<b>CAMARILLO URBANIZED AREA</b>				
<b>Ventura County Transportation Commission</b>				
	<u>Capital Assistance</u>			
	VISTA Capital Leases (FY 14/15)(Sec 5339)	\$194,768	\$155,814	\$38,954
	ADA East County Service	\$112,500	\$90,000	\$22,500
	Total VCTC	\$307,268	\$245,814	\$61,454
<b>City of Camarillo</b>				
	<u>Planning Assistance</u>			
	Transit Planning	\$31,250	\$25,000	\$6,250
		\$31,250	\$25,000	\$6,250
	<u>Operating Assistance</u>			
	Camarillo Area Transit Operating Asst	\$1,150,000	\$575,000	\$575,000
		\$1,150,000	\$575,000	\$575,000
	<u>Capital Assistance</u>			
	Camarillo Rail Station / Bus Capital Maint.	\$368,750	\$295,000	\$73,750

Rail Station Pedestrian Undercrossing Design	\$250,000	\$250,000	-
Camarillo Rail Station Charging Equipment	\$5,000	\$5,000	-
Two Expansion Dial-a-Ride Vehicles	\$177,000	\$141,600	\$35,400
One Replacement Dial-a-Ride Bus	\$115,625	\$92,500	\$23,125
	<u>\$916,375</u>	<u>\$784,100</u>	<u>\$132,275</u>
Total Camarillo	\$2,097,625	\$1,384,100	\$713,525
<b>TOTAL</b>	<b>\$2,404,893</b>	<b>\$1,629,914</b>	<b>\$774,979</b>
<b>SIMI VALLEY URBANIZED AREA</b>			
<b>Ventura County Transportation Commission</b>			
<u>Capital Assistance</u>			
VISTA Capital Leases (FY 14/15)(Sec 5339)	\$367,540	\$294,032	\$73,508
Total VCTC	\$367,540	\$294,032	\$73,508
<b>City of Simi Valley</b>			
<u>Operating Assistance</u>			
Simi Valley Transit Operating Assistance	\$3,624,800	\$1,576,368	\$2,048,432
	<u>\$3,624,800</u>	<u>\$1,576,368</u>	<u>\$2,048,432</u>
<u>Capital Assistance</u>			
Bus Preventive Maintenance	\$364,500	\$291,600	\$72,900
Preventive Maintenance	\$435,400	\$348,300	\$87,100
Non Fixed-Route ADA Paratransit Capital	\$1,278,800	\$282,200	\$996,600
Dispatch Software	\$36,900	\$29,500	\$7,400
	<u>\$2,115,600</u>	<u>\$951,600</u>	<u>\$1,164,000</u>
Total Simi Valley	\$5,740,400	\$2,527,968	\$3,212,432
<b>TOTAL</b>	<b>\$6,107,940</b>	<b>\$2,822,000</b>	<b>\$3,285,940</b>
<b>FY 2013/14 Section 5310 Program of Projects</b>			
	<b>Total Cost</b>	<b>Federal Share</b>	<b>Local Share &amp; Other</b>
<b>OXNARD/VENTURA URBANIZED AREA</b>			
<u>Operating Assistance</u>			
County Area Agency on Aging			
Transp. Assistance for Working Seniors	\$16,187	\$10,775	\$5,412
County Area Agency on Aging MediRide	\$96,283	\$61,352	\$34,931
	<u>\$112,470</u>	<u>\$72,127</u>	<u>\$40,343</u>
<u>Capital Assistance</u>			
2 Replacement Van for Arc Ventura County	\$90,000	\$72,000	\$18,000
1 Replacement Van for HELP of Ojai	\$60,000	\$48,000	\$12,000
Mobility Management through Mobility Management Partners	\$264,103	\$264,103	-
	<u>\$414,103</u>	<u>\$384,103</u>	<u>\$30,000</u>
Total	\$526,573	\$456,230	\$70,343
<b>THOUSAND OAKS/MOORPARK URBANIZED AREA</b>			
<u>Operating Assistance</u>			
Thousand Oaks/Moorpark Senior DAR	\$34,375	\$27,500	\$6,845
County Area Agency on Aging			
Transp. Assistance for Working Seniors	\$60,594	\$38,611	\$21,983
	<u>\$94,969</u>	<u>\$66,111</u>	<u>\$28,828</u>
<u>Capital Assistance</u>			
1 Replacement Van for Arc Ventura County	\$45,000	\$36,000	\$9,000
2 Repl. Moorpark Dial-a-Ride Vehicles	\$137,500	\$110,000	\$27,500
Mobility Management through Mobility Management Partners	\$107,509	\$107,509	-
	<u>\$290,009</u>	<u>\$253,509</u>	<u>\$36,500</u>
Total	\$384,978	\$319,620	\$65,328

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Item #14

December 6, 2013

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**  
**FROM: PETER DE HAAN, PROGRAMMING DIRECTOR**  
**SUBJECT: 2014 LEGISLATIVE PROGRAM AND LEGISLATION STATUS UPDATE**

**RECOMMENDATION:**

- Adopt the 2014 Legislative Program (Attachment A).

**BACKGROUND:**

Every year the Commission adopts a Legislative Program for the upcoming year, for both State and Federal legislation. The Legislative Program sets forth in general terms the Commission's overall priorities, to provide legislators, their staffs, and the public with a sense of what the Commission feels are the important transportation issues requiring attention. The adopted Legislative Program also gives staff its basic direction for legislative involvement, so that it can react quickly as developments occur. As the year progresses, staff will return to the Commission to request positions on specific legislative proposals including bills that are introduced. Delaney Hunter, VCTC's state representative, will be present at the meeting to discuss the state portion of the proposed program.

With regard to the current legislative status, there is currently little to report due to Congress and the Legislature not being in session. However, the statewide transportation advocacy organization Transportation California, along with the California Alliance for Jobs, has released an announcement (Attachment B) regarding a possible initiative for the November 2014 ballot, to address transportation maintenance and rehabilitation funding.

**DISCUSSION**

**Federal Issues**

Since the last federal transportation authorization, Moving Ahead for Progress in the 21<sup>st</sup> Century, or MAP-21, was for two years, discussions are underway for the next authorization scheduled for October, 2014. Therefore, the 2014 Legislative Program calls for VCTC to work with other regional transportation agencies and Caltrans to develop a coordinated approach to the upcoming authorization.

As in prior years, the 2014 Program includes other issues of particular concern to VCTC and the region, including the need for continued federal support for rail safety, and continuation of funds where most needed to address air quality, as with the current Congestion Mitigation and Air Quality (CMAQ) program.

**December 6, 2013**  
**Item #14**  
**Page#2**

**State Issues**

The past year was unusually busy for state issues due to the Commission's sponsorship of SB 203 (Pavley) to address the recommendations of the Comprehensive Transit Plan (CTP) relative to the Ventura County specific provision of SB 716, along with work in support of AB 664 (Williams), sponsored by Gold Coast Transit. This year the proposed program is somewhat simpler, with VCTC participating in what are expected to be the most significant statewide transportation issues.

Over the past year the Brown Administration established a Transportation Infrastructure Priorities Working Group with the charge to recommend pay-as-you-go strategies to adequately fund priority transportation investments. The Administration also received legislative approval for its recommendation to establish the Active Transportation Program, and the program guidelines are currently under development. Meanwhile, the Air Resources Board is continuing further development of the cap-and-trade program for greenhouse gas emissions, with the distribution of most of the revenues still to be determined. The 2014 Legislative Program envisions VCTC engaging in these significant state issues as well as others that may arise.



**VENTURA COUNTY TRANSPORTATION COMMISSION**  
**2014 LEGISLATIVE PROGRAM**

**STATE LEGISLATIVE PROGRAM**

**A. TRANSPORTATION FUNDING**

- Support ongoing statewide efforts to provide develop adequate funding resources for all aspects of transportation investment including capacity improvements, operations, and state of good repair.
- Participate in the development of the new Active Transportation Program, incorporating the new federal Transportation Alternatives Program, to provide broad regional discretion to assure timely delivery and effective implementation.
- Support a constitutional amendment to lower the voter threshold to pass local transportation finance measures to 55%.
- Support the continued ability of regions to set priorities as set forth in SB 45, and oppose any efforts to lessen regional agencies' jurisdiction over the regional program within the State Transportation Improvement Program.

**B. RAIL PROGRAM**

- Support incentives to encourage transit-oriented development projects.
- Monitor and evaluate plans and progress of high-speed rail and its funding.

**C. PLANNING**

- Support legislation to extend CEQA streamlining provisions to transportation projects that are consistent with the Sustainable Communities Strategy.
- Support use of cap-and-trade revenues generated by transportation sources to be reinvested back into public transportation and active transportation programs.
- Support Transportation Demand Management measures to reduce auto trips, including facilitation of technology, such as telecommuting, videoconferencing, and smart utility meters.

**FEDERAL LEGISLATIVE PROGRAM**

- Work with Caltrans, SCAG, and other appropriate parties to develop a united approach for advocacy of the next federal transportation authorization scheduled for October, 2014.
- Work with the Southern California Regional Rail Authority and other member agencies to advocate for further Federal action in support of rail safety, including any federal actions needed to support timely Positive Train Control implementation.
- Support continuation of federal programs and funding, such as Congestion Mitigation and Air Quality (CMAQ), which provide special benefits to Ventura County.




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Date: November 19, 2013  
 From: Will Kempton and James Earp  
 To: All Interested Public and Private Transportation Entities and Colleagues  
 cc: Chair and Members, Transportation California Board of Directors, Transportation Secretary Brian Kelly, Transportation Director Malcolm Dougherty, Chair and All Members, California Transportation Commission  
 Subject: Decision to Request the Attorney General of California draft "Title and Summary" for a new "California Road Repairs Act"

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Yesterday, on behalf of Transportation California and the California Alliance for Jobs, we jointly submitted a request for title and summary for a proposed constitutional amendment that would provide a new source of transportation funding to address the state's critical roadway and transit preservation fiscal crisis.

On November 5<sup>th</sup> the Transportation California Board of Directors authorized a collaboration to join with the California Alliance for Jobs to take this first serious step towards placing a new transportation funding measure on the November 2014 General Election ballot. Together, Transportation California and the Alliance for Jobs have worked diligently over the past 2 years on this effort, including substantial political survey research that has led us to this point of submitting initiative measure language.

We want to make it perfectly clear to everyone receiving this notification that Transportation California and the Alliance for Jobs, along with our coalition of interested parties, has NOT made a final decision to pursue such a measure in 2014. We are simply keeping our options open.

We intend to jointly take the necessary steps to make a final determination on whether our measure will have sufficient voter support to move forward in 2014. We anticipate that the official ballot label language will be available by the first week of January. Polling results on that language should be available to us by the end of the second week in January, and this, along with consultation with other interested parties, will determine whether we will move forward on this effort in 2014.

For your background, we have provided an overview summary of the language we have submitted along with a brief overview of the worsening transportation funding crisis we are confronting here in California.

Sincerely,

Will Kempton, Executive Director  
 Transportation California  
 1111 L Street  
 Sacramento, CA 95814  
 (916) 446-1280  
[wkempton@transportationca.com](mailto:wkempton@transportationca.com)

James Earp, Executive Director  
 California Alliance for Jobs  
 1415 L Street, Suite 1080  
 Sacramento, CA 95814  
 916-446-2259  
[jearp@rebuildca.org](mailto:jearp@rebuildca.org)

## **Our Transportation Funding Challenge**

California has a critical need to implement a new revenue measure that would support maintenance and rehabilitation of its state and local road and transit systems. This new revenue source should be independent of fossil fuel consumption, increase over time at a rate that is equal to or greater than inflation, and produce enough revenue to significantly reduce the huge backlog of unmet road, bridge and transit maintenance and rehabilitation costs.

After a great deal of technical, financial and voter opinion research over the last three years, Transportation California believes a 1% annual fee on the value of all motor vehicles to fund a new “California Road Repair Fund”, best meets the current and future funding needs of California’s road and transit systems as described in the previous paragraph.

### **California Road Repair Act: Program Summary**

- Assess an annual California Road Repair Fee on all vehicles, excluding heavy duty trucks (over 10,000 lbs.), equal to 1% of each vehicles’ value in ¼% increments phased in over four years. The annual total estimate of revenue raised is estimated to be \$2.9 billion per year when the rate reaches 1% in 2018 or nearly \$25 billion over the first ten years. Heavy trucks will pay a fair share equivalent increase in the diesel tax, which they prefer to a vehicle fee based on “value”.
- All new revenue raised must be used exclusively for road, bridge and transit system maintenance, rehabilitation and transit vehicle replacement only.
- The revenue would be allocated as follows:
  - 25% of all new revenue to all cities in California distributed on a formula allocation based on population.
  - 25% of all new revenue to all counties in California based on a formula allocation equal to 75% of fee-paying vehicle and 25% road miles.
  - 40% of all new revenue to the State Highway System based on a formula allocation of ½ allocated 60% to Southern California, 40% to Northern California, and ½ allocated on a “highest need” basis statewide.
  - 10% of all new revenue to public transit system maintenance, rehabilitation and vehicle replacement based on the current State Transit Assistance Program formula.
- This is a “pay as you go” proposition, with 100% of the new revenue going to the purposes enumerated above, not bondholders.
- All new funds raised in the Act would be constitutionally dedicated only for the purposes enumerated above and not available for reallocation or loan for any other purpose, without a new authorization by the voters.
- The Act will also incorporate several Taxpayer Safeguards to ensure that the funds are effectively managed and utilized in conformity with the voters understanding. These include a cap on administrative costs and a requirement for forthright progress reports and audits.

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Item # 15

December 6, 2013

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**

**FROM: STEVE DEGEORGE, PLANNING & TECHNOLOGY DIRECTOR**

**SUBJECT: SANTA PAULA BRANCH LINE (SPBL) RECREATIONAL TRAIL**

**RECOMMENDATION:**

- The Commission designate the Santa Paula Branch Line Advisory Committee (SPBLAC) as the policy subcommittee of the Commission to oversee all work associated with the SPBL Recreational Trail.
- The Commission authorize staff to develop a Request for Proposal (RFP) for consultant services to update the SPBL Recreational Trail Master Plan and PEIR as well as re-engaging the agricultural community in the trail planning process.

**BACKGROUND:**

The Ventura County Transportation Commission (VCTC) purchased the Santa Paula Branch Line (SPBL) in 1995 for \$8.5 million comprised of \$4 million in federal Surface Transportation Program (STP) funds, \$3.5 million in federal Transportation Enhancement Activities (TEA) funds and \$1 million in local match provided by Fillmore, San Buenaventura, Santa Paula, and the County of Ventura. The SPBL right-of-way extends from Montalvo in the west to the Los Angeles County line in the east and while the right-of-way is generally 100 feet wide, it varies in places from 30' to 250' wide.

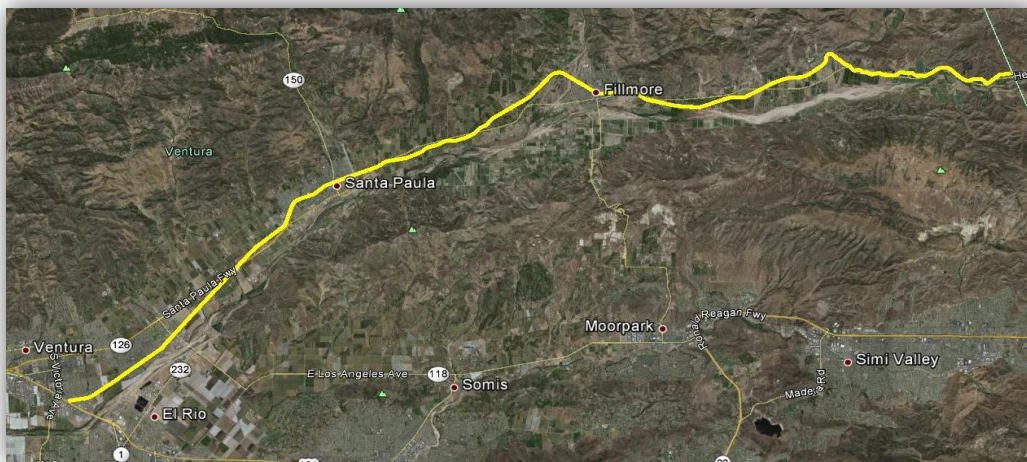


Figure 1 Santa Paula Branch Line

The purpose of purchasing the SPBL, as described in the TEA application for funding, was for use as a multimodal corridor including bicycle trails, hiking trails, freight, recreational parks, pipelines and utilities, and possible commuter rail service. To that end, a great deal of work has already been undertaken to plan for the trail element of the SPBL.

In January of 2000 the VCTC adopted the Santa Paula Branch Line Recreational Trail Master Plan and certified the associated Santa Paula Branch Line Recreational Trail Master Plan Program Environmental Impact Report (PEIR). The SPBL Recreational Trail Master Plan provided design guidelines, preliminary engineering and laid out a preferred alignment for the trail which transverses the cities of Ventura, Santa Paula, Fillmore, the community of Piru and the agricultural areas of the unincorporated County. Although the Master Plan divided the trail into seventeen segments, there was no specific phasing and it was designed so that the segments could be built as stand alone pieces or in groupings. The Master Plan further suggests that each jurisdiction that the trail passed through could be responsible for the construction and maintenance of the trail to their own standards.

To date only three segments of the Trail have been constructed. Those segments built are in the more urban areas including Santa Paula, Fillmore and the community of Piru. Construction in the agricultural areas of the unincorporated County has been largely prohibited by an agreement between VCTC, the County and property owners adjacent to the SPBL.

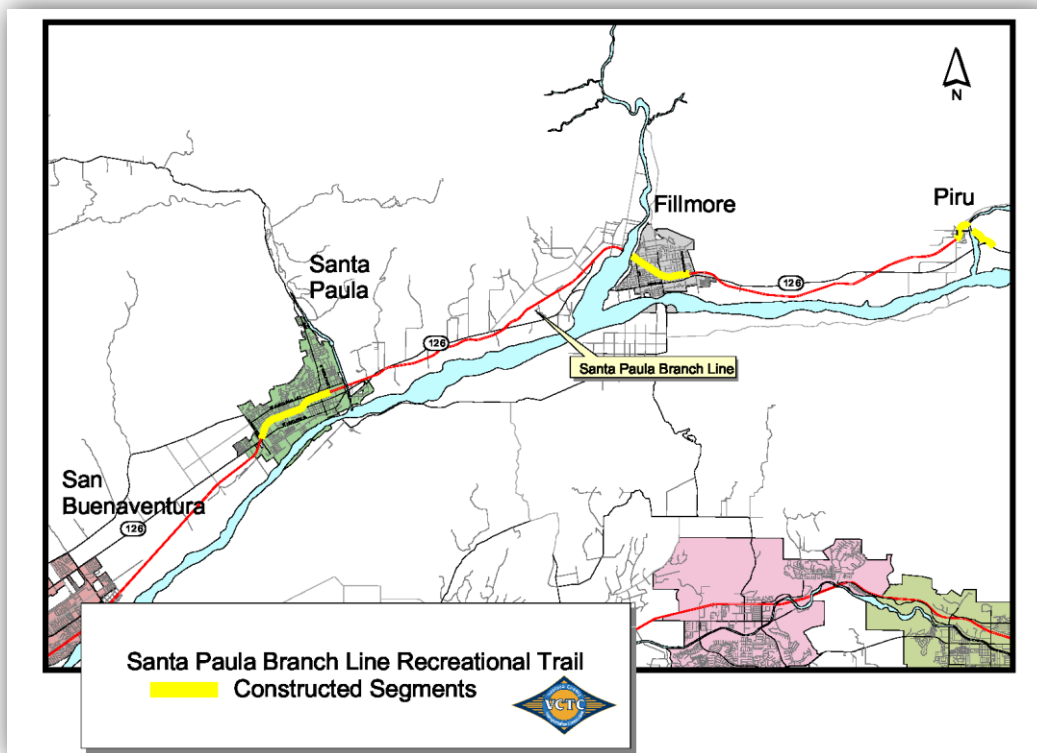


Figure 2 Constructed Segments

The SPBL Recreational Trail planning effort placed a great deal of emphasis on ensuring the compatibility of the Trail with adjacent agricultural land uses but had difficulty in gaining consensus among the agricultural land owners. As a compromise between property owners and the SPBL Recreational Trail proponents, an agreement was reached and signed by the parties in February of 2000. The Agreement

**December 6, 2013**  
**Item #15**  
**Page#3**

precludes the construction of a trail on the portion of the SPBL which lies in the unincorporated area of Ventura County between Franklin Barranca and Main Street in the community of Piru for fifteen years. The Agreement further prevents VCTC or the County from condemning land outside the rail corridor for the purposes of building any pedestrian and/or bicycle trail in the area defined by the agreement. The Agreement is set to expire in February of 2015.

**DISCUSSION:**

In recognition of the approaching expiration date of the Agreement prohibiting SPBL Recreational Trail construction and the recent issues raised concerning a trail segment in an agricultural area outside of the area defined by the Agreement, staff is seeking direction from the Commission concerning the SPBL Trail Master Plan and PEIR.

Although the Commission certified a programmatic EIR in anticipation of the trail being built in segments over time, at least one condition has changed which may require additional consideration. The issue raised at the recent Piru segment hearing is that of food production regulation. New regulations designed to prevent contamination of agricultural food products have come into law and are not addressed in the current PEIR. Any design requirements that might come about due to the changes in regulation would apply to the majority of the remaining trail to be constructed.

Additionally, while the Piru Trail segment hearing dealt with a single land owner it was evident that the issue of compatibility between the proposed trail and adjacent agricultural land uses lingers as a large question within the agricultural community. Since January of 2000, when the SPBL Recreational Trail Master Plan and PEIR were adopted, a substantial body of work concerning recreational trails in agricultural areas has been generated. This work has gone on nationally and much of it has been specific to California. Addressing both design elements and liability limits, California law has been updated to further protect the rights of property owners adjacent to recreational trails as well as agencies providing the trails.

Should the Commission wish to facilitate development of the SPBL Recreational Trail in the upcoming years, staff would recommend the Commission designate the Santa Paula Branch Line Advisory Committee (SPBLAC) as the policy subcommittee of the Commission to oversee all work associated with the SPBL Recreational Trail. Staff would further recommend the Commission authorize staff to develop a Request for Proposal (RFP) for consultant services to update the SPBL Recreational Trail Master Plan and PEIR as well as re-engaging the agricultural community in the trail planning process. Staff would return to the Commission with the RFP prior to its release for Commission review.

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Item # 16

December 6 , 2013

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**

**FROM: VICTOR KAMHI, BUS SERVICES DIRECTOR**

**SUBJECT: RELEASE OF REQUEST FOR PROPOSALS FOR SHORT RANGE TRANSIT PLAN**

**RECOMMENDATION:**

- Approve release of a Request for Proposals (RFP) for VCTC Short Range Transit Plan (SRTP), to assist in future delivery of VCTC Intercity/Regional transit services, strategic countywide allocation of capital transit funds, and the VCTC implementation of the Countywide Transit Plan. Work elements and funding will be for both the current and next Fiscal Year.

**BACKGROUND:**

The Commission has been developing and refining the Countywide Transit Study for the past three years. As part of the approval of the initial plan in March 2012 and adoption of the report in March 2013, as well as the need to implement SB716, the Commission recognized the need to expand and update its transit planning, both for the VISTA services the Commission is responsible for, and the support for all transit services in the county. While VCTC did prepare a Countywide Transit Investment Study in 2009, which identified short term transit capital needs, that study is in need of an update to reflect the changing needs throughout the county. VCTC last approved a Short Range Transit Plan in 1998 for VISTA and many of the smaller municipal operators. Additionally SCAT (now Gold Coast Transit) and Simi Valley each adopted one subsequent "Annual Update" to their SRTPs. Since then, a number of the operators have prepared studies which addressed some future plans, but the timeframes and data, and especially revenue needs assessments have been uneven. Gold Coast Transit is in the process of developing a new SRTP.

In addition to lack of current comprehensive short range transit plans and comprehensive transit funding assessments, the Commission has never developed a comprehensive transit service gap analysis to assist it in identifying potentially viable additions or improvements to our services. Having such an analysis would assist VCTC in implementing its "Unmet Transit Needs process, which is currently undergoing a review and update.

Finally, as a result of SB716, a number of the operators will join Gold Coast Transit as "TDA Article 4 Transit Operators", which will require that VCTC more actively fulfill its mandated role as the Countywide Transit Productivity Committee. At the same time, the recently enacted SB 203 places additional route by route monitoring and reporting for all transit services in the county on VCTC.

The Commission recognized these issues both as part of the Countywide Transit Study activities and included funding for a consultant in the adoption of the FY 2013-14 VCTC budget. The efforts should assist and enhance other operators in their transit planning and also take advantage of any and all operator planning efforts that are either in process or will be undertaken in the future.

The project is envisioned as having four major tasks. The tasks are:

1. Develop recommendations for countywide performance metrics, and a process to provide the Commission with those agreed upon metrics. The metrics need to be developed for different kinds of service, such as intercity, urban, community/neighborhood circulator, etc. The State Transportation Development Act requires VCTC provide an analysis and recommendations to improve the productivity of the transit operators (Section 99244). With the implementation of SB716, the Commission will have a number of (TDA Article 4) transit operators in the county, and will need to enhance its activities, cooperatively with the operators, to insure full compliance with those requirements. This need for an agreed upon set of metrics and ongoing reporting system will allow VCTC to comply with the new requirements established in SB 203. It is important that the metrics be developed in coordination with the transit operators, so that the future SRTP process by both the Commission and the transit operators use the same basis for analysis of similar services.
2. Update the Countywide Transit Investment Study, identifying (a) needs to maintain the existing services (replacement of vehicles and obsolete facilities) and (b) needs to support planned and approved expansions. This will provide the Commission with an identification of the level of resources needed to maintain the existing service and to support any approved and planned expansions for the next decade.
3. Refinement of the "Gap Analysis" included in the 2009 Countywide Transit Investment Study. That analysis focused on communities not linked, or poorly linked by transit. The refinement would look at travel patterns based on census data and local college commute data to identify areas where and/or when transit is not being provided and likely to succeed in attracting sustainable ridership. It would also look at communities not currently served and develop estimates of potential transit demand. This will provide the Commission with new analytical resources to apply to the "Unmet Transit Needs" process, and future VISTA planning.
4. Prepare a plan of service modifications (to both services and operations) for the Commission to consider with VISTA over the next five years. This plan would be similar to the Commission-approved Heritage Valley Transit Study and provide some guidance to the Commission for VISTA services.

The draft RFP was reviewed and supported by TRANSCOM with the recommendation that the performance metrics be placed as the first task. TRANSCOM also recommended that it be made clear that the metrics would not be a "one size fits all", and that different types of transit service have different metrics which are appropriate to that type of service. Finally, although not a specific part of the scope of work, the TRANSCOM want the VCTC to recognize the iterative nature of the Countywide and the individual operator transit planning activities, and that any policies that are developed as a result of the SRTP be developed in cooperation with all of the transit operators in the County. Staff concurs with all of these comments, and the first task has been modified to reflect TRANSCOM's specific recommendation.

The expectation is that the plan will be developed in coordination with the other transit providers in Ventura County, and would rely on available plans and studies previously developed by the Ventura County transit operators. It will also rely on the output from the VCTC Unmet Transit Needs process evaluation, which is expected to be completed by the end of 2013. The development of an SRTP was included in the approved VCTC 2013-14 Budget. At this time, both the Gold Coast Transit Agency and the City of Thousand Oaks are working to develop Short Range Transit plans, and it is envisioned that

**December 6, 2013**  
**Item #16**  
**Page#3**

there will be significant collaboration between those efforts and the proposed VCTC Short Range Planning activities.

**FUNDING**

The approved VCTC budget includes \$50,000 for SRTP consultant support for FY 2013-14, however, the project as proposed will require an expenditure which is expected to require up to \$100,000. The project will not begin until late in FY 2013-14, and continue in FY 2014-15. Staff will be recommending the additional funds for the third and fourth task as part of the FY 2014-15 budget, but is recommending that the RFP be issued for the full scope of work.

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## **VENTURA COUNTY SHORT RANGE TRANSIT PLAN AND VISTA FIVE YEAR SERVICE PLAN**

### **I. INTRODUCTION**

The Ventura County Transportation Commission (VCTC) is seeking professional services to assist Ventura County in developing a Short Range Transit Plan (SRTTP) for both the VCTC Countywide transit responsibilities and the operation of VISTA. The study is intended to examine the existing transit services and assist the Commission, the County, and the cities in determining if the services are the optimal given likely future funding, or if a more practical transit service can be provided which will meet the transit needs and at the same time be affordable within the projected resources.

#### **OVERVIEW**

VCTC was created in 1989 to provide improved transit and transportation, including both planning and programming of facilities, programs, and services. In the early 1990's the Commission prepared a number of studies which identified intercity transit needs, community transit needs in the Heritage Valley, and paratransit needs for the senior and disabled population. It also supported efforts by a number of the communities to create or expanded the community services. Through 1999 the Commission supported the Federal Transit Administration's (FTA) mandatory annually updated Short Range Transit Plans (SRTTP), which were developed for Simi Valley, SCAT (now Gold Coast Transit) and the remainder of the county operators, including the Commission as the operator of VISTA. After the FTA ended the requirement for an annual SRTTP update, VCTC ended support for their preparation, and formal transit planning in the county became limited, and usually focused on a specific issue or geographic area. In 2009 VCTC did prepare a Countywide Transit Investment Study, which identified transit capital needs and areas between communities where no service exists. Subsequent to its approval, SB 716, the VCTC Countywide Transit Study, the infusion of Federal Economic Recovery Act funds, the Commission approval of the Heritage Valley Transit Plan, and other policy initiatives have made the Countywide Transit Investment Study in need of updating.

In addition to these issues, the Commission has never developed a comprehensive transit service gap analysis to assist in identifying potentially viable additions or improvements to services. Having such an analysis would assist the Commission in implementing its "Unmet Transit Needs" process, which is currently undergoing a review and update.

Finally, as a result of SB716, a number of the operators will join Gold Coast Transit as "TDA Article 4 Transit Operators", which will require that the Commission more actively fulfill its mandated role as the Countywide Transit Productivity Committee.

## II. SCOPE OF WORK

VCTC is requesting proposals for preparation of a SRTP. The SRTP will have four major tasks. The tasks are:

1. Develop recommendations for countywide performance metrics, and a process to provide the Commission with those agreed upon metrics. The metrics need to be developed for different kinds of service, such as intercity, urban, community/neighborhood circulator, etc. The State Transportation Development Act requires VCTC provide an analysis and recommendations to improve the productivity of the transit operators (Section 99244). With the implementation of SB716, the Commission will have a number of (TDA Article 4) transit operators in the county, and will need to enhance its activities, cooperatively with the operators, to insure full compliance with those requirements. This need for an agreed upon set of metrics and ongoing reporting system will allow VCTC to comply with the new requirements established in SB 203. It is important that the metrics be developed in coordination with the transit operators, so that the future SRTP process by both the Commission and the transit operators use the same basis for analysis of similar services.
2. Update the Countywide Transit Investment Study, identifying (a) needs to maintain the existing services (replacement of vehicles and obsolete facilities) and (b) needs to support planned and approved expansions. This will provide the Commission with an identification of the level of resources needed to maintain the existing service and to support any approved and planned expansions for the next decade.
3. Refinement of the "Gap Analysis" included in the 2009 Countywide Transit Investment Study. That analysis focused on communities not linked, or poorly linked by transit. The refinement would look at travel patterns based on census data and college data to identify areas where and/or when transit is not being provided, and likely to succeed in attracting sustainable ridership. It would also look at communities not currently served and develop estimates of potential transit demand. This will provide the Commission with new analytical resources to apply to the "Unmet Transit Needs" process, and future VISTA planning.
4. Prepare a plan of service modifications (to both services and operations) for the Commission to consider with VISTA over the next five years. This plan would be similar to the Commission-approved Heritage Valley Transit Study and provide some guidance to the Commission for VISTA services.

The project is expected to begin in FY 2013-14, with Tasks 1 and 2. Tasks 3 and 4 will be undertaken in FY 2014-15, and subject to continued funding by VCTC in the adopted budget.

The expectation is that the plan will be developed in coordination with the other transit providers in Ventura County, and would rely on available plans and studies previously developed by the Ventura County transit operators. It will also rely on the output from the VCTC Unmet Transit Needs process evaluation, which is expected to be completed by the end of 2013. The Consultant will need to provide an outreach plan which includes the operators (including, but not limited to the VCTC TRANSCOM), the VCTC CTAC, and some community outreach with the general public.

The proposal should include a budget, sub-tasks, schedule, and deliverables for each of the four components of the SRTP.

### III. Submission Requirements

#### Contents:

##### General

One (1) unbound and four (4) bound, sealed copies of the proposal must be received no later than 5:00 p.m., P.S.T., January 24, 2014 at the office of the VCTC and addressed as follows:

SEALED PROPOSAL ENCLOSED  
ATTN: VCTC Short Range Transit Plan RFP  
VCTC  
C/O Victor Kamhi  
950 County Square Driver, Suite 207  
Ventura, CA 93003

Late proposals will not be accepted.

The proposal must be submitted on 8.5" x 11" paper to the individual named as the addressee for the Letter of Interest. The proposal is to be organized according to the tasks listed above, the tasks are not to be re-typed, but the proposal should describe the unique talents of the proposing firm or team to accomplish the tasks and to describe innovative approaches, and the proposal shall include responses to the requirements established in this section:

Include a Letter of Interest addressed to Mr. Victor Kamhi, Director of Bus Transit, Ventura County Transportation Commission (VCTC), 950 County Square #207, Ventura, CA 93003. The letter is to describe the proposing firm or group of firms teaming to provide the work. The prime consultant and sub-consultant relationships are to be described.

Include a brief resume of prime individuals proposed to be involved with the study. Provide a description of the tasks that each individual will be primarily responsible for. Provide a description of the reporting relationships and employers of the involved individuals.

Include a description of three projects that the team or the prime contractor has completed within the past five years that is similar to the scope and intent of this project. Include full contact names and addresses of the respective client. These clients may be contacted by the team reviewing the proposals. Submitting client names indicates that permission is granted to be contacted in this regard.

The proposal is to include a timeline describing the completion of the tasks described herein. The tasks are listed in chronological order. The community has been comfortable with a staged approach where consensus is gained at each stage of the process. The goal is to advance the implementation phase at a pace that is advantageous to the effort.

The proposal is to indicate when milestones need to be reached in order to proceed to the next phase or round of endorsements/approval. Progress reports and draft reports submission deadlines are to be identified. The proposal is to identify activities not included that need to be addressed for the regionalization implementation to succeed.

**The proposal will not exceed 35 pages in length, including dividers, but excluding required forms listed in the Appendix. Proposals which exceed 35 pages will not be considered. One example of relevant work may be submitted under separate cover.**

Submissions must include the completed forms included in Attachments A- E, including all FTA required contract forms and addenda acknowledgement forms.

#### **IV. Selection Process**

An evaluation team will review the proposals. A short-list of proposers will be prepared and they will be invited to Ventura, CA to make presentations concerning their proposal and to answer questions. After the presentations, the firms will be ranked and compensation negotiations will commence with the highest ranked firm. If negotiations fail with the highest ranked firm, negotiations will commence with the second highest ranked firm, and so forth, until a compensation package is reached.

The VCTC will be utilizing Federal Transit Administration Grant Funds and Transportation Development Act funds to complete the project. Adequate funding is available for a comprehensive study that addresses the tasks outlined in this RFP. All relevant and related program guidelines apply. Please note that FTA Required Contract Clauses are included as part of this request.

##### **Selection Process, Criteria, and Timeline**

A selection committee will review all submissions and conduct interviews with selected firms. Below are the criteria that will be used in the screening, interviewing, and selection of a consulting firm.

1. Demonstrated Related Experience (1/3 of Rating)
  - a. Successful experience in projects of a similar type and setting.
  - b. Demonstrated experience in coordination of project specifics with multiple entities.
  - c. Demonstrated experience in leading/facilitating public meetings.
  - d. Timely and cost-effective experience in document preparation.
  - e. Successful experience in meeting project timetables and project budgets.
2. Proposed Project Approach or Methodology (1/3 of Rating)
  - a. Ability of consultant to provide trained and experienced staff to accomplish work in time allotted.
  - b. Understanding the expectations and goals of VCTC.
  - c. Description of the general approach to be taken by the consultant.
3. Consultant's Fees and Costs (1/3 of Rating)
  - a. Demonstrated successful previous budget performance and experience in meeting project budgets.
  - b. Description of approach to budgeting and bidding.
  - c. Techniques employed to avoid the "over-budget" experience.

#### **V. Schedule**

<i>Items</i>	<i>Date</i>
Issue RFP	December 13, 2013
Pre-bidders conference	January 10, 2014, 1:30 pm
Written Questions Due	January 17, 2014 5:00 pm
Response to Questions Posted	January 20, 2014
Proposals Due	January 24, 2014, 5:00 p.m. PST
Consultant shortlist announced	January 28, 2014
Consultant Presentations and Interviews	Week of February 3-7, 2014
Contract Award	March 10, 2014
Consultant Start Date	March 17, 2014

The Ventura County Transportation Commission (VCTC) reserves the right, at its sole discretion, to reject any or all submittals when, in its opinion, it is determined to be in the public interest to do so; to waive minor irregularities and informalities of a submittal; or to cancel, revise, or extend this solicitation. This request for proposals does not obligate the VCTC to pay any costs incurred by any respondent in the submission of a proposal or in making necessary studies or designs for the preparation of that proposal, or for procuring or contracting for the services to be furnished under this Request for Proposals.



**VI. Questions and Responses**

Questions regarding the RFP will be accepted in written format through Friday January 17, 2014, 5:00 pm PST. All questions and responses will be posted by VCTC staff to the project webpage at <http://www.goventura.org> January 20, 2014, at 5:00pm. Written questions may be submitted by mail or e-mail to:

[vkamhi@goventura.org](mailto:vkamhi@goventura.org)

VCTC  
ATTN: Victor Kamhi  
950 County Square Dr. #207  
Ventura, CA 93003

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Item # 17

December 6, 2013

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**

**FROM: MARY TRAVIS, ANALYST II**

**SUBJECT: TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET TRANSIT NEEDS PUBLIC HEARING DEFINITIONS AND PUBLIC PARTICIPATION PROCESS**

**RECOMMENDATION:**

- Adopt report recommendations regarding the annual Transportation Development Act (TDA) unmet transit needs public hearing definitions and public participation input program.

**BACKGROUND:**

VCTC has been designated by the State as the Transportation Planning Agency (TPA) for Ventura County. One of the TPA responsibilities is administration of the Transportation Development Act (TDA) which is a major source of transportation funding for the cities and County of Ventura.

Each year, California Public Utilities Code (PUC) Section 99401.5 (c) requires the transportation planning agency to hold at least one public hearing pursuant to Section 99238.5 to solicit comments on the Unmet Transit Needs that may exist within the jurisdictions and that may be reasonable to meet by establishing or contracting for new public transportation, or specialized transportation, or by expanding existing services.

All Unmet Transit Needs that are reasonable to meet must be funded before any allocation is made from TDA funds to the cities/County for streets and roads pursuant to PUC Section 99401.5 (e). The State also requires this discussion must be countywide. Moreover, per amendments to the TDA by SB 716 and SB 203 (which are effective July 1, 2014) this determination must be made specifically for the cities under 100,000 in population which are not a part of the Gold Coast Transit District (GCT). These cities are Camarillo, Fillmore, Moorpark and Santa Paula.

Although the public hearing and subsequent annual determination of "Unmet Transit Needs" are required by law, the local process has also become a useful tool for the cities and County to use in assessing where and how public transit services should be provided for the benefit of Ventura County.

**DISCUSSION:**

The Commission has been developing and refining the Regional Transit Study for the past three years. After review of the initial plan in March 2012 and adoption of the report in March 2013, it was apparent that Ventura County's annual review of transit needs and subsequent development of findings mandated through the State TDA did not reflect the current standards for this critical annual event.

The Commission directed staff to seek consultant assistance to review and revise the existing public participation program and development of findings and definitions, including outreach to a variety of stakeholders such as Commissioners, local legislators, social service agencies and the public. The major goal of the consultant review is to make VCTC's annual "Unmet Transit Needs" activity a more positive and responsive activity for the public using, and the agencies providing, public transit services.

In September, COH & Associates partnering with Ayars & Associates was retained for the project. After extensive outreach to local individuals and agencies, and review of best practices in other counties, COH has issued its' draft report recommending changes to the definitions of "Unmet Transit Need" and "Reasonable to Meet", and also, to the public participation process during the hearing period. The recommendations for the definitions and public outreach are included in Attachment # 1.

The entire draft report has been reviewed by the Citizen's Transportation Advisory Committee/Social Services Advisory Council (STAC/SSTAC) and the transit operator's committee, TRANSCOM. Their comments have been incorporated into the final draft document. A copy of the complete report has been distributed to the Commissioners and is available for review on VCTC's website "govventura.org".

**Recommended Definitions of "Unmet Transit Need" and "Reasonable to Meet"**

The definitions for "Unmet Transit Needs" and "Reasonable to Meet" are adopted annually by the Commission as required by law. The current definitions have been in place for many years and are based on the legalese of the TDA. While the definitions satisfy the regulations, the consultants found they are neither helpful to the public nor easy to decipher. While the consultants found the basic framework for VCTC's definitions is quite similar to other counties they also found several places where the language could be clarified and/or simplified.

"Unmet Transit Need": in response to past confusion, the definition has been expanded to give specific examples of what are or aren't transit needs under the TDA, which is admittedly a narrower definition than might be assumed by the general public. Also, it is now clearly quantified what the threshold is for "substantial" community support, i.e., 15 requests from the general public and/or 10 requests for service for transit-challenged persons.

"Reasonable to Meet": the criteria used to determine if transit requests are "reasonable" has been simplified and more importantly quantified to remove the subjective elements. The quantified elements now include an analysis of service requests in terms of feasibility, timing, equity, cost-effectiveness and service effectiveness.

**Public Participation Involvement Enhancements**

Consultant interviews with a wide-range of individuals and agencies who have been involved with the annual public hearing process revealed the same sentiment – despite some frustration with the annual findings, everyone would like the process to work in a more positive and rewarding manner. This shared

**December 6, 2013**  
**Item #17**  
**Page#3**

response creates the perfect opportunity for the Commission to positively partner with social service agencies and citizen advocacy groups to solicit more focused testimony each year and improve the responsiveness of the annual public hearing.

It is also important that establishing a partnership before the hearing is held, and continuing to make this annual transit review a part of the overall Ventura County/city/GCT planning efforts, will also accomplish better long-range transit planning.

Fiscal Year (FY) 2014/2015 Public Hearing Schedule: A detailed schedule with specific dates and locations of events will be distributed to the Commission and posted on the website in January.

- The schedule for the upcoming public hearing cycle will now begin with VCTC holding three training workshops (in the Heritage Valley, the East County and the GCT District boundaries) to partner with interested parties to “teach” people what type and detail about transit needs is most helpful. These workshops will be held in January 2014. New, user-friendly materials for public distribution will also be prepared and circulated through a variety of channels and outlets. Because of the time constraints and in order to produce the best results, the existing sub-contract with Ayars and Associates will be extended through January to assist with this partnership effort.
- In February 2014, three community “listening” sessions will be held in cooperation with the transit providers and social service agencies in the Heritage Valley, the East County and the GCT District boundaries – these sessions will be participant-friendly and encourage public discussion. It will also be explained that the collection of transit need input will be a continuing effort throughout the year albeit punctuated by the annual Public Hearing.
- The required Public Hearing will be March 3, 2014 or the first Monday in March. At the hearing, the Hearing Board will be briefed on the comments heard to date and will also take any additional comments, however, most of the input about transit needs should have already been received.
- In March and April, staff will then work with the cities/County and interested local agencies to develop the draft findings and respond directly to people and agencies who submitted testimony. Also, the draft findings will be posted on the website to encourage public reaction. In keeping with development of more user-friendly materials, the findings will be easier to navigate and understand with the required legalese confined as much as possible to the Commission resolution approving the findings. Note that specific findings must be made for the cities of Camarillo, Fillmore, Moorpark and Santa Paula before these cities can claim any TDA funds for local street purposes.
- CTAC/SSTAC and the Hearing Board will review the draft findings in May.
- The Commission will consider the findings at its’ June 6, 2014 meeting. If additional time for review is needed, the item can be carried over and considered at the July 11, 2014 meeting.
- The deadline for submittal of FY 2014/2015 findings to State is August 15<sup>th</sup>.