



VENTURA COUNTY TRANSPORTATION COMMISSION

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

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AGENDA*

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

CAMARILLO CITY HALL
601 CARMEN DRIVE
CAMARILLO, CA
FRIDAY, MARCH 6, 2015
9:00 AM

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

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

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

5. CALTRANS REPORT -

Presentation – Caltrans role in Quality Assurance/Quality Control during Construction Projects

6. COMMISSIONERS / EXECUTIVE DIRECTOR REPORT - *This item provides the opportunity for the commissioners and the Executive Director to report on attended meetings/conferences and any other items related to Commission activities.*

7. ADDITIONS/REVISIONS – *The Commission may add an item to the Agenda after making a finding that there is a need to take immediate action on the item and that the item came to the attention of the Commission subsequent to the posting of the agenda. An action adding an item to the agenda requires 2/3 vote of the Commission. If there are less than 2/3 of the Commission members present, adding an item to the agenda requires a unanimous vote. Added items will be placed for discussion at the end of the agenda.*

8. CONSENT CALENDAR - *All matters listed under the Consent Calendar are considered to be routine and will be enacted by one vote. There will be no discussion of these items unless members of the Commission request specific items to be removed from the Consent Calendar for separate action.*

8A. APPROVE SUMMARY FROM FEBRUARY 6, 2015 VCTC MEETING – PG.5

Recommended Action:

Approve

Responsible Staff: Donna Cole

8B. JANUARY 2015 MONTHLY BUDGET REPORT – PG. 11

Recommended Action:

Receive and File

Responsible Staff: Sally DeGeorge

8C. PASSENGER RAIL UPDATE – PG. 17

Recommended Action:

Receive and File

Responsible Staff: Ellen Talbo

8D. SAFE REQUEST FOR PROPOSALS- PG.21

Recommended Action:

Authorize release of two (2) Request for Proposals (RFPs), one for call box maintenance and one for call box system monitoring to be funded through the Service Authority for Freeway Emergencies.

Responsible Staff: Steve DeGeorge

**8E. MARKETING AND COMMUNITY OUTREACH PROGRAM REQUEST FOR PROPOSALS
PG.31**

Recommended Action:

Authorize release of Request for Proposals (RFP) for VCTC's Marketing and Community Outreach Program

Responsible Staff: Donna Cole

8F. CONTRACT FOR PROFESSIONAL AUDITING SERVICES– PG.61

Recommended Action:

Approve the contract (Attachment A) with The Pun Group, LLP for professional auditing services including one single audit at a not-to exceed cost of \$39,500 for Fiscal Year 2014/2015, \$40,405 for Fiscal Year 2015/2016, \$41,310 for Fiscal Year 2016/2017 with two (2) – one (1) year optional periods for Fiscal Year 2017/2018 at \$42,215 and Fiscal Year 2018/2019 at \$43,120. Cost for additional single audits if more than one is needed would be at \$2,500 per single audit.

Responsible Staff: Sally DeGeorge

8G. ADA CERTIFICATION SERVICES COONTRACT AMENDMENT – PG. 63

Recommended Action:

- *Approve the attached amendment to the contract with Mobility Management Partners, Inc., for countywide ADA certification services, increasing the Fiscal Year (FY) 2014/15 ceiling from \$133,452 to \$148,650 to pay for a higher than anticipated volume of applicants.*
- *Amend the Fiscal Year 2014/15 budget as follows: (1) increase Senior/Disabled Consultant expenditures by \$11,650, from \$137,000 to \$148,650; (2) reduce Transit Grant Management Consultant expenditures by \$11,650; (3) increase Senior/Disabled FTA 5307 revenues by \$9,320 and LTF revenues by \$2,330; (4) reduce Transit Grant Management FTA 5307 revenues by \$9,320 and LTF revenues by \$2,330. There is no overall impact to the VCTC budget.*

Responsible Staff: Peter De Haan

8H. GOLD COAST TRANSIT FY 2014/15 PROPOSITION 1B SECURITY PROJECT – PG.67

Recommended Action:

Authorize the attached Resolution Number 2015-02 approving \$295,132 in FY 2014/15 Proposition 1B Transit Security funds for the Gold Coast Transit Facility Security project.

Responsible Staff: Stephanie Young

8I ACTIVE TRANSPORTATION PROGRAM PRELIMINARY PROJECT REVIEW - 71

Recommended Action:

Amend Congestion Mitigation and Air Quality (CMAQ) to include projects to use CMAQ as match to leverage Active Transportation Program (ATP) funds, with applications due to VCTC March 12, 2015.

Responsible Staff: Stephanie Young

8J GFI CONTRACT FOR PURCHASE OF FARECARD TERMINALS AND SUPPORTING FACILITY- PG.73

Recommended Action:

Approve a resolution authorizing the Executive Director to prepare and enter into a contract GFI for the purchase of Cardquest farecard terminals and supporting facility for the Valley Express in an amount not to exceed \$200,000.

Responsible Staff: Vic Kamhi

9 STATE LEGISLATIVE UPDATE AND POSITIONS ON BILLS– PG. 79

Recommended Action:

Adopt SUPPORT position on AB 4 (Linder) to require that truck weight fees remain in the State Highway Account.

Responsible Staff: Peter De Haan

10. COST INCREASE FOR ROUTE 101/WENDY DRIVE INTERCHANGE PROJECT – PG.87

Recommended Action:

Approve \$1.5 million in Surface Transportation Program (STP) funds for a cost increase to the Wendy Drive / Route 101 Interchange improvement project, increasing the programmed amount to \$10.2 million

Responsible Staff: Peter De Haan

11. CMAQ MATCHING FUNDS FOR METROLINK TICKET VENDING MACHINE PROJECT – PG.89

Recommended Action:

Approve funding amount of CMAQ funds to be used as a local match toward purchase of Metrolink ticket vending machines (TVMS)

Responsible Staff: Ellen Talbo

12. CONSIDERATION OF 2015 LEGISLATIVE PROGRAM ITEM RELATED TO SUPPORT FOR PLACING A POTENTIAL CONSTITUTIONAL AMENDMENT TO LOWER THE VOTER APPROVAL THRESHOLD TO ADOPT LOCAL TRANSPORTATION FINANCE MEASURES TO A 55 PERCENT SUPERMAJORITY VOTE – PG.91

Recommended Action:

Consider request of Commissioner Steve Bennett to consider including an item in the 2015 Legislative Program regarding support for placing on the ballot a constitutional amendment to lower the voter approval threshold to pass local transportation finance measures to 55% supermajority vote.

Responsible Staff: Peter De Haan

13. ON-BOARD VIDEO SURVEILLANCE SYSTEM REQUEST FOR PROPOSALS (RFP) – PG. 93

Recommended Action:

Authorize release of RFP for On-Board Transit Bus Video Surveillance System for all VCTC Intercity Buses and all Valley Express Buses

Responsible Staff: Aaron Bonfilio

14. POLICIES AND PROCEDURES FOR SMART CARD TAKE DOWN – PG. 95

Recommended Action:

Approve Go Ventura Smartcard takedown Policies and Procedures

Responsible Staff: Vic Kamhi

15. VCTC GENERAL COUNSEL'S REPORT

16. AGENCY REPORTS

17. CLOSED SESSION

18. ADJOURN to 9:00 a.m. Friday, April 3, 2015



Item #8A

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, February 6, 2015
9:00 AM**

MEMBERS PRESENT:

Keith Millhouse, City of Moorpark, Vice Chair
Steve Bennett, County of Ventura (Arrived 9:35)
Claudia Bill-de la Peña, City of Thousand Oaks
Douglas Breeze, City of Port Hueneme
Manuel Minjares, City of Fillmore
Betsy Clapp, City of Ojai
Ginger Gherardi, City of Santa Paula
Brian Humphrey, Citizen Rep, Cities
Bill Little, City of Camarillo
Kathy Long, County of Ventura
Bryan MacDonald, City of Oxnard
Carl Morehouse, City of San Buenaventura
Linda Parks, County of Ventura
Jim White, Citizen Rep, County
John Zaragoza, County of Ventura
Mark Archuleta, Caltrans District 7

ABSENT:

Peter Foy, Chair, County of Ventura
Steve Sojka, City of Simi Valley

CALL TO ORDER

PLEDGE OF ALLGIANCE

ROLL CALL

PUBLIC COMMENTS FOR THOSE ITEMS NOT LISTED ON THIS AGENDA

Ron Lewis, President, Santa Clara River Valley Railroad Historical Society
Railfest 2015 will be held on April 25th and 26th at City Park in Fillmore. This event is a celebration of heritage and public transit from a by-gone era. It is the county's first public transit system and is a way to link the past to now.

Ryan Stern, Fillmore & Western volunteer, echoed the remarks of Mr. Lewis. The event is a way of keeping history alive and is a vision toward the future inspired by rail. Fillmore & Western is now running trains to Piru.

5. CALTRANS REPORT -

Mark Archuleta reported that Caltrans is implementing safety measures at the 101/23 Interchange project and continues to make improvements.

He distributed photos of the work being done on Pacific Coast Highway due to the closure. Most recently Caltrans has been working to repair the slope and hopes to have the road open at end of the month. A banner has been added to the Caltrans website to provide updates.

6. COMMISSIONERS REPORTS

Commissioner Morehouse reported on a recent SCAG to meet with all Southern California congressional delegates in Washington DC.

Commissioner MacDonald commented that he will sit on the Unmet Transit Needs Hearing Board this Monday.

Commissioner Parks reported that a permit has been obtained from Caltrans which will facilitate alleviation of gridlock in Somis.

Commissioner Millhouse talked about the recent high profile rail accidents and stressed driver safety on tracks and pedestrian caution.

EXECUTIVE DIRECTOR REPORT -

Unmet Transit Needs Training Session and Hearing Process – In January we initiated our annual unmet transit needs process. Commissioners Humphrey, MacDonald, and White have volunteered to serve as the hearing board for the February 9th public meeting here at the Camarillo City Hall at 1:30 PM. In addition, Commission staff, worked with the local transit providers and the Gold Coast Transit District staff, to hold a series of outreach meetings, both to assist VCTC in meeting its unmet transit needs requirements under the state Transportation Development Act, but also to help both the Commission and the other transit providers to obtain input for short range transit planning purpose. The outreach meetings were held at Moorpark City Hall on January 26th from 6:30 to 7:30 pm, The Oxnard Transportation Center on January 27th from 6:30 to 7:30 pm, and at the Santa Paula Community Center on January 28th from 6:30 to 7:30 pm.

New California Transportation Commission Chair Executive Director – I am pleased to inform you that last month the CTC elected Commissioner Lucy Dunn as its new Chair. Chair Dunn is the CEO of the Orange County Business Council and is well known to us at VCTC not only as a CTC Commissioner but also as a long-time member of the Mobility 21 Board.

California State Assembly Speaker Atkins Policy Announcement at Annual CTF Forum – On Wednesday this week I attended the annual California Transportation Foundation. This event usually provides for a good review of what is happening in transportation but seldom is there a major policy or funding announcement. This Forum was different, Speaker Atkins introduced a \$10 billion, five year funding package for road and transportation infrastructure investment. Although there are more unknowns than knowns (and certainly no language), here are some initial thoughts. The \$2 billion would come from three sources. \$1 billion in returned weight fees. \$200 million in accelerated transportation loan repayments. And \$800 million from a "user charge". The user charge would be in the range of \$4 per month per car. NOTE that the total amount collected under the fee would be in the neighborhood of \$1.8 billion -- the additional \$1 billion would backfill the general fund for the lost weight fees. While it is anticipated that a substantial share of the funds would go to the State Highway Operations and Protection Program (SHOPP) to maintain and repair the State's deteriorating highway system, there appears to be a willingness to consider sharing some of the funds with cities and counties for local streets and roads and with the State Transportation Improvement Program for which VCTC is responsible for prioritizing the Ventura County share to highway improvements.

Naval Base Ventura County Joint Land Use Study Update - The Naval Base Ventura County Joint Land Use Study Policy and Technical/Advisory committees convened the last week of January to review the first five chapters of the JLUS and begin work on the strategies portion of the study. The three working sessions were productive and provided the project consultant, Matrix Design Group, substantial direction in developing strategies to ensure the long term viability of Naval Base Ventura County and the safety of the surrounding communities. The JLUS committees will continue to meet throughout the spring and a final JLUS report is anticipated in late summer.

7. **ADDITIONS/REVISIONS** – None

8. **CONSENT CALENDAR** -

Commissioner Morehouse made a motion to approve all items as recommended on the Consent Calendar. The motion was seconded by Commissioner MacDonald and passed with Commissioner Breeze abstaining.

8A. APPROVE SUMMARY FROM JANUARY 9, 2015 VCTC MEETING

Approve

8B. DECEMBER 2014 MONTHLY BUDGET REPORT

Receive and File

8C. PASSENGER RAIL UPDATE

Receive and File

8D. LEGISLATIVE UPDATE

Receive and File

8E. REVISION TO SIMI VALLEY SURFACE TRANSPORTATION PROGRAM FUNDS

Approve programming \$221,817 of Surface Transportation Program (STP) cost savings from Erringer Road to Simi Valley Street Rehabilitation.

8F. TRANSPORTATION DEVELOPMENT ACT (TDA) AUDITS FOR FY 2013/2014

Receive and file the Transportation Development Act (TDA) Audits for Fiscal Year 2013/2014

8G. APPROVE EVALUATION CRITERIA FOR TRANSPORTATION DEVELOPMENT ACT (TDA) ARTICLE 3 BICYCLE/PEDESTRIAN FUND APPLICATIONS FOR FY 15/16

Approve the evaluation criteria for the applications from cities/County for FY 15/16 TDA Article 3 bicycle/pedestrian funds.

8H. FEDERAL TRANSIT ADMINISTRATION SECTION 5310 APPLICATION

Adopt Resolution #2015-01 (attached) authorizing the Executive Director to certify the application and forward the application to the California Department of Transportation (Caltrans).

8I. REVISED CONGESTION MITIGATION AND AIR QUALITY MINI CALL FOR PROJECTS SCHEDULE

Approve the revised Congestion Mitigation and Air Quality (CMAQ) Call for Projects schedule to allow applicants to submit revised local match fund commitments.

9. TRANSPORTATION DEVELOPMENT ACT (TDA), LOCAL TRANSPORTATION FUND (LTF), REVISED APPORTIONMENT FOR FISCAL YEAR 2014/2015

Commissioner Gherardi made a motion to:

- Approve the Revised Local Transportation Fund Apportionment for Fiscal Year 2014/2015 apportioning \$37.2 million as shown in Attachment 1.
- Amend the Fiscal Year 2014/2015 Transportation Development Act (TDA) Budget by increasing the Local Transportation Fund revenues and pass-through expenditures by \$4,356,080.
- Amend the Fiscal Year 2014/2015 Regional Transportation Planning budget by increasing the revenues and consultant expenditures by \$124,000.

The motion was seconded by Commissioner Morehouse and passed by the following unanimous roll call vote:

Yes: Commissioners Parks, Bill de la Peña, MacDonald, Little, Gherardi, Morehouse, Zaragoza, Long, Minjares, White, Breeze, Clapp, Humphrey, Millhouse

No: None

Abstain: None

Absent: Commissioners Foy, Sojka, Bennett

10. TRANSPORTATION DEVELOPMENT ACT (TDA), LOCAL TRANSPORTATION FUND (LTF), DRAFT APPORTIONMENT FOR FISCAL YEAR 2015/2016

Commissioner Gherardi made a motion to approve the Local Transportation Fund Draft Apportionment for Fiscal Year 2015/2016 apportioning \$34.6 million as shown in Attachment 1.

The motion was seconded by Commissioner Morehouse and passed by the following unanimous roll call vote:

Yes: Commissioners Parks, Bill de la Peña, MacDonald, Little, Gherardi, Morehouse, Zaragoza, Long, Minjares, White, Breeze, Clapp, Humphrey, Millhouse

No: None

Abstain: None

Absent: Commissioners Foy, Sojka, Bennett

11. FARE MEDIA

Public Comment

Shawn Krose, Moorpark City Transit, commented that the significant capital and maintenance costs are too prohibitive for Moorpark to provide a GFI fare system. The City was able to participate in the Countywide smartcard because the program was funded and administered by VCTC. Moorpark would like to see a countywide system, however the small systems would need assistance.

Commissioner Gherardi made a motion to approve the proposed pass fare media for GFI Farebox implementation. The motion was seconded by Commissioner Long and passed by the following unanimous roll call vote:

Yes: Commissioners Parks, Bill de la Peña, MacDonald, Little, Gherardi, Morehouse, Zaragoza, Long, Minjares, White, Breeze, Clapp, Bennett, Humphrey, Millhouse

No: None

Abstain: None

Absent: Commissioners Foy, Sojka

12. HERITAGE VALLEY TRANSIT SERVICE FISCAL YEAR 14/15 BUDGET AMENDMENT

Commissioner MacDonald made a motion to approve the Heritage Valley Policy Advisory Committee's recommendation to:

- Amend the Heritage Valley Transit Service budget by increasing the FTA 5307 funding line-item by \$198,375, from \$543,895 to \$742,270, and by increasing the Local Contribution (TDA) funding line-item by \$275,655, from \$1,277,905 to \$1,553,560; and by reducing the Local Fee-Farebox funding line-item by \$41,200, from \$175,000 to \$133,800; resulting in a net increase in revenues of \$432,830; increasing the total revenues from \$3,851,00 to \$4,284,630; and,
- Amend the Heritage Valley Transit Service budget by increasing the Contractor expenditure line-item by \$415,830, from \$1,875,900 to \$2,291,730; and by adding the new Marketing line-item in an amount of \$17,000; increasing the total expenditures by \$432,830, from \$3,851,800 to \$4,284,630.

The motion as seconded by Commissioner Morehouse and passed by the following unanimous roll call vote:

Yes: Commissioners Parks, Bill de la Peña, MacDonald, Little, Gherardi, Morehouse, Zaragoza, Long, Minjares, White, Breeze, Clapp, Bennett, Humphrey, Millhouse

No: None

Abstain: None

Absent: Commissioners Foy, Sojka

13. VCTC GENERAL COUNSEL'S REPORT – No report

14. AGENCY REPORTS

Commissioner Morehouse announced the SCAG General Assembly will be May 7-8 in Palm Desert. He also announced that SCAG is accepting sustainability award nominations.

Commissioner Bennett was not able to be at the January Meeting and requested that the item to support placing on the statewide ballot a constitutional amendment to lower the voter threshold to pass local transportation finance measures to 55% supermajority vote be brought back to the March meeting for reconsideration.

15. CLOSED SESSION – No Closed Session

16. ADJOURN to 9:00 a.m. Friday, March 6, 2015

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Item # 8B

March 6, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: SALLY DEGEORGE, FINANCE DIRECTOR

SUBJECT: MONTHLY BUDGET REPORT

RECOMMENDATION:

- Receive and file the monthly budget report for January 2015

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 January 31, 2015 budget reports indicate that revenues were approximately 52.98% of the adopted budget while expenditures were approximately 54.10% of 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. Furthermore, revenues are often billed and reimbursed in arrears.

Some revenues are received at the beginning of the year while other revenues are received after grants are approved. In many instances, VCTC incurs expenses and then submits for reimbursement from federal, state and local agencies which may also cause a slight lag in reporting revenues. 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.

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

The deferred revenue item is larger than normal due to Proposition 1B funds received in earlier fiscal Years for buses for the VCTC Intercity Services and Heritage Valley Transit as well as Metrolink Capital projects. These funds will be realized as the projects move forward in Fiscal Year 2014/2015.

**VENTURA COUNTY TRANSPORTATION COMMISSION
BALANCE SHEET
AS OF JANUARY 31, 2015**

ASSETS

Assets:

Cash and Investments - Wells Fargo Bank	\$ 7,227,889
Cash and Investments - County Treasury	21,442,609
Petty Cash	50
Receivables/Due from other funds	2,301,067
Prepaid Expenditures	359,401
Deposits	15,150
Capital Assets, undepreciated	25,885,133
Capital Assets, depreciated, net	24,533,736

Total Assets: **\$81,765,035**

LIABILITIES AND FUND BALANCE

Liabilities:

Accrued Expenses/Due to other funds	\$ 2,861,550
Deferred Revenue	2,143,496
Deposits	400

Total Liabilities: **\$5,005,446**

Net Position:

Invested in Capital Assets	\$50,418,869
Fund Balance	26,340,720

Total Net Position **\$76,759,589**

Total Liabilities and Fund Balance: **\$81,765,035**

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
FOR THE SEVEN MONTHS ENDING JANUARY 31, 2015**

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	Fund Totals Actual	Annual Budget	Variance Over (Under)	% Year to Date
Revenues								
Federal Revenues	\$ 5,282,671	\$ 0	\$ 0	\$ 0	\$ 5,282,671	\$ 12,835,091	(7,552,420)	41.16
State Revenues	7,675,632	14,281,679	2,247,692	306,150	24,511,153	44,829,553	(20,318,400)	54.68
Local Revenues	3,211,965	0	0	1,852	3,213,817	4,602,529	(1,388,712)	69.83
Other Revenues	13	0	0	0	13	0	13	0.00
Interest	1,495	11,055	16,991	5,060	34,601	105,000	(70,399)	32.95
Total Revenues	16,171,776	14,292,734	2,264,683	313,062	33,042,255	62,372,173	(29,329,918)	52.98
Expenditures								
Administration								
Personnel Expenditures	1,357,542	0	0	0	1,357,542	2,663,500	(1,305,958)	50.97
Legal Services	10,148	0	0	0	10,148	25,900	(15,752)	39.18
Professional Services	60,047	0	0	0	60,047	107,600	(47,553)	55.81
Office Leases	86,535	0	0	0	86,535	149,200	(62,665)	58.00
Office Expenditures	265,532	0	0	0	265,532	320,800	(55,268)	82.77
Total Administration	1,779,804	0	0	0	1,779,804	3,267,000	(1,487,196)	54.48
Programs and Projects								
Transit & Transportation Program								
Senior-Disabled Transportation	72,979	0	0	0	72,979	140,925	(67,946)	51.79
Go Ventura Smartcard	102,934	0	0	0	102,934	248,500	(145,566)	41.42
Fare Collection APC Systems	2,592	0	0	0	2,592	571,753	(569,161)	0.45
VCTC Intercity Bus Service	13,075,016	0	0	0	13,075,016	16,956,072	(3,881,056)	77.11
HV Bus Services	3,037,268	0	0	0	3,037,268	3,821,500	(784,232)	79.48
Nextbus	162,128	0	0	0	162,128	520,906	(358,778)	31.12
Transit Grant Administration	1,708,799	0	0	0	1,708,799	6,157,731	(4,448,932)	27.75
Total Transit & Transportation	18,161,716	0	0	0	18,161,716	28,417,387	(10,255,671)	63.91

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	Fund Totals Actual	Annual Budget	Variance Over (Under)	% Year to Date
Highway Program								
Congestion Management Program	0	0	0	0	0	35,000	(35,000)	0.00
Motorist Aid Call Box System	0	0	0	186,830	186,830	440,500	(253,670)	42.41
SpeedInfo Highway Speed Sensor	0	0	0	46,200	46,200	144,000	(97,800)	32.08
Total Highway	0	0	0	233,030	233,030	619,500	(386,470)	37.62
Rail Program								
Metrolink & Commuter Rail	2,211,007	0	0	0	2,211,007	3,537,922	(1,326,915)	62.49
LOSSAN & Coastal Rail	31,841	0	0	0	31,841	35,300	(3,459)	90.20
Santa Paula Branch Line	200,968	0	0	0	200,968	769,356	(568,388)	26.12
Total Rail	2,443,816	0	0	0	2,443,816	4,342,578	(1,898,762)	56.28
Commuter Assistance Program								
Transit Information Center	16,361	0	0	0	16,361	45,500	(29,139)	35.96
Rideshare Programs	12,399	0	0	0	12,399	70,400	(58,001)	17.61
Total Commuter Assistance	28,760	0	0	0	28,760	115,900	(87,140)	24.81
Planning & Programming								
Transportation Development Act	39,197	13,565,318	0	0	13,604,515	28,554,939	(14,950,424)	47.64
Transportation Improvement Program	8,359	0	0	0	8,359	292,520	(284,161)	2.86
Regional Transportation Planning	39,649	0	0	0	39,649	342,000	(302,351)	11.59
Airport Land Use Commission	20,417	0	0	0	20,417	113,967	(93,550)	17.91
Regional Transit Planning	55,074	0	0	0	55,074	132,848	(77,774)	41.46
Freight Movement	45	0	0	0	45	12,500	(12,455)	0.36
Total Planning & Programming	162,741	13,565,318	0	0	13,728,059	29,448,774	(15,720,715)	46.62
General Government								
Community Outreach & Marketing	326,950	0	0	0	326,950	898,900	(571,950)	36.37
State & Federal Relations	50,199	0	0	0	50,199	86,200	(36,001)	58.24
Management & Administration	26,474	0	0	0	26,474	77,100	(50,626)	34.34
Office Building Purchase	5,839	0	0	0	5,839	722,001	(716,162)	0.81
Total General Government	409,462	0	0	0	409,462	1,784,201	(1,374,739)	22.95
Total Expenditures	22,986,299	13,565,318	0	233,030	36,784,647	67,995,340	(31,210,693)	54.10

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	Fund Totals Actual	Annual Budget	Variance Over (Under)
Revenues over (under) expenditures	(6,814,523)	727,416	2,264,683	80,032	(3,742,392)	(5,623,167)	1,880,775
Other Financing Sources							
Transfers Into GF from LTF	2,817,017	0	0	0	2,817,017	3,116,035	(299,018)
Transfers Into GF from STA	6,067,456	0	0	0	6,067,456	8,470,911	(2,403,455)
Transfers Into GF from SAFE	10,960	0	0	0	10,960	42,600	(31,640)
Transfers Out of LTF into GF	0	(2,817,017)	0	0	(2,817,017)	(2,817,017)	0
Transfers Out of STA into GF	0	0	(6,067,456)	0	(6,067,456)	(8,470,911)	2,403,455
Transfers Out of SAFE into GF	0	0	0	(10,960)	(10,960)	(42,600)	31,640
Total Other Financing Sources	8,895,433	(2,817,017)	(6,067,456)	(10,960)	0	299,018	(299,018)
Net Change in Fund Balances	2,080,910	(2,089,601)	(3,802,773)	69,072	(3,742,392)	(5,324,149)	1,581,757
Beginning Fund Balance	1,493,411	11,255,387	13,535,597	3,798,717	30,083,112	20,859,960	9,223,152
Ending Fund Balance	<u>\$ 3,574,321</u>	<u>\$9,165,786</u>	<u>\$9,732,824</u>	<u>\$3,867,789</u>	<u>\$26,340,720</u>	<u>\$15,535,811</u>	<u>\$10,804,909</u>

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
INVESTMENT REPORT
AS OF JANUARY 31, 2015**

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.

Institution	Investment Type	Maturity Date	Interest to Date	Rate	Balance
Wells Fargo – Checking	Government Checking	N/A	\$1,528.74	0.02%	\$ 7,227,888.82
County of Ventura	Treasury Pool	N/A	\$33,072.15	0.25%	\$21,487,621.46
Total			\$34,600.89		\$28,715,510.28

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. A portion of interest earned in the General Fund is for Proposition 1B funds and is reclassified and is not shown as General Fund interest in the Statement of Revenues, Expenditures and Changes in Fund Balance.

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 #8C

March 6, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: ELLEN TALBO, 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:

Ridership & On-Time Performance (OTP)

During the month of January, ridership on the Ventura County Line averaged 3,609 total boardings per weekday (inbound and outbound) indicating a 0.3% increase from the previous month of December 2014, and a 1.9% increase from the same month last year. Systemwide ridership experienced a 2.1% increase from the previous month and a 2.0% decrease from the same period last year. Monthly ridership statistics for the month of January 2015 are provided in the attachment for reference.

On-time performance data (which denotes trains arriving within five minutes of scheduled time) for the month of December was 94.0% indicating a 2.0% decrease from the previous month.

Amtrak ridership at the Ventura County stations were not available at the time of publishing this report and will be included in the April passenger rail item with quarterly data. As a correction to the February 19, 2015 agenda item 8C, the expired Rail2Rail agreement continues to be honored by both Metrolink and Amtrak while both parties continue to negotiate with the State over renewed agreement terms.

Board & TAC Updates

Metrolink

In January, the Metrolink Board approved evaluation criteria and releasing an Request for Proposals (RFP) to procure a new fleet of ticket vending machines (TVMs) for a systemwide cost not to exceed \$24 million. The selected system must be able to interface with the mobile/online ticketing system, and potential onboard TVMs and member agency systems, if needed. More information about financing Ventura's share of this systemwide project is discussed in Item XX.

The member agency CEOs and TAC staff are continuing to review Metrolink's preliminary budget for fiscal years 2015-2018. Increases to operating costs this year are largely a result of overforecasting in the revenue from last fiscal year. Major capital planned projects on Ventura County line include the Raymer to Berson Doubletrack Project and the Van Nuys Station Project, both of which will improve travel time and reliability along the line by adding track & platform capacity. In Ventura County there are no major capital or rehabilitation projects planned for FY 15/16 other than standard rehabilitation track grinding and signal upkeep. Capital improvements at the Moorpark Layover Facility could be programmed for FY 16-17 if sufficient funding revenues can be met.

LOSSAN

In February, the LOSSAN Board received its first draft of the roles and responsibilities of the joint powers authority (JPA) as it is drafted in the appendix of the interagency transfer agreement (ITA). The draft appendix will be a key resource for member agencies in guiding the JPA's decisions about service planning initiatives, equipment and capital development, and annual budget expectations. Since it is anticipated that the ITA will be signed by the State by mid-2015, LOSSAN's next steps include continual review at the staff level and coordination with the State to ensure timely signature for the agreement.

January 2015 Metrolink Ridership

AVERAGE WEEKDAY PASSENGER TRIPS (INBOUND and OUTBOUND)
JANUARY 2015 v. DECEMBER 2014 (MONTH OVER MONTH)

MO/YR	Ventura County Line	System Grand Total	Metrolink Rail 2 Rail on Amtrak North of LA (weekday)
Jan-15	3,609	40,069	195
Dec-14	3,598	39,420	168
Change	0.3%	1.9%	16.0%

AVERAGE WEEKDAY PASSENGER TRIPS (INBOUND and OUTBOUND)
JANUARY 2015 v. JANUARY 2014 (YEAR OVER YEAR)

MO/YR	Ventura County Line	System Grand Total	Metrolink Rail 2 Rail on Amtrak North of LA (weekday)
Jan-15	3,609	40,069	195
Jan-14	3,535	40,872	152
Change	2.09	-1.96	28.2

5 YEAR SNAPSHOT OF AVERAGE DAILY TOTAL BOARDINGS (INBOUND and
OUTBOUND)

MO/YR	Ventura County Line	VC County Portion	System Grand Total	Average Daily Metrolink Monthly Passholders on Amtrak (weekday)
Jan-15	3,609	n/a	40,069	195
Jan-14	3,535	1,637	40,872	152
Jan-13	3,895	1,920	42,148	188
Jan-12	3,969	1,917	42,121	210
Jan-11	3,481	2,156	39,631	259
Jan10	3,694	2,022	40,765	325

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Item # 8D

March 6, 2015

MEMO TO: SERVICE AUTHORITY FOR FREEWAY EMERGENCIES (SAFE)
FROM: STEVE DEGEORGE, PLANNING AND TECHNOLOGY DIRECTOR
SUBJECT: SAFE REQUEST FOR PROPOSALS (RFP)

RECOMMENDATION:

- Authorize release of two (2) Request for Proposals (RFPs), one for call box maintenance and one for call box system monitoring to be funded through the Service Authority for Freeway Emergencies.

Background:

The Service Authority for Freeway Emergencies (SAFE) manages the County's 564 highway call boxes and utilizes two contractors in that effort. The maintenance contractor is responsible for the physical call boxes located on the County's highways, repairing defective call boxes and removing and replacing call boxes in the event of knockdowns or construction. The call box monitoring contractor analyzes call box usage to ensure the system is performing efficiently, compile usage statistics and monitor the system for fraud. The monitoring contractor also provides cost recovery services in the event of call box knockdowns. The Service Authority for Freeway Emergencies activity is funded through the imposition of a one dollar fee on vehicles registered in Ventura County.

Although there has been a significant reduction in call box use since 2000 due to the proliferation of personal cellular phones, the call box system usage has averaged approximately 3000 calls per year since 2010. In recognition of the reduced use of the call box system, VCTC undertook a siting study earlier this year to identify call boxes which may be removed from the system without harm to motorists in need. The reduction of the number of call boxes will lower the cost of the overall program.

Discussion:

Contracts for both call box maintenance and monitoring are set to expire on June 30th of this year, requiring staff to solicit proposals from contractors for each of these service areas. Staff is recommending no changes to the standard scope of work in either of the contract areas as shown in Attachment A and B to this item. There will be two special projects to be taken on during the upcoming contract period. The first project, with Commission concurrence, will be to reduce the total number of call boxes as identified in the siting plan completed earlier this year. The second project will be to upgrade the remaining call boxes to 3G cellular service in anticipation of the discontinuance of the 2G cellular network in December of 2016 as announced by AT&T. Both of these projects are anticipated in the upcoming Fiscal Year 2015/2016 Budget.

March 6, 2015
Item #8D
Page #2

Staff will be seeking contractors for a three year term with two one year options as in the previous contract for services allowing VCTC the option of contract changes within in a reasonable time for VCTC and the contractor. Staff will be following VCTC's procurement policies and Request for Proposal (RFP) format for this procurement. Staff therefore requests that the Commission authorize the Executive Director to release two (2) Request for Proposals (RFPs), one for call box maintenance and one for call box system monitoring. It is anticipated that the RFP results and contract recommendations will be brought to the Commission at its June meeting.

ATTACHMENT A

Scope of Work Call Box Maintenance

Outline of Services

The services required by this Agreement shall consist of maintenance of the Ventura County's motorist aid call boxes and other related tasks as necessary to ensure proper functioning of the call box system.

CONTRACTOR shall meet with the Project Manager within 10 days of receipt of the Notice of Award of Agreement to provide the following (a) Certificate of Insurance.

1.0 GENERAL

- 1.1 Plans and Specifications: CONTRACTOR shall keep at its VENTURA COUNTY field office a copy of all plans and specifications referred to herein, to which SAFE shall have access at all times. Any additional documentation or specifications for new equipment or processes (i.e. digital transceiver, TTY) shall also be kept by CONTRACTOR in the field office and be available for review by the SAFE Project Manager or SAFE designated representative.
- 1.2 Work to be done: CONTRACTOR shall perform all work necessary to maintain the SAFE motorist aid call box system in a satisfactory manner. Unless otherwise provided, CONTRACTOR shall furnish all materials, equipment, tools, labor and incidentals necessary to complete the services for the specified flat fee or established time and material fees.
- 1.3 Rights of Entry and Permits: SAFE shall be responsible for obtaining all rights of entry, encroachment permits and other licenses or permits required to perform the work hereunder.
- 1.4 Material and Workmanship: All materials, parts and equipment furnished by CONTRACTOR shall be high grade and free from defects. Quality of work shall be in accordance with generally accepted standards. Materials and work quality shall be subject to the SAFE Project Managers' or a designated representative's approval. CONTRACTOR shall be responsible for storing and maintaining materials in a manner that preserves their quality and fitness for use on the Project.
- 1.5 Labor: Only competent workers shall be employed for tasks under this Agreement. Any person found by SAFE to be incompetent, disorderly, working under the influence of alcohol or controlled substances, unsafe or otherwise objectionable shall be removed by CONTRACTOR and not re-employed for services under this Agreement.
- 1.6 Inspections: All performance (including services, materials, supplies and equipment furnished or utilized in the performance of this Agreement) shall be subject to inspection and approval by the SAFE Project manager or a designated representative. Any SAFE authorized representative shall have access to the Ventura County field office.
- 1.7 Condition of Site: Throughout the term of the Agreement, CONTRACTOR shall keep call box sites clean and free of rubbish and debris. Materials and equipment shall be removed from the site as soon as they are no longer needed.
- 1.8 Reuse of parts: CONTRACTOR may reuse parts that have been damaged or replaced assuming CONTRACTOR is able to repair the parts so that the functionality is not degraded.
- 1.9 Reserve Inventory: CONTRACTOR is required to maintain that quantity of call box equipment, parts, and materials in stock in the Ventura County field office as maybe reasonably necessary to fulfill its duties under this Agreement.

- 1.10 Storage of Materials: CONTRACTOR shall store call box housings, electronics, poles and other appurtenances within the Ventura County filed office (as long as materials do not exceed said offices storage capacity) and CONTRACTOR'S field supervisor shall have responsibility for day-to-day coordination and reporting any problems associated with this inventory to the SAFE Project Manager.
- 1.11 Communications: CONTRACTOR shall ensure that the field supervisor has the necessary communication devices for interacting efficiently with the SAFE Project Manager or other designated representatives. The devices to be provided include but are not limited to a pager, cell phone, office phone and email services with the capability to send and receive Access or database equivalent files.

2.0 SYSTEM MAINTENANCE ACTIVITIES

In this Agreement, "System" refers to all call boxes owned by SAFE. Only "System" call boxes (i.e. those with digital, TTY/TDD and no other ITS devices) shall be included in the monthly in-service counts under this Section. CONTRACTOR shall perform the following maintenance services:

2.1 System Corrective Maintenance: CONTRACTOR shall perform corrective maintenance as needed on the call boxes. Corrective maintenance requires that the CONTRACTOR be accessible to the California Highway Patrol (or other designated answering center) to report out- of service call boxes to CONTRACTOR. Corrective maintenance includes all repairs to the call box associated with the electronics, transceiver, power supply, (battery and solar panel) and the interface with the cellular system.

Upon notification that a call box is out of service from CHP, the call answering center, SAFE, or the maintenance computer, CONTRACTOR shall take the necessary action to restore it to a good operating condition, including the repair or replacement of parts, components and mountings as needed. Activities falling within the definition of "corrective maintenance" shall be performed by 4 p.m. on the same day for events reported by 8 a.m. on a work day. For events reported after 8 a.m. the call boxes shall be operable by 4 p.m. the following work day. Thus, for events reported on a holiday or weekend, the call box shall be repaired by 4 p.m. on the first work day following the notification of the event. CONTRACTOR shall provide management and field staff sufficient time to perform repairs on call boxes within the established period.

2.2 System Preventive Maintenance: CONTRACTOR shall perform a "preventive maintenance" field visit at least twice a year at approximately six month intervals as necessary to keep boxes clean and operational. CONTRACTOR shall notify the call answering center supervisor at the commencement of a major preventative maintenance cycle when a large portion of the call answering staff time will be required. The preventive maintenance activities shall include the following tasks:

- Cleaning of call box housing as necessary(see below);
- Replacement or addition of outdated, damaged or missing instruction placards and vandalism stickers;
- Inspection and anti-corrosion treatment of external electrical connections;
 - Operational check of call box controls and system operational sequence including:
 - Open inner door (as necessary)
 - Perform test calls;
 - Check outer door; handset and illumination for proper operations;
 - Check call connect light
 - Check push button; and
 - Check cellular antenna and cable
- Minor cleaning of the surrounding area of the call box(includes minor pruning, pulling of weeds and debris removal);
- Cleaning and bolt tightening for the call box sign;
- Visual inspection of the solar panel's orientation and cleaning of the solar panel collecting surface;
- Testing of the TTY/TDD device by completing all testing protocols and placing on a random basis a call to the designated answering point;

- Maintenance of the call box mounting pedestals or other devices used for mounting the call boxes on sound walls and bridge railings.

3.0 Knockdowns, Vandalisms, Relocation Force Majeure

3.1 System knockdown, Vandalism, and Other Events: maintenance repairs and/or replacements required as a result of damage by vandalism, or other willful acts, collisions and other accidents and other such causes (including an intrusion) will be performed by CONTRACTOR. If no foundation work is required, CONTRACTOR shall have the call box placed back in service by 4 p.m. on the same day events are reported by 8 a.m. on a work day. For events reported after 8 a.m. the call box shall be operable by 4 p.m. on the first work day that foundation repairs are complete. For events reported on a holiday or weekend, the call box shall be repaired by 4 p.m. on the first work day if no foundation work is required or by 4 p.m. on the second work day following determination foundation work is required.

3.2 System Removals and Reinstallations: CONTRACTOR agrees to remove call boxes from existing locations on an as-needed basis to accommodate freeway construction and other projects at the request of SAFE. SAFE retains ownership of boxes authorized for removal and CONTRACTOR shall make all removed call boxes available for reinstallation. Relocation of a call box will include, but is not limited to, removing the call box and mounting from its existing location and installing it at a new location as directed by SAFE.

3.3 Reinstalls/Deferred Installations Coordination: CONTRACTOR shall coordinate the removal, de-activation and storage of call boxes as requested by Caltrans or the SAFE Project Manager. CONTRACTOR shall also maintain proper inventory documentation and coordinate setting, re-installation and deferred installation tasks including permitting, site approval, installation and activation. CONTRACTOR shall coordinate activities to expedite the re-installation of call box sites after Caltrans construction projects are completed. CONTRACTOR is not responsible for design work should any be necessary for the reinstallation of call boxes at new locations.

3.4 Force Majeure: Any event beyond the control of the CONTRACTOR and not due to an act or omission of CONTRACTOR that materially and adversely affects CONTRACTOR's obligations hereunder and which event (for the effects of which event) could not have been avoided by due diligence and use of reasonable efforts by CONTRACTOR shall be deemed a "Force Majeure Event," including the following:

- Any earthquake, hurricane, flood or other natural disaster;
- Any epidemic, blockade, rebellion, war, riot, act of sabotage, or civil commotion, disastrous or extensive fire or explosion.
- The suspension termination, interruption, denial or failure to obtain, renew or amend any permit SAFE is responsible for obtaining;
- Any change in a governmental rule or regulation, or change, in the judicial or administrative interpretation of a governmental rule or regulation, or adoption of any new governmental rule or regulation that by its nature imposes additional or delay on CONTRACTOR and that was not reasonably foreseeable at the Proposal Date; and
- Any lawsuit seeking to restrain, enjoin, challenge, or delay construction of the project or the granting or renewal of any governmental approval.

In the event that any corrective or other maintenance work is required due to the occurrence of a Force Majeure Event, CONTRACTOR shall be compensated for all such work on a time and material basis in accordance with Exhibit B Ventura Price List, which is subject annually CPI adjustments each April 1. The most current Ventura Price List shall apply to work performed under this Agreement.

4.0 SYSTEM MANAGEMENT

4.1 Call Box System Database maintenance and Updates: CONTRACTOR shall maintain an accurate up-to date database containing the system specifications. CONTRACTOR shall also maintain an accurate, up to date database containing operational and site condition information on the entire call box system. CONTRACTOR shall provide SAFE with remote access to the Call Box System Database and the maintenance management system in an Access database file or similar compatible database file format.

No more than three (3) different SAFE users shall be authorized to access the Call Box System Database, which users shall be identified in writing to CONTRACTOR by position or name from time to time as required.

4.2 Call Box Maintenance Information

The Call Box System Database shall include maintenance information on the call box system. This information shall include:

- Description of all corrective maintenance visits including the call box sign number, date and time of work issue date, date and time of visit, and date and time work completed (different from the first visit) and description of work performed;
- Description of preventive maintenance visits including the call box sign number, date and time of visit, and description of work performed if it deviates from the standard preventive maintenance requirements;
- Description of other site work including, but not limited to the following: knockdowns; vandalism; sign repair; other repairs; site repairs; CHP reported; removals; reinstallations; and pad replacements. These entries should also include the work issue date and time (alarm date where applicable), site visit date and time, sign number, and date and time of completion; and
- Monthly summary report with the number of call box calls that were blocked by the cellular system or encountered a "system busy" response from the cellular network.

The Call box System Database shall include all information relating to system components. This information includes, but not limited to, controller card type, electronic serial number, transceiver model and type, and whether or not a call connected light or other ITS device is installed.

The Call Box System Database shall include electronic call box pictures and updated and complete latitude and longitude data. CONTRACTOR shall furnish all equipment and materials necessary to provide this data.

SAFE recognizes that the maintenance management system (hardware and software) is the property of CONTRACTOR and is being developed by CONTRACTOR at CONTRACTOR's sole expense.

5.0 Deliverables

Deliverable #1: Deliver monthly an electronic file of the entire Call Box System Database (as defined in Exhibit C) to SAFE. Monthly update of call box system database to SAFE shall occur on the first Wednesday of each month.

6.0 ADDITIONAL CALL BOX INSTALLATIONS

CONTRACTOR shall install additional call boxes along freeways, highways, toll roads, and other locations at SAFE's written request. Installation of additional call boxes shall include the furnishing of all labor, material and equipment necessary to place a new call box in service at the new location, and CONTRACTOR shall be compensated on a time and materials basis in accordance with Exhibit B, Ventura SAFE Price List. The Price List is subject to annual CPI adjustments each April 1. The most current Universal Price List shall apply to work performed under this Agreement.

7.0 FINAL FIELD SURVEY AND SITE APPROVAL COORDINATION

SAFE shall be the primary point of contact for Caltrans permit issues related to system expansion and shall coordinate final field surveys and field review meetings to approve or modify call box locations with Caltrans, CHP, and SAFE. CONTRACTOR shall prepare and submit encroachment permit applications to Caltrans, as required. CONTRACTOR shall work with the SAFE Project Manager to secure blanket installation permits for regional installation programs.

ATTACHMENT B

Scope of Work Call Box Monitoring

1. Management Information Reports – Call Statistics

Consultant will provide monthly statistical reports of call box system operations for SAFE system managers and policy-makers based on the primary data sources for operational statistics, cellular billing and maintenance databases, in tabular and graphic formats.

The Consultant will maintain and update the SAFE call box database as needed and track any temporary removals required by road construction activities.

See below for a listing of the information to be included in monthly statistical reports for the call box operations:

- Call Box calls to Dispatch by call type
- Average number of calls per Call Box
- Call Volume by Dispatch
- Average call length for aid
- Average call delay
- Call Box call volumes
- Calls by watch/shift
- Percent of Active Call Boxes used to call for assistance
- Call Box calls by call type (AAA, CHP, etc.)
- Inactive Call Boxes (Temporarily Removed)
- SAFE Summary of calls for aid by hour
- SAFE Call Box call history
- Calls since January, 2000
- SAFE 25 most used Call Boxes
- Unassigned Call Box phone numbers
- Calls to other/unexpected destinations
- SAFE overall Call Box summary

- SAFE Highway Statistics
- SAFE Preventative Maintenance
- SAFE Call Box repairs
- High or low call volume boxes (maintenance)
- Calls for aid by highway
- SAFE Call Box call breakdown by individual Call Box

It will be the Consultant's responsibility to interface with the SAFE communications provider (currently AT&T), Call Center (currently CHP), and Maintenance Support Consultant to gather information as necessary for creation of the monthly, quarterly and annual reports. Over the duration of this contract, it is possible that these providers may change and thus additional interfaces may be required. The costs for all interfaces the Consultant determines are necessary should be considered as included as part of the bid rates and hour estimations.

Deliverables:

Monthly statistical reports on call box system operations, including;

- Call/answer and maintenance statistics and reports as shown above
- As needed updates to the SAFE call box database

Completion dates: On-going/monthly

2. Management Support

Consultant will provide management reports and analyses on an as requested basis to SAFE staff. These include, among other items, analyses and reports based upon special database queries beyond those performed for Task 1.

Examples of Management Support include procurement assistance, project oversight, field inspections and vendor relations. If requested, Consultant will assist SAFE staff in evaluating which fixed call boxes should be selected for permanent removal, based upon criteria that will be jointly developed.

Deliverables:

To be determined from the scope of work defined for each management support project.

Completion dates: On-going/as needed

3. Knockdown Collections

Assist Ventura County SAFE in recovery of funds for the repair and replacement of call boxes that have been knocked down, i.e. knockdown funds. The consultant will be responsible for delivering knockdown work orders from the maintenance contractor, as well as all available CHP accident. The contractor will work to maximize receipt of accident reports, and arrange if possible for them to be delivered directly to the contractor for processing.

Contractor responsibilities will include:

- All communications with the responsible parties and their insurance companies. Up to three letters will be written requesting payment.
- Forward all funds collected to Ventura County SAFE for deposit by SAFE.
- If no response is received after the third letter, the matter will be transferred to the Ventura County SAFE. [Note: no fee will be collected on matters referred to the Ventura County SAFE.]
- Contractor will provide SAFE staff with a monthly knockdown fund status report as part of the monthly invoice.

Contractor work under Task 3 will be performed on a 25% of amounts collected basis.

Deliverables: Monthly knockdown fund status reports and invoices.

Completion dates: On-going/as needed

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Item # 8E

March 6, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: DONNA COLE, PUBLIC INFORMATION OFFICER

SUBJECT: REQUEST FOR PROPOSALS – MARKETING AND COMMUNITY OUTREACH PROGRAM

RECOMMENDATION:

- Authorize release of Request for Proposals (RFP) for VCTC's Marketing and Community Outreach Program

BACKGROUND:

In 2010 VCTC entered into a contract with Moore and Associates to provide a Marketing and Community Outreach Program. The term of the contract was 3 years, with an option for two one-year extensions. Moore and Associates effectively handled a myriad of outreach challenges over the past five years and responded quickly to unexpected events, while continuing to keep the routine tasks uninterrupted.

The current contract ends June 30, 2015 and, with all extension options exhausted, we are required to release a new Request for Proposals. The attached RFP is to solicit proposals for Ventura County Transportation Commission's Marketing and Community Outreach Program. The objective of this program is to increase public recognition of the VCTC brand and services it provides to the residents of Ventura County and to encourage the community to participate and share in our vision for the future of transportation in Ventura County.

Funding for this program has been identified in the FY 2015/16 draft budget and will be implemented for a period of three years, beginning July 1, 2015.

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REQUEST FOR PROPOSALS (RFP)

MARKETING AND COMMUNITY OUTREACH PROGRAM

I. INTRODUCTION

The Ventura County Transportation Commission (VCTC) is soliciting proposals for a Marketing and Community Outreach Program. The objective of this program is to increase public recognition of the VCTC brand and services it provides to the residents of Ventura County.

VCTC is an independent public agency governed by a Commission composed of council members from each city, all five county supervisors and two public members. VCTC builds consensus, makes strategic plans, obtains and allocates resources, contracts for transit services and provides information on a broad range of topics pertinent to Ventura County's transportation services and infrastructure.

VCTC is comprised of seventeen staff members with a wide array of responsibilities and, therefore, only has limited staff time and expertise available for marketing and public outreach activities. The consultant chosen will serve under the direction of the Public Information Officer and must be able to perform all functions of the program.

The program will be implemented for a period of three years, beginning July 1, 2015. VCTC will review the program annually and reserves the right to terminate the program at the end of each year. At the end of the three year period, VCTC reserves the right to extend this contract in one year increments for up to two years.

II. DESCRIPTION OF SERVICES

Please visit the VCTC website www.goventura.org for information about programs and services VCTC provides.

EXISTING OUTREACH EFFORTS

Social Media

The VCTC Website, Facebook, and Twitter are used to disseminate time-sensitive information, promote campaign/outreach activities, and provide valuable customer service.- *VCTC staff maintains the website. Consultant is responsible for daily social media messages and creation of graphics and information to be uploaded to website.*

Monthly Newsletter

VCTC's monthly newsletter "On The Move", features information regarding all VCTC programs, includes custom designed headers, and serves as a medium to make announcements regarding campaigns and initiatives. It is currently distributed to more than 1,200 monthly subscribers and is available on our website. - *Consultant prepares newsletter and electronically transmits to data base*

Community Events

Each year VCTC participates in as many community-specific Earth Day events as possible, in addition to wellness/benefit fairs based on individual City requests. During these events, promotional items and information are distributed to attendees. When possible we have coordinated with local transit operators countywide to display and distribute their service information as well. – *Consultant handles all activities related to the provision of bi-lingual staff, reservations, design and creation of promotional and informational items, set-up and tear-down, and coordination with local operators.*

Ventura County Fair

This two week event provides widespread exposure for VCTC, which hosts a booth to distribute promotional items and service materials for VCTC's programs and services. This event has proven helpful in expanding contact databases through the promotion of daily drawings. *Consultant handles all activities related to the provision of bi-lingual staff, reservations, design and creation of promotional and informational items, set-up and tear-down, coordination with local operators, tracking number of visitors to booth and gathering contact information for data base.*

Public Communications

As opportunities arise Consultant creates media releases, op-ed pieces and feature articles for industry publications.

Teen Council

This youth-focused organization is comprised of students from across Ventura County and helps promote alternative forms of transportation to younger generations and provide education about local government and transit. The council meets monthly during the school year and each year selects a service project specific to transportation. Since its inception in 2011 the Teen Council has developed an award-winning Student Rider Guide, a youth-focused promotion video, and a countywide student art contest, which featured artwork on select buses throughout the County. The art contest also received a Ventura Art Stars award from the Ventura Arts Council. – *Consultant responsible for recruitment, including development of associated materials, communication and coordination with students, facilitating monthly meetings and providing refreshments, and supervision of annual project.*

Ventura County Bikeways Map and App

VCTC produces a Bikeways Map and mobile app to help bicyclists travel easily through Ventura County. The map includes the complete bikeways system for the entire county. These bikeways have been built and are maintained by the County or cities in which they are located. – *VCTC staff is responsible for updating the map as needed.*

Media Events

When there is cause for a major public announcement such as new bus service or the beginning and completion of a construction project, VCTC will hold a media event. *Consultant responsible for all activities related to event, including identification of location, contact with media, design and distribution of materials and invitations, refreshments, necessary props (ribbons, shovels, etc), podium and sound, speaker invitations, and speakers remarks.*

VCTC Intercity Transit

Transit Information Center

VCTC Transit Information Center is staffed daily Monday thru Friday, 7 am – 6pm to provide assistance with public transit information throughout the County. Callers are provided the best schedule for time of travel, fare, and transfer information. – *VCTC staffs the TIC. Consultant will provide assistance when special circumstances arise by providing scripts and FAQ sheets to address the situation.*

Bus Schedules

VCTC designs and prints brochures and bus stop “info posts” for each individual route in the VCTC Intercity Bus System. – *Consultant is responsible for design and production of all brochures, info post cards, bus pass and transfers.*

Promotion of Regional and Local Transit Programs

VCTC works to coordinate efforts with local operators to provide their materials at all outreach events and aid in trip planning between Ventura Intercity Bus and local services during these events. Linkages to local operators are cited whenever possible, such as in social media or the “On The Map” section of the “On the Move” Newsletter. *Consultant is knowledgeable of the services and routes offered by local operators and maintains a supply of current materials to have available at events.*

On Board Bus Ridership Surveys

Every other year a comprehensive onboard survey is performed on each of the bus routes and Dial A Ride services for planning purposes and to measure customer satisfaction and identify potential areas of improvement. In addition to origin/destination data, the survey contains demographic data needed to fulfill Title VI reporting requirements – *Consultant develops survey methodology, coordinates and executes survey for each route and provides report of data for presentation to the Commission.*

Bus Stop Inventory

VCTC performs regular field checks of Ventura County Intercity bus stops across Ventura County. These assessments evaluate the available amenities for maintenance, accuracy of on-site information (infoposts), and cleanliness. Infoposts are updated with each service change. – *Consultant performs all activities*

Onboard Notifications

Service updates, special event notifications and rider alerts are communicated through “seat drops” placed on the bus seats for riders to take with them and “car cards” that are posted for longer time frames in highly visible locations. – *Consultant responsible for design and production.*

Commuter Services

Rideshare Week

The annual Rideshare Week campaign has been a cornerstone of Commuter Services marketing efforts. This state wide campaign promotes the use of alternative forms of transportation for daily commutes and uses prizes, targeted messaging, and on-site events to encourage participation and communicate the benefits of ridesharing. Public communications and radio advertising promote the campaign, as well as campaign materials such as posters, direct mail pieces/packets, and website graphics/content. VCTC offers to host on-site events at worksites throughout Ventura County. – *Consultant develops theme and designs and produces campaign materials, public communications, radio advertising copy, identifies and purchases promotional items and prizes, provides outreach to ETCs to solicit interest in hosting work-site events, coordinates and staffs all work-site events.*

Rideshare Week Luncheon

VCTC hosts an annual Rideshare Week luncheon which serves as a launching point for the subsequent Rideshare Week campaign and provides an opportunity to connect with Employee Transportation Coordinators throughout the County. ETCs are provided promotional items for Rideshare Week and in support of ridesharing at their worksite, including engaging activities and informational materials. Luncheon attendees learn about the campaign and are engaged in rideshare content using ice-breaker games and social media activities. The ETCs leave the event equipped with promotional materials and guidance on how to promote Rideshare Week at their respective worksite. – *Consultant identifies and secures location, designs and distributes invitations, arranges for food and decorations to support the selected theme, creates engaging activities and informational materials.*

Bike to Work Week

During Bike To Work week VCTC coordinates with cities and worksites throughout the county to provide “pit stop” events, with free bike tune-ups provided by local bike shops, refreshments, bike related information and promotional items and opportunities to win prizes.- *Consultant develops theme, designs and prints promotional items in support of theme, prepares public communications, coordinates with cities and worksites to provide pit stops, contacts bike shops to provide tune ups and sponsors to provide refreshments, secure prizes and staffs events.*

Employer Resource Manual

This handbook was developed to provide ETCs with a comprehensive guide to promote ridesharing at their worksite. The manual includes community-specific information, content to assist individuals already using alternative transportation, and everything needed to utilize the full resources of the Commuter Services program. It is organized into informational “modules” based on topic, location, and purpose. – *Consultant updates and distributes sections of the manual to users as needed.*

On the Go Newsletter

VCTC distributes this monthly newsletter to Ventura County recipients on behalf of the regional CommuteSmart program. The newsletter provides information on rideshare programs across Southern California.- *Consultant provides topics for consideration and contributes one article each month. The newsletter is compiled by CommuteSmart and forwarded to VCTC and distributed electronically by Consultant.*

Commuter Services eblast

A monthly eblast is sent to registered ETCs to provide information of upcoming events, commute updates, ridesharing facts, and industry happenings. – *Consultant drafts and distributes messages.*

Eye on the Environment

Twice each year, VCTC has the opportunity to submit content for the Ventura County Star’s “Eye on the Environment” column. This column is written in correlation with the annual Rideshare Week and Bike to Work Week campaigns. These articles are commonly cited as reasons participants in each campaign become aware of the promotions. – *Consultant prepares articles.*

In addition to the Commuter Services activities listed above Consultant provides the following:

Lead Generation Phone Calls

Make “cold calls” to generate interest in the Commuter Services program and provide VCTC staff with “warm leads” for follow-up and mail follow-up content to newly established contact

Maintenance of ETC Database

This data base includes contact names and information for individuals at worksites countywide and serves as the initial list used for promotional direct mail efforts and eblasts.

Commuter Services Quarterly Reports

Prepare a comprehensive activity report each quarter. This information is subsequently incorporated into a staff report for presentation to the Commission

III. CONSULTANT SCOPE OF WORK

The selected consultant shall provide support for existing marketing and community outreach activities, including updates and reprints of all materials as needed. Additionally, consultant will provide creative and strategic input to develop and facilitate implementation of countywide targeted marketing activities which will best achieve the objectives of VCTC and can be measured to demonstrate results from those marketing actions implemented.

IV. BUDGET

This is a fixed price contract with an overall annual budget not to exceed \$565,000 per year. The staff time and associated activity costs for Commuter Services must not exceed \$225,000 and all other staff and activity costs must not exceed \$340,000.

The proposal submitted should include all costs associated with each campaign, have a clear breakdown of expenses (including administrative, creative, printing, production, voice-over, media buys, etc.) and show all other consultant costs (staff time, postage, telephone travel expenses, etc.)

V. CONSULTANT SELECTION PROCESS

Ten (10) copies of the proposal must be submitted no later than by **4 P.M. PST Thursday, April 9, 2015*** to:

Ventura County Transportation Commission
Attn: Donna Cole, Public Information Officer
950 County Square Drive #207
Ventura, CA 93003

*Proposals received later than 4 P.M., Thursday, April 9, 2015 will be deemed non-responsive and will be returned to the proposer.

Any questions concerning this Request for Proposal should be directed to Donna Cole, VCTC Public Information Officer, at (805) 642-1591 ext. 101 or email to: dcole@goventura.org no later than 4:00 PM PST, Monday, March 23, 2015. All consultants requesting information shall be responded to directly and all questions and responses will be posted on the website as an addendum to the RFP.

There is no expressed or implied obligation for VCTC to reimburse responding firms for any expenses incurred in the preparation or delivery of proposals in response to this request. VCTC reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected. All submissions are considered a matter of public record. All proposals must include the items listed below. Any proposal that does not include the following shall be deemed non-responsive and rejected:

A. PROPOSAL INFORMATION AND CONTENT

Proposals should be organized as follows:

1. **Title Page** - Indicate RFP subject, name of proposer's firm, local address, telephone number, name of contact person, and date of proposal as well as the names and contact information of any subcontractors.

Provide the names and titles of individuals authorized to make representations for the proposer.

2. **Table of Contents** - Include a clear identification of the material in the RFP by section and page number.
3. **Letter of Transmittal** - Briefly state the proposer's understanding of the work to be done and make a positive commitment to perform the work within the specified time period.
4. **Profile of the Proposer** - State whether the firm is local or national, and provide a summary of representative experience relevant to the work solicited by this RFP.
5. **Summary of Proposer's Qualifications** - Provide a brief statement of similar projects performed. Identify individuals who performed work on similar projects and individuals that will be assigned to this project.

Provide a list of references for whom similar work has been performed, as well as references for any proposed subcontractors.

6. **Description of Marketing Activity Program** - Describe what, how and by whom the different marketing activities will be implemented; when and by what method(s) the activities will be documented to verify the activity's success; and, how the different activities satisfy the needs expressed in the RFP.
7. **Fee Structure** - Identify and include a detailed fee structure each marketing activity project with cost breakdowns for administration, creative, printing, media buys, etc.
8. **Certification of Federal Compliance** - Include all necessary federal regulatory compliance certifications in the proposal; see Section VI for certification information and forms,

PROPOSAL EVALUATION

Proposals will be reviewed by a consultant selection committee selected by VCTC. Interviews will be arranged with some or all proposers at the VCTC office in Ventura during the week of April 20, 2015.

Proposals will be evaluated according to the following criteria:

- Experience with similar projects;
- Familiarity with Ventura County, the various services offered by VCTC and the media markets important to the area;
- Demonstrated competence to perform work specific in this RFP, the ability to meet the schedule, and, compliance with all applicable federal regulations and requirements;
- Assigned personnel qualifications and availability;
- Responsiveness to RFP, and;
- Evidence of full understanding of the work to be performed including the importance of, and the different methods for, quantifying the success of the different marketing activities.

B. PROPOSAL REVIEW SCHEDULE

The following schedule has been established for this solicitation. VCTC reserves the right to modify this schedule if it is in the best interests to do so. If VCTC does modify the schedule, it shall provide written notice of such to all parties known to have received copies of this RFP.

<u>DATE</u>	<u>ACTIVITY</u>
March 6, 2015	Advertise and Issue RFP
March 23, 2015	Non mandatory Pre-proposal Meeting VCTC Conference Room (#108)
March 23, 2015	Deadline for written questions
April 9, 2015	Proposals due at VCTC office
April 20, 2015	Interviews with proposers by VCTC
May 1, 2015	Approval of Contract by VCTC
May 1, 2015	Notice To Proceed

VI. FEDERAL REQUIREMENTS AND CERTIFICATIONS

This program is funded with Federal Transit Administration funds, and must comply with FTA requirements. The following federal requirements and certifications found in the Appendix are considered a part of this RFP and will become a part of the contract for consultant services. The certifications must be signed and included in the consultant's submittal for the proposal to be considered "responsive."

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REQUEST FOR PROPOSALS (RFP)
MARKETING AND COMMUNITY OUTREACH PROGRAM

APPENDIX

APPENDIX: FEDERAL REQUIREMENTS AND CERTIFICATIONS

- A. Proposal Cost Form
- B. Proposer's Reference Form, Parts I & 11
- C. Worker's Compensation Insurance Certification
- D. List of Subcontractors (File if Applicable)
- E. Federal Transit Administration Guidelines
- F. Disclosure of Lobbying Activities Form

APPENDIX A PROPOSAL COST FORM

TO: VENTURA COUNTY TRANSPORTATION COMMISSION

DATE:

In response to the Request for Proposals for _____, the proposer submits the costs for the project as detailed on the following page(s) and as itemized to include costs for each individual advertising campaign including a breakdown of administrative costs, creative costs, support staff costs, printing, production, media buys, postage, telephone/telemarketing, etc.

If awarded the Contract, the undersigned hereby agrees to sign said Contract and to furnish the necessary certificates and performance bond (if required).

PROPOSER: _____

CONTACT: _____

TITLE: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

E-MAIL: _____@_____

SIGNATURE: _____

TITLE: _____

APPENDIX B

PROPOSER REFERENCE FORM – PARTS I AND II

A. NAME _____

B. Proposer is a: (circle one)

Corporation Partnership Association Sole proprietorship

C. Proposer's Address and Telephone Number;

D. Name, Title, and Telephone Number of Proposers' Authorized Representative:

E. Proposer's Credit References: (Include names, addresses, and telephone numbers of at least three references, one of which must be the organization's bank)

1.

2.

3.

PART II

Client List for Transit Marketing Projects Currently and/or Previously Provided:

1. Client Name: _____

Client Address: _____

Contact Person: _____

Telephone Number: _____

Period of Service: _____

2. Client Name: _____

Client Address: _____

Contact Person: _____

Telephone Number: _____

Period of Service: _____

3. Client Name: _____

Client Address: _____

Contact Person: _____

Telephone Number: _____

Period of Service: _____

APPENDIX C

WORKER'S COMPENSATION INSURANCE CERTIFICATE

As required by Section 1860 of the California Labor Code (Chapter 1000, Statutes of 1965), the Contractor shall secure the payment of Workmen's Compensation to its employees in accordance with the provisions of Section 3700 of the California Labor Code and shall furnish VCTC with a certificate evidencing such coverage together with a verification thereof as follows:

"I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Workmen's Compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this Contract."

SIGNED: _____
(Contractor)

DATE: _____

APPENDIX D

LIST OF SUBCONTRACTORS (FILE IF APPLICABLE)

Name of Subcontractor	Address/Phone	Items of Work
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APPENDIX E

FEDERAL TRANSIT ADMINISTRATION (FTA) REQUIREMENTS

1. FEDERAL CHANGES

The Contractor shall at all times comply with all applicable Federal Transit Administration (FTA) regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the grant agreements between the Ventura County Transportation Commission (VCTC) and FTA, as they may be amended or promulgated from time to time during the term of this contract. Failure by the Contractor to so comply shall constitute a material breach of this contract. In the event any such changes significantly affect the cost or the schedule to perform the work, the Contractor shall be entitled to submit a claim for an equitable adjustment under the applicable provisions of this contract.

2. NO GOVERNMENT OBLIGATIONS TO THIRD PARTIES

The VCTC and the Contractor acknowledge and agree that, notwithstanding any occurrence by the Federal Government in or approval of this solicitation or award of this Contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this Contract and shall not be subject to any obligations or liabilities to VCTC, the Contractor, or any other party (whether or not a party to this Contract) pertaining to any matter resulting from this Contract.

The Contractor agrees to include the above clause in each subcontract financed in whole or part with Federal assistance provided by FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

3. DISADVANTAGED BUSINESS PARTICIPATION

The Ventura County Transportation Commission (VCTC) has established a DBE Program pursuant to 49 C.F.R. Part 26, which applies to this Agreement. The requirements and procedures of VCTC's DBE Program are hereby incorporated by reference into this Agreement. Failure by any party to this Agreement to carry out VCTC's DBE Program procedures and requirements or applicable requirements of 49 C.F.R. Part 26 shall be considered a material breach of this Agreement, and may be grounds for termination of this Agreement, or such other appropriate administrative remedy. Each party to this Agreement shall ensure that compliance with VCTC's DBE Program shall be included in any and all sub-agreements entered into which arise out of or are related to this Agreement.

CONTRACTOR's failure to make good faith efforts to comply with VCTC's DBE Program shall be considered a material breach of this AGREEMENT and may give rise to certain administrative penalties and proceedings, including, but not limited to, those set forth in 49 C.F.R. Part 26.107.

No later than Thirty (30) working days after receiving payment of retention from VCTC for work satisfactorily performed by any of its subcontractors for services rendered arising out of or related to this Agreement, CONTRACTOR shall make full payment to its subcontractors of all compensation due and owing under the relevant subcontract agreement, unless excused by VCTC for good cause pursuant to provisions of Section 1.1 below.

No later than Thirty (30) days after receiving payment of retention from VCTC for work satisfactorily performed by any of its subcontractors for services rendered arising out of or related to this Agreement, CONTRACTOR shall also make full payment to its subcontractors of all retentions withheld by it pursuant to the relevant subcontract agreement, unless excused by VCTC for good cause pursuant to provisions of Section 1.1 below.

1.1 Good Cause

CONTRACTOR may only delay or postpone any payment obligation (or retention) to any of its subcontractors for services rendered arising out of or related to this Agreement where, in VCTC's sole estimation, good cause exists for such a delay or postponement. All such determinations on VCTC's part that good cause exists for the delay or postponement of CONTRACTOR's payment obligation to its subcontractor must be made prior to the time when payment to the subcontractor would have been otherwise due by CONTRACTOR.

4. TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

During the performance of this Contract, the Contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor"), and subcontractors agree as follows:

A. COMPLIANCE WITH REGULATIONS:

The Contractor shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter "DOT) Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

B. NONDISCRIMINATION

In accordance with Title VI of the Civil Rights act, as amended, 42 U.S.C. 200d section 3 03 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. 12132, and Federal Transit laws at 49 U.S.C. 5332, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.

C. EQUAL EMPLOYMENT OPPORTUNITY

The following equal employment opportunity requirements apply to this Contract:

1. **Race, Color, Creed, National Origin, Sex** – In accordance with title VII of the Civil Rights Act, as amended, 42 U.S.C. 5332, the Contractor agrees to comply with all applicable equal employment opportunity requirements of the U.S. Department of Labor (USDOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 CFR Parts 60 et seq., (which implement Executive Order No. 11246 Relating to Equal Employment Opportunity," as amended by

Executive Order No. 11375, "Amending Executive Order No. 11246 Relating to Equal Employment Opportunity," 42 U.S.C. 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the project for which this Contract work is being performed. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment of recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the contractor agrees to comply with any implementing requirements FTA may issue.

2. **Age** – In accordance with section 4 of the Age discrimination in Employment Act of 1967, as amended, 29 U.S.C. 623 and Federal Transit laws at 49 U.S.C. 5332, the Contractor agrees to refrain from discrimination against present and prospective employees for reasons of age. In addition, the contractor agrees to comply with any implementing requirements FTA may issue.
3. **Disabilities** – In accordance with Section 102 of the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. 12112, the Contractor agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, " Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 CFR Part 1630, pertaining to employment of persons with disabilities. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.
4. **Immigration and Naturalization Act of 1986** – In connection with the execution of this Contract, the Contractor must comply with all aspects of the federal Immigration and Naturalization Act of 1986.

D. SOLICITATIONS FOR SUBCONTRACTORS, INCLUDING PROCUREMENT OF MATERIALS AND EQUIPMENT:

In all solicitations either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to non-discrimination on the grounds of race, color, or national origin.

E. INFORMATION AND REPORTS:

The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by VCTC or the Federal Transit Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to VCTC or the Federal Transit Administration as appropriate, and shall set forth what efforts it has made to obtain the information.

F. SANCTIONS FOR NONCOMPLIANCE:

In the event of the Contractor's noncompliance with nondiscrimination provisions of this contract, VCTC shall impose contract sanctions as it or the Federal Transit Administration may determine to be appropriate, including, but not limited to:

1. withholding of payments to the Contractor under the contract until the Contractor complies; and/or
2. cancellation, termination, or suspension of the contract, in whole or in part.

G. INCORPORATION OF PROVISIONS:

The Contractor shall take such action with respect to any subcontract or procurement as VCTC or the Federal Transit Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: provided, however, that, in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request VCTC, and in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

H. SUBCONTRACTS

The Contractor also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

5. ACCESS TO RECORDS AND REPORTS

The Contractor agrees to provide VCTC, the FTA Administrator, the Comptroller General of the United States or of any of their authorized representatives access to any books, documents, papers and records of the Contractor which are directly pertinent to this Contract for the purposes of making and conducting audits, inspections, examinations, excerpts, and transcriptions.

The Contractor also agrees, pursuant to 49 CFR 633.1.7, to provide the FTA Administrator or his or her authorized representatives, including any Project Management Oversight (PMO) contractor, access to the Contractor's records and construction sites pertaining to a major capital project, defined at 49 U.S.C. 5302(a)1, which is receiving federal financial assistance through the programs described in 49 U.S.C. 5307, 5309 or 5311. The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

The Contractor agrees to maintain all books, records, accounts and reports required under this Contract for a period of not less than three years after the date of termination or expiration of this Contract, except in the event of litigation or settlement of claims arising from the performance of this Contract, in which case the Contractor agrees to maintain such books, records, account and reports until the VCTC, the FTA Administrator, the Comptroller general, or any of their duly

authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto.

6. TERMINATION

Termination for Convenience - The VCTC, by written notice, may terminate this contract, in whole or in part, when it is in the Government's interest. If this contract is terminated, the Recipient shall be liable only for payment under the payment provisions of this contract for services rendered before the effective date of termination.

Termination for Default [Breach or Cause] - If the Contractor does not deliver supplies in accordance with the contract delivery schedule, or, if the contract is for services, the Contractor fails to perform in the manner called for in the contract, or if the Contractor fails to comply with any other provisions of the contract, the VCTC may terminate this contract for default. Termination shall be effected by serving a notice of termination on the contractor setting forth the manner in which the Contractor is in default. The contractor will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner of performance set forth in the contract.

If it is later determined by the VCTC that the Contractor had an excusable reason for not performing, such as a strike, fire, or flood, events which are not the fault of or are beyond the control of the Contractor, the VCTC, after setting up a new delivery of performance schedule, may allow the Contractor to continue work, or treat the termination as a termination for convenience.

Opportunity to Cure (General Provision) - The VCTC in its sole discretion may, in the case of a termination for breach or default, allow the Contractor [an appropriately short period of time] in which to cure the defect. In such case, the notice of termination will state the time period in which cure is permitted and other appropriate conditions

If Contractor fails to remedy to VCTC's satisfaction the breach or default or any of the terms, covenants, or conditions of this Contract within [ten (10) days] after receipt by Contractor or written notice from VCTC setting forth the nature of said breach or default, VCTC shall have the right to terminate the Contract without any further obligation to Contractor. Any such termination for default shall not in any way operate to preclude VCTC from also pursuing all available remedies against Contractor and its sureties for said breach or default.

Waiver of Remedies for any Breach - In the event that VCTC elects to waive its remedies for any breach by Contractor of any covenant, term or condition of this Contract, such waiver by VCTC shall not limit VCTC's remedies for any succeeding breach of that or of any other term, covenant, or condition of this Contract.

7. SUBCONTRACTORS' CERTIFICATE REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY OR VOLUNTARY EXCLUSION

- A.** The Contractor shall include in each subcontract exceeding \$100,000, regardless of tier, a clause requiring each lower tiered subcontractor to provide the certification set forth in paragraph B of this section. Each subcontract, regardless of tier, shall contain a provision that the subcontractor shall knowingly enter into any lower tier subcontract exceeding \$100,000 with a person who is disbarred, suspended or declared ineligible from obtaining federal assistance funds. If a proposed subcontractor is unable to certify

to the statements in the following certification, the Contractor shall promptly notify VCTC and provide all applicable documentation.

- B.** Each subcontractor with a subcontract exceeding \$100,000 shall certify as follows:

Subcontractor's Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

1. _____ ("subcontractor") certifies, by submission of its proposal to _____ ("Contractor"), that neither it nor its "principals" (as defined in 49 CFR 29.105(p)) is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in contracts by any Federal department or agency.
2. If subcontractor is unable to certify to the statements in the certification, subcontractor has attached a written explanation to its proposal to the Contractor.

8. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS AND RELATED ACTS

The Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. 3801 et seq. And U.S. Department of Transportation (DOT) regulations, "Program Fraud Civil Remedies," 49 CFR Part 31, apply to its actions pertaining to this Contract. Upon execution of this Contract, the Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to this Contract or the FTA assisted project for which this Contract work is being performed. In addition to other penalties that may be applicable, the Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program fraud Civil Remedies Act of 1986 on the Contractor to the extent the Federal Government deems appropriate.

The Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. 5307, the Government reserves the right to impose the penalties of 18 U.S.C. 1001 and 49 U.S.C. 5307(n)(1) on the Contractor, to the extent the Federal Government deems appropriate.

The Contractor agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

9. INCORPORATION OF FEDERAL TRANSIT ADMINISTRATION (FTA) TERMS

The provisions in this Section (FTA Requirements) include, in part, certain Standard Terms and Conditions required by the U.S. Department of transportation (DOT), whether or not expressly set forth in the preceding provisions. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1F, dated November 1, 2008 as it may be amended from time to time, are hereby

incorporated in this Contract reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Contract. The Contractor shall not perform any act, fail to perform any act or refuse to comply with any requests of the City which would cause the City to be in violation of the FTA terms and conditions.

10. LOBBYING

Contractors who apply or bid for an award of \$100,000 or more shall file the certification required by 49 CFR part 20, "New Restrictions on Lobbying." Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contacts on its behalf with non-Federal funds with respect to that Federal contract, grant or award covered by 31 U.S.C. 1352. Such disclosures are forwarded from tier to tier up to the recipient.

11. ENVIRONMENTAL REQUIREMENTS

The Contractor agrees to comply with all applicable standards, orders or requirements as follows:

A. Clean Air

The contractor shall comply with all air pollution control rules, regulations, ordinances and statutes which apply to any work performed pursuant to the Contract, including any air pollution control rules, regulations, ordinances and statutes, specified in Section 1 1017 of the California Government Code. All Contractors and suppliers shall be required to submit evidence, if requested, to VCTC that the governing air pollution control criteria will be met.

The Contractor also agrees to include these requirements in each subcontract exceeding \$100,000 under this Contract.

B. Clean Water

The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. The Contractor agrees to report each violation to VCTC. VCTC will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.

The Contractor also agrees to include these requirements in each subcontract exceeding \$100,000 under this Contract.

C. Energy Conservation

The Contractor shall recognize mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the federal Energy Policy and Conservation Act (42 U.S.C., Section 6321 et seq.).

12. RECYCLED PRODUCTS

The Contractor agrees to comply with all the requirements of Section 6002 of the Resource Conservation and Recovery Act (RCRA), as amended, 42 U.S.C. 6962, including but not limited to the regulatory provisions of 40 CFR Part 247, and Executive Order 12873, as they apply to the procurement of the items designated in Subpart B of 40 CFR Part 247.

13. INCORPORATION OF FEDERAL TRANSIT ADMINISTRATION (FTA) TERMS

The provisions in this Section (FTA Requirements) include, in part, certain Standard Terms and Conditions required by the U.S. Department of Transportation (DOT), whether or not expressly set forth in the preceding provisions. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1F, dated November 1, 2008 as it may be amended from time to time, are hereby incorporated in this Contract reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Contract. The Contractor shall not perform any act, fail to perform any act or refuse to comply with any requests of the VCTC which would cause the VCTC to be in violation of the FTA terms and conditions.

14. BREACHES AND DISPUTE RESOLUTION PROCEDURE

Disputes - Disputes arising in the performance of this Contract which are not resolved by agreement of the parties shall be decided in writing by the authorized representative of VCTC. This decision shall be final and conclusive unless within [ten (10)] days from the date of receipt of its copy, the Contractor mails or otherwise furnishes a written appeal to the VCTC. In connection with any such appeal, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of its position. The decision of the VCTC shall be binding upon the Contractor and the Contractor shall abide by the decision.

Performance During Dispute - Unless otherwise directed by VCTC, Contractor shall continue performance under this Contract while matters in dispute are being resolved.

Claims for Damages - Should either party to the Contract suffer injury or damage to person or property because of any act or omission of the party or of any of his employees, agents or others for whose acts he is legally liable, a claim for damages therefor shall be made in writing to such other party within a reasonable time after the first observance of such injury or damage.

Remedies - Unless this contract provides otherwise, all claims, counterclaims, disputes and other matters in question between the VCTC and the Contractor arising out of or relating to this agreement or its breach will be decided by arbitration if the parties mutually agree, or in a court of competent jurisdiction within the State of California.

Rights and Remedies - The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. No action or failure to act by the VCTC, Contractor shall constitute a waiver of any right or duty afforded any of them under the Contract, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.

15. FLY AMERICA

The Contractor agrees to comply with 49 U.S.C. 40118 (the "Fly America" Act) in accordance with the General Services Administration's regulations at 41 CFR Part 301-10, which provide that recipients and subrecipients of Federal funds and their contractors are required to use U.S. Flag air carriers for U.S. Government-financed international air travel and transportation of their personal effects or property, to the extent such service is available, unless travel by foreign air carrier is a matter of necessity, as defined by the Fly America Act. The Contractor shall submit, if a foreign air carrier was used, an appropriate certification or memorandum adequately explaining why service by a U.S. flag air carrier was not available or why it was necessary to use a foreign air carrier and shall, in any event, provide a certificate of compliance with the Fly America requirements. The Contractor agrees to include the requirements of this section in all subcontracts that may involve international air transportation.

16. CARGO PREFERENCE

The contractor agrees:

- a. to use privately owned United States-Flag commercial vessels to ship at least 50 percent of the gross tonnage (computed separately for dry bulk carriers, dry cargo liners, and tankers) involved, whenever shipping any equipment, material, or commodities pursuant to the underlying contract to the extent such vessels are available at fair and reasonable rates for United States-Flag commercial vessels;
- b. to furnish within 20 working days following the date of loading for shipments originating within the United States or within 30 working days following the date of leading for shipments originating outside the United States, a legible copy of a rated, "on-board" commercial ocean bill-of-lading in English for each shipment of cargo described in the preceding paragraph to the Division of National Cargo, Office of Market Development, Maritime Administration, Washington, DC 20590 and to the FTA recipient (through the contractor in the case of a subcontractor's bill-of-lading.)
- c. to include these requirements in all subcontracts issued pursuant to this contract when the subcontract may involve the transport of equipment, material, or commodities by ocean vessel.

Lobbying Certification

As required by U.S. DOT regulations, "New Restrictions on Lobbying," at 49 CFR 20.110, I certify to the best of my knowledge and belief that for each application for federal assistance exceeding \$100,000: (1) No Federal appropriated funds have been or will be paid, by or on behalf of _____, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress pertaining to the award of any Federal assistance, or the extension, continuation, renewal, amendment, or modification of any Federal assistance agreement; and (2) If any funds other than Federal appropriated funds have been or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any application to FTA for Federal assistance, I assure that Standard Form-LLL, "Disclosure Form to Report Lobbying," would be submitted and would include all information required by the form's instructions.

I understand that this certification is a material representation of fact upon which reliance is placed and that submission of this certification is a prerequisite for providing Federal assistance for a transaction covered by 31 U.S.C. 1352. I also understand that any person who fails to file a required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

Signature & Title of Authorized Official

Date

Suspension and Debarment Certification

**CERTIFICATION OF PRIMARY PARTICIPANT REGARDING DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS**

The Primary Participant (applicant for an FTA grant or cooperative agreement, or Potential Contractor for a major third party contract), certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency,-
2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction,- violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(If the primary participant (applicant for an FTA grant, or cooperative agreement, or potential third party contractor) is unable to certify to any of the statements in this certification, the participant shall attach an explanation to this certification.)

THE PRIMARY PARTICIPANT (APPLICATION FOR AN FTA GRANT OR COOPERATIVE AGREEMENT, OR POTENTIAL CONTRACTOR FOR A MAJOR THIRD PARTY CONTRACT), _____
CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTIONS 3801 ET. SEQ. ARE APPLICABLE THERETO.

Signature of Contractor's Authorized Official

Date

Typed Name and Title of Contractor's Authorized Official

APPENDIX F

Lobbying Certification

As required by U.S. DOT regulations, "New Restrictions on Lobbying," at 49 CFR 20.110, I certify to the best of my knowledge and belief that for each application for federal assistance exceeding \$100,000: (1) No Federal appropriated funds have been or will be paid, by or on behalf of _____, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress pertaining to the award of any Federal assistance, or the extension, continuation, renewal, amendment, or modification of any Federal assistance agreement; and (2) If any funds other than Federal appropriated funds have been or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any application to FTA for Federal assistance, I assure that Standard Form-LLL, "Disclosure Form to Report Lobbying," would be submitted and would include all information required by the form's instructions.

I understand that this certification is a material representation of fact upon which reliance is placed and that submission of this certification is a prerequisite for providing Federal assistance for a transaction covered by 31 U.S.C. 1352. I also understands that any person who fails to file a required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

Signature & Title of Authorized Official

Date

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Item #8F

March 6, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: SALLY DEGEORGE, FINANCE DIRECTOR
SUBJECT: CONTRACT FOR PROFESSIONAL AUDITING SERVICES

RECOMMENDATION:

- Approve the contract (Attachment A) with The Pun Group, LLP for professional auditing services including one single audit at a not-to exceed cost of \$39,500 for Fiscal Year 2014/2015, \$40,405 for Fiscal Year 2015/2016, \$41,310 for Fiscal Year 2016/2017 with two (2) – one (1) year optional periods for Fiscal Year 2017/2018 at \$42,215 and Fiscal Year 2018/2019 at \$43,120. Cost for additional single audits if more than one is needed would be at \$2,500 per single audit.

BACKGROUND:

The Ventura County Transportation Commission (VCTC) is required to have a financial and Federal Single audit(s) conducted each year by an independent auditing firm. VCTC's contract with auditors Vavrinek, Trine, Day & Co. LLP was for five years and was completed with the audit of Fiscal Year 2013/2014's financials requiring VCTC to issue a new RFP for professional auditing services.

In November, the Commission authorized staff to issue a Request for Proposals (RFP) for professional financial auditing services for the financial and Single audits. The RFP was distributed to thirty audit firms as well as posted on VCTC's website. Following standardized RFP practices for consultant selection, a consultant selection committee was formed consisting of Kathleen O'Keefe, Fiscal Manager - County of Ventura, Jody Kershberg, Deputy director/Fiscal Services – City of Simi Valley and Sally DeGeorge, Finance Director - VCTC. Ten proposals were submitted by the deadline and were reviewed and evaluated. The selection committee interviewed six finalists:

Auditing Firm
Lance, Soll and Lunghard, LLP
Mayer Hoffman McCann P.C.
Moss Adams, LLP
Moss, Levy, and Hartzheim, LLP
The Pun Group, LLP
Vavrinek, Trine, Day & Co. LLP

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Based on the proposal evaluations and interviews, the selection committee recommends that the firm The Pun Group, LLP be retained to conduct the above audits for the fiscal years ending June 30, 2015, 2016, and 2017 with years 2018 and 2019 being optional . The Pun Group's proposal and interview best met the criteria of the RFP and the needs of VCTC. The Pun Group has significant governmental auditing experience throughout Southern California including performing audits for San Diego Metropolitan Transit System (MTS), North County Transit, and SunLine Transit Agency, and Shasta Regional Transportation Agency to name a few. The Pun Group would succeed Vavrinek, Trine, Day & Company, who has professionally performed the financial audit services for the last five years.

The audit work performed by the Pun Group is proposed at a not-to-exceed fee per year. These fees are within the estimated budget for the work required. The contract term is for three (3) years with possible extensions for Fiscal Years 2017/2018 and 2018/2019. Below are the proposed audit fees for VCTC for the next five years:

<u>Audit Fee</u>	<u>Fiscal Year</u>
\$39,500	2014/2015
\$40,405	2015/2016
\$41,310	2016/2017
\$42,215	2017/2018 (optional)
\$43,120	2018/2019 (optional)
\$2,500	Each additional Single Audit

General Counsel reviewed and approved the contract (see separate Attachment A). The cost of the audits will be funded from the General Fund and included in future year's budgets.



Item #8G

March 6, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

**SUBJECT: AMERICANS WITH DISABILITIES ACT (ADA) CERTIFICATION SERVICES
CONTRACT AMENDMENT – COST INCREASE**

RECOMMENDATION:

- Approve the attached amendment to the contract with Mobility Management Partners, Inc., for countywide ADA certification services, increasing the Fiscal Year (FY) 2014/15 ceiling from \$133,452 to \$148,650 to pay for a higher than anticipated volume of applicants.
- Amend the Fiscal Year 2014/15 budget as follows: (1) increase Senior/Disabled Consultant expenditures by \$11,650, from \$137,000 to \$148,650; (2) reduce Transit Grant Management Consultant expenditures by \$11,650; (3) increase Senior/Disabled FTA 5307 revenues by \$9,320 and LTF revenues by \$2,330; (4) reduce Transit Grant Management FTA 5307 revenues by \$9,320 and LTF revenues by \$2,330. There is no overall impact to the VCTC budget.

BACKGROUND:

The ADA mandates that each public entity operating a fixed-route transit system provide complementary paratransit service to individuals whose functional disabilities prevent use of accessible fixed-route bus systems. Each public transit agency is required to establish a certification process for determining ADA paratransit eligibility for complementary paratransit service. In Ventura County, the local transit operators have agreed that VCTC should operate a uniform ADA certification program covering the entire county. This program is currently carried out by Mobility Management Partners, Inc. under a contract that began September, 2009.

Under the contract MMP receives a fixed amount per month plus an additional \$43.44 per evaluation. The contract ceiling, \$133,452, is based on a maximum of 800 evaluations. As of January 31st, MMP had completed 552. As a comparison, last year by December 31st MMP had completed 368 evaluations, but this year by December 31st they completed 498. During the three previously completed fiscal years, the number of completed determinations fluctuated from 763 to 802 to 794.

DISCUSSION:

Staff has reviewed the certification statistics and it appears that the current increase is related to the aging of the county's population, and thus number of certification is expected to remain at the higher level and continue increasing in the future. If the current number of determinations to date this fiscal year is extrapolated to June, the total number will be nearly 1,000. However, staff is concerned that a surge of

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applications can be anticipated from the Fillmore/Santa Paula area due to the pending restructuring of the general public dial-a-ride, plus there can generally be expected to be uncertainty with the estimate. To avoid having to make a last-minute amendment at the end of the contract staff recommends a price ceiling to accommodate 1,150 certifications, or \$148,656. It is important to note that the price structure is not proposed to change, and the additional approved funds will only be expended to the degree that the number of determinations actually surpasses 800.

The current budget for the ADA certification contract is \$137,000, so this contract increase also necessitates an \$11,650 increase in the Fiscal Year 2014/15 budget for the Senior/Disabled Transportation Consultant line item. This increase can be accommodated without an overall budget impact by reducing the Grant Administration Consultant budget since those funds will not be needed.

This recommendation was approved by TRANSCOM at its February 12th meeting.

**AMENDMENT NO. 4 TO
AGREEMENT BETWEEN VENTURA COUNTY TRANSPORTATION COMMISSION
AND MOBILITY MANAGEMENT PARTNERS, INC.
FOR AMERICANS WITH DISABILITIES ACT CERTIFICATION SERVICES**

THIS AMENDMENT NO. 4 to the Agreement dated November 30, 2009, entered into between Ventura County Transportation Commission (hereinafter referred to as VCTC) and Mobility Management Partners, Inc. (hereinafter referred to as CONTRACTOR) to exercise a one-year extension for services provided by the CONTRACTOR.

WHEREAS, it appears likely that there will be a greater number of applicants than was anticipated under Amendment #3, thus causing the amount payable under the fee per evaluation to surpass the Amendment #3 contract ceiling for the period beginning July 1, 2014 and ending June 30, 2015;

NOW, THEREFORE, the parties hereto agree as follows:

1. **Compensation:** Section 3 of the Agreement as previously amended is amended to read as follows:

“The total maximum compensation payable to the contractor for the period beginning July 1, 2014 and ending June 30, 2015 is increased by \$15,198 to \$148,650. VCTC shall not be obligated to pay CONTRACTOR for costs incurred in excess of the increased amount. VCTC will continue to pay CONTRACTOR at the rates specified in Amendment #3. CONTRACTOR is not obligated to provide service beyond that which is stated in the contract compensation amount.”

2. **Amendment:** Except as hereby amended, the Agreement as earlier amended and extended remains in full force and effect.
3. **Signatures:** IN WITNESS WHEREOF, the parties hereto have caused this amended Agreement to be executed by their duly authorized representatives. Each party represents to the other party that this amended Agreement has been executed by a duly authorized agent of the party so representing.

Dated: _____

VCTC: VENTURA COUNTY
TRANSPORTATION COMMISSION

By _____
PETER FOY, Chairperson

Dated: _____

CONTRACTOR:

By _____
Mobility Management Partners, Inc.

ATTEST:

Donna Cole,
Clerk of the Ventura County Transportation Commission

APPROVED AS TO FORM:

Steven Mattas, General Counsel
Ventura County Transportation Commission



Item # 8H

March 6, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: STEPHANIE YOUNG, PROGRAM ANALYST
SUBJECT: GOLD COAST TRANSIT FY 2014/15 PROPOSITION 1B SECURITY PROJECT

RECOMMENDATION

- Authorize the attached Resolution Number 2015-02 approving \$295,132 in FY 2014/15 Proposition 1B Transit Security funds for the Gold Coast Transit Facility Security project.

BACKGROUND

The State has appropriated \$60 million in Proposition 1B Transit Safety, Security & Disaster Response bond funds for FY 2014/15. These Transit Security funds are distributed by formula to regional transportation agencies and transit operators. Based on the formula the Ventura County Transportation Commission (VCTC) can receive \$709,972, which is available for eligible transit capital projects within Ventura County, subject to available bond financing.

DISCUSSION

In June 2014, the Commission accepted proposals for FY 2013/14 Proposition 1B Transit Security projects. The total amount available was \$709,972, but staff received project nominations totaling \$1,965,776. Gold Coast Transit requested \$500,000 for security equipment for the new Gold Coast Transit facility. Due to the large request and the timing of the project, the Commission was able to approve the project to receive \$204,868 in FY 2013/14 funds, with the remainder coming from FY 2014/15 funds. Cal OES is now accepting applications for FY 2014/15 funds and staff recommends that the Commission authorize the attached resolution approving Gold Coast Transit as an eligible recipient of the funds.

At a later time, VCTC will hold a call for projects for the remaining FY 2014/15 funds as well as the \$709,972 of FY 2015/16 funds. These will be the last two years of the Proposition 1B Transit Security program.

RESOLUTION NO. 2015-02

**A RESOLUTION OF THE VENTURA COUNTY TRANSPORTATION COMMISSION
APPROVING THE PROJECT LIST FOR FY 2014/15 PROPOSITION 1B TRANSIT SAFETY,
SECURITY, & DISASTER RESPONSE PROJECTS AND DESIGNATION OF ELIGIBLE APPLICANTS**

WHEREAS, the Ventura County Transportation Commission ("VCTC") was created pursuant to Public Utilities Code § 130000, et seq.; and

WHEREAS, VCTC serves as the transportation planning agency ("TPA") for Ventura County pursuant to Government Code § 29532.4, subsec. (b), notwithstanding Government Code § 29532; and

WHEREAS, Government Code 8879.57 establishes the eligible applicants and allocation of the Proposition 1B Transit Safety, Security, & Disaster Response Program; and

WHEREAS, pursuant to the provisions of Government Code Sections 8879.50 – 8879.65, VCTC is identified as the responsible and eligible agency to apply for funding under the Proposition 1B Transit Safety, Security, & Disaster Response Program; and

WHEREAS, the Transit Operators Committee (TRANSCOM) of VCTC, on July 10, 2014, reviewed the list of projects and recommended the programming of \$295,132 of FY 2014/15 funds for the Gold Coast Transit New Facility Security Equipment project;

NOW, THEREFORE, the Ventura County Transportation Commission does hereby resolve as follows:

Section 1. VCTC approves Gold Coast Transit District as the eligible recipient of \$295,132 of fiscal year 2014/15 Transit Safety, Security, & Disaster Response Projects for grant number 6661-0002

Section 2. The VCTC Executive Director is authorized to take such actions legally necessary and appropriate for the obtaining of financial assistance under the Proposition 1B Transit Safety, Security, & Disaster Response Program from the State of California and to allow for the submission of grant applications by the VCTC to access such financial assistance.

PASSED AND ADOPTED by the VCTC at its regular meeting this 6th day of March, 2015.

Peter Foy, Chair

ATTEST:

Donna Cole, Clerk

APPROVED AS TO FORM:

Steven Mattas, General Counsel

Certification

I, Donna Cole, duly appointed and Clerk of the Board of the Ventura County Transportation Commission do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Ventura County Transportation Commission on the 6th day of March, 2015.

(Official Position)

(Signature)

(Date)

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Item # 81

March 6, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: STEPHANIE YOUNG, PROGRAM ANALYST

SUBJECT: ACTIVE TRANSPORTATION PROGRAM (ATP) PROJECT PRELIMINARY REVIEW

RECOMMENDATION:

- Amend Congestion Mitigation and Air Quality (CMAQ) to include projects to use CMAQ as match to leverage Active Transportation Program (ATP) funds, with applications due to VCTC March 12, 2015.

BACKGROUND:

The California Transportation Commission (CTC) is scheduled to approve the Cycle 2 Active Transportation Program (ATP) Guidelines on March 26, 2015. The Cycle 2 call for projects will fund projects in FY 2016/17 through FY 2018/19.

A significant change from Cycle 1 is the elimination of the requirement that projects include at least 11.47% matching funds. In Cycle 2, projects are not required to have matching funds, however, they will receive up to 5 extra points for providing one. These funds do not have to be local funds and can be federal funds. At this time it is unclear what percentage of matching funds would be required in order for an applicant to receive the entire 5 points. This information will be part of the next Draft ATP Guidelines released by the CTC.

DISCUSSION:

In order to increase the competitiveness of applications from Ventura County, Congestion Mitigation and Air Quality (CMAQ) funds could be used as matching funds. Agencies would be required to provide a minimum 11.47% match, while VCTC would use CMAQ to increase the match amount to the percentage necessary in order to receive the 5 points. Only projects requesting over \$1,000,000 in ATP funds for a single phase would be considered for CMAQ since it is a federal fund and \$1,000,000 is the state's threshold for applying federal (as opposed to state-only) ATP funds.

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In the event that the projects that receive CMAQ do not receive ATP in both the statewide and SCAG calls for projects, the CMAQ would revert back to the countywide CMAQ apportionment.

At the February 19, 2015 TTAC meeting, members discussed possible criteria for assigning CMAQ to ATP projects with a decision to be finalized at a future TTAC meeting. In order to be considered, applicants should submit, by March 12th, CMAQ Mini Call for Projects applications for ATP projects for which they would like CMAQ matching funds. In order to simplify the process, CMAQ applications may refer to prior ATP applications to the extent that relevant information is included there. Applicants should also indicate that the amount of CMAQ requested is “to be determined” as it will depend on the scoring criteria approved by the CTC. The applications should be submitted to VCTC staff via e-mail to syoung@goventura.org.



Item #8J

March 6, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: VIC KAMHI, TRANSIT DIRECTOR

SUBJECT: AUTHORIZATION OF EXECUTIVE DIRECTOR TO PREPARE AND ENTER INTO A CONTRACT WITH GFI FOR PURCHASE OF CARDQUEST FARECARD TERMINALS AND SUPPORTING FACILITY

RECOMMENDATION:

- Approve a resolution authorizing the Executive Director to prepare and enter into a contract GFI for the purchase of Cardquest farecard terminals and supporting facility for the Valley Express in an amount not to exceed \$200,000.

DISCUSSION:

The Gold Coast Transit District (GCTD), using a VCTC ARRA grant, purchased for the VCTC Intercity Transit Service, GFI fareboxes, which include a GFI smartcard/mag stripe card reader and software to "operate" the fare recognition/deduction process. The same grant included options which allowed the Thousand Oaks Transit and Simi Valley Transit to acquire identical fareboxes. While able to be used independently, the four largest transit agencies in the county, carrying most of the riders in the county, all committed to a single farecard platform, setting the foundation to allow for a future interoperable countywide fare media.

Subsequent to the GCTD led effort to purchase fareboxes, the cities of Santa Paula, Fillmore, and the County joined together with the Commission to create the Heritage Valley Transit Cooperative Agreement and the "Valley Express" transit service. The Commission approved a California Prop 1B PTMISEA grant to purchase and equip buses for the service, including fareboxes. The vehicles were purchased through the CALACT Cooperative Purchasing agreement, although some follow-up work is being done directly by the Commission (such as placement of logos). The Valley Express Prop 1B funds are still available for the purchase of the fare collection equipment.

At the time when the bus specifications were delivered to CALACT, the Heritage Valley Policy Advisory Committee had not determined which model of farebox (full model or card reader only) they wanted to use; so the buses were ordered without any electronic fareboxes. These were agreed to be a follow-up activity. In order to allow compatibility/interoperability issues, if the Valley Express electronic fare collection is to work with the other agencies, the only equipment which can be used is a GFI farebox.

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In February, 2015, the HVPAC recommended that the Commission proceed with the purchase of the GFI "Cardquest" terminals, which would be used in conjunction with the case "dropbox" fare boxes, which were included on all the Valley Express Vehicles. The use of an electronic fare reader and a dropbox mirrors the system which the Commission has used, and is currently using, on both the Heritage Valley DAR and the VCTC Intercity buses.

The reasons the HVPAC recommended the Cardquest include:

1. Smaller space requirements, allowing the use of the equipment on all of the vehicles, including small paratransit vehicles.
2. No mechanical/moving parts, significantly reducing ongoing maintenance costs.
3. Low purchase price per unit.

As noted above, the GFI Cardquest units have the same software and hardware as the GFI Odyssey being used by GCTC, Simi Valley Transit, Thousand Oaks Transit, and (beginning in May 2015) the VCTC Intercity Transit. Future shared passes between those agencies will be based on the GFI platform, and by using the Cardquest equipment, the Heritage Valley will be able to participate in this activity. The estimated costs, which are based on preliminary discussions with the vendor and the amount that Ventura County transit agencies have been paying for the "back-end computer/communications system" to download the fare usage, are as follows:

Item	Unit	Total cost
15 Cardquest units for 15 vehicles	\$7,000	\$105,000
2 Cardquest units for back-up/spares	\$7,000	\$ 14,000
back-end computer/communications-data system/equipment	\$55,000	\$ 55,000
10% contingency		\$ 17,400
Total estimated costs		\$191,400

Existing Proposition 1B PTMISEA funds exist for the project.

A copy of the specifications is attached:

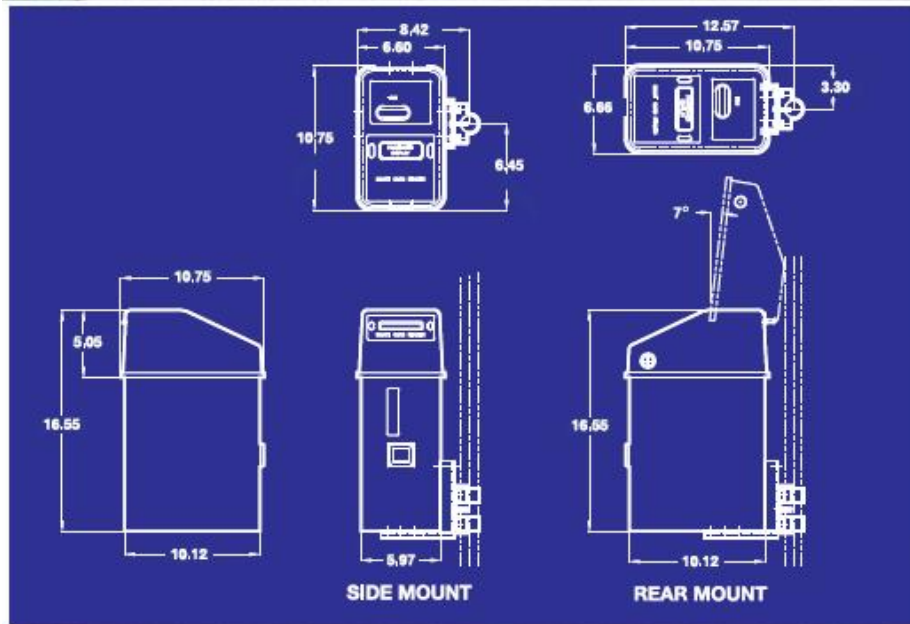
CARDQUEST FARE PAYMENT TERMINAL



The Cashless Farebox for Smart and Magnetic Cards

- ☐ Processes smart cards, magnetic cards, or both
- ☐ Applications include paratransit, express service/bus rapid transit, or auxiliary to conventional farebox
- ☐ Configurable for self-service or attended operation (control unit required for driver intervention)
- ☐ Supports smart card processors from most major manufacturers – can process ISO 14443 type A and B and Mifare cards
- ☐ Can issue tickets or receipts from internal cassette
- ☐ Backlit LCD screen shows remaining value, other transaction data
- ☐ Pushbuttons enable passenger interaction, e.g., to obtain transfer or receipt
- ☐ Compact, rugged design – mounts on stanchion or pedestal
- ☐ Uses proven GFI technology, including TRiM ticket processing unit (15,000 in service), high-speed infrared data probing, Version 7 data system
- ☐ Modular design for easy maintenance

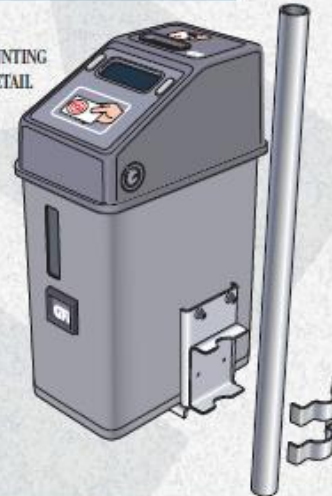
CARDQUEST DIMENSIONS



CARDQUEST SPECIFICATIONS

Dimensions:	6.60" x 16.55" x 10.75"
Cabinet Material:	Stainless steel
Top Cover:	Polycarbonate
Display:	1" x 8" backlit LCD
Dataport:	GFI Infrared
Smart Cards:	Mifare and ISO 14443 A & B
Magnetic Cards:	2-1/8" x 3-3/8" x 0.010" thick
Card Tracks:	Read tracks 2 & 3, writes to track 2
Card Print:	Full width thermal printer with multiple fonts
Card Cassette:	Holds 600-800 blank cards
Weight:	25 lbs.
Mounting:	Stanchion or pedestal
Voltage:	12 VDC
Card Types:	Period passes, stored ride/ value cards, 3rd party payment cards, school passes
Card Function:	Reads and validates cards, deducts fares, prints and issues receipts

MOUNTING
DETAIL



AN SPX DIVISION

751 Pratt Blvd., Elk Grove Village, IL 60007
 Tel: (847) 593-8855 Fax: (847) 593-1824
 E-mail: GFI.Sales@spx.com
 Website: www.gfigentfare.com

RESOLUTION # 2015-03

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO PREPARE AND ENTER INTO A CONTRACT GFI FOR THE PURCHASE OF CARDQUEST FARECARD TERMINALS AND SUPPORTING FACILITY FOR THE VALLEY EXPRESS IN AN AMOUNT NOT TO EXCEED \$200,000

WHEREAS, the Ventura County Transportation Commission (VCTC) is a member of the Heritage Valley Transit Cooperative Agreement, and pursuant to the provisions of the Agreement, responsible for the administration of the transit services, facilities and budget of the service; and,

WHEREAS, the Ventura County Transportation Commission has received a grant for California Proposition 1B PTMISEA grant to purchase and equip transit vehicles for the Heritage Valley Transit service, and has included those funds in the VCTC budget; and,

WHEREAS, the Ventura County Transportation Commission and the Heritage Valley Policy Advisory Committee want to purchase fare collection equipment which is compatible with the fare collection equipment used by the other major transit operators in Ventura County, to allow for implementation of shared fare media and a countywide smartcard; and,

WHEREAS, a joint competitive procurement of farebox equipment was completed by the Gold Coast Transit District for the Gold Coast Transit District, the Simi Valley City Transit service, the Thousand Oaks City Transit service, and the Ventura County Transportation Commission's Intercity Transit service, prior to the creation of the Heritage Valley Transit service, which established a single, common platform using the GFI mag stripe and smartcard reader.

NOW, THEREFORE, THE VENTURA COUNTY TRANSPORTATION COMMISSION DOES HEREBY RESOLVE AS FOLLOWS:

The Executive Director is authorized to prepare and enter into a contract with GFI for the purchase of Cardquest farecard terminals and back-end computer/communications-data system/equipment for the Heritage Valley Express in an amount not to exceed \$200,000.

PASSED AND ADOPTED on this 6th day of March, 2015 by action of VCTC.

PETER FOY, CHAIR

APPROVED AS TO FORM:

STEVE MATTIS, GENERAL COUNSEL

ATTEST:

Donna Cole, Clerk of the Board

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Item #9

March 6, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: PETER DE HAAN, PROGRAMMING DIRECTOR
SUBJECT: LEGISLATIVE UPDATE & POSITIONS ON BILLS

RECOMMENDATION:

- Adopt SUPPORT position on AB 4 (Linder) to require that truck weight fees remain in the State Highway Account.

BACKGROUND:

Federal Issues

On February 3rd, the House Transportation and Infrastructure Committee held its first hearing on the pending reauthorization of the federal transportation program currently slated to expire May 31st. Secretary of Transportation Anthony Foxx, Chairman Bill Shuster (R-PA) and others spoke of the need for a long-term reauthorization law rather than another short-term extension. Meanwhile, support appears to be building for funding the transportation shortfall with revenues from "repatriation" of corporate overseas profits, with this concept having been included in the Administration's budget proposal for transportation, and also in a joint proposal released by Senate Environment and Public Works Chair Rand Paul (R-KY) and Committee Ranking Member Barbara Boxer (D-CA).

State Issues

Attachment A provides the monthly report of Delaney Hunter, the Commission's state lobbyist. Her report includes a summary of the transportation funding proposal of Assembly Speaker Toni Atkins. Attachment B provides the analysis of AB 4, a bill that prohibits the state's current practice of using truck weight fees to pay for transportation bond debt service rather than the current transportation program. Staff recommends the Commission take a SUPPORT position on this bill.

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GONZALEZ, QUINTANA & HUNTER, LLC

VENTURA COUNTY TRANSPORTATION COMMISSION MONTHLY STATE ADVOCACY REPORT FEBRUARY 2015

General Legislative Updates

The 2015-16 Legislative Session is well underway and the first deadline is facing the Legislature. The deadline for bills to be introduced is February 27. To date the total number of legislative proposals introduced is relatively low as compared to previous years – though we may see a deluge in these last 5 days. Keep in mind that bills must be in print for 30 days before they can be heard in committee or voted on. We expect committees to begin hearing bills in late March.

Bills of Interest

AB 4 (Linder) – Vehicle Weight Fees: Transportation bond debt service

Summary: Would, until January 1, 2020, prohibit weight fee revenues from being transferred from the State Highway Account to the Transportation Deb Service Fund, the Transportation Bond Direct Payment Account, or any other fund or account for the purpose of payment of the debt service on transportation general obligation bonds, and would also prohibit loans of weight fee revenues to the General Fund.

AB 6 (Wilk) – High Speed Rail Bonds: school facilities

Summary: This bill would provide that no further bonds shall be sold for high-speed rail purposes pursuant to the Safe, Reliable High-Speed Passenger Train Bond Act for the 21st Century, except as specifically provided with respect to an existing appropriation for high-speed rail purposes for early improvement projects in the Phase 1 blended system. The bill, subject to the above exception, would require redirection of the unspent proceeds received from outstanding bonds issued and sold for other high-speed rail purposes prior to the effective date of these provisions, upon appropriation, for use in retiring the debt incurred from the issuance and sale of those outstanding bonds. The bill, subject to the above exception, would also require the net proceeds of other bonds subsequently issued and sold under the high-speed rail portion of the bond act to be made available, upon appropriation, to fund construction of school facilities for K-12 and higher education. The bill would make no changes to the authorization under the bond act for issuance of \$950 million for rail purposes other than high-speed

rail. These provisions would become effective only upon approval by the voters at the next statewide election.

AB 21 (Perea) – California Global Warming Solutions Act: Emissions Limits: Scoping Plan

Summary: Requires the State Air Resources Board, no later than January 1, 2018, to recommend to the Governor and the Legislature a specific target of statewide emissions reductions for 2030 to be accomplished in a cost-effective manner.

AB 23 (Patterson), SB 1 (Gaines) and SB 5 (Vidak) – California Global Warming Solutions Act: Market-Based Compliance Mechanisms: Exemption

Summary (substantially similar bills): Exempt transportation fuels and natural gas from the California Air Resource Board's cap-and-trade program.

AB 33 (Quirk) – California Global Warming Solutions Act: Scoping Plan

Summary: Requires the State Air Resources Board to develop specified information by July 1, 2016 for purposes of updating the next scoping plan and to report to the appropriate committees of the Legislature on the specified information on or before January 1, 2017.

AB 194 (Frazier) High-occupancy toll lanes.

Summary: Would delete the requirement that high-occupancy toll (HOT) lanes facilities be consistent with the established standards, requirements, and limitations that apply to specified facilities and would instead require the California Transportation Commission to establish guidelines for the development and operation of the facilities approved by the commission on or after January 1, 2016, subject to specified minimum requirements. The bill would provide that these provisions do not authorize the conversion of any existing nontoll or nonuser-fee lanes into tolled or user-fee lanes, except that a high-occupancy vehicle lane may be converted into a high-occupancy toll lane pursuant to its provisions.

AB 210 (Gatto) High-occupancy vehicle lanes: County of Los Angeles.

Summary: Would prohibit, commencing July 1, 2016, any high-occupancy vehicle lane from being established on specified portions of state highway routes in the County of Los Angeles, unless that lane is established as a high-occupancy vehicle lane only during the hours of heavy commuter traffic, as determined by the Department of Transportation. The bill would require any existing high-occupancy vehicle lane established on the specified portions of these routes to be modified to conform with those requirements.

AB 227 (Alejo) Transportation funding.

Summary: Current law provides for loans of revenues from various transportation funds and accounts to the General Fund, with various repayment dates specified. This bill, with respect to any loans made to the General Fund from specified transportation funds and accounts with a repayment date of January 1, 2019, or later, would require the loans to be repaid by December 31, 2018.

SB 9 (Beall) – Cap and Trade Funding: Transit Capital Program

Summary: Modifies the purpose of the program to delete references to operational investments and instead provides for the funding of large, transformative capital improvements with a total cost exceeding \$100,000,000. The bill would require the Transportation Agency, in prioritizing and selecting projects for funding, to consider the extent to which a project reduces GHGs and would add additional factors to be considered in evaluating applications for funding.

SB 16 (Beall) – Department of Transportation

Summary: This bill would state the intent of the Legislature that the department identify savings from implementing efficiencies in its current programs and direct those resources into expanded activities for road repair and litter clean up.

SB 32 (Pavley) – Global Warming Solutions Act: Emissions Limit

Summary: Requires the State Air Resources Board to approve a statewide greenhouse gas emission limit that is equivalent to 80% below the 1990 level to be achieved by 2050, as specified. Also authorizes the state board to adopt interim greenhouse gas emissions level targets to be achieved by 2030 and 2040 and states the intent of the Legislature for the Legislature and appropriate agencies to adopt complementary policies that ensure long-term emissions reductions.

SB 39 (Pavley) Vehicles: high-occupancy vehicle lanes.

Summary: Current federal law, until September 30, 2017, authorizes a state to allow specified labeled vehicles to use lanes designated for high-occupancy vehicles (HOVs). This bill would increase the number of those identifiers that the DMV is authorized to issue to an unspecified amount. This bill contains other related provisions and other current laws.

SB 64 (Liu) California Transportation Plan.

Summary: Would require the California Transportation Commission to review recommendations in the update to the California Transportation Plan prepared by the department in 2015, and every 5 years thereafter, to prepare specific recommendations for statewide integrated multimodal transportation system improvements, and to submit a report in that regard to the Legislature and the Governor by December 31, 2016 and every 5 years thereafter.

SB 254 (Leyva) Transit districts: ordinances.

Summary: Current law provides for the creation of the Southern California Rapid Transit District in and around the County of Los Angeles, with specified powers and duties relative to providing public transit service. Current law requires an ordinance passed by the board of directors of the district to be published once within 15 days after passage in a newspaper of general circulation printed and published in the district. This bill would authorize the district to print and publish an ordinance in a newspaper of general circulation more than once within 15 days after passage.

Speaker Atkins' Transportation Funding Proposal
--

Assembly Speaker Toni Atkins announced a transportation funding proposal this month to increase the state's transportation investment by \$2 billion annually. The proposal would impose a "Road User Fee," separate from the "Road User Charge" pilot established by SB 1077 (DeSaulnier). The fee would be approximately \$50 per vehicle per year. Details of the annual \$2 billion are as follows:

- \$1 billion per year by returning Truck Weight Fees to transportation instead of using them to repay general obligation debt.
- \$200 million per year for transportation funding by accelerating repayment of transportation loans.

- \$800 million per year in new net funds for transportation.

Note that in recent years there have been multiple proposals to shift truck weight fees back to the State Highway Account for use as intended to fund highways, streets, and roads. Thus far, these bills have been unsuccessful due to the revenues that would be lost in the General Fund. The new revenue generated by Speaker Atkins' proposed Road User Fee addresses this concern.

State Budget Trailer Bills

Trailer Bills

As part of the Budget announcement, the Department of Finance released proposed Trailer Bill Language seeking legislative changes in the following areas:

- Highway Tolling. This bill would require the California Transportation Commission to establish guidelines for the development and operation of high-occupancy toll (HOT) lanes. The Commission may authorize the Department of Transportation or a Regional Transportation Agency to develop and operate HOT facilities on the state highway system and establish and collect the tolls on those facilities, including administration and operation of a value-pricing program and exclusive or preferential lane facilities for public transit.
- Relinquishments. This bill would allow the California Transportation Commission to relinquish to any county or city any portion of any state highway within the county or city, pursuant to certain conditions. Currently, an individual piece of legislation is required for each proposed highway relinquishment. The purpose of this bill is to streamline the relinquishment process, eliminating the need to go to the legislature for each proposed highway portion.

AB 4 (Linder)

Summary: Prohibits truck weight fee revenue from being used to pay debt service on transportation bonds until January 1, 2020. Weight fee revenue would be explicitly prohibited from being transferred out of the State Highway Account (SHA) to the Transportation Debt Service Fund or Transportation Bond Direct Payment Account, or from being loaned to the General Fund. Weight fees generate approximately \$1 billion annually. By directing these fees back into the SHA, this bill stops the use of this revenue to pay transportation bond debt obligations, and will force the General Fund to service the bonds.

Purpose: The use of weight fees to pay for Transportation bond obligations is part of the “Gas Tax Swap,” enacted in 2010 by ABX8 6 (Committee on Budget). This bill eliminated the sales tax on gasoline and replaced it with an increase in gasoline excise tax designed to generate an equal amount of non-General Fund revenue in the amount of approximately \$1 billion annually. That money was originally used to repay the General Fund's cost of debt service on transportation bonds.

However, later in 2010 voters approved Proposition 22, which prohibits excise tax revenues from being used to pay debt service on transportation bonds. As a result of this restriction, excise tax revenue could no longer be used for General Fund relief. In response, the State enacted a “modified gas tax swap,” in AB 105 (Committee on Budget), Chapter 6, Statutes of 2012. This revised swap redirected truck weight fee revenue from the SHA to provide General Fund relief for debt service on transportation bonds, rather than excise tax revenue.

In 2014-15, debt service on transportation bonds eligible for the weight fee offset was over \$1.1 billion, and the Governor’s budget used all \$958 million in weight fees to reimburse the General Fund for these costs.

AB 4 would stop this transfer of weight fee funds from the SHA to pay for debt service; therefore, approximately \$1 billion in weight fees will stay in the SHA and be distributed using the same formula as the price-based excise tax is distributed – a 44%/44%/12% split (see existing law below).

Author Statement:

According to the author, now that the State is recovering from the budget crisis, there is no longer a need to use weight fees for providing General Fund relief. These fees are levied to offset the impact of commercial trucks on the roadway, and the revenue should appropriately be used to fund highway repair projects.

Existing Law:

- 1) Imposes weight fees on commercial trucks and directs the revenue to be deposited into the SHA and then transferred to the Transportation Debt Service Fund and the Transportation Bond Direct Payment Account to pay for debt service on transportation bonds.
- 2) Imposes an excise tax on gasoline, comprised of two parts:

- a) A price-based excise tax the rate of which is calculated to generate revenue equal to what would have been generated had sales and use tax been collected on gasoline. The current rate is 21.5¢ per gallon until July 1, 2014, when it will drop to 18¢ per gallon; and,
 - b) The traditional excise tax of 18¢ per gallon.
- 3) Directs revenue from the price-based excise tax to be used first to backfill the SHA for weight fees that are diverted for debt service and directs the remaining revenue to be used as follows:
 - a) 44% for local streets and roads;
 - b) 44% for transportation construction projects identified in the State Transportation Improvement Program (STIP); and,
 - c) 12% for highway maintenance and operations projects, as identified in the State Highway Operations and Protections Program (SHOPP).
- 4) Directs revenue from the traditional excise tax to be used as follows:
 - a) 36% to cities and counties for local streets and roads; and,
 - b) 64% to the SHA for use as follows: (i) Support of the California Department of Transportation; (ii) Maintenance and operation of the state highway system; (iii) The SHOPP; and, (iv) Local Assistance.

Related legislation:

AB 2728 (Perea) from 2014 was identical to this bill, with a January 1, 2019 sunset date. This bill was held on the Assembly Appropriations file.

Expected Support/Opposition (Based on AB 2728):

Support

Automobile Club of Southern California
 California Alliance for Jobs
 California Trucking Association
 Transportation California
 United Contractors

Opposition

None on file



Item #10

March 6, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: COST INCREASE FOR ROUTE 101 / WENDY DRIVE INTERCHANGE PROJECT

RECOMMENDATION:

- Approve \$1.5 million in Surface Transportation Program (STP) funds for a cost increase to the Wendy Drive / Route 101 Interchange improvement project, increasing the programmed amount to \$10.2 million.

BACKGROUND:

The interchange improvement on Route 101 at Wendy Drive in Thousand Oaks was implemented by the City of Thousand Oaks using STP funds provided by VCTC. Although the ribbon cutting for the project was held April 3, 2014, the project is not fully complete and has experienced unanticipated cost increases. Meanwhile, based on the anticipated upcoming obligations of STP projects, it appears that VCTC could be in danger of lapsing approximately \$1.5 million of STP funds that will have been apportioned for three years as of October, 2015.

DISCUSSION

Several key factors were primarily responsible for the additional project costs. The project involved widening of two freeway off-ramps and one freeway on-ramp; widening of an existing bridge (Wendy Drive) over the Route 101 Freeway on both sides including abutments, piers, and steel girders; associated traffic signal relocations and improvements; safety lighting; state requirements; and the need to continuously and safely route vehicle traffic, pedestrians, and bicyclists through the project limits during the work. The degree of traffic control adjustments was not anticipated, and modifications to the bridge girder fabrication were needed. Caltrans specifications for asphalt were not fully identified in the contract documents, and unknown site conditions were encountered. There was also the addition of a metal beam guard rail, and upgrading of landscaping and irrigation, all at the request of Caltrans. All of these additional costs were eligible for federal funds and were required to successfully complete the project.

Since the Route 101 at Wendy Drive interchange project can use the \$1.5 million in danger of lapsing later this year, staff recommends that these funds be programmed to the 101 / Wendy project. Thousand Oaks will be able to immediately apply the funds to the pay for its previously-incurred costs.

This recommendation was reviewed by TTAC at its February 19th meeting.

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Item #11

March 6, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: ELLEN TALBO, PROGRAM ANALYST

SUBJECT: CMAQ MATCHING FUNDS FOR METROLINK TICKET VENDING MACHINES

RECOMMENDATION:

- Approve funding amount of CMAQ funds to be used as a local match toward purchase of Metrolink ticket vending machines (TVMs)

BACKGROUND:

Since last fall, Metrolink staff and the member agencies have been discussing replacement of the aging TVM. The 145 ticket office machines exceed their useful lifespan and components are failing resulting in adverse impacts to revenue collection.

During the January Board meeting, the Board approved a procurement process and evaluation criteria to purchase machines. The sum of the systemwide cost of replacing the TVMs (\$24 million), a potential additional back office (\$5 million), and annual maintenance (\$2.5 million) is \$31.5 million, which split across the all-share formula, results in Ventura's share of \$2,012,225 million. To finance Ventura's share, staff is requesting approval of programming \$1,006,112 million in local transportation funds (LTF) to be used as local match toward Metrolink's grant application of CMAQ funds under VCTC's most recent CMAQ call for projects for fiscal year 15-16 (FY 15/16).

DISCUSSION:

The Metrolink Board of Directors has stated that replacement of the equipment is one of its highest priorities. The 145 TVMs needs to be replaced because reliability is at an all time low, with reported failures occurring on up to 20% of the equipment every day. Even with a stabilization plan underway, the aged machines has outlived its useful life. Replacing the TVMs is a system-wide project, requiring the participation of all five member agencies. Metrolink's grant application requests funds needed for VCTC's portion of the replacement project.

In Ventura County, the project will involve design, procurement and installation of (9) new TVMs at five passenger rail stations in Ventura County: Simi Valley (2); Moorpark (2); Camarillo (2); Oxnard (2) and; East Ventura (1). In addition, the grant funds, if awarded, would cover (7) additional machines to be located at Union Station and with the vendor in Glendale.

Since projects applying for CMAQ funds score higher when half of the proposed project cost is locally matched, staff is requesting approval of programming \$1,006,112 in LTF toward the project, to maximize the use of federal CMAQ funds on the project. The CMAQ grant applications will be ranked and scored by Transcom at their March 2015 meeting.

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Item #12

March 6, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: CONSIDERATION OF 2015 LEGISLATIVE PROGRAM ITEM RELATED TO SUPPORT FOR PLACING A POTENTIAL CONSTITUTIONAL AMENDMENT TO LOWER THE VOTER APPROVAL THRESHOLD TO ADOPT LOCAL TRANSPORTATION FINANCE MEASURES TO A 55 PERCENT SUPERMAJORITY VOTE

RECOMMENDATION:

- Consider request of Commissioner Steve Bennett to consider including an item in the 2015 Legislative Program regarding support for placing on the ballot a constitutional amendment to lower the voter approval threshold to pass local transportation finance measures to 55% supermajority vote.

BACKGROUND:

Every year the Commission adopts a Legislative Program for the upcoming year, for both State and Federal legislation. In January the Commission considered the Legislative Program recommended by staff (attached). At that meeting the vote was made in two separate motions. In the first vote, the Commission voted unanimously to approve the entire program except for the second bullet regarding the transportation measure approval threshold. In the second vote, the Commission did not approve the program's second bullet to support placing on the statewide ballot a constitutional amendment to lower the voter approval threshold to pass local transportation finance measures to 55%. That second motion failed by an 8-6 vote, with 8 votes cast in favor of including the item.

At the February meeting, Commissioner Bennett, who was not present at the January meeting, asked that an item be placed on the March agenda to consider the issue again and Vice-Chair Millhouse stated the item would be included on the March 6th agenda for consideration.

**VENTURA COUNTY TRANSPORTATION COMMISSION
2015 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.
- Support placing on the statewide ballot a constitutional amendment to lower the voter threshold to pass local transportation finance measures to 55% supermajority vote.
- 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.
- Support legislation to increase flexibility of the Service Authority for Freeway Emergencies (SAFE) regarding eligible uses of funds.

B. RAIL PROGRAM

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

C. PLANNING

- Support legislation to extend CEQA streamlining provisions to transportation projects that are consistent with the Sustainable Communities Strategy.
- Support increased use of cap-and-trade revenues for public transportation (including intercity rail), active transportation, and sustainable communities programs, while providing a significant regional role in project selection given the regions' responsibility under state law for transportation and land use related greenhouse gas reduction.
- 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 May, 2015.
- 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.



Item # 13

March 6, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: AARON BONFILIO, TRANSIT PROGRAM MANAGER
SUBJECT: AUTHORIZE RELEASE OF ON-BOARD VIDEO SURVEILLANCE SYSTEM REQUEST FOR PROPOSALS (RFP)

RECOMMENDATION:

- Authorize release of RFP for On-Board Transit Bus Video Surveillance System for all VCTC Intercity Buses and all Valley Express Buses. *(RFP will be provided as a separate attachment)*

DISCUSSION:

In 2014 the Commission approved submittal of applications for California Proposition 1B Security Grant Funds. VCTC applied to obtain on-board transit bus video surveillance systems for all VCTC Intercity Buses and all Heritage Valley (Valley Express) Buses. Both applications for bus video surveillance systems on the VCTC Intercity buses and on the Valley Express buses were approved by the State. Staff is seeking authorization to release an RFP that will use those funds to enhance the safety and security of passengers on VCTC Intercity coach buses and Valley Express buses. Safety will be improved through use of on-board video surveillance using cameras, data, and voice recorders. Transit operators will use the data to document and correct driver behavior, redress customer complaints, monitor and address vandalism, and, in the unfortunate event of an accident, use the data as one component of incident investigation. In the event of an emergency transit operators and public safety agencies will be able to access the data on a real time basis. Heritage Valley representatives have specifically requested cameras on Valley Express buses to help enhance passenger security.

Special emphasis is placed on preserving the integrity and privacy of the data. Servers used to store the data shall be password protected to secure the data and have restrictive access to only a few employees. Data obtained from the system will be archived for one year and then deleted. Typically data is initially reviewed and if issues are highlighted they are discussed with the driver or, in the event of a complaint, the passenger.

Standard proposal protocols are included, such as formal bid proposal, interview panel, with local agency participation, FTA standard conditions, best-and-final offer process, and reference checks. This RFP also outlines a technical process to insure system competency. Responsible bidders are asked to provide a demonstration of their system. Once selected, the successful bidder will follow an installation and testing protocol described in the RFP. Warranty requirements will insure the equipment exhibits long-term high quality performance.

March 6, 2015

Item #13

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The RFP will be released following the Commission meeting on March 6th. Questions by interested parties are due by March 20th, with proposals due April 6, 2015. Interviews and demonstrations will take place in mid-April. The target for Commission approval of the contract is May 1. Project completion for VCTC Intercity buses will occur by August 7 and September 2 is the target date for completing installation and testing of the Valley Express buses.



Item # 14

March 6, 2015

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: VIC KAMHI, BUS SERVICES DIRECTOR

SUBJECT: POLICIES AND PROCEDURES FOR SMARTCARD TAKEDOWN

RECOMMENDATION:

- Approve Go Ventura Smartcard takedown Policies and Procedures

DISCUSSION:

The GoVentura Smartcard system, in use since 2000, has exceeded its life expectancy and, the system equipment and software can no longer be replaced or repaired. As a result, in May 2015, VCTC Intercity transit service will begin transitioning to GFI fareboxes. The GFI farebox system has already been implemented by Gold Coast Transit, Simi Valley Transit, and Thousand Oaks Transit - the major transit providers in the county. At the same time, the Commission will begin a program to decommission and turn off the GoVentura Smartcard on all of the transit providers in the County. In addition to the VCTC Intercity Transit Service, the GoVentura Smartcard operations will be ended on Gold Coast Transit, Simi Valley Transit, Camarillo Transit, Moorpark Transit, Heritage Valley Transit (Valley Express), and Thousand Oaks Transit.

The Commission and many of the transit providers have expressed concerns regarding the end of the GoVentura Smartcard program, although recognizing that the equipment and software had become obsolete. In the past two years, the Smartcard system has lost sales outlets due to equipment failures, and run up against a cap on the number of vehicles which can be equipped, limiting expansion. In part due to recognition of these problems, a decision was made by the larger transit agencies in the county to transition to a GFI farebox system. The GFI farebox system has the ability to use the common technology base to develop a new countywide fare media or smartcard. Commission staff is working with those agencies which have the GFI fareboxes to begin development of a replacement. Unfortunately, it will not be possible to immediately transition to a new smartcard, and so draft policies and a timeline have been developed to allow for the takedown of the current antiquated system.

To prepare for the Go Ventura Smartcard takedown, staff has begun to limit the amount of cash that can be placed into an e-purse, and will not sell any monthly passes for months after June, 2015. The draft policies and procedures have been developed to make the transition as smooth as possible. Below are draft policies and procedures for the Commission's consideration.

DRAFT POLICIES AND PROCEDURES

EXCHANGE AND REFUND POLICY

Patrons may initiate either a refund OR exchange. Only E-purse products will be eligible for refunds/exchange, since no monthly SMARTCARD passes will be sold for months beginning July 2015.

Refund Policy

Refund requests may be submitted to VCTC; only registered patrons may request refunds. Patrons may initiate the refund process via mail or in-person. Patrons must relinquish their smartcard, provide ID matching registered card profile and complete *refund request form*. Upon receipt of a complete refund request a refund check will be mailed within 30-45 days.

Refunds will not be processed to the individual if media was purchased by an organization or through benefits program (e.g. commuter check program). Refund checks will be remitted to the purchasing entity/organization. Refunds will not be processed for patrons requesting on another patrons behalf.

Exchange Policy

Patrons will be encouraged to purchase/exchange for the new GFI fare media. E-purse holders will be able to exchange their fare media for discounted 10-ride tickets. If the leftover amount exceeds more than **one full-priced trip** the patron pays up the difference, if it is less than one full-priced trip VCTC will absorb the cost.

BUYBACK EXCHANGE FAIR

In addition to being available during regular business hours, the Commission will hold two (2) buyback fair events; one in May and one in June. The buyback fair events will be held on the weekend to accommodate working patrons and to initially minimize large numbers of people seeking exchanges/refunds on Transit Information Center weekday operations near close of business. Notices of buyback event will be posted on buses, and promoted heavily to reduce impact at Transit Information Center.

Tentative event dates:

May 9, 2014,

June 13, 2015

Refunds and exchanges will continue to be honored one hundred and eighty days **after** June 30, 2015; no refunds or exchanges will be processed after January 1, 2016.

PURCHASE DRAWDOWN:

E-PURSE BALANCE RESTRICTION

There will be a phased approach at mitigating purchases. Sales will be restricted such that all new purchases will be limited to allow patron only to purchase up to specified balance on card.

Restriction date 1 - March 15 - \$150

Restriction date 2 – April 13 - \$100

Restriction date 3 – May 1 - \$50

Restriction date 4 – June 15 No more E-purse/ Monthly pass smartcard sales

By third date, the new GFI fare media will be issued/accepted.

MONTHLY PASS SALES

Pass sales will continue to be permitted for month periods between present and June. No passes will be sold post June 2015, and patrons will be heavily encouraged to purchase alternative media, VCTC or operator of choice instead. VCTC will be selling the June 2015 monthly pass until June 15th.

The Premium Monthly Pass will no longer be sold past February 2015, since at that point the Valley Express is a separate operation; and even if part of the VCTC transit service, VCTC is unable to equip the whole Valley Express fleet with Smartcard readers. The GoVentura DAR monthly pass (at a higher price of \$30 per the HVPAC) will continue to be sold until the rest of the GoVentura smartcard system is terminated on June 30, 2015. Free transfers from the Valley Express to VCTC Intercity Transit partially mitigate this.

PHASE OUT OF RED TOKENS

Red ["Social Service Agency"] tokens will be replaced by GFI issued single-ride tickets. The phase-out of the red tokens will coincide with the smartcard takedown. All transit operators in the County will be directed to stop collecting tokens after June 30, 2015; VCTC will stop reimbursing for tokens after July 31st, 2015.

Exchanges with Social Service Agencies for red tokens will be done by appointment and will be processed within a week. Exchanges can ONLY be done by agencies themselves. Currently Social Service Agencies (SSA) pay \$1.25 for each token so with the new fare media VCTC will allow SSA to turn in one token for one full priced single-ride ticket (\$1.25) or two reduced priced single-ride tickets (\$.60).

PHASE OUT OF 2012 10-RIDE TICKETS

In 2012, 10-ride paper passes were issued for VCTC Intercity Transit during the sudden transition from Coach America to Roadrunner. There are still a small number of these in circulation which should also be phased-out as part of the exchange programs. The phase out of these passes will coincide with the smartcard takedown.

OTHER POLICY CONSIDERATIONS

E-Purse:

Registered and unregistered:

VCTC has a significant number of cards with cash value associated with them (e-purse). Most of the Cards have name and contact info associated with the card (when purchased, VCTC ENCOURAGED registration and the form used states:

"The following information is optional. If you need a replacement card, we cannot replace the value remaining on your card without this information. A Valid ID is required at the time of replacement."

Commission staff will notify all registered GoVentura cardholders that the smartcard program is ending, and e-purse value can be exchange or refunded. Based on input from legal counsel:

After VCTC notifies, by mail, all persons with funds on their smartcards, the funds associated with letters that come back as a bad address (moved, died, bad address to begin with) will be keep along with a record of the letters VCTC sent and the address to which the letter was sent. VCTC will retain the funds in a designated account for three months and then the funds will be considered "program income (per FTA Master Agreement), and placed in VCTC account for either other capital or operating public transportation expenses or local share for a future FTA-assisted public transportation project.

E-purse funds for card which were never register will be placed in the VCTC account for either other capital or operating public transportation expenses or local share for a future FTA-assisted public transportation project, after reasonable notification in the newspaper, on the VCTC website, and on the buses.

Lost card fee

Currently, if a patron loses their registered pass, there is a \$10 reissuance fee. To ensure a smooth transition, patrons will no longer be charged a lost card fee after April 20 (VCTC will goodwill the card given that the patron will only be able to use the card for a short time before having to transition to new fare media). If a patron loses their E-purse in May/June, they will be encouraged to exchange for the new fare media

General Timeline of Events

- Feb 11 – Smartcard Working group meeting; discussion of smartcard transition/ future steps.
- March 6 - Commission: VCTC staff present formal set of policies related to takedown, specifying policy for refunds, VCTC trans. fare media exchanges); *Commission may potentially hear from Transcom Chair about subcommittee's recommendation for exploration of replacement.*
- March 6 – Send notices so received beginning 2/9
- March 9 – Begin Passenger Engagement Campaign
- March 15 –Begin restricted sales of e-purse to max balance of \$150* see e-purse limit policy;
- April 3 – send notice to registered riders of takedown and options
- April 3 – Commission item – Smartcard Title VI Analysis
- April 8 – Star Ad re new fare media
- April 13 – Restrict sales of e-purse to max balance \$100
- April 20 – Begin sales of fare media for new VCTC trans
- May 1 – Begin acceptance of new fare media, (begin Smartcard overlap 60 day period);
- May 1 - Restrict Sales to max balance \$50
- May 9 – 1st Buyback fair event for transfer to VCTC fare media
- June 15 - No more E-Purse/ Monthly smartcard sales
- June 13 – 2nd Buyback fair for patrons to transfer e-purse to VCTC fare media
- June 30 – final day SC accepted
- June 30 – Bag all SC readers; all buses still need to turn on/ be polled to collect data
- July 1 – Polling of final data
- July 15 – Begin removal of equip / manual polling (if necessary)
- Aug 15 – equip removed.

Sept 30 – final funds distributed / project closeout