TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)
Camarillo City Hall, Administrative Conference Room
601 Carmen Drive, Camarillo, CA
Thursday, April 12, 2018
1:30 p.m.

AGENDA

ITEM 1 CALL TO ORDER

ITEM 2 INTRODUCTIONS & ANNOUNCEMENTS

ITEM 3 PUBLIC COMMENT
Any member of the public may address the Committee for up to two minutes on any subject within the jurisdiction of the Committee that is not scheduled for a public discussion before the Committee.

ITEM 4 AGENDA ADJUSTMENTS

ITEM 5 APPROVAL OF MINUTES – For Action
Waive the reading and approve the minutes of the March 8, 2018 meeting.

ITEM 6 ADA CERTIFICATION SERVICES AND MILEAGE REIMBURSEMENT PROGRAM – For Information

ITEM 7 AUTOMATIC VEHICLE LOCATOR (AVL) PROJECT UPDATE – Verbal Update

ITEM 8 DISBURSEMENT OF RESERVED STATE TRANSIT ASSISTANCE SECTION 99314 FUNDS – For Action

ITEM 9 TRANSIT ASSET MANAGEMENT PLAN (TAM PLAN) UPDATE – Receive and File

ITEM 10 FISCAL YEAR 2018/19 TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET TRANSIT NEEDS FINDINGS – Receive and File

ITEM 11 FY 2018/19 ESTIMATED FEDERAL PROGRAM OF PROJECTS (POP) FUNDS – Receive and File

ITEM 12 FUTURE AGENDA ITEMS – For Information
- Update on Transit Ridership Trends from SCAG
- California Air Resources Board (C.A.R.B.)

ITEM 13 ADJOURNMENT
In consideration of City of Camarillo staff, please use the exit door directly to the parking lot.

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in a Committee meeting, please contact the Clerk of the Committee at (805) 642-1591 ext. 118. 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.

VENTURA COUNTY TRANSPORTATION COMMISSION (VCTC)
TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)
Camarillo City Hall, Administrative Conference Room
601 Carmen Drive, Camarillo, CA
Thursday, March 8, 2018
1:30 p.m.

Meeting Minutes

MEMBERS PRESENT:
Bill Golubics, City of Camarillo
Austin Novstrup, City of Ojai
Ben Gonzales, City of Simi Valley
Priscilla Freduah-Agyemang, City of Thousand Oaks
Treena Gonzalez, County of Ventura (Chair)
Vanessa Rauschenberger, Gold Coast Transit District
Martin Erickson, VCTC Intercity Bus

Ben Cacatian, VCAPCD (ex-officio)
Ray Porras, CSU Channel Islands (ex-officio)

MEMBERS ABSENT:
City of Fillmore
City of Moorpark
City of Oxnard
City of Port Hueneme
City of Santa Paula (Vice Chair)
City of Ventura
Caltrans District 7 (ex-officio)

VCTC STAFF PRESENT:
Aaron Bonfilio, Program Manager – Transit Services
Judy Johnduff, Program Analyst

ITEM 1 CALL TO ORDER
Chair Gonzalez called the meeting to order at 1:31 p.m.

ITEM 2 INTRODUCTIONS & ANNOUNCEMENTS
Ms. Priscilla Freduah-Agyemang, City of Thousand Oaks, reminded the Committee they will be having a Travel Training workshop next week, Thursday, March 15, at the Thousand Oaks Library.

Ms. Vanessa Rauschenberger, Gold Coast Transit, distributed hand-outs to the Committee which were talking points of: A) Aging + Transit, and B) Climate Change + Transit.

Mr. Aaron Bonfilio, VCTC, announced that the Syncromatics – Nextbus replacement system is now in the installation process.

Ms. Judith Johnduff, VCTC, announced that the Ventura County Transportation Commission has approved the Transcom recommendations of the awards for the FY16/17 and FY17/18 JARC and Section 5310 funds, and the JARC/5310 FY2017/18 Program of Projects.

ITEM 3 PUBLIC COMMENT
None.

ITEM 4 AGENDA ADJUSTMENTS
None.

ITEM 5 APPROVAL OF MINUTES

ACTION

Rauschenberger moved, seconded by Golubics, that the Committee approve the February 8, 2018 meeting minutes. The motion passed with no objections.

ITEM 6 ADA CERTIFICATION SERVICES AND MILEAGE REIMBURSEMENT PROGRAM – For Information
None.

ITEM 7 FY 2017-18 LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) ALLOCATION
Mr. Bonfilio, VCTC, provided an overview of the FY 2017/18 Low Carbon Transit Operations Program (LCTOP) allocation to the Committee which is to be presented and recommended for approval at the next Ventura County Transportation Commission meeting on Friday, April 6.

Discussion

There was extensive discussion amongst the Committee members, from removing the language of "fare promotion" and instead include the language describing it as a one-year "Pilot Program".

It was suggested that it would be essential to collect data from each participating transit agency (specifically the student/rider(s) starting point and end point), and submitting this data to each participating College to ensure the program is viable. Also, each college administrator needs to understand, that once the "pilot program" has concluded, the program would need their financial support to sustain the program in the future.

It was also recommended that each college be provided with a "semester based sticker" to identify the student/rider is indeed eligible for the program.

The "Pilot Program" is set to commence this Fall of 2018.

ACTION:

Nostrup moved, seconded by Freduah-Agyemang, that the Committee approve the recommendation of the FY2017/18 VCTC Low Carbon Transit Operations Program (LCTOP) apportionment of $1,051,875 with the guidance given by the committee, the motion passed unanimously.

1) **Program $550,000 for the Oxnard-Camarillo Employment Connector Service**

2) **Program $501,875 for the "College Easy Ride Fare Promotion" with the exclusion of the language "fare promotion" and instead, to state this will be a one-year "Pilot Program". Also, each college will be issuing to their students a "semester based sticker" in order to be eligible for the program.**

ITEM 8 FUTURE AGENDA ITEMS – For Information

- Update on Transit Ridership Trends from SCAG
- Transit Asset Management Plan (TAM Plan)

ITEM 9 ADJOURNMENT

Chair Gonzalez adjourned the meeting at 2:50 p.m.

ITEM 6

DATE: APRIL 12, 2018

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: ADA CERTIFICATION SERVICES AND MILEAGE REIMBURSEMENT PROGRAM UPDATE

RECOMMENDATION:

- Receive and file the monthly ADA Certification Services Report and Mileage Reimbursement Program Update.

DISCUSSION:

Attached is the March 2018 ADA Certification Services Report from Mobility Management Partners (MMP) for review at the TRANSCOM meeting.

MMP received Section 5310 funding to expand its services to include the development and implementation of a pilot volunteer driver mileage reimbursement program in cooperation with the Area Agency on Aging and other agencies serving the needs of the county's senior population. Attached is the March 2018 update on the Mileage Reimbursement Program (MRP). The program expenditure for March was $8,972.

		March	Feb	Jan	Dec	Nov	Oct
Call Center	Inbound ADA Calls	572	584	541	636	685	754
	Outbound ADA calls	261	335	242	201	331	134
	Average hold time (in seconds)	4.75	6.51	2.81	6.69	5.92	7.7
	Outbound Area Transmittals	7	9	7	6	4	13
	Inbound Area Transmittals	9	11	7	0	7	5
Applications Received	Recertification	80	53	56	38	31	46
	New Applications	55	52	64	45	62	80
Applications Received by Service Area	Camarillo Area	10	11	5	5	8	12
	Gold Coast Area	49	41	40	35	32	50
	Valley Express Area	5	6	8	2	1	2
	Moorpark Area	4	3	8	6	4	5
	Simi Valley Area	40	27	29	19	34	30
	Thousand Oaks	22	16	30	15	12	26
	Out of County	5	1	0	1	2	1
Completed Evaluations In-person, Short-Term and Recertifications	Complete, with Functional Evaluation	22	27	24	13	14	22
	Complete, Interview w/o Functional Evaluation	2	3	1	6	1	7
	Complete, Special Circumstance (no Interview)	33	19	24	18	30	41
	Complete, Over 85+	14	13	8	5	9	12
	Complete, Phone Interivew	2	0	0	1	0	5
	Complete, Short-term Certification (60 days)	0	0	0	0	0	0
	Complete, Recertifications	38	50	35	30	23	34
	Total Evaulations	**111**	112	92	73	77	121
Delays in Processing (Cumulative)	Due to incomplete application by client	10	7	4	2	8	15
	Pending Professional Evaluation (PE)	14	15	25	16	17	18
	Applications that failed to meet 21 day rule	0	0	0	0	0	0
	Applicants awaiting in-person interviews	18	15	12	24	17	9

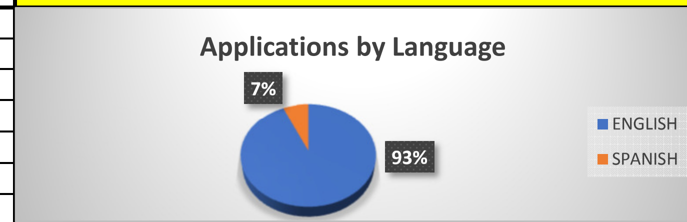
Toal inbound and Outbound Calls: 833

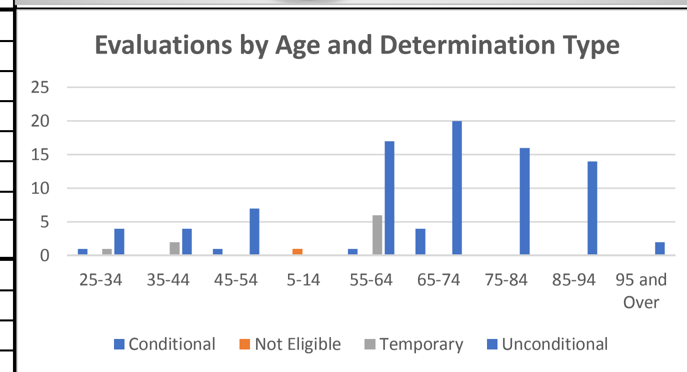
Riders requesting service outside of Ventura County

Riders requesting service into Ventura County

135 applications received

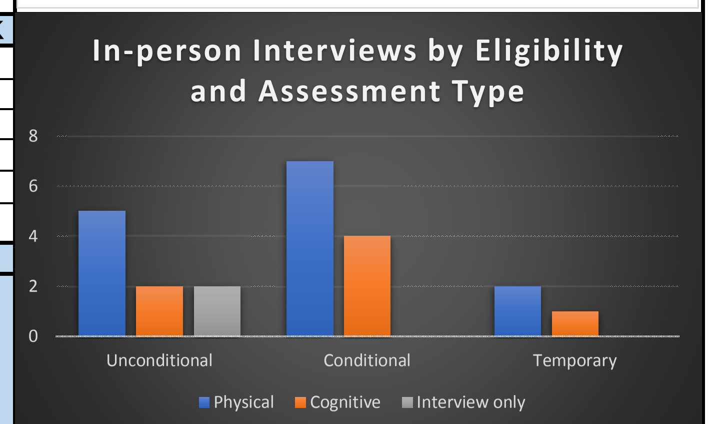
Online Applications Received: 2 (2%)





	Assessment Catagories	Total	CAM	VCTC	SIMI	T.O.	MPK
Assessments	With Physical Assessment	15	2	11	0	2	0
	With Cognitive Assessment	7	0	3	2	0	2
	Interview only (at assessment sites)	2	0	2	0	0	0
	No Shows	3	0	3	0	0	0
	Total in-person interviews scheduled	27	2	19	2	2	2
	Total Number of appointment days	9	1	4	1	2	1

Determination Types:	Total	%
Unconditional (including S.C., Over 85+ , Phone interviews)	91	82%
Conditional	10	9%
Temporary	9	8%
Denials	1	1%
Short Term	0	0%



ATTACHMENT A

Mar-18					
Applications Received - GCT Area Cities	**March**	**Feb**	**Jan**	**Dec**	**Nov**
Casitas Springs	0	0	0	0	0
Meiners Oaks	0	0	0	0	0
Miramonte	0	0	0	0	0
Ojai	4	0	1	0	0
Oak View	0	0	0	0	0
Oxnard	21	25	23	18	17
Port Hueneme	3	2	1	3	4
Ventura	21	14	15	14	11
Applications Received-Valley Express Area Cities					
Fillmore	3	1	4	0	0
Piru	0	0	0	0	0
Santa Paula	2	5	4	2	1
Travel Training					
Training Statistics	**March**	**Feb**	**Jan**	**Dec**	**Nov**
Referrrals received	5	4	2	13	8
Assessments	0	0	1	5	9
Trainings	0	0	0	0	4
Referral Source					
ADA-Camarillo Area	1	0	0	0	1
ADA-Gold Coast Area	1	0	0	3	1
ADA-Valley Express Area	0	0	0	0	0
ADA-Moorpark Area	0	0	0	1	0
ADA-Simi Valley Area	1	0	0	1	0
ADA-Thousand Oaks Area	1	0	0	0	0
Workshops	0	0	0	0	0
Other	1	4	0	8	6
Transit 101 Workshops					
Hosting Agency		**Date**	**Attendees**	**Riders**	**Referrals**
Thousand Oaks		3/15/2018	25	5	0

ATTACHMENT B

Mileage Reimbursement Program Monthly Report - Mar 2018							
Category	**Item Measured**	**Mar**	**Feb**	**Jan**	**Dec**	**Nov**	**Oct**
Application Process	Total Interest Applications	**6**	11	6	13	7	16
	Total Complete Applications	**5**	7	1	10	3	13
	Applications approved by EDC	**2**	0	0	0	4	10
	Total claims received	**78**	85	93	85	86	91
Mileage Claims	Total miles reimbursed	**9660**	11422	11347	10293	10492	10704
	Total one-way trips claimed	**1872**	2032	2288	1945	2042	2013
Statistics by Service Area							
Camarillo	Claims Received	**19**	20	24	22	22	23
	Miles Reimbursed	**2269**	2835	3021	2385	2706	2502
	One-way trips claimed	**485**	515	608	544	572	575
Gold Coast	Claims Received	**25**	26	27	24	26	29
	Miles Reimbursed	**2984**	3340	3215	3003	3139	3330
	One-way trips claimed	**615**	599	606	531	569	604
Moorpark	Claims Received	**1**	2	2	2	3	4
	Miles Reimbursed	**212**	282	200	394	382	490
	One-way trips claimed	**36**	68	62	56	90	92
Simi Valley	Claims Received	**3**	6	5	5	6	6
	Miles Reimbursed	**578**	765	650	670	775	691
	One-way trips claimed	**76**	104	112	116	130	132
Thousand Oaks	Claims Received	**25**	26	31	27	25	24
	Miles Reimbursed	**2757**	3346	3621	3158	2806	2927
	One-way trips claimed	**580**	650	811	610	600	525
Valley Express	Claims Received	**5**	5	4	5	4	5
	Miles Reimbursed	**860**	854	640	683	684	764
	One-way trips claimed	**80**	96	89	88	81	85
Other Statistics							
	Average Trip Length (Miles)	**5.6**	5.6	5.0	5.3	5.1	5.3
	Average Cost per Trip	**$ 1.97**	$ 1.97	$ 1.74	$ 1.85	$ 1.80	$ 1.86

ITEM 8

DATE: April 12, 2018

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

FROM: SALLY DEGEORGE, FINANCE DIRECTOR

SUBJECT: DISBURSEMENT OF RESERVED STATE TRANSIT ASSISTANCE SECTION 99314 FUNDS

RECOMMENDATION:

- Distribute $104,943 State Transit Assistance Section 99314 funds placed in reserve as presented in Option 1.

BACKGROUND:

Each year the Ventura County Transportation Commission (Commission or VCTC) receives Transportation Development Act (TDA) State Transit Assistance (STA) funds. The STA funds are derived from the statewide sales tax on diesel fuel. The STA funds are appropriated by the Legislature to the State Controller's Office who then allocates the tax revenue, by formula, to planning agencies and other select agencies. Statute requires that 50% of the STA funds be allocated according to population (Section 99313) and 50% be allocated according to operator revenues from the prior fiscal year (Section 99314). The State provides revenue estimates but the precise amount is not known until the State pays out the funds after the quarter closes. VCTC receives these quarterly revenue payments in arrears.

Recipients of STA funds are subject to STA Article 6.5 requirements found in the Transportation Development Act regulations including annual audits. STA funds are governed by rules similar to Local Transportation Funds (LTF), in that they are required to be used only for transit purposes and can subject an entire project to STA regulations. However, STA funds are more restrictive than LTF funds in that they may not be used for streets and roads as is allowed with LTF funds in cities with populations less than 100,000 and STA has additional requirements such as CPI calculations for operations.

Historically, VCTC received STA Section 99314 funds for two agencies: Gold Coast Transit (GCT) and Southern California Regional Rail Authority (SCRRA). In Fiscal Year 2015/2016, the State Controller's Office changed the methodology of how the Section 99314 funds were calculated and disbursed without notice. The first time many agencies became aware of this was when the State Controller's

Office issued the first quarterly payment. Additionally, the State added new Section 99314 recipients without explanation. For Ventura County, this meant the distributions went from two recipients to nine recipients. The changes created understandable concerns amongst recipients.

Shortly thereafter, the California Transit Association (CTA) sponsored a bill (AB 1113) to amend the statutes governing the STA program and to clarify several ambiguities in the law that led to the administrative changes made by the State Controller's Office. At CTA's urging, legislation was introduced to temporarily stop the changes made by the State Controller's Office to give the transit industry, regional agencies, and state officials two years to study the issues and come up with a long-term solution.

As the bill made its way through the legislative process, the State issued the third and fourth quarterly payments of 2015/2016 and all of Fiscal Year 2016/2017 disbursements under the "original" rules and indicated that they would not be revising the previous two quarterly distributions but would leave it up to the local regional agencies to decide how to distribute the first and second quarter funds. For the first two quarters, VCTC allowed the two original recipients to claim their portion of the allocation, but held the remaining funds ($104,943) in reserve until the matter was settled by legislation.

In July 2017, Governor Brown signed AB 1113 (Bloom) to amend the statutes governing the State Transit Assistance program. The bill clarified several ambiguities and specifically defined some issues including who were "STA eligible transit operators" and which revenues would be used to calculate STA distributions. The bill was applied to disbursements beginning with Fiscal Year 2017/2018. With the implementation of AB 1113, Ventura County was left with six eligible recipients: City of Camarillo, City of Moorpark, City of Simi Valley, City of Thousand Oaks, Gold Coast Transit District (GCTD) and Southern California Regional Rail Authority (SCRRA).

DISCUSSION:

Now that AB 1113 is law, VCTC needs to allocate the STA Section 99314 $104,493 funds held in reserve from the first two quarters of Fiscal Year 2015/2016. Below are three options of distribution.

Option 1 – Original allocation methodology

One option is to use the original allocation methodology. This method would allocate the funds to the recognized and eligible transit operators at that time and be in keeping with the temporary legislation that reverted disbursements back to the original method. This method would be the most straight forward method allocating funds to agencies used to receiving STA funds and aware of the requirements associated with these funds. This method allocates the funds proportionately to Gold Coast Transit District (GCTD) and Southern California Regional Rail Authority (SCRRA). Under this method, the funds would be distributed as follows:

Gold Coast Transit District	$ 40,928
SCRRA	64,015
Total	$104,943

Option 2 – AB 1113 allocation methodology

A second option would be to distribute these funds based on the new AB 1113 distribution (effective July 1, 2017) and use an adjusted proportionate share based on the first quarter allocation of Fiscal Year 2017/2018 that occurred in December 2017. This method includes four new recipients for a total of six recipients. (It should be noted that there was an issue with the City of Moorpark's reporting which led to the City not receiving funds in Fiscal Year 2017/2018). Most of the agencies are not yet familiar with STA requirements. As GCTD and SCRRA were already allowed to claim their portion of the two quarters of STA funding, only the four new local agencies would receive funding under this method. Under this method, the funds would be distributed as follows:

City of Camarillo	$ 40,187
City of Moorpark	-
City of Simi Valley	32,153
City of Thousand Oaks	32,153
Total	$104,493

Option 3 – State's Changed allocation methodology

A third option would be to distribute these funds in the same manner as the State did for the first two quarters of Fiscal Year 2015/2016. However, this method was not vetted by the transportation agencies and transit operators before implementation. This method was stopped when the CTA sponsored emergency legislation. The funds would be distributed to nine local agencies some of which (Ojai, County of Ventura and VCTC Intercity) are not deemed "eligible" under the original law or the new law. Furthermore, most of the agencies are not familiar with STA requirements. As GCTD and SCRRA were already allowed to claim their portion of the two quarters of STA funding, only the new local agencies would receive funding under this method. Under this method, the funds would be distributed as follows:

City of Camarillo	$ 12,556
City of Moorpark	1,136
City of Ojai	4,124
City of Simi Valley	43,301
City of Thousand Oaks	7,886
County of Ventura	286
VCTC Intercity	35,654
Total	$104,943

Because the State reverted back to the original formula until AB 1113 could be decided, staff recommends that the funds be treated as if there was no break in methodology and distribute the funds according to Option 1. This method would allow for immediate distribution and use as the two agencies already have processes in place to claim and use STA funds, distribution to the agencies that were originally anticipating the revenue and not require the recipients to learn new STA requirements.

DATE: April 12, 2018

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

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

SUBJECT: TRANSIT ASSET MANAGEMENT PLAN

RECOMMENDATION:

- Receive and File.

BACKGROUND

In July 2016, the FTA issued a final rule requiring transit agencies to maintain and document minimum Transit Asset Management (TAM) standards. TAM is a business model that prioritizes funding based on the condition of transit assets, in order to achieve or maintain transit networks in a state of good repair (SGR).The Transit Asset Management (TAM) Plan is due in October of 2018 and will need to be conducted every four years and reported on annually. VCTC will be conducting the TAM Plan for its subrecipients with FTA funded assets. Any subrecipients that wish to do their own plan must send VCTC a formal opt out letter by the April 30, 2018. If there are any 5307 direct recipients that would like to participate in the group plan, they will need to inform VCTC staff by this same date.

The subrecipients and operators to be included in the group plan are:

- Camarillo
- Downtown Ventura Partners
- HELP of Ojai
- Moorpark
- Thousand Oaks
- Valley Express
- VCTC Intercity
- Ventura Transit System

Categories to be reported on are facilities, rolling stock, equipment (over $50,000) and infrastructure. As a note, JARC and 5310 recipients only need to report on FTA funded assets.

The plan will include an inventory of assets, a condition assement, decision support tools and investment prioritization.

DISCUSSION

As part of this process, each agency willl need to designate an Accountable Executive as well as the point of contact for providing information. Each operator will also be provided Asset Inventory Forms to complete the inventory and condition assessments for their revenue vehicles, service vehicles and facilities. VCTC, in consultation with the operators, will formulate a decision support tool and develop a prioritized list of investments.

The schedule is as follows:

- Official opt out notice to VCTC (if applicable) – 4/30
- Operators submit Accountable Executive, inventory and condition asset to VCTC – 5/31
- Draft plan completed – 7/12
- Final Plan to TRANSCOM – 8/9
- Commission approval – 9/7

Below are the performance targets set for the group TAM plan:

Rolling Stock (Fixed Route & Paratransit)	Vehicle Age - 10% of revenue vehicles within a particular asset class that have met or exceeded their Useful Life Benchmark (ULB)
Non-Revenue Vehicles	Vehicle Age - 25% of vehicles that have met or exceeded their Useful Life Benchmark (ULB)
Facilities	Condition - 0% of facilities with a condition rating below 3.0 on the FTA Transit Economic Requirements Model (TERM) Scale
Right of Way	Condition – 0% of track segments that have performance restrictions.

Element	Sponsor	Participant
Overarching	• Write plan	• Support plan • Accountable Executive approves plan
1. Asset Inventory	• Coordinate consolidation • Develop/modify database or software • Define data collection elements and formats	• Collect asset data • Submit data in format required on schedule
2. Condition Assessment	• Define data collection methodology and schedule • Manage data (i.e. database/software) • Submit data to NTD	• Conduct condition assessment • Submit data to sponsor in format required on schedule
3. Decision Support Tools	• Share guiding policies including weighting or ranking priorities • Develop tools • Analyze and interpret data	• Communicate goals and needs • Provide information to support tool
4. Investment Prioritization	• Gather additional data • Prioritize projects (iterative step) • Generate ranked list of projects	• Share info on all funding sources with sponsor • Share existing Capital Investment Plans • Coordinate with sponsor
Annual Target Setting	• Coordinate target setting with the participating transit providers' Accountable Executives, to the extent practicable • Report targets to NTD	
Annual Narrative Report	• Develop the Annual Narrative Report • Submit narrative to NTD	
NTD Asset Inventory	• For those participants that do not report independently, report basic TAM information including: o Agency profile o Asset inventory o Facility condition assessment (as applicable)	• Those participants that report independently to NTD are responsible for reporting basic TAM information including: o Agency profile o Asset inventory o Facility condition assessment (as applicable)

DATE: April 12, 2018

MEMO TO: TRANSIT OPERATORS COMMITTEE (TRANSCOM)

FROM: CLAIRE GRASTY, PROGRAM MANAGER

SUBJECT: FISCAL YEAR 2018/2019 TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET TRANSIT NEEDS FINDINGS

RECOMMENDATION:

- Receive and File.

DISCUSSION

VCTC is bringing the Unmet Transit Needs Assessment to Transcom for their review (attachment). Pursuant to Senate Bill 203, the cities of Santa Paula, Fillmore, Moorpark, and Camarillo are subject to the Unmet Needs process. VCTC Intercity service does not utilize Article 8 funds for non-transit purposes; however, service requests for the regional service it provides are included in the process. The Gold Coast Transit District (GCTD), City of Ojai, City of Simi Valley, and the City of Thousand Oaks do not utilize or claim TDA Article 8 funds for non-transit purposes and their service is not subject to the Unmet Transit Needs process.

Adopted Criteria

In order for a request to be considered an Unmet Transit Need, it must meet either of the two following definitions and must receive at least 15 requests for general public service or 10 requests for disabled service:

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

If they fulfill the above criteria, the need must also be determined to be reasonable to meet.

Public Input Process

For FY 18-19, the public comment period for the annual process was held from December 21, 2017 – February 28, 2018, though any comments received throughout the year (before the public comment period) were included also.

VCTC collected public input online, over the phone and in person. VCTC hosted an online survey where nearly 160 surveys were collected. A social media campaign was conducted that reached over 20,000 people, including over 8,000 Spanish speaking individuals. A significant number of comments were received through Facebook, email/website, Instagram and over the phone, representing a 140% increase in total public comments since social media advertising was introduced. VCTC also conducted three community meetings (in Santa Paula, Camarillo and Moorpark) and held two public hearings. Articles and/or public notices were printed in the VC Star, Acorn, Santa Paula Times and Vida. CTAC/SSTAC reviewed and approved the Unmet Needs recommendation on March 13th.

Analysis
Staff screened each comment received based on the criteria; and though VCTC received numerous comments, no requests met or exceeded the 15-comment threshold. **Therefore, there are no unmet transit needs in Ventura County.**

However, VCTC and the operators value all comments and public input as they are essential to improving public transit in Ventura County. The transit providers receive comments about their service through this process and take all feedback received into consideration for future planning purposes.

Comments received spanned a range of service requests from increased frequency to better information. While not at a level to be defined as an Unmet Transit Need, the most frequent comments received were in the following areas:

- Connectivity between the Ventura and the Heritage Valley area to Santa Clarita/Valencia
- Service to the Camarillo Airport area
- Additional service and routes in Camarillo
- Connectivity between Fillmore – Moorpark

Demand expressed for some of these service expansions has been limited and in this case staff is recommending continued monitoring of the ridership demand before pursuing extensive analysis of cost-effectiveness. There has been repetitive demand expressed over the last few years regarding service to, from, and throughout Camarillo, Fillmore-Moorpark, and Ventura-Heritage Valley-Santa Clarita so staff recommends that these services in particular are analyzed for feasibility in the future.

The most frequent comments that are not applicable to the Unmet Transit Needs process but are nonetheless valuable for the operators are the following:

- More frequency on numerous routes and services
- Schedule adjustments
- Later service
- Improved service to LA county
- Additional service in the GCTD service area

Staff is recommending that there are no Unmet Transit Needs and will present the recommendation to the Commission in May for approval and determination that Transportation Development Act funds can be allocated for streets and roads purposes in cities fewer than 100,000 persons per SB 203 guidelines. Staff is in the process of working with the operators to respond to comments received where applicable.

Item 11

DATE: **April 12, 2018**

MEMO TO: **TRANSIT OPERATORS COMMITTEE (TRANSCOM)**

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

SUBJECT: **FY 2018/19 ESTIMATED FEDERAL PROGRAM OF PROJECTS FUNDS**

RECOMMENDATION:

- Receive and File.

DISCUSSION:

VCTC is now starting the process for developing the Program of Projects (POP) for transit projects to be programmed in FY 2018/19 in Ventura County. As you are aware, each year all projects funded by the Federal Transit Administration (FTA) must be included in a publicly-reviewed POP, which is adopted by VCTC. In addition, projects must be included in the SCAG Regional Transportation Improvement Program (TIP), and VCTC uses the adopted POP as a basis for preparing a TIP Amendment for SCAG to include the upcoming transit projects in the TIP. **Each transit operator is therefore requested to provide to VCTC staff by April 26th a program of projects that is proposed for funding using its share of the available funds.**

The revenue table – Attachment A pg. 1, calculates the amount of funds estimated to be apportioned by FTA to each urbanized area, along with the source of the various funds generated by FTA's formula. The estimated funding amounts are based on what is authorized in the federal Fixing America's Surface Transportation (FAST) Act. The FY 2017/18 was adopted this past month with Section 5307 funded at the level authorized under FAST, and Sections 5337 and 5339 authorized at a higher slightly higher level. However, staff has not yet received the apportionment mounts for Ventura County. The amounts appropriated above the authorized level should be considered one-time funding amounts and therefore the assumption that FY 2018/19 will be at the authorized level appears appropriate.

The expense table – Attachment A pg.2, shows how the various estimated expenses are funded from the different areas. The amount available for each agency to program is the total of the "Local Bus/Capital" and "5339 Funds" columns. In addition, Gold Coast, Simi Valley, Thousand Oaks, Camarillo, and Moorpark may program up to the amount shown in the "ADA" column for their ADA service, and may also use the funds in the "ADA" column for other eligible transit uses if they chose not to use all of the funds for ADA. For Thousand Oaks and Moorpark, the two cities will need to agree on how much of the $1,363,917 available from 5307 and 5339 on the "Thousand Oaks/Moorpark" line (including the ADA funds) will be used by each of their respective cities.

As in past years, Section 5307 funds are taken “off the top” to cover VCTC countywide planning costs. In 2017/18, VCTC staff identified significant carryovers in several countywide planning line items resulting in a one-time reduction in the anticipated need for new funds. Accordingly, the FY 18/19 countywide planning amounts are significantly higher than in 17/18, but are slightly less than in 16/17. Attachment B tabulates these “off the top” amounts and compares them to the prior two years.

The “off the top” planning funds are generally distributed by population, except that (1) the $100,000 in estimated costs for VCTC to administer grants on behalf of Thousand Oaks, Moorpark, and Camarillo are distributed among those three agencies only, and (2) $147,000 for AVL/farebox equipment costs are distributed among the local operators proportionally to the distribution of the equipment. However, in the case of Gold Coast Transit, in recognition of the fact that the federal funds are apportioned differently than population shares creating hardship for Gold Coast, staff has recommended that the Gold Coast “off the top” amount be based solely on Gold Coast’s relative FTA funding share relative to the other local bus operators. This change results in Gold Coast’s “off the top” amount for countywide planning being reduced by about $50,000, with this amount distributed among the remaining areas using their relative population shares.

Since the previous federal transportation authorization, MAP-21, consolidated the Jobs Access Reverse Commute (JARC) program with Section 5307, the portion of 5307 funds generated based on low-income population is separated out. Under VCTC policy, those funds are distributed to eligible projects based on a call for projects.

VCTC will use the programs submitted by the transit operators to prepare the countywide draft Program of Projects, to be reviewed by TRANSCOM at its May 10, 2018 meeting, and adopted by VCTC at its June 1, 2018 meeting. The final version of the POP will be reviewed by TRANSCOM in August, and approved by VCTC at its September 7, 2018 meeting.

2018/19 ESTIMATED POP REVENUES

	Metrolink 5337 Funds[1]	Metrolink 5307 Funds[1]	VCTC/VE 5307 Funds[2]	Bus	Population	Bus/Pop 5339 Funds	Jobs Access Reverse Commute	TOTAL
Oxnard/Ventura UZA	**$ 4,938,545**	**$ 2,492,381**	**$ 1,412,549**	**$ 2,063,022**	**$ 3,117,247**	**$ 710,548**	**$ 213,463**	**$ 14,947,755**
Gold Coast[3]	$ -	$ -	$ -	$ 2,063,022	$ 3,117,247	$ 543,789		$ 5,724,059
SCRRA/VISTA[3]	$ 1,517,695	$ 754,195	$ 1,093,468	$ -	$ -	$ 129,090		$ 3,494,448
Simi Valley	$ 1,901,911	$ 966,296	$ 72,802	$ -	$ -	$ 8,595		$ 2,949,605
Camarillo	$ 1,518,939	$ 771,889	$ 84,357	$ -	$ -	$ 9,959		$ 2,385,144
Thousand Oaks/Moorpark	$ -	$ -	$ 161,921	$ -	$ -	$ 19,115		$ 181,037
Thousand Oaks/Moorpark UZA	**$ 3,378,428**	**$ 742,381**	**$ -**	**$ 877,702**	**$ 1,310,365**	**$ 230,515**	**$ 53,059**	**$ 6,592,450**
Thousand Oaks/Moorpark	$ 3,378,428	$ 742,381	$ -	$ 877,702	$ 982,748	$ 143,594		$ 6,124,852
County Unincorporated[4]	$ -	$ -	$ -	$ -	$ 327,617	$ 86,922		$ 414,539
Simi Valley UZA	**$ -**	**$ -**	**$ -**	**$ -**	**$ 2,714,331**	**$ 296,533**	**$ -**	**$ 3,010,864**
Camarillo UZA[3]	**$ -**	**$ -**	**$ -**	**$ -**	**$ 2,258,784**	**$ 149,392**	**$ -**	**$ 2,408,176**
TOTAL FTA Funds	**$ 8,316,973**	**$ 3,234,762**	**$ 1,412,549**	**$ 2,940,724**	**$ 9,400,727**	**$ 1,386,988**	**$ 266,522**	**$ 26,959,245**

[1]Metrolink FTA revenue for Simi Valley and Camarillo Areas is reported to Oxnard/Ventura Area.
[2]VCTC Intercity FTA Revenue for TO/Moorpark, Camarillo, and Simi Valley Areas is reported to Oxnard/Ventura Area.
[3] Includes carryover

G:\PROGRAMMING\UA\FY 18\[18-19 UA Estimates.xlsx]18-19 Table for Operators

2018/19 POP EXPENSES

	Metrolink 5337 Funds[6]	Metrolink 5307 Funds[6]	VCTC/VE 5307 Funds	Countywide Planning[7]	ADA[8]	Local Bus/Capital[9]	Bus/Pop 5339 Funds	Jobs Access Reverse Commute	TOTAL
Oxnard/Ventura UZA[5]	**$ 4,938,545**	**$ 1,820,228**	**$ 2,084,703**	**$ 1,125,743**	**$ 918,119**	**$ 3,136,408**	**$ 710,548**	**$ 213,463**	**$ 14,947,756**
Gold Coast	$ -	$ -		$ 1,125,743	$ 918,119	$ 3,136,408	$ 543,789		$ 5,724,059
SCRRA/VISTA	$ 1,517,695	$ 82,042	$ 1,765,622	$ -	$ -	$ -	$ 129,090		$ 3,494,449
Simi Valley	$ 1,901,911	$ 966,296	$ 72,802	$ -	$ -	$ -	$ 8,595		$ 2,949,605
Camarillo	$ 1,518,939	$ 771,889	$ 84,357	$ -	$ -	$ -	$ 9,959		$ 2,385,144
Thousand Oaks/Moorpark	$ -	$ -	$ 161,921	$ -	$ -	$ -	$ 19,115		$ 181,037
JARC								$ 213,463	$ 213,463
Thousand Oaks/Moorpark UZA	**$ 3,378,428**	**$ 742,381**	**$ 327,617**	**$ 648,735**	**$ 298,351**	**$ 913,364**	**$ 230,515**	**$ 53,059**	**$ 6,592,450**
Thousand Oaks/Moorpark	$ 3,378,428	$ 742,381	$ -	$ 648,735	$ 298,351	$ 913,364	$ 143,594		$ 6,124,852
County Unincorporated[10]	$ -	$ -	$ 327,617	$ -	$ -	$ -	$ 86,922		$ 414,539
JARC								$ 53,059	$ 53,059
Simi Valley UZA	**$ -**	**$ -**	**$ -**	**$ 403,186**	**$ 271,433**	**$ 2,039,712**	**$ 296,533**	**$ -**	**$ 3,010,864**
Camarillo UZA	**$ -**	**$ -**	**$ -**	**$ 280,936**	**$ 138,096**	**$ 1,839,752**	**$ 149,392**	**$ -**	**$ 2,408,176**
TOTAL FTA Costs	**$ 8,316,973**	**$ 2,562,609**	**$ 2,412,320**	**$ 2,458,600**	**$ 1,625,999**	**$ 7,929,235**	**$ 1,386,988**	**$ 266,522**	**$ 26,959,246**
Available Revenue									**$ 26,959,245**
Surplus (Shortfall)									**$ (0)**

[6]Section 5339 and 5307 monies are combined to fund Metrolink services. Some Metrolink -generated 5307 funds swapped with VCTC Intercity STA funds to reduce Metrolink swap requirement.

[7]Countywide Planning cost is distributed to Gold Coast based on apportionment share, then to remaining areas based on population, except for $100,000 for grant admin distributed among VCTC subrecipients based on population shares and $147,000 for farebox/AVL based on distribution of units.

[8]10% of 5307 apportionment.

[9]MAP-21 allows use of up to $6,885,891 of Oxnard/Ventura funds and $2,237,630 of Thousand Oaks/Moorpark funds for bus operating assistance.

[10]"Non TO/Moorpark" includes revenue for portion of TO/Moorpark area outside of the two cities. These funds are used for VCTC Intercity.

ITEM 11
ATTACHMENT B

FY 2018/19 POP Countywide Planning

(FTA Section 5307 funds only)

	16/17 POP			17/18 POP**			18/19 POP		
	Additional 16/17	**Pre Prog 17/18**	**Total 16/17 Grant**	**Additional 17/18**	**Pre Prog 18/19**	**Total 17/18 Grant**	**Additional 18/19**	**Pre Prog 19/20**	**Total 18/19 Grant**
VCTC Bus Planning		375,000	375,000		176,000	176,000		452,000	452,000
Elderly/Disabled Planning/Evaluation	10,000	230,000	240,000		204,000	204,000		223,000	223,000
Fare Collection / APC Data Management		240,000	240,000		105,000	105,000		280,000	280,000
Fare Collection / APC Equipment	105,000	420,000	525,000						
Transit Stop Enhancement	105,000		105,000						
Fare/APC/AVL Equip Combined					200,000	200,000		269,600	269,600
Transit Planning & Programming		820,000	820,000		751,000	751,000		1,010,000	1,010,000
Transit Information Center		190,000	190,000		111,000	111,000		224,000	224,000
Transit Marketing*			-			-			-
Total VCTC planning	**$ 220,000**	**$ 2,275,000**	**$ 2,495,000**	**$ -**	**$ 1,547,000**	**$ 1,547,000**	**$ -**	**$ 2,458,600**	**$ 2,458,600**

* Transit Marketing now funded from CMAQ.
**17/18 POP was reduced due to the applying of $1,675,000 in accumulated carryover.