



TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

Camarillo City Hall, Administrative Conference Room

601 Carmen Drive, Camarillo, CA

Thursday, June 8, 2017

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

ITEM 6 ADA CERTIFICATION SERVICES AND MILEAGE REIMBURSEMENT PROGRAM

ITEM 7 APPROVAL OF STATE REQUIRED TRANSPORTATION DEVELOPMENT ACT (TDA) TRIENNIAL PERFORMANCE AUDITS FOR VENTURA COUNTY TDA CLAIMANTS

ITEM 8 FUTURE AGENDA ITEMS

July

- Coordinated Plan Priorities
- Coordinated Route Names
- Coordination of Data Standards for Trip Planners
- Transit Asset Management (TAM) Plan

To Be Determined (*in alphabetical order*)

- Coordinated Countywide Transit Map (Paper and/or Web Map)
- Coordinated Public Transit-Human Services Transportation Plan Update
- Fareboxes Rollout and Unified Fare Media (subcommittee / standing agenda item)
- Gold Coast Transit District Facility Presentation / Project Update
- Low Carbon Transit Operations Program (LCTOP)
- Metrolink Funding
- Regional Education and Outreach Discussion
- Routing / Scheduling Changes (working group) – post meeting April or May

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. 111. 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.

- Short Range Transit Plan (SRTP) Update (August | Simi Valley)
- Simi Valley Short Range Transit Plan (SRTP) Update
- Train the Trainers Programs
- Transit Key Performance Indicators (draft)
- Transit Master Plans Presentations
- Ventura County Area Agency on Aging Presentation

ITEM 9 ADJOURNMENT

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



**VENTURA COUNTY TRANSPORTATION COMMISSION (VCTC)
TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)**

Camarillo City Hall, Administrative Conference Room
601 Carmen Drive, Camarillo, CA
Thursday, May 11, 2017
1:30 p.m.

Meeting Minutes

MEMBERS PRESENT:

Bill Golubics, City of Camarillo
Shaun Kroes, City of Moorpark (Chair)
John Ilasin, City of Santa Paula
Jennifer Mellon, City of Simi Valley
Priscilla Freduah-Agyemang, City of Thousand Oaks
Treena Gonzalez, County of Ventura
Vanessa Rauschenberger, Gold Coast Transit District
Martin Erickson, VCTC InterCity Bus

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

MEMBERS ABSENT:

City of Ojai
City of Fillmore
City of Oxnard
City of Port Hueneme
City of Ventura
Heritage Valley Technical Advisory Committee

Caltrans District 7 (ex-officio)

VCTC STAFF PRESENT:

Martin Erickson, Transit Director
Peter De Haan, Programming Director
Judy Johnduff, Program Analyst
Heather Miller, Transit Planner
Ellen Talbo, Transit Planning Manager

ITEM 1 CALL TO ORDER

Chair Kroes called the meeting to order at 1:32 p.m.

ITEM 2 INTRODUCTIONS & ANNOUNCEMENTS

Ms. Gonzalez, County of Ventura, announced their Public Works Day, Wednesday, May 23rd from 9:00 a.m. – 2:00 p.m. in Parking Lot G of the Government Center.

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John Ilasin announced that the Interim City Manager is Rick Araiza.

Vanessa Rauschenberger, GCTD, announced the promotion of Jim Beck to the position of Fleet Manager.

Jennifer Mellon announced that the Simi Valley Short Range Transit Plan is in process.

Martin Erickson, VCTC, announced Bike to Work week.

Peter De Hann, VCTC, announced the approval of the CMAQ guidelines by the Citizen's Technical Advisory Committee and the Transportation Technical Advisory Committee, and will be going before the Commission on Friday, May 12th.

Priscilla Freduah-Agyemang, City of Thousand Oaks, and Shaun Kroes, City of Moorpark, announced that summer beach buses will run from mid-June to mid-August.

ITEM 3 PUBLIC COMMENT

None.

ITEM 4 AGENDA ADJUSTMENTS

None.

ITEM 5 APPROVAL OF MINUTES

ACTION

Rauschenberger moved, seconded by Gonzalez, that the Committee approve the April 13, 2017 meeting minutes. The motion passed with no objections.

ITEM 6 ADA CERTIFICATION SERVICES AND MILEAGE REIMBURSEMENT

Mr. De Haan, VCTC, provided a brief summary of the ADA Certification Service and Mileage Reimbursement program.

ITEM 7 TRANSPORTATION DEVELOPMENT ACT PERFORMANCE AUDIT DRAFT FINDINGS

Ms. Chambers, Moore & Associates, reviewed the TDA Performance Audit process and expectations from transit providers. She requested that missing information be provided to her by Monday, May 15th so that the item can be included in the final draft being presented to the Commission in early June.

ITEM 8 CALTRANS 5310 SMALL URBAN AND RURAL PROGRAM FOR ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES -- FFY 2015 - 2017 PRIORITIZED LIST OF PROJECTS

Ms. Johnduff, VCTC, updated the Committee on the Caltrans 5310 Small Urban and Rural Program for Enhanced Mobility of Senior and Individuals with Disabilities. She stated that 1) scoring of the

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Operations and Mobility Management Project application is complete, 2) the draft list is being presented to the CTC at their May meeting for a public hearing and for adoption at their June meeting, 3) five applications from agencies within Ventura County were submitted, and 4) The County of Ventura Health Services Agency requested funds for operating assistance and is recommended for funding.

Discussion

The Committee discussed 1) contacting next steps for the applicants that are not being funded, 2) the terminology related to Urban and Rural, and 3) the next Large Urban Call for Projects.

ITEM 9 DRAFT FTA 2017-18 PROGRAM OF PROJECTS

Mr. De Haan reviewed the draft FTA 2017-2018 Program of Projects and said that the Metrolink funds swapped should have been listed as Preventative Maintenance although it is listed as Capital Rehabilitation.

Discussion

ACTION

Rauschenber moved, seconded by Gonzalez, that the Committee approve the Program of Projects (POP) for federal transit operating, planning, and capital assistance for Fiscal Year 2017-18 with the Metrolink funds being updated from Capital Rehabilitation to Preventative Maintenance. The motion passed with no objections.

ITEM 10 ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017 - SB 1 (BEALL)

Mr. De Haan reviewed the tax source, purpose, and timeline for receipt of SB 1 funding.

ITEM 11 VCTC INTERCITY SERVICE CHANGES UPDATE

Mr. Erickson, VCTC, shared the Intercity bus service changes taking place May 22, 2017.

ITEM 12 FUTURE AGENDA ITEMS

June

- Coordinated Plan Guidelines
- Metrolink Funding (before August)
- Short Range Transit Plan (SRTP) Update (Moorpark)

July

- Coordinated Route Names
- Coordination of Data Standards for Trip Planners

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ITEM 13 ADJOURNMENT

Chair Kroes adjourned the meeting at 2:36 p.m.



DATE: JUNE 8, 2017

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE

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:

The May 2017 ADA Certification Services Report from Mobility Management Partners was not available for the agenda and will be distributed 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. The update on the Mileage Reimbursement Program (MRP) will be distributed at the meeting.

A representative from MMP is anticipated to attend the meeting to present the information and respond to questions.



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DATE: JUNE 8, 2017

MEMO TO: TRANSCOM

FROM: MARTIN R. ERICKSON, PUBLIC TRANSIT DIRECTOR

SUBJECT: APPROVAL OF STATE REQUIRED TRANSPORTATION DEVELOPMENT ACT (TDA) TRIENNIAL PERFORMANCE AUDITS FOR VENTURA COUNTY TDA CLAIMANTS

RECOMMENDATION:

- Receive and file the State required Transportation Development Act (TDA) triennial performance audits of TDA recipients in Ventura County, and authorize VCTC to submit the reports to the State Department of Transportation (Caltrans).

DISCUSSION:

Every three years, the State requires that VCTC, in its role as the County Transportation Commission and Transportation Planning Agency (RPTA) for Ventura County, undergo a performance audit to certify that agencies claiming Local Transportation Funds (LTF) are fully complying with the TDA legislative intent and regulations. Operators that receive funding under Article 4 of the TDA (VCTC Intercity, Gold Coast Transit District (GCTD), Thousand Oaks Transit, Simi Valley Transit, and Valley Express) are required to have a performance audit between fiscal years 2013 and 2016.

While claimants that receive funding under Article 4.5 and/or Article 8 are not statutorily required to have a performance audit, this cycle VCTC chose to conduct performance audits of all operators that are allocated funding under the TDA¹ to enable a comprehensive and objective review that serves the benefit of both the RPTA and the transit providers. This includes the County of Ventura, Camarillo Area Transit, Moorpark City Transit, Ojai Trolley, the "Valley Express" service (in the cities of Fillmore and Santa Paula), and the VCTC Intercity services. In so doing, a "baseline" of comparison and evaluation of operators is achieved, which also contributes to and facilitates VCTC's preparation of its required annual SB 203 Report of transit operator's performance countywide.

¹ Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities (Caltrans, 2008)

In October 2016, VCTC released a Request for Proposal (RFP) for a consultant to perform the TDA audits for VCTC claimants (including non-Article 4 claimants). In January, 2017 VCTC awarded the contract to Moore & Associates to complete the Triennial Performance Audits.

Public Utilities Code (PUC) Section 99246(d) states that the performance audit of an operator providing public transportation services shall include, but not limited to, a verification of the performance indicators defined in PUC Section 99247. These performance indicators include:

- Operating cost per passenger
- Operating cost per vehicle service hour
- Passengers per vehicle service hour
- Passengers per vehicle service mile
- Vehicle service hours per employee

The attached Summary of Findings and Recommendations from Moore & Associates provides an overview of the TDA performance audits completed, and recommendations going forward. Staff's recommendation is for the committee to receive and file the reports; the reports will then be transmitted to the State as required. The GCTD report will be represented at the July GCTD meeting, and all other reports will be presented to VCTC at the July 2017 meeting. Each individual performance audit is also posted on the VCTC website, www.goventura.org

Attachment: Summary of Findings and Recommendations from Moore & Associates

Triennial Performance Audit for FY 2013/14 – FY 2015/16
Summary of Findings and Recommendations
Ventura County Transportation Commission/Transcom
June 8, 2017

This document provides a summary of the findings and recommendations arising from the Triennial Performance Audit of the RTPA and the transit operators covered by the project scope.

Background

In 2017, the Ventura County Transportation Commission (VCTC) selected the consulting team of Moore & Associates, Inc./Ma and Associates to prepare Triennial Performance Audits of itself as the RTPA and the nine transit operators to which it allocates funding. As one of the six statutorily designated County Transportation Commissions in the SCAG region, VCTC also functions as the respective county RTPA.

The California Public Utilities Code requires all recipients of Transit Development Act (TDA) Article 4 funding to undergo an independent performance audit on a three-year cycle in order to maintain funding eligibility. Operators that do not receive TDA funding under Article 4 are not statutorily required to undergo a Triennial Performance Audit, nor have they traditionally been held to the requirements of TDA Article 4. However, VCTC requested all Ventura County operators be audited to enable a comprehensive and objective review to provide beneficial insights into program performance and to establish a baseline for future audits. This represents the first Triennial Performance Audit of all entities except for VCTC as the RTPA and Gold Coast Transit District.

The Triennial Performance Audit is designed to be an independent and objective evaluation of public transit operators, providing operator management with information on the economy, efficiency, and effectiveness of its programs across the prior three fiscal years. In addition to assuring legislative and governing bodies (as well as the public) that resources are being economically and efficiently utilized, the Triennial Performance Audit fulfills the requirement of PUC Section 99246(a) that the RTPA designate an entity other than itself to conduct a performance audit of the activities of each operator to whom it allocates funds.

In completing this Triennial Performance Audit, the audit team identified findings and recommendations based on compliance and functional elements of the review. Findings and recommendations were divided into two categories: TDA Program compliance findings and recommendations and functional findings and recommendations. TDA program compliance findings and recommendations identify compliance issues and are intended to assist in bringing the operator into compliance with the requirements and standards of the TDA. Functional findings and recommendations are intended to address issues identified during the TPA that are not specific to TDA compliance.

Each operator and the RTPA has been provided with the draft audit report. Audited entities may submit a response to any of the draft findings and/or recommendation, which will then be included within the final reports.

Trends Regarding Findings

Of the ten entities (RTPA and nine operators), one had “no findings” reported. One additional operator had only compliance findings, while two had only functional findings (and were deemed to be fully in compliance with TDA). The remaining six operators had both compliance and functional findings. All operators that receive TDA Article 4 funds were deemed to be in compliance with respect to farebox recovery.

The most common compliance finding pertained to on-time submission of annual State Controller Reports (four of the nine operators). Functional findings focused on strategies for improving the farebox recovery ratio (four operators), more accurate reporting to the State Controller (four operators), and ensuring VCTC's "once TDA, always TDA" policy is adhered to. (While this policy went into effect after the current audit period, it has the potential to affect future compliance.) Findings regarding farebox recovery ratios were classified as functional rather than compliance findings for several reasons, including exemptions for new services, one-time grace year, not using TDA funds for transit, and operators being certified as compliant by the TDA fiscal auditor. Specific findings and recommendations are discussed in detail within each audit report.

Changes Regarding TDA Funding

It should be noted that three changes specific to the TDA and TDA funding went into effect beginning July 1, 2016. The first was a policy approved by VCTC which mandated funding originally received through the TDA would be classified as TDA funding even after being passed through to another entity. This disallowed the use of TDA funds passed from one claimant to another agency to be used as local support in the calculation of the farebox recovery ratio.

The second change, which is discussed in its entirety within each of the operator audit reports, was an amendment to the Public Utilities Code specific to the definition of operating cost and what costs can be excluded. It should be noted that many of the exclusions pertain only to changes in certain costs, either over the prior year or beyond the change in the Consumer Price Index. They do not apply to all costs related to specified exclusion categories. Operators should be aware that the reporting forms for the State Controller may not be updated to reflect these exclusions for FY 2016/17. Until revised forms are made available, it is important for agencies to ensure any exclusions from operating cost are clearly itemized within TDA audits or other farebox revenue ratio calculations so that compliance can be clearly assessed.

The third change related to the type of funds that can be used to supplement farebox revenue. Prior to this bill, "local funds" was defined as "revenues derived from taxes imposed by the operator or by a county transportation commission." This expanded definition opens up new revenue sources that can be used to offset farebox shortfalls. Applicable revenues include funds received through advertising, interest income, sale of surplus vehicles, and other such sources. While these funds are no longer limited to those generated by local taxes, they cannot be state or federal funds.

Local Conditions

Notable events affecting transit in Ventura County during the audit period (FY 2013/2014 through FY 2015/2016) included:

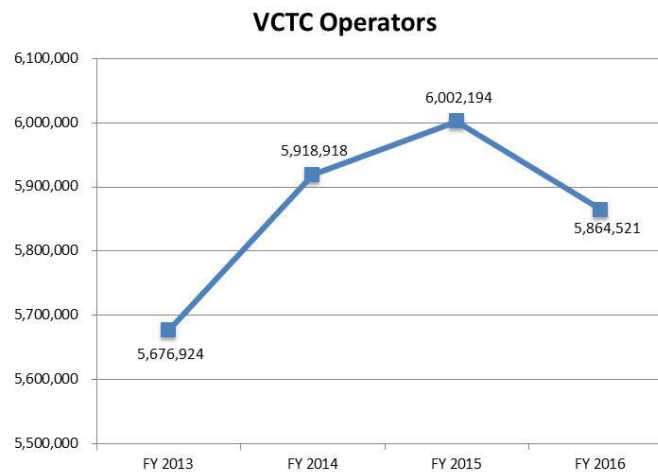
- VCTC finalized its Comprehensive Transportation Plan;
- SB 203 went into effect, allowing cities in Ventura County under 100,000 in population to use TDA funds for local streets and roads provided transit needs were addressed;
- SB 508 went into effect, redefining certain exemptions and local funds that could be applied to the farebox recovery ratio;
- VCTC rebranded its transit services from VISTA service to VCTC Intercity Bus;
- Gold Coast Transit completed its transition from a Joint Powers Authority to a transit district;
- Gold Coast Transit District unveiled new branding;

- Gold Coast Transit was named “Small Operator of the Year” for FY 2013/14 by California Transit Association;
- Valley Express service launched in March 2015;
- The East County Transit Alliance launched in 2015;
- Camarillo Area Transit launched a free trolley service to retail and dining destinations;
- Thousand Oaks Transit completed its Transit Master Plan, which includes significant adjustments to its transit services;
- The Kanan Shuttle Service implemented Saturday service in April 2015 and discontinued the Oak Park Dial-A-Ride service;
- Moorpark City Transit adjusted its schedules; and
- Simi Valley Transit and Thousand Oaks Transit began using TDA Article 4 funds for the first time.

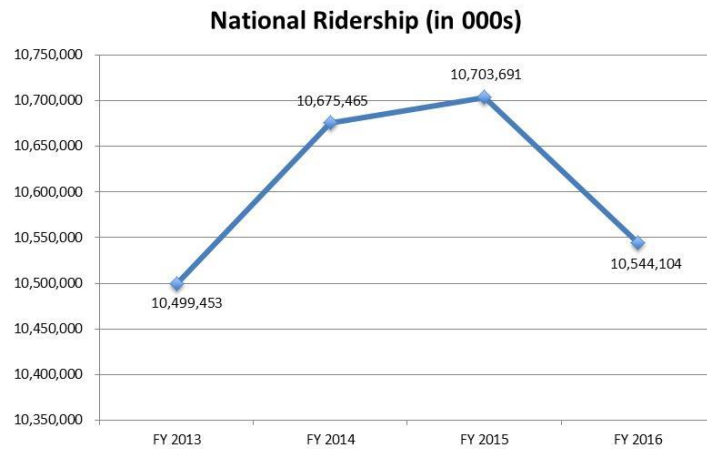
While a dedicated transit tax measure was placed on the ballot in November 2016, it was defeated by county voters. This would have provided a dedicated source of transit funding within Ventura County.

Industry and Regional Trends

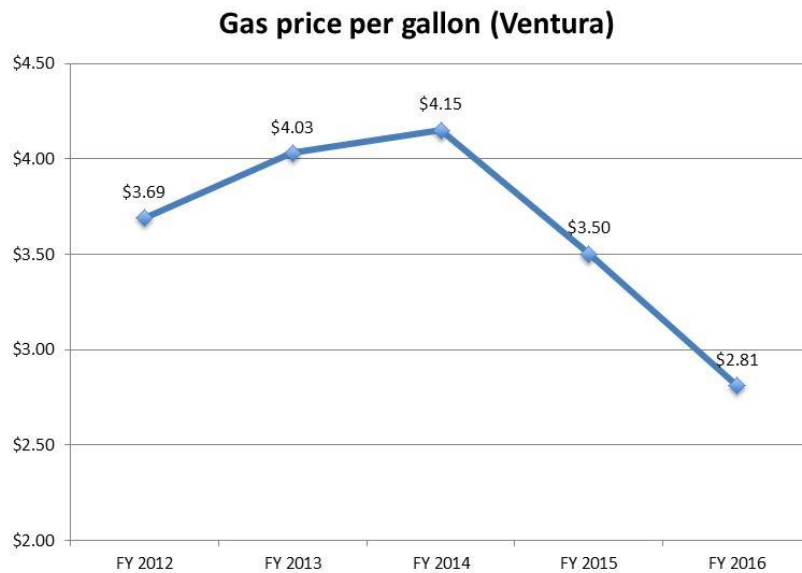
During the audit period, Ventura County transit operators saw an increase in ridership during FY 2013/14 and FY 2014/15, followed by a 2.3 percent drop in FY 2015/16. This is consistent with national trends, which saw the same pattern of increased and decreased ridership.¹



¹ Sources: National Ridership – APTA Ridership Report Archive, www.apta.com; VCTC Operators – individual operator State Controller Reports (as provided by the operators).



Another interesting trend pertains to Ventura-area gas prices as they compare with transit ridership. Gas prices peaked in FY 2014, then decreased by more than 30 percent across the next two years.² Transit ridership followed about a year behind, peaking in FY 2015 and decreasing in FY 2016, though not nearly as significantly as gas prices. This is not uncommon, as it often takes time for a declining trend in gas prices to impact transit rider behavior.



² www.californiagasprices.com, 2017.

Triennial Performance Audit Findings and Recommendations

A summary of compliance and functional findings and recommendations for the RTPA and all nine transit operators is presented below. Several farebox recovery ratio-related issues were included as functional findings so that recommendations for remedying the underperforming farebox recovery could be included in the audits. Some operators received functional findings specific to farebox recovery ratio due to being exempt due to the exemption for new service (Valley Express, Kanan Shuttle) or a one-time grace year (Simi Valley); while these operators were technically in compliance, farebox recovery was an item of concern.

All operators were given the opportunity to demonstrate use of the TDA definition of full-time equivalent (FTE) employee as part of this audit. Those that did so were found to be in compliance with this requirement. During the next audit it will be important to ensure that this definition has been consistently used in reporting performance data to the State Controller.

Entity	Compliance Findings & Recommendations	Functional Findings & Recommendations
City of Camarillo	The City could not demonstrate that its FY 2013/14 State Controller Report was submitted within the 110-day timeframe, and its FY 2015/16 report was submitted several days late. Work with City staff responsible for preparing State Controller Reports to ensure that deadlines are met and that reports and signature pages are filed where they can be easily accessed for the next Triennial Performance Audit.	The use of the TDA definition of full-time equivalent (FTE) for reporting to the State Controller could not be verified. Demonstrate use of the TDA definition of full-time equivalent (FTE) and use that methodology when reporting Employees on the State Controller Report. The City did not achieve the 20-percent farebox recovery ratio stipulated by the TDA for transit operators in urbanized areas at any point during the audit period. The City should consider and explore strategies for increasing the Farebox Recovery Ratio to 20 percent (as this is an industry standard and accepted metric). The City does not report data consistently among internal documents, State Controller Reports, and NTD reports. Develop a process (which may involve investing in data management software) to support record-keeping regarding all performance data specific to National Transit Database, State Controller, and internal City reports. The City does not properly report its route guarantees to the State Controller. Ensure that route guarantees (such as those from Leisure Village and CSUCI) are reported to the State Controller as Special Transit Fares, not Passenger Fares for Transit Service.
City of Moorpark	The City's FY 2015/16 State Controller Report was submitted several days late. All City staff responsible for preparing the State Controller Report for transit should be made aware of the specific deadline for each year (typically included in the annual letter from the State Controller).	The City should be reporting its demand-response service to the State Controller using the separate Specialized Services form. Unless instructed otherwise by the State Controller's Office, the City should file a separate Specialized Services Report for its Dial-A-Ride program, thereby segregating all operating costs as well as performance data and calculating farebox recovery ratio for that mode separately.

Entity	Compliance Findings & Recommendations	Functional Findings & Recommendations
City of Ojai	The City's FY 2015/16 State Controller Report was submitted several days late. Work with City staff responsible for preparing State Controller Reports to ensure that deadlines are met.	The City must ensure it considers funds originally allocated as TDA funds in compliance with VCTC's "Once TDA, always TDA" guidance. The City, VCTC, GCTD, and the TDA auditor must ensure compliance with VCTC's policy for TDA fund use. Excluding the disallowed pass-through TDA funds, the City did not achieve the 20 percent farebox recovery ratio stipulated by the TDA for transit operators in urbanized areas at any point during the audit period. The City should identify strategies that can be used to increase its farebox recovery ratio to 20 percent. The City does not report data consistently among internal documents, State Controller Reports, and NTD reports. Develop a process (which may involve investing in data management software) to support record-keeping regarding all performance data specific to National Transit Database, State Controller, and internal City reports. The City does not properly report its route guarantees to the State Controller. Ensure that route guarantees (such as from Ojai Valley Inn) are reported to the State Controller as Special Transit Fares, not Passenger Fares for Transit Service.
City of Simi Valley	The use of the TDA definition of full-time equivalent (FTE) for reporting to the State Controller could not be verified. Demonstrate use of the TDA definition of full-time equivalent (FTE) and use that methodology when reporting Employees on the State Controller Report.	VCTC's TDA Fiscal Auditor miscalculated the farebox recovery ratio in its FY 2015/16 TDA Article 4 audit, resulting the City being determined to be in compliance when it actually fell short of the 20 percent threshold. The TDA auditor should verify during the audit process that it is using the base operating cost (absent any exclusions) before subtracting exclusions in the calculation of farebox recovery ratio. Due to the auditor error, the City did not achieve the 20 percent farebox recovery ratio stipulated by the TDA for transit operators in urbanized areas during FY 2016. The City should identify strategies that can be used to increase the farebox recovery ratio for its fixed-route service to 20 percent.
City of Thousand Oaks	The City's FY 2015/16 State Controller Report was submitted several days late. Work with City staff responsible for preparing State Controller Reports to ensure submittal deadlines are met.	VCTC's TDA Fiscal Auditor does not clearly indicate what operating costs were included in its "unallowed costs" when calculating the farebox recovery ratio, nor can the revenues used in the calculation be reconciled with those reported elsewhere in the audit. The TDA auditor should a) clearly identify what operating costs are being excluded or unallowed in developing the operating costs used in calculating farebox recovery ratios and b) ensure that farebox revenue used in the calculation is consistent with that reported elsewhere.

Entity	Compliance Findings & Recommendations	Functional Findings & Recommendations
County of Ventura	<i>None</i>	The State Controller Report submitted by the County does not include any operating data, nor is it segregated by program or mode. Consider reporting the Kanan Shuttle completely separately from the City of Thousand Oaks.
Gold Coast Transit District	<i>None</i>	<i>None</i>
Valley Express	<i>None</i>	Valley Express did not achieve the 10 percent farebox recovery ratio stipulated by the TDA for transit operators in rural areas at any point during the audit period. Valley Express should identify strategies that can be used to increase its farebox recovery ratio to 10 percent.
VCTC Intercity	VCTC Intercity's TDA fiscal audit was submitted late in FY 2014/15. Work with TDA fiscal auditors and finance staff to ensure audits are prepared and submitted within the designated timeframe.	<i>None</i>
VCTC RTPA	VCTC Intercity's TDA fiscal audit was submitted late in FY 2014/15. Work with TDA fiscal auditors and finance staff to ensure audits are prepared and submitted within the designated timeframe.	VCTC has two recommendations from the prior TDA audit that remain relevant but have yet to be implemented. VCTC should update rules and regulations for the evaluation of claims for TDA Article 4.5 funds as well as update the county's Congestion Management Program and upload to the GoVentura website.
		ECTA is currently reported only as part of the operating entities, and aggregate data is not available to conduct a performance audit of the service as a whole. We recommend VCTC work with ECTA partners to compile operating data on an annual basis so that a separate Triennial Performance Audit of ECTA can be completed during the next audit cycle. We do not recommend reporting ECTA as a separate service to the State Controller, or excluding services provided as ECTA from individual operator reporting.
		The City of Ojai continues to struggle regarding the 20 percent farebox requirement given its urbanized designation and rural nature. VCTC should consider developing a policy for transit operators serving rural and urbanized areas (such as Ojai) that could be used to establish a "blended" farebox recovery ratio goal for such areas throughout the county, or continue to consider alternative options such as Article 4.5 funding.

Preparing for the Next Triennial Performance Audit

In addition to addressing any findings and recommendations presented in the current Triennial Performance Audit, it is important for each audited entity to look ahead to the next audit, which will take place in FY 2018/19. Addressing some of these items now can make the next audit go more smoothly.

1. Keep deadlines for State Controller Reports and fiscal audits in mind and make every effort to meet them. Generally, State Controller Reports filed electronically are due by October 18. This date may fluctuate slightly if October 18 falls on a weekend (pushing it to October 19 or 20), but the letter you receive from the State Controller will include the specific date for a given year.
2. Ensure that the signature pages for your State Controller Reports are saved somewhere they can be easily located and provided to the auditor.
3. When you calculate FTE for the State Controller Report, save your methodology and calculations somewhere so that a) compliance with the TDA definition can be easily verified and b) it can be calculated the same way each year.
4. Document the implementation status of any recommendations. These will be reviewed as part of the next Triennial Performance Audit. Any recommendations that have not been implemented but remain relevant will likely be carried forward into the next audit.
5. Be very clear about what operating costs you are excluding from the farebox recovery ratio calculation. This will also come up as part of the TDA fiscal audit later this year.
6. It is always a good strategy to prepare and file documents as if someone else will need to be able to locate them. Use clear file names and logical file storage so that if for some reason you are not the one to prepare for the next audit, any required documents can be located.