



TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

Camarillo City Hall, Administrative Conference Room

601 Carmen Drive, Camarillo, CA

Thursday, March 8, 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 February 8, 2018 meeting.

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

ITEM 7 FY 2017-18 LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) – For Action

ITEM 8 FUTURE AGENDA ITEMS – For Information

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

ITEM 9 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.



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

Camarillo City Hall, Administrative Conference Room
601 Carmen Drive, Camarillo, CA
Thursday, February 8, 2018
1:30 p.m.

Meeting Minutes

MEMBERS PRESENT:

Bill Golubics, City of Camarillo
Shaun Kroes, City of Moorpark
Austin Novstrup, City of Ojai
Justin Link, City of Oxnard
John Ilasin, City of Santa Paula (Vice Chair)
Jennifer Mellon, City of Simi Valley
Mike Houser, 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)

MEMBERS ABSENT:

City of Fillmore
City of Port Hueneme
City of Ventura
Caltrans District 7 (ex-officio)
CSUCI

VCTC STAFF PRESENT:

Peter De Haan, Programming Manager
Aaron Bonfilio, Program Manager – Transit Services
Claire Grasty, Program Manager – Regional Planning
Judy Johnduff, Program Analyst
Heather Miller, Transit Planner

ITEM 1 CALL TO ORDER

Chair Gonzalez called the meeting to order at 1:30 p.m.

ITEM 2 INTRODUCTIONS & ANNOUNCEMENTS

Mr. Shaun Kroes, City of Moorpark, announced that they will be hosting VCTC Unmet Transit Needs today later in the evening.

Ms. Priscilla Freduah-Agyemang, City of Thousand Oaks, announced that they will be having a Travel Training workshop next month on March 15, 2018 at the Thousand Oaks Library in the Marvin Community Room.

Ms. Vanessa Rauschenberger, Gold Coast Transit, announced the promotion of Matt Miller to the

position of Planning Manager.

Mr. Martin Erickson, VCTC, asked that each Transit Agency provide to Heather Miller, a snap-shot of their current ridership.

Ms. Claire Grasty, VCTC, announced that VCTC will be holding an additional Public Hearing for Unmet Transit Needs on Monday, Feb. 12th at 9:00 a.m.

Ms. Judy Johnduff, VCTC, asked the Committee to please submit their semi-annual reports of Public Transportation, Modernization, Improvement and Service Enhancement Account by next Tuesday, February 13, 2018.

ITEM 3 PUBLIC COMMENT

None.

ITEM 4 AGENDA ADJUSTMENTS

Item 9 will be taken after Item 5.

ITEM 5 APPROVAL OF MINUTES

ACTION

Kroes moved, seconded by Ilasin, that the Committee approve the January 18, 2018 meeting minutes. The motion passed with no objections.

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

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

Discussion

Ms. Heath asked that it would be helpful if MMP please provide to the Committee a report consisting of data of the money allocated to this program. Peter mentioned this has been previously requested that this data be identified on the current report received.

Mr. Aaron Bonfilio recommended that it would be helpful to receive data (reports) from all 5310 applicants.

Ms. Grasty mentioned that a member of the scoring committee also asked that all recipients awarded grants, provide to the Committee some type of quarterly report.

ITEM 7 GOLD COAST TRANSIT DISTRICT FACILITY PROJECT UPDATE AND PRESENTATION

Ms. Rauschenberger gave a presentation on the Gold Coast Transit District Facility Project status/progress, and stated the project should be completed at the end of this year and the opening taking place in the beginning of the year 2019.

ITEM 8 2018 VCTC TITLE VI PROGRAM UPDATE – For Review

Mr. Erickson provided to the Committee, an updated draft for the Title VI Program for review and asked that any comments be submitted to him within the next two weeks.

Chair Gonzalez, recommended that the complaint form be available in both English and Spanish.

ITEM 9 FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5310 LARGE URBANIZED AREA (SENIORS AND DISABLED) FUNDS AND SECTION 5307 JOBS ACCESS/REVERSE COMMUTE (JARC) FUNDS – PROJECT SELECTION

Ms. Johnduff, reviewed and recommended that the Committee that the Committee approve the list of projects for FY16/17 and FY17/18 JARC and Section 5310 funds, and adopt the JARC/5310 FY2017/18 Program of Projects.

Discussion

There was extensive discussion regarding the scoring process and potential improvements for the future.

ACTION:

Rauschenberger, moved, seconded by Novstrup, that the Committee recommend that the Commission approve the attached list of Projects for FY16/17 and FY17/18 JARC and section JARC/5310 FY2017/18 Program of Projects with the following amendments:

- 1) The California Vans Pool Authority will increase from \$25,000 to \$50,000 and rather than one year, it be for two years, bringing the total project amount to \$200,000**
- 2) That the Committee receive a written confirmation as amended.**

The motion passed unanimously.

ITEM 10 FUTURE AGENDA ITEMS – For Information

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

ITEM 11 ADJOURNMENT

Chair Gonzalez adjourned the meeting at 3:13 p.m.



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DATE: March 8, 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:

The February 2018 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.

At last month's Committee meeting it was requested that the MRP report would include information on expenditures. For the month of January, the grant to MMP for the combined travel training and mileage reimbursement programs expended a total of \$11,918 from the total grant. These funds include both MMP staff and the MRP reimbursements. The total unexpended balance in MMP's grant is \$320,344. The committee also expressed interest in the receiving ongoing reports from other JARC/5310 recipients. Over the coming months staff intends to work with the other agencies to provide reporting to TRANSCOM.

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