



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

Camarillo City Hall, Administrative Conference Room
601 Carmen Drive, Camarillo, CA
Thursday, June 8, 2017
1:30 p.m.

Meeting Minutes

MEMBERS PRESENT:

Bill Golubics, City of Camarillo
Austin Novstrup, City of Ojai
Ruth Osuna, City of Oxnard
Robin Walker, City of Simi Valley
Priscilla Freduah-Agyemang, City of Thousand Oaks
Treena Gonzalez, County of Ventura (Acting Chair)
Vanessa Rauschenberger, Gold Coast Transit District
Aaron Bonfilio, VCTC InterCity Bus

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

MEMBERS ABSENT:

City of Fillmore
City of Moorpark
City of Port Hueneme
City of Santa Paula
City of Ventura
Heritage Valley Technical Advisory Committee

Caltrans District 7 (ex-officio)

VCTC STAFF PRESENT:

Martin Erickson, Transit Director
Aaron Bonfilio, Contract Manager – Transit
Ellen Talbo, Transit Planning Manager
Kevin Khouri, Transit Planner
Heather Miller, Transit Planner

ITEM 1 CALL TO ORDER

Acting Chair Gonzalez called the meeting to order at 1:33 p.m.

ITEM 2 INTRODUCTIONS & ANNOUNCEMENTS

The summer beach buses in Thousand Oaks and Moorpark will be running from mid-June through mid-August.

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.

The Gold Coast Transit District budget was approved including service changes. Construction is underway for the new facility and drone footage is available on the GCTD website.

Ms. Talbo, Transit Planning Manager with VCTC, has taken a position with Santa Clara County.

ITEM 3 PUBLIC COMMENT
None.

ITEM 4 AGENDA ADJUSTMENTS
None.

ITEM 5 APPROVAL OF MINUTES

ACTION

Golubics moved, seconded by Golubics, that the Committee approve the May 11, 2017 meeting minutes. The motion passed with no objections.

ITEM 6 ADA CERTIFICATION SERVICES AND MILEAGE REIMBURSEMENT

Mr. Culver, Mobility Management Partners, provided a brief summary of the ADA Certification Service and Mileage Reimbursement program.

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

Ms. Kathy Chambers, Moore & Associates, reviewed the Transportation Development Act Triennial Performance Audits for Ventura County TDA claimants. She said that she can update reports until June 16, 2017. Ms. Chambers reviewed local and national trends regarding findings, the functional and compliance findings, recommendations, and tips for preparing for the next Triennial Performance Audit.

Ms. Chambers reviewed the findings specific to Ventura County Transportation Commission as the Regional Transportation Planning Agency (RTPA) as follows:

- 1) Update the rules and regulations for the evaluation of claims,
- 2) Upload the updated Ventura County Congestion Management Program to the VCTC website,
- 3) Work with the East County Transit Alliance to complete operating data on an annual basis, and
- 4) Develop a policy for transit operators servicing rural and urbanized areas (such as Ojai) that considers a blended farebox recovery ratio goal.

Discussion

The Committee discussed 1) the changes to local transit agencies since the last audit, 2) the

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importance of establishing baseline data, 3) the benefit of sharing best practices and strategies on a regular basis at future TRANSCOM meetings.

ACTION:

Rauschenberg moved, seconded by Walker, that the Committee authorize the Ventura County Transportation Commission to submit the State required Transportation Development Act (TDA) triennial performance audits of TDA recipients in Ventura County to the State Department of Transportation (Caltrans) by June 30, 2017. The motion passed with no objections

ITEM 8 FUTURE AGENDA ITEMS

- 5310 Grant Program
- Coordinated Plan Priorities
- Coordinated Route Names
- Coordination of Data Standards for Trip Planners
- Fareboxes Rollout and Unified Fare Media (subcommittee / standing agenda item)
- Gold Coast Transit District Facility Presentation / Project Update
- Transit Asset Management (TAM) Plan Update

ITEM 13 ADJOURNMENT

Acting Chair Gonzalez adjourned the meeting at 2:30 p.m.