



AGENDA

TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)
Thursday, February 12, 2015, 1:30 P.M.
Camarillo City Hall, Administrative Conference Room
601 Carmen Drive, Camarillo, CA

- Item #1** **CALL TO ORDER**
- Item #2** **INTRODUCTIONS AND ANNOUNCEMENTS**
- Item #3** **PUBLIC COMMENTS**
- Item #4** **JANUARY 8, 2015 MEETING MINUTES – PG. 3**
- Approve the January 8, 2015 meeting minutes.
- Item #5** **SIMI VALLEY PROPOSITION 1B TRANSIT CAPITAL APPROVAL OF PROJECTS – PG. 6**
- Recommend approval of Proposition 1B Transit Capital funds for the Simi Valley Replacement CNG Buses and Paratransit Vans purchase.
- Item #6** **REVISED CONGESTION MITIGATION AND AIR QUALITY MINI CALL FOR PROJECTS SCHEDULE – PG. 8**
- Discuss the revised Congestion Mitigation and Air Quality (CMAQ) Call for Projects.
- Item #7** **AMERICANS WITH DISABILITIES ACT (ADA) CERTIFICATION CONTRACT COST INCREASE – PG. 10**
- Recommend the Commission approve an amendment to the contract with Mobility Management Partners, Inc., for ADA certification services.
- Item #8** **ADA CERTIFICATION AND MILEAGE REIMBURSEMENT PROGRAM UPDATE – PG. 12**
- Receive and file the monthly ADA Certification Services Reports and Mileage Reimbursement Program update.
- Item #9** **CONTINUED DISCUSSION ON THE FUTURE OF GOVENTURA SMARTCARD – PG. 13**
- Discuss the future of the GoVentura Smartcard.

- Item #10** **REVIEW OF VCTC SHORT RANGE TRANSPORTATION PLAN: VEHICLE REPLACEMENT PLAN – PG. 14**
- Discuss and comment on the proposed final SRTP Vehicle Replacement Plan prior to presentation to the Commission
- Item #11** **REVIEW OF VCTC SHORT RANGE TRANSPORTATION PLAN: COUNTYWIDE PERFORMANCE METRICS– PG. 15**
- Discuss and comment on the proposed final SRTP Countywide Performance Metrics prior to presentation to the Commission
- Item #12** **REVIEW OF VCTC SHORT RANGE TRANSPORTATION PLAN: VCTC INTERCITY FIXED ROUTE SERVICES FARE ANALYSIS – PG. 16**
- Discuss and comment on the proposed final SRTP VCTC Intercity fixed-route services fare analysis prior to presentation to the Commission
- Item #13** **ADJOURNMENT**

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

January 8, 2015

1. Call to Order

Chair Kathy Connell of Ventura County called the meeting to order at 1:33 p.m. The following people were present (an asterisk represents voting Member Agencies):

Roc Pulido	Camarillo*	Ray Porras	CSU Channel Islands (ex-officio)
Andrew Lorenzana	CSU Channel Islands	Claire Johnson-Winegar	Gold Coast Transit District
Cynthia Torres	Gold Coast Transit District	Margaret Heath	Gold Coast Transit District
Vanessa Rauschenberger	Gold Coast Transit District*	Shaun Kroes	Moorpark*
Mike Culver	MMP, Inc.	Cesar Hernandez	Santa Paula*
Michael Powers	Santa Paula	John Webster	Simi Valley*
Alex Portier	Thousand Oaks	Mike Houser	Thousand Oaks*
Ben Cacatian	VCAPCD (ex-officio)	Amy Ahdi	VCTC
Donna Cole	VCTC	Darren Kettle	VCTC
Kara Elam	VCTC	Peter De Haan	VCTC
Treena Gonzalez	VCTC	Vic Kamhi	VCTC Intercity Bus*

2. Introductions and Announcements

Kathy Connell noted that the Heritage Valley Technical Advisory Committee representative at TRANSCOM is Fillmore's City Manager, David Rowlands. Shaun Kroes advised that, in December, Moorpark's City Council accepted a bid for two CNG buses submitted by Creative Bus Sales and rejected the bid produced by Gillig. Vanessa Rauschenberger advised that the Gold Coast Transit District Board approved purchasing four MV1 CNG Dial-a-Ride vehicles and that Gold Coast Transit is updating their logo and design options will appear on their Facebook page this week. Ray Porras of CSUCI said he has heard positive comments regarding the new VCTC Intercity buses. Mike Houser advised that Thousand Oaks Transit has accepted delivery of two new Gillig CNG buses, which should be in operation in February, and seven of the eight CNG Dial-a-Ride vans. John Webster advised that the Simi Valley has received six new CNG buses and Chuck Perkins is due back to work next week. Vic Kamhi of VCTC advised that fourteen new VCTC Intercity buses are in operation around the County, the Heritage Valley vehicles will be put into service soon and provided new schedules for the Conejo Connection and Coastal Express routes, noting that minor time changes occurred on both routes the due to the Esplanade renovation and relocation to the Park and Ride. Treena Gonzalez handed out flyers regarding the relocation of the Park and Ride. Kara Elam provided flyers for the upcoming Unmet Transit Needs public listening sessions and Public Hearing. Margaret Heath advised that comments on the recent ADA Federal Circular are due on February 12, and encouraged small Operators to review the suggested best practices for record keeping.

3. Public Comments

No public comments were made.

4. Election of Officers for the 2015 Calendar Year - Action

Mike Houser moved to nominate a representative from Gold Coast Transit District to serve as Chairperson. Shaun Kroes moved to nominate a representative from the City of Simi Valley to serve as Vice Chairperson. A voice vote was taken on both motions, with each passing unanimously. Vanessa Rauschenberger assumed the seat of Chairperson for the duration of the meeting.

5. December 11, 2014 Meeting Minutes - Action

Mike Houser moved to approve the December 11, 2014 meeting minutes. The motion was seconded by Shaun Kroes and passed unanimously.

6. Review of Countywide Transit Marketing and Ridesharing Programs - Action

At the December meeting, TRANSCOM asked Staff to bring this item back with detail on marketing tasks, costs of activities as well as carry over balances. Staff determined there is sufficient carry over balance for the Fiscal Year (FY) 2014/15 Regional Ridesharing program and recommended that \$500,000 of CMAQ funds be set aside in FY 2014/15

for the Transit Marketing program only. TRANSCOM expressed a regional marketing need for updating to the Student Rider Guide, for assistance in providing translation services to patrons, and for countywide set up of Google Transit. Staff recommended placing an item on the next agenda to continue discussions on how to best approach uniformed data entry of all transit operators routing/information into Google Transit. Mike Houser made a motion to approve the recommendation. The motion was seconded by Shaun Kroes and passed unanimously.

7. Potential Future CMAQ Call for Projects

The deadline for acceptance for applications is January 12. Staff provided an update on the TTAC's request regarding the shelf list policy for the Congestion Mitigation and Air Quality (CMAQ) Call for Projects. The pros and cons of TTAC's proposed shelf list policy were discussed. TRANSCOM expressed their ideal shelf list policy, as follows:

- Projects placed on the shelf list must score above the minimum score.
- One project per agency is allowed on the shelf list.
- Projects are not automatically funded and that shelf listed projects come back through respective Committees when competing in subsequent calls for projects.
- If two projects obtain a tied score in a future call for projects, the shelf listed project gets priority.

Staff will work with both Committees to develop a proposed shelf listed policy, which would be presented to both Committees for approval at the same time the selection of projects is presented for approval.

8. ADA Certification and Mileage Reimbursement Program Update

Mike Culver provided an update on ADA Certification services; the December 2014 ADA Certifications Services Report was provided to the group. Mike Culver provided an update on the Mileage Reimbursement Program as well. In November and December 2014, twenty four people were determined eligible to submit mileage reimbursement requests and an additional twenty people are in queue for eligibility determination. Outreach at senior centers is continuing into February, at which point the outreach efforts will concentrate on partnerships with "referring agencies", agencies that are already providing transportation services at an expensive rate through Non-Emergency Medical Transport (NEMT); these agencies will be contacted and encouraged to support the Mileage Reimbursement Program as alternative to their transportation services. The intent is to create a sustainable mileage reimbursement program beyond the grant funding. MMP is interested in gathering information from Operators on patrons or locations associated with frequent paratransit trips, in an effort to perform outreach where helpful. VCTC is adding information on Travel Training and Mileage Reimbursement program on the ADA Certification section of its website.

9. The Future of the GoVentura Smartcard

Staff advised TRANSCOM that sales of the new VCTC Transit fare media through the new GFI farebox will start in May 2015 and sales of the GoVentura Smartcard will cease as of July 1, 2015. Transfers between different services will continue to be honored. At the February Commission meeting, Staff will present the new VCTC Intercity Bus fare products. At the March Commission meeting, Staff will present a recommended schedule for taking down the Smartcard. Staff reiterated the common goal of researching a potential regional Smartcard replacement in the future but emphasized that there will be no immediate replacement to the GoVentura Smartcard as the system is nearing the end of its usable life and will be inoperable by the end of the Fiscal Year. TRANSCOM Members expressed concern with any duration of time that occurs in which a regionally accepted method of fare for patrons does not exist. Vanessa Rauschenberger recommended that a working group be formed to start working on an interim replacement to the GoVentura Smartcard and that a replacement be developed so no duration of time passes where a regionally accepted method of fare for patrons does not exist.

10. Adjournment

Chairperson Vanessa Rauschenberger moved to adjourn the meeting at 3:34 p.m. A voice vote was taken and the motion passed unanimously



TRANSCOM

DATE: Thursday, January 8, 2014

PLEASE SIGN IN:

Aaron Bonfilio
Amy Andl
Ben Cacatian
Bill Golubics
Brian Yanez
Cameron Yee
Cesar Hernandez
Charles Sandin
Chuck McQuary
Chris Latham
Claire Johnson-Winegar
Danny Haws
Darren Kettle
David Fleisch
David Rowlands
Debra Solomon
Drew Lurie
Ellen Talbo
Elizabeth Amador
Fernando Castro
Gloria Sotelo
Grahame Watts
Greg Grant
Jaime Fontes
Jan Richards
Jason Lott
Jeff Hereford
Joanna Capelle
John Webster
John Quinn
Vic Kamhi
Jim Moore
Jim White
Kara Elam

Kathy Connell
Margaret Heath
Maria Tello
Martin Erickson
Matt Gleason
Mike Culver
Mike Houser
Mike Powers
Paula Johnson
Peter De Haan
Ray Evans
Ray Porras
Rigo Landeros
Jacqui Cervantez-Roberts
James Gamez
Roc Pulido
Ron Calkins
Syed Shdab
Shaun Kroes
Stephanie Young
Steve Brown
Steve Rosenberg
Susan White
Sue Tatangelo
Tom Fox
Tom Mericle
Treena Gonzalez
Vanessa Rauschenberger

Andrew Lorenzana
Alma Pulido
Aymara T. Duque

Kathy Connell
Margaret Heath

Mike Houser
Mike Powers

Peter De Haan

Ray Porras

Shaun Kroes

Vanessa Rauschenberger

Alma Pulido
Aymara T. Duque



Item #5

February 12, 2015

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE
FROM: STEPHANIE YOUNG, PROGRAM ANALYST
SUBJECT: SIMI VALLEY PROPOSITION 1B TRANSIT CAPITAL APPROVAL OF PROJECTS

RECOMMENDATION:

- Recommend approval of \$2,200,000 of Proposition 1B Transit Capital for the Simi Valley Replacement CNG Buses purchase and \$600,000 of Proposition 1B Transit Capital for the Simi Valley Replacement Paratransit Vans purchase.

BACKGROUND:

Proposition 1B, approved by the voters in 2006, includes \$3.6 billion statewide for transit capital projects, to be distributed to transit operators and regional agencies by formula. VCTC's total apportionment is approximately \$39,413,000. Much of this funding was programmed through recommendations from the VCTC Transit Investment Study and the selection criteria recommended by the study. To date, Proposition 1B Transit grants have funded about \$3.8 million in rail and rail station improvements and \$32.8 million in bus, paratransit, and transportation facility projects.

At the October 5, 2012 meeting, the Commission reserved \$13,890,000 for future bus replacement projects and the construction phase of the Gold Coast Transit facility. This reserve list included two replacement vehicle projects for Simi Valley Transit.

DISCUSSION:

Recently, the City of Simi Valley informed staff that the projects remaining on the reserve list would be ready to start within the next 18 months. These projects, which are recommended for funding, are:

- \$2,200,000 for four replacement CNG transit buses

- \$600,000 for six CNG paratransit replacement vans

These are the last remaining projects on the reserve list. After the receipt of these funds, there will be no more Proposition 1B Transit Capital funds available.



Item #6

February 12, 2015

**MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE
TRANSPORTATION TECHNICAL ADVISORY COMMITTEE**

**FROM: PETER DE HAAN, PROGRAMMING DIRECTOR
STEPHANIE YOUNG, PROGRAM ANALYST**

**SUBJECT: REVISED CONGESTION MITIGATION AND AIR QUALITY MINI CALL FOR
PROJECTS SCHEDULE**

RECOMMENDATION:

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

BACKGROUND:

At the November 2014 meeting, the Commission approved the CMAQ Call for Projects schedule and guidelines. VCTC received 38 applications totaling \$37,278,236 by the January 15th deadline. The amount of funding available in this Call for Projects is approximately \$13,370,000.

The Call for Projects guidelines included scoring criteria that provided up to 10 points to transit projects and 15 points to non-transit projects that provided matching funds. Due to the increase of TDA in the current fiscal year, it is possible that cities may wish to use their apportionment of TDA to increase their local matching funds for CMAQ projects. Staff is recommending that the review and approval of CMAQ projects be delayed so that applicants can increase their matching funds if they choose to do so. Adjustments to matching funds should be submitted to Stephanie Young, at syoung@goventura.org, by March 12, 2015. No other changes to the project applications should be made. The revised schedule will also allow staff and the CMAQ scoring committee to more thoroughly review the large number of applications.

The revised CMAQ Mini Call for Projects schedule is shown below with updates in bold:

Commission Approval of Call Process:
Notification of Funding Availability:
Applications Due to VCTC:

November 7, 2014
November 10, 2014
January 15, 2015

New Matching Fund Submittals Due:

Task Force Approval of Projects: ~~week of January 26th~~

TRANSCOM Approval of Transit List: ~~February 12th~~

TTAC Approval of Non-Transit List: ~~February 19th~~

VCTC Approval to Projects: ~~March 6th~~

Approval of Amendment to Federal Transportation

Improvement Program: ~~May, 2015~~

March 12, 2015

week of March 23, 2015

April 9, 2015

April 16, 2015

May 1, 2015

July 2015

This recommendation was on the February 6, 2015 VCTC agenda.



Item #7

February 12, 2015

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: AMERICANS WITH DISABILITIES ACT (ADA) CERTIFICATION CONTRACT COST INCREASE

RECOMMENDATION:

- Recommend the Commission approve an amendment to the contract with Mobility Management Partners, Inc., for ADA certification services, increasing the Fiscal Year (FY) 2014/15 ceiling from \$133,452 to \$148,650, to accommodate an unanticipated increase in the number of certification determinations.

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. For many years this function was carried out by Commission staff, but in September, 2009, the Commission approved a contract with Mobility Management Partners, Inc. (MMP) to provide the certification service. This contract expired on June 30, 2013, with provision for two one-year extensions that have been approved by the Commission through June 30, 2015. The procurement process for the new contract is currently underway.

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. Last year, the Commission took action to increase MMP's contract ceiling to increase the maximum number of determinations from 800 to 850, but the additional

funds approved in that increase were never spent, since the number of certifications came very close to 800 but remained below that number.

DISCUSSION:

Staff has reviewed the certification statistics and has not found a clear cause for the significant increase in applications this year. The increase appears to be of approximately the same proportion in all areas of the county, and numbers were already high this past summer, with the number of certifications for the July through September 2014 averaging 88, higher than the average of 80 per month for the period of October through January. One possible explanation considered was that the large amount of publicity generated by the Mileage Reimbursement Program (MRP), for which MMP received a Section 5310 grant from VCTC, might have drawn attention to availability of ADA certification from MMP, but this appears unlikely given that the MRP marketing did not go into full effect until November while certification numbers were already up last the summer. It is reasonable to expect that over time the number of certifications will rise due to the increasing senior population, but that would not explain the rather abrupt increase after a slow upward trend over several years.

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 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.

At the time of the first MMP contract extension, staff obtained cost information from L.A. Access Services indicating that the average evaluation cost for L.A. County is about \$250, assuming the number of evaluations relative to the total the county population is the same as in Ventura County. Under the existing maximum of 800 determinations the cost of the MMP contract is \$160 per determination, and based on the price structure the cost per determination goes down as the number of determinations goes up. Thus, MMP contract appears to remain cost effective.



Item #8

February 12, 2015

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)
FROM: PETER DE HAAN, PROGRAMMING DIRECTOR
SUBJECT: ADA CERTIFICATION AND MILEAGE REIMBURSEMENT PROGRAM UPDATE

RECOMMENDATION:

- Receive and file monthly ADA Certification services report and Mileage Reimbursement Program update.

DISCUSSION:

The January 2015 ADA Certification Services Report from Mobility Management Partners, Inc. (MMP) will be emailed to TRANSCOM as a separate attachment, as well as provided at the TRANSCOM meeting.

Recently, 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. At the October 2014 meeting, MMP provided an initial presentation to its mileage reimbursement program. TRANSCOM requested MMP provide monthly updates on the Program at subsequent meetings. MMP will provide an oral presentation on the mileage reimbursement program.



Item #9

February 12, 2015

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

FROM: VIC KAMHI, BUS TRANSIT DIRECTOR

SUBJECT: THE FUTURE OF THE GOVENTURA SMARTCARD

RECOMMENDATION:

- Continue the discussion of the future of the GoVentura Smartcard.

DISCUSSION:

At the January 2015 TRANSCOM meeting, staff advised TRANSCOM that sales of the new VCTC Transit fare media through the new GFI farebox will start in May 2015 and sales of the GoVentura Smartcard will cease as of July 1, 2015. Transfers between different services will continue to be honored. At the February Commission meeting, Staff presented the new VCTC Intercity Bus fare products. At the March Commission meeting, Staff will recommend a schedule for taking down the Smartcard.

Staff reiterated the common goal of researching a potential regional Smartcard replacement in the future but emphasized that there will be no immediate replacement to the GoVentura Smartcard as the system is nearing the end of its usable life and will be inoperable by the end of the Fiscal Year. TRANSCOM Members expressed concern with any duration of time that occurs in which a regionally accepted method of fare for patrons does not exist. TRANSCOM recommended that a working group be formed to discuss and develop an interim replacement to the GoVentura Smartcard so that no duration of time passes where a regionally accepted method of fare for patrons does not exist. The first working group meeting was scheduled for Wednesday, February 11 at 10:00 a.m. at VCTC's Office.



Item #10

February 12, 2015

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE
FROM: AMY AHDI, TRANSIT PLANNER
SUBJECT: SHORT RANGE TRANSPORTATION PLAN VEHICLE REPLACEMENT PLAN

RECOMMENDATION:

- Discuss and comment on the proposed final SRTP Vehicle Replacement Plan prior to presentation to the Commission

BACKGROUND

As part of the VCTC Short Range Transportation Plan (SRTP), an update of the Countywide Transit Investment Study has been prepared. This update of the Countywide Transit Investment Study provides a summary of the vehicle replacement needs for all public transit providers within Ventura County. The data has been provided by the individual public transit providers, and has been presented to TRANSCOM in September, 2014. At that meeting, TRANSCOM requested the opportunity to modify the data, which has occurred. By compiling this information, VCTC will be better able to plan for identify financial needs and establish policies and financial plans to meet the future transit capital expenditures.

A copy of the final proposed SRTP Vehicle Replacement Plan will be sent subsequent to the Agenda, under separate cover.



Item #11

February 12, 2015

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE

FROM: AMY AHDI, TRANSIT PLANNER

SUBJECT: SHORT RANGE TRANSPORTATION PLAN: COUNTYWIDE PERFORMANCE METRICS

RECOMMENDATION:

- Discuss and comment on the proposed final SRTP Countywide Performance Metrics prior to presentation to the Commission.

BACKGROUND

As part of the VCTC Short Range Transportation Plan (SRTP), a proposed Countywide Performance Metrics guideline report. The document was presented to TRANSCOM for its initial review and comment in September 2014, and has been revised to reflect input from TRANSCOM.

The primary purpose of this document is to establish a methodology by which to evaluate the performance of fixed-route bus service in Ventura County. This required the development of a route classification system with corresponding performance metrics which is sensitive to the varying nature of the communities and the types of transit service which is viable in the different locations. The Countywide performance metrics will assist the Commission in maximizing the effective use of limited resources by creating a rational and transparent evaluation process and will assist the Commission in determining priorities when allocating funds and programming future transit investments. The performance metrics will also provide transit operators with a series of service metric guidelines to improve the effectiveness and attractiveness of fixed-route bus service. Service guidelines also create an opportunity to improve the consistency of transit services across Ventura County.

A copy of the final proposed SRTP Countywide Performance Metrics guideline report will be sent subsequent to the Agenda, under separate cover.



Item #12

February 12, 2015

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE

FROM: AMY AHDI, TRANSIT PLANNER

SUBJECT: SHORT RANGE TRANSPORTATION PLAN: VCTC INTERCITY FIXED-ROUTE SERVICES FARE ANALYSIS

RECOMMENDATION:

- Discuss and comment on the proposed final SRTP VCTC Intercity fixed-route services fare analysis prior to presentation to the Commission.

BACKGROUND

As part of the VCTC Short Range Transportation Plan (SRTP), a VCTC Intercity fixed-route services fare analysis has been completed. The primary purpose of this analysis is to highlight key fare revenue trends over the past several years, including impacts of recent fare increases, and to present policy and fare product recommendations. The report does not recommend changes in the VCTC Intercity fixed-route services fares, but how future fare adjustments should be considered. While recognizing the termination of the existing GOVENTURA Smartcard, the analysis does not consider replacement of the smartcard, which is a regional issue and is being addressed separately.